Redkite Systems
PDS Course Management

PDS Course Management System

The Redkite PDS Course Management System is tried and tested, robust, scalable and web-based. It automates many labour intensive paper-based activities when providing, managing and administrating training courses and will save time and money over paper based systems.

✓ **Web-based On-line prospectus** allows authorised line management to view and nominate personnel for courses you are offering.

✓ **Checks delegate and trainer availability** both in terms of spaces available on a course, staff holidays and duty rotas.

✓ **Training need analysis** tools ensure staff attend courses in a timely manner.

✓ **On-line training update** allows training personnel or system administrators to update training records and record non-attendance on completion of a course.

✓ **Refresher training dates are automatically updated** and mapping to units of competence or associated training is undertaken automatically.

✓ **Shows courses that have been completed** and where training records have not been updated.

✓ **Reports** – a wide range of standard and customisable management reports is available from pull down menus within the system.

✓ **Resource Management** – extended resource management facilities allow any resource to be defined (rooms, equipment, personnel, etc.) and allocated to a course for part or whole courses. Resources can be allocated for periods in 30 minute segments. Resource managers are notified what resources are required and any subsequent changes.

✓ **Trainer Management** – holds details of trainer's qualifications and matches qualifications to course requirements. Also checks for availability.

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The Redkite PDS Course Management System facilitates, provides or allows:

✓ the creation of training course templates
✓ the creation of specific instances of courses from templates
✓ the setting of minimum and maximum numbers
✓ managing nominees and delegates
✓ managing waiting lists
✓ assigning training personnel with an automated check for trainer qualifications
✓ managing skills / competence required by trainers
✓ powerful resource management facilities
✓ Training Needs Analysis to help ensure staff are scheduled for courses according to needs with the facility to re-schedule staff on to alternative courses where required
✓ the production of confirmation notification, joining instructions and post course evaluation forms
✓ handles courses that take place over non-consecutive days
✓ facilitates the enrolment for one or more additional courses when current course complete
✓ notification by email / SMS to all relevant people when courses are cancelled or re-scheduled