

Chapter 1:

Introduction to

Learning

Management

Continuous learning is essential for both individual growth and organisational success. The **Learning Management** module provides a structured platform for managing training programmes, tracking employee development, and ensuring compliance with required learning initiatives. By centralising learning activities, this module enhances accessibility, automates administrative tasks, and supports skill development across the company.

With features such as course enrolment, progress tracking, and certification management, the **Learning Management** module empowers employees to take charge of their professional development while providing managers and administrators with the tools to monitor and optimise learning outcomes. Whether used for onboarding, upskilling, or compliance training, this module ensures that learning is efficient, engaging, and aligned with business objectives.

This chapter introduces the purpose, key benefits, and functionality of the **Learning Management** module. It sets the stage for a deeper exploration of how different users interact with the system, how it is configured, and best practices for maximising its effectiveness.

- [Overview of Learning Management](#)
- [Purpose of the Module](#)
- [Key Features of the Module](#)

Overview of Learning Management



Effectively managing learning and development is essential to building a knowledgeable, compliant, and high-performing workforce. The **Learning Management** module is designed to streamline training administration by providing tools to efficiently create, organise, distribute, and monitor learning content and activities.

The **Learning Management** module supports a wide range of learning approaches, including:

- self-paced eLearning,
- instructor-led training,
- blended learning,
- assessments,
- certifications, and
- academic learning environments.

It enables organisations to structure training content into interactive learning pathways, assign learning to specific target audiences, and track learner progress through every stage of the learning journey.

The module provides **administrators**, **facilitators**, and **educators** with centralised tools to manage the following:

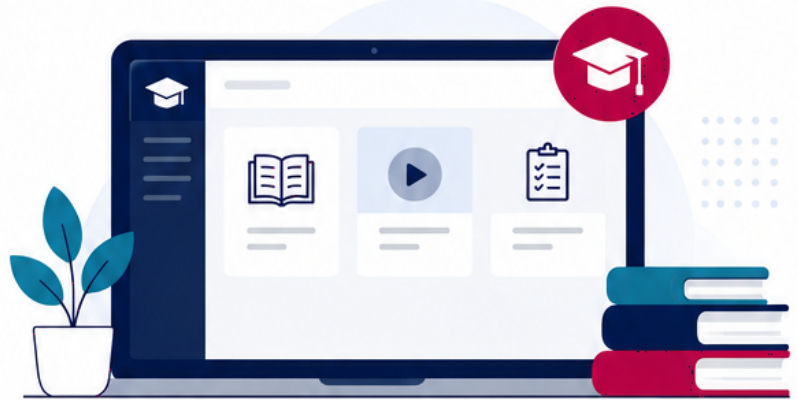
- Learning content libraries
- SCORM and xAPI content
- Assessments
- Training interventions
- Learner records
- Attendance registers
- Marksheets
- Academic reporting

Learners can access training material, complete assessments, download supporting documents, participate in workshops, and monitor their own development through the Learning Portal.

The **Learning Management** module integrates smoothly with other system components such as **People Management**, **Job Management**, **Performance Management**, and **Event Scheduling**. This integration forms a connected learning ecosystem that facilitates compliance, workforce development, academic oversight, and organisational growth.

This chapter provides a detailed overview of the **Learning Management** module, highlighting its key features, benefits, and role within the broader HR and development environment. By understanding the module's core functionality, users can confidently manage learning processes, improve training outcomes, and create engaging, structured learning experiences for employees, students, and other learners.

A comprehensive solution to create, deliver, manage and track learning across your organisation.



WHAT IT SUPPORTS

Supports a wide range of learning approaches to meet diverse development needs.



Self-paced eLearning



Instructor-led Training



Blended Learning



Assessments



Certifications



Academic Learning Environments



Create interactive learning pathways, assign to target audiences, and track progress every step of the way.



WHAT ADMINISTRATORS MANAGE

Centralised tools to efficiently administer and monitor learning.



Learning content libraries



SCORM and xAPI content



Assessments



Training interventions



Learner records



Attendance registers



Marksheets



Academic reporting

WHAT LEARNERS DO



Access training materials



Complete assessments



Download documents



Participate in workshops



Monitor their development

CONNECTED LEARNING ECOSYSTEM

Seamlessly integrates with key system components to support compliance, workforce development, academic oversight and organisational growth.



People Management



Job Management



Performance Management



Organisational Structure



Event Scheduling



THE BENEFITS



Improve compliance and accountability



Develop skills and grow talent



Enhance learning experiences



Drive organisational growth

Purpose of the Module



The **Learning Management** module provides a fully integrated framework for managing **organisational learning, training delivery, learner engagement, and academic development**. It combines:

- Centralised learning content and pathway management,
- Structured training administration and learner tracking,
- SCORM and interactive eLearning support,
- Assessment, assignment, and certification management,
- Target audience and learning group management,
- Training intervention and learner record integration,
- Academic and workforce development functionality, and
- Reporting, compliance, and progress monitoring tools.

This enables organisations, educators, and administrators to manage learning activities in a **structured, scalable, and efficient** manner while providing learners with **trackable** learning experiences.

The **Learning Management** module supports a wide range of training and educational requirements, including:

- Corporate training,
- Onboarding,
- Compliance learning,
- Skills development,
- Blended learning,
- Online schooling, and
- Certification programmes.

We will discuss the key features of the **Learning Management** module in the next part of this book.

The Learning Management module provides a fully integrated framework for managing learning, training, learner engagement and academic development.

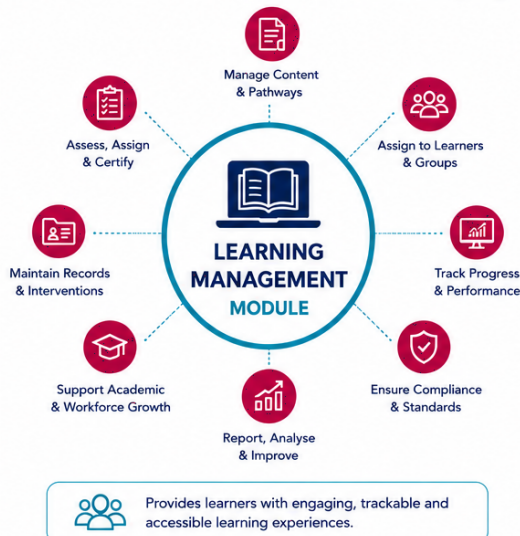


OUR GOAL

To enable organisations, educators and administrators to deliver structured, scalable and efficient learning experiences that drive knowledge, compliance and growth.

WHAT THE MODULE COMBINES

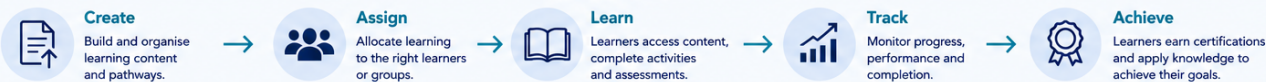
- Centralised learning content and pathway management
- Structured training administration and learner tracking
- SCORM and interactive eLearning support
- Assessment, assignment and certification management
- Target audience and learning group management
- Training intervention and learner record integration
- Academic and workforce development functionality
- Reporting, compliance and progress monitoring tools



SUPPORTS A WIDE RANGE OF NEEDS

- Corporate training
- Onboarding
- Compliance learning
- Skills development
- Blended learning
- Online schooling
- Certification programmes

HOW IT WORKS



THE IMPACT



Build a compliant and knowledgeable workforce.



Improve training outcomes with structured and engaging learning.



Drive performance through skills and competency growth.



Support organisational and academic excellence at every level.



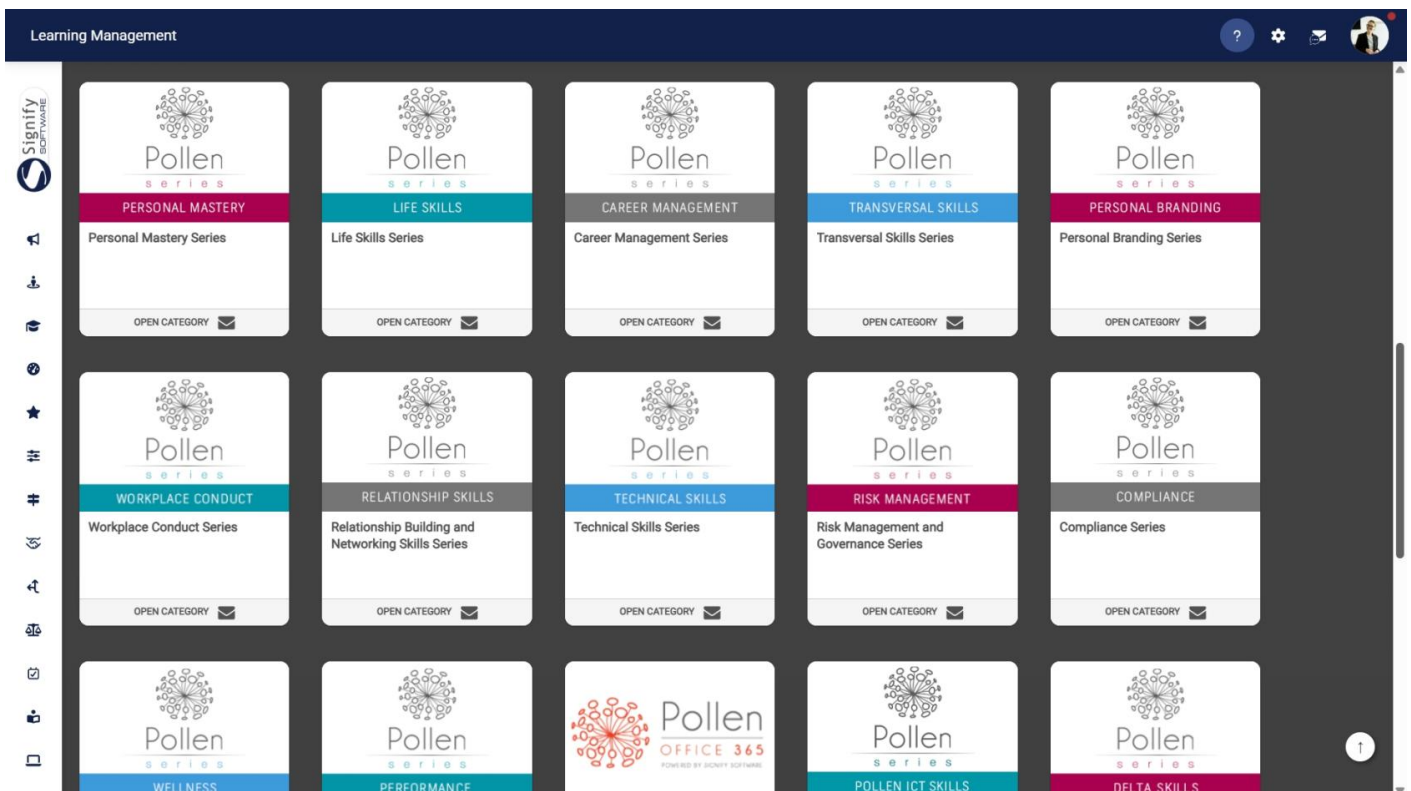
Key Features of the Module

The **Learning Management** module includes several powerful features that support structured learning delivery, learner engagement, training administration, and academic management. We will explore these features in more detail below.

The Learning Portal

The **Learning Portal** serves as the central access point for all learning activities within the organisation. Learners can search for and access pathways, eLearning programmes, assessments, training history, development plans, reports, and other learning resources from a single, user-friendly environment.

The portal provides a streamlined and engaging learning experience while giving administrators access to advanced configuration and management functionality.



Structured learning pathways

The pathway functionality allows organisations to build interactive learning journeys using structured learning steps and configurable workflows. Administrators can create customised pathways that guide learners through content in a logical sequence.

Pathways can include:

- SCORM and xAPI content,
- Documents and learning guides,
- Online assessments,
- Practical assessments,
- Assignments,
- Workshops and event bookings,
- Videos and multimedia,
- Acceptance and compliance acknowledgements,
- User input and feedback steps, and
- Certification points.

Active Listening

[BACK TO PORTAL](#) [START](#) [MY NOTES 0](#)



Active Listening

Active Listening is part of the Signify Pollen Series.

The **Active Listening** series is designed to equip you with the vital tools needed to gain traction and respect in the workplace through listening. It will help you to understand the value and benefits of being an active listener; enabling you to better understand issues and conflicts, and position yourself in such a way as to effectively problem-solve and resolve them. Bernard Baruch said, "Most of the successful people I've known are the ones who do more listening than talking." This series provides practical examples and activities to develop your listening skills.

LAST ACCESSED	Not yet accessed
PROGRESS	0 out of 4
LAST STEP ATTEMPTED	Not yet attempted
REFERENCE	4881

SUMMARY

STEP	DATE LAST ACCESSED	STATUS
1. Welcome		Display Only
2. Complete the eLearning		Not Completed
3. Assessment		Not Completed
4. Certificate		Not Completed

SCORM and interactive eLearning support

The **Learning Management** module supports SCORM and xAPI learning content, enabling organisations to upload and deliver interactive eLearning directly within the system.

Administrators can:

- Upload SCORM packages,
- Configure attempt limits,
- Track learner progress and scores,

- Log training records automatically,
- Link content to pathways, and
- Monitor learner registrations and completion activity.

Learning Content Administration										
+ ADD CONTENT		DELETE		SHOW						
COURSE NAME	DATE ADDED	LAST LAUNCH DATE	TRAINING INTERVENTION	REGISTRATIONS	PATHWAYS	PUBLISHED PATHWAYS	MAX ATTEMPTS	KEEP SCORE	ACTIVE	DELETE
Assertiveness POD 1 V05	13/02/2024 02:50:05 PM		Assertiveness POD 1	0	0	0	∞	Best	✓	☐
Assessment	22/04/2026 02:13:10 PM	22/04/2026 02:13:31 PM	14 Enaex Life Priority Rules - Post Assessment	1	1	1	2	Best	✗	☐
Authentic Professionalism Module 1 V01	25/07/2025 10:51:28 AM	10/02/2026 09:13:43 AM	Authentic Professionalism Module - Course	2	1	1	∞	Best	✓	☐
How to talk to anyone Pod 1 V04	15/02/2024 10:50:30 AM	22/04/2025 09:49:48 AM	How to talk to anyone Pod 1	4	2	2	∞	Best	✓	☐
Introduction to Digital Marketing Module 1 - Course	26/05/2025 12:56:20 PM	20/06/2025 08:46:36 AM	Introduction to Digital Marketing Module 1 - Course	4	2	1	∞	Best	✓	☐
Introduction to Digital Marketing Module 2 - Course	26/05/2025 12:57:03 PM	20/06/2025 08:50:44 AM	Introduction to Digital Marketing Module 2 - Course	4	2	1	∞	Best	✓	☐
Introduction to Digital Marketing Module 3 - Course	26/05/2025 12:57:35 PM	20/06/2025 08:51:01 AM	Introduction to Digital Marketing Module 3 - Course	4	2	1	∞	Best	✓	☐
Introduction to Digital Marketing Module 4 - Course	26/05/2025 12:58:06 PM	20/06/2025 08:51:14 AM	Introduction to Digital Marketing Module 4 - Course	2	1	0	∞	Best	✓	☐
Mod 1	09/04/2026 09:25:09 AM	09/04/2026 09:25:51 AM	Awareness Module 1 - Course	1	1	1	∞	Best	✓	☐
Module 1: Awareness	09/04/2026 09:15:17 AM	09/04/2026 09:27:08 AM	Awareness Module 1 - Course	12	4	4	∞	Best	✓	☐
Module 1: Understanding awareness	09/04/2026 09:17:58 AM	09/04/2026 09:18:54 AM	Test training intervention CB Category	4	2	2	∞	Best	✓	☐
Module 2: Awareness	09/04/2026 09:24:18 AM	09/04/2026 09:29:16 AM	Awareness Module 2 - Course	9	3	3	∞	Best	✓	☐

Assessments and learner evaluations

The module includes integrated assessment functionality that supports knowledge validation, learner evaluations, and academic grading processes.

Administrators and educators can:

- Create and manage assessments,
- Configure answer groups,
- Import assessments from Excel,
- Track assessment attempts,
- Automate scoring processes,
- Configure moderated marks, and
- Generate learner and assessment reports.

Learning Management

Awareness

BACK TO PORTAL ASSESSMENT 5/6 MY NOTES 0

Edit Mode Learning Mode

1 2 3 4 5 6 7 8

Active Listening - Assessment

Confident that you are ready to apply your knowledge? Take the assessment!

You have two attempts to complete this assessment.

Note that the pass rate for the assessment is 80%.

Welcome

Assessment Name:	Active Listening - Assessment
Introduction:	This assessment tests your knowledge on the foundational knowledge on a range of topics, aimed at Supervisory and Team Leader target audience.
Questions:	8
Pass Mark:	75
Maximum number of Attempts:	Unlimited
Your number of Attempts:	0
Your score:	0%

START

Target audiences and people group management

Learning content can be assigned to specific audiences using target audiences and people groups. This ensures that only relevant learners can access specific pathways, programmes, or academic subjects.

Target audiences can be based on:

- Employees,
- Organisational units,
- Departments,
- Classes,
- Grades,
- People groups, or
- Other organisational criteria.

People Groups

Signify SOFTWARE

CUSTOM

REPORTING LINE

ORGANISATIONAL

EVENT SCHEDULE

Preview of People linked to the group All People

Q

PERSON	POSITION TITLE	LOCATION IN ORGANISATION
Destiny Lewis(chanan.stenden@signify.co.za)	Chief Administrator	Signify Software
Aimee Campbell(10120157)	Chief of Operations (COO)	Signify Software
Raymond Ressler(10002400)	Intermediate Test Analyst	... Development Department Testing Department
Keller Williams(10002300)	Senior Test Analyst	... Development Department Testing Department
Dominic Manuel(10001800)	Graphic Designer	... Signify Software eLearning Department
Gabriella Josephs(10001500)	Junior Business Analyst	... Signify Software Business Analysis Department
Diego Inez(10001400)	Junior Business Analyst	... Signify Software Business Analysis Department
Abraham Hamman(10001300)	Intermediate Business Analyst	... Signify Software Business Analysis Department
Megan la Paz(10001700)	Content Developer	... Signify Software eLearning Department
Lily Kingsley(10001600)	eLearning Manager	Signify Software Signify Software
Lyle Pert(10009000)	Business Analysis Manager	Signify Software Signify Software
Karabo Fweta(10002000)	Scrum Master	... Signify Software Development Department
Christian Momberg(10001000)	UI/UX Developer	... Signify Software Development Department
Olaf Rusch(10002500)	Junior Test Analyst	... Development Department Testing Department
Kyle Gosling(10001200)	Intermediate Business Analyst	... Signify Software Business Analysis Department
Lisa Edwards(10001100)	Senior Business Analyst	... Signify Software Business Analysis Department

+ PEOPLE GROUP

Training intervention and learner record integration

The module integrates directly with training interventions and learner records to create a complete audit trail of learning activities and achievements.

Learning activities can automatically:

- Create learner records,
- Log certifications,
- Track attendance,
- Record assessment outcomes,
- Capture learner acknowledgements, and
- Maintain historical training information.



Search

Description		Type	
SETA Name		SETA Period	
☐ SETA is PIVOTAL			
☐ Show Disabled Training Intervention			

SEARCH

CLEAR

ADD

DELETE

IMPORT TRAINING INTERVENTIONS

IMPORT ATR DETAILS

COPY ATR DETAILS

Previous 20 || Next 20

Code	Training Intervention Name	Type	Learning Type	Nature of Learning	Category	Is PIVOTAL Training	Delete
	Junior Development Program	Classroom	Classroom	Internal	E - Work-Integrated Learning		☐
	Microsoft Office Suite Advanced	Classroom	eLearning	Internal	G - Informal Training (Workplace)		☐
	Microsoft Office Suite Intermediate	Classroom	eLearning	Internal	G - Informal Training (Workplace)		☐
	Senior Development Program	Classroom	Classroom	Internal	E - Work-Integrated Learning		☒ Used By

Previous 20 || Next 20

ADD

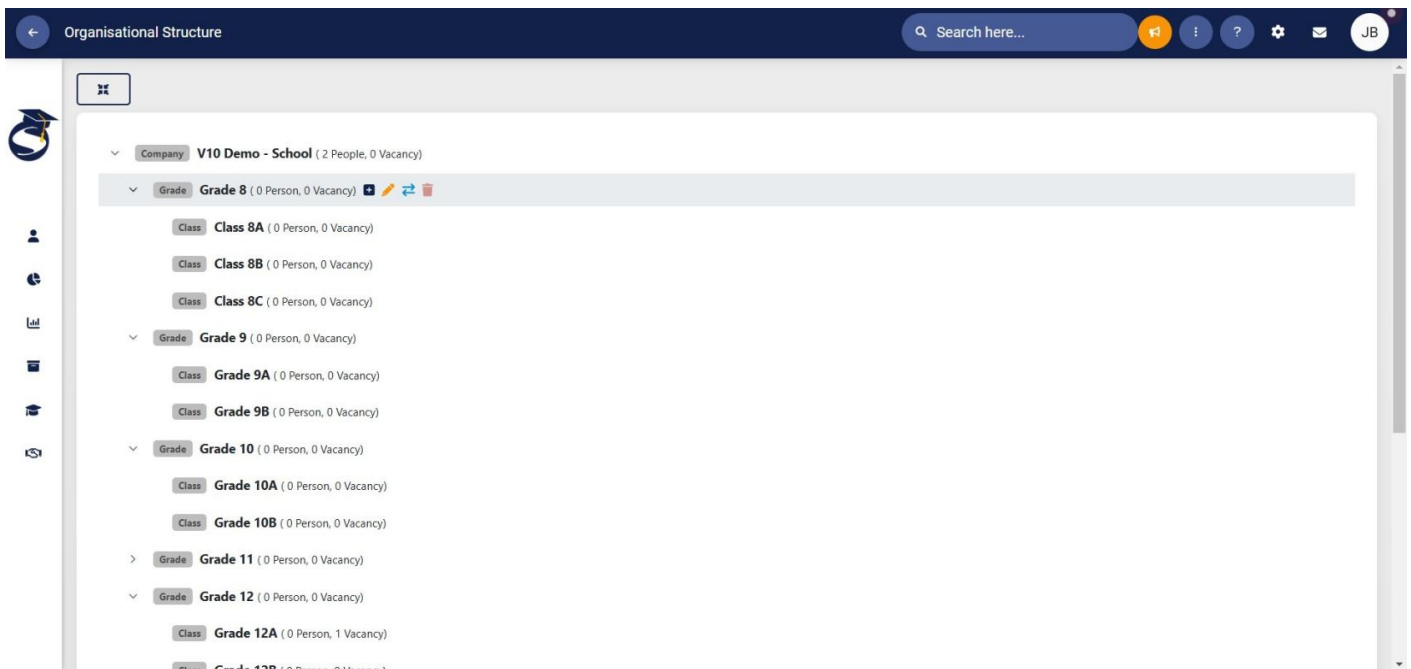
DELETE

Online school and academic environment

The **Online School** environment extends the **Learning Management** module into a fully functional academic management solution.

Features include:

- Subject and curriculum management,
- Academic cycles and grading structures,
- Attendance registers,
- Marksheets,
- Report cards,
- Academic comments,
- Class notes,
- Teacher and facilitator management, and
- Student performance tracking.

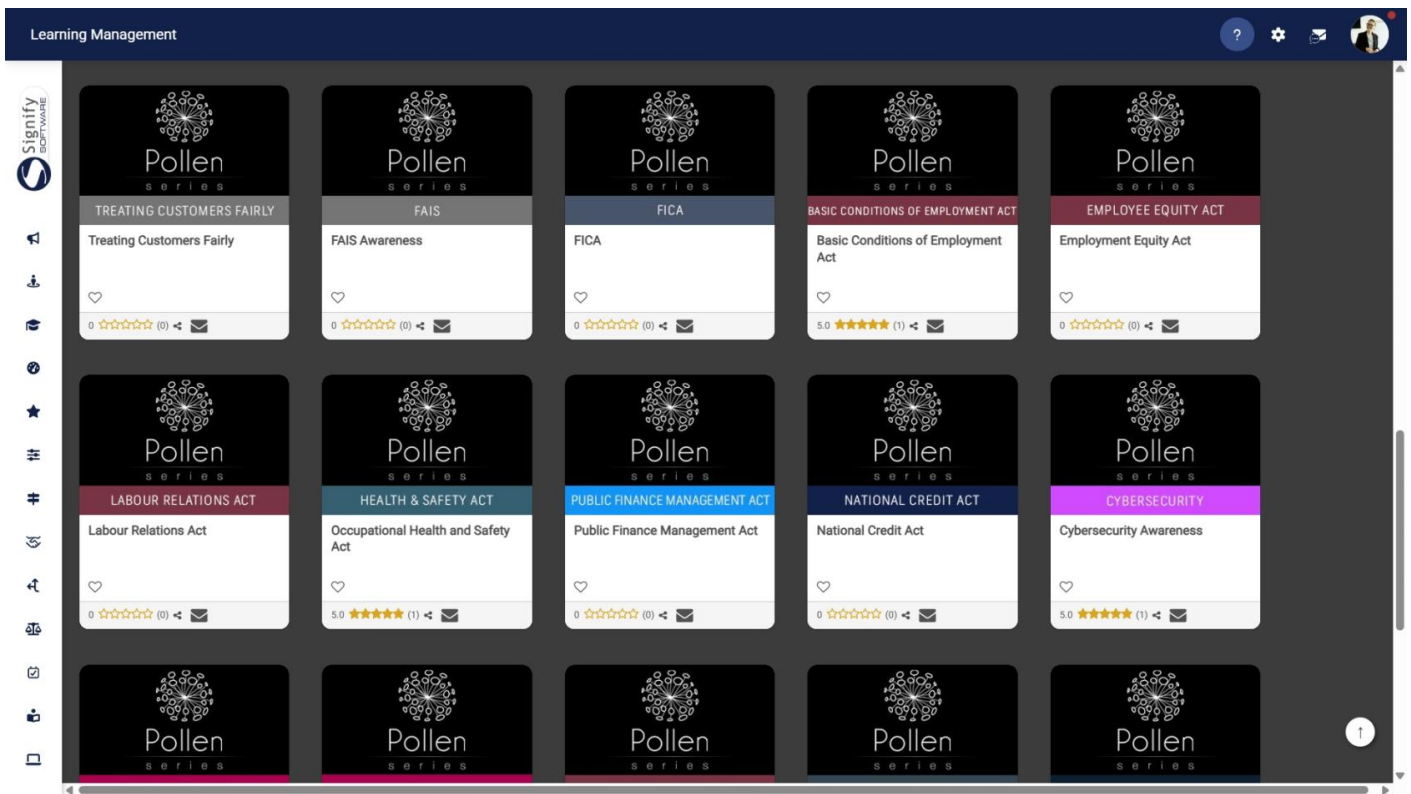


Flexible learning administration

Administrators have access to powerful tools that simplify learning management processes across the organisation.

These include:

- Learning content libraries,
- Pathway duplication,
- Pathway versioning and editing,
- Prerequisite management,
- Learner progress monitoring,
- User pathway maintenance,
- Rollback functionality,
- Bulk imports,
- Reporting tools, and
- Centralised configuration settings.

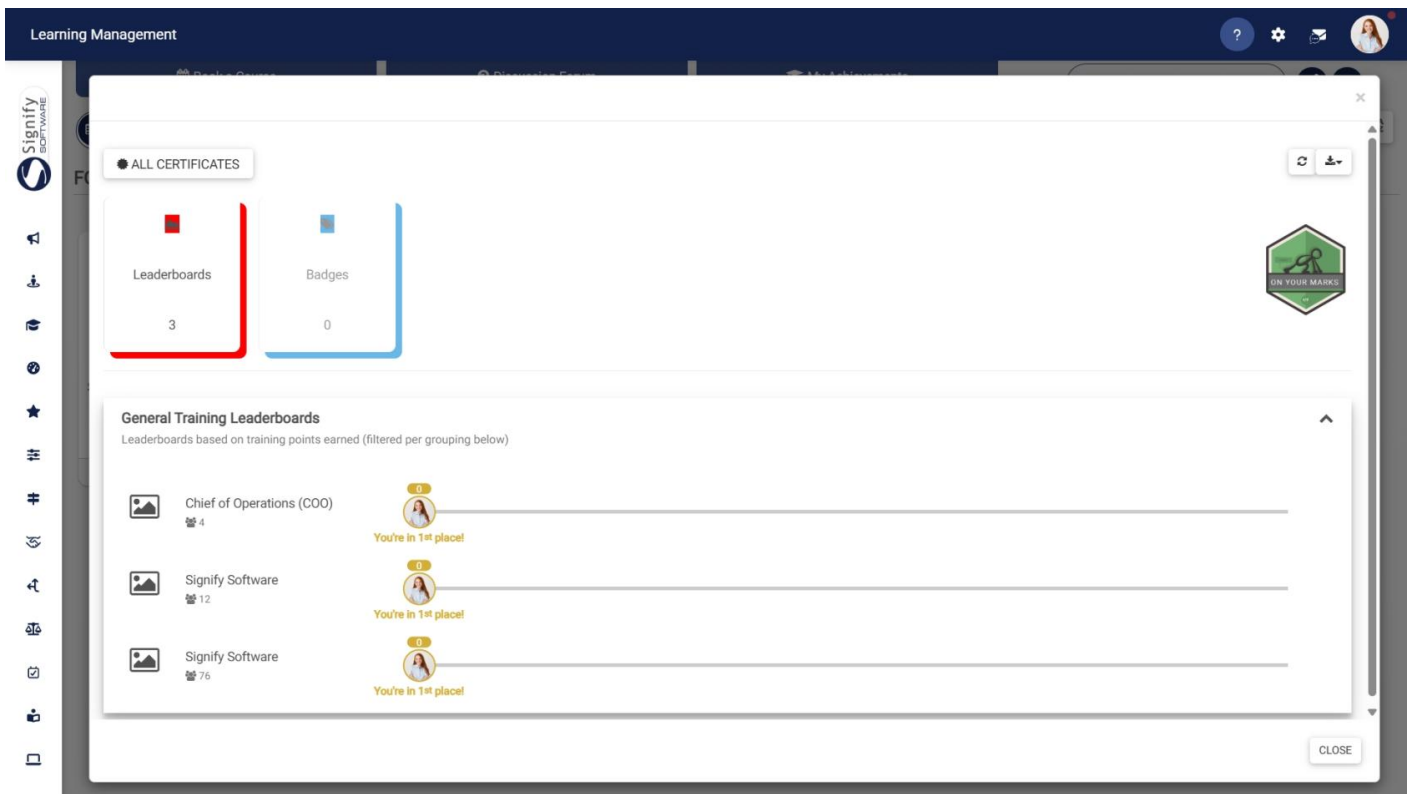


Learning engagement and learner experience

The module is designed to create an engaging and intuitive learning experience for learners.

Learners can:

- Access content from a central portal,
- Track their own progress,
- Download learning material,
- Complete assessments,
- Attend workshops,
- Take class notes,
- View certifications and training history, and
- Follow structured learning journeys at their own pace.



Governance, reporting, and compliance support

The **Learning Management** module includes governance and reporting capabilities that help organisations maintain oversight and accountability across all learning activities.

This includes:

- Audit tracking,
- Learner progress monitoring,
- Assessment reporting,
- Attendance tracking,
- Academic reporting,
- Certification tracking,
- Training history management, and
- Configurable administrative controls.

Learning Management

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PROJECT MANAGEMENT

JUMPSTART YOUR PROJECT MANAGEMENT SKILLS

Jumpstart your project management skills

3.0 ★★★★★ (1)

MASTER PROJECT REPORTING

Master project reporting

0 ★★★★★ (0)

MASTER PROJECT REPORTING

CLOSESTART

Reference: 10371

Why take this course?

Transform raw data into structured, meaningful insights that guide action. Learn how to track progress with the right KPIs, manage costs and risks, and maintain quality through clear reporting. This course takes 60–75 minutes and gives you the confidence to produce reports that strengthen visibility, accountability, and stakeholder trust.

Summary

STEP
1. Welcome
2. eLearning
3. Assessment
4. Certificate

CLOSE