Licence Record Validity Dates

Introduction to Licence Record Validity Dates

Licence record validity dates are managed within the system either by following the requirement learner records or by custom selected validity dates depending on the licence section of the licence and the value of a licence configuration setting.

Learner Record Validity Dates

5.1 Always follow the requirement learner records

When we say that a licence will always follow the requirement learner record validity dates, it means that the start and expiry date of the licence record will always be derived from the requirement learner records. The start date of the licence record will be the maximum requirement valid from date and the expiry date will be the minimum requirement valid to date.

- A licence in the current job/position requirements section will always follow the requirement learner record validity dates.

- When configuration setting‘Ad-hoc licence must ALWAYS follow requirement learner records validity dates’ is **ON**, the system overrides the custom selected validity dates and updates to follow the training and expiry dates of the requirement learner records.

Please see the below example of how the licence record validity dates are derived from the requirement learner records:

Three requirements are linked to the licence definition and all three requirements have been obtained by the employee on different dates. There is a learner record for each on the employee’s profile.

	Valid From	**Valid To (Expiry)**								
Requirement learner record 1	2018/02/14	2020/02/13								
Requirement learner record 2	2017/12/07	2018/12/06								
Requirement learner record 3	2014/06/12	9999/12/31								
Licence record	2018/02/14	2018/12/06								

- Maximum requirement valid from date (the most recent valid from date) = valid from date of requirement learner record 1 (2018/02/14).
- Minimum requirement valid to date (the earliest expiry date) = valid to date of requirement learner record 2 (2018/12/06).
- Window of validity (maximum and minimum validity dates): = 2018/02/14 – 2018/12/06
- Licence record start date = Maximum requirement valid from date (2018/02/14).
- Licence record expiry date = Minimum requirement valid to date (2018/12/06).

Custom Validity Dates

5.2 Custom selected dates

When configuration setting ‘Ad-hoc licence must ALWAYS follow requirement learner records validity dates’ is **OFF** and a licence is added to the ad hoc section the administrator can select custom validity dates.

- When the custom selected validity dates fall within the bounds of the requirement learner records’ validity dates, the system keeps the custom selected validity dates.
- When the custom selected validity dates fall outside the bounds of the requirement learner records validity dates, the system overrides the invalid custom selected validity dates and updates to the valid validity dates of the requirement learner records.

Please see the below example of how the licence record validity dates will update when the custom selected validity dates fall outside the bounds of the learner records validity dates (window of validity):

Three requirements are linked to the licence definition and all three requirements have been obtained by the employee on different dates. There is a learner record for each on the employee’s profile and the window of validity will be derived from these records.

	Valid From	**Valid To (Expiry)**								
Window of validity	2018/02/14	2018/12/06								
Custom selected dates	2017/12/01	2018/11/30								
Licence record	2018/02/14	2018/11/30								

- Custom selected licence record validity dates: 2017/12/01 – 2018/11/30.
- Maximum requirement valid from date (the most recent valid from date) = valid from date of requirement learner record 1 (2018/02/14).
- Minimum requirement valid to date (the earliest expiry date) = valid to date of requirement learner record 2 (2018/12/06).
- Window of validity (maximum and minimum validity dates): **2018/02/12 – 2018/12/06.** Custom selected validity dates will only be accepted if they fall within this window.
- Custom selected licence record start date Maximum requirement valid from date (2017/12/01 2018/02/14). *Invalid – outside bounds
- Custom selected Licence record expiry date Minimum requirement valid to date AND Custom selected Licence record expiry date Window of validity valid from date (2018/11/30 2018/12/06 AND 2018/11/30 2018/02/14). * Valid – still within bounds
- Licence record start date = Maximum requirement valid from date (2018/02/14).
- Licence record expiry date = Custom selected valid to date (2018/11/30).

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