

# Compliance Training





# Mandatory Training

**“Ditch the spreadsheets: manage your mandatory and compliance training with Oracle, not Excel”**



## Regulatory Changes

- Improve the compliance of your workforce
- Give your managers the tools to track the compliance of their team
- Reduce the risk of being fined due to non-compliance
- Instant and up to date reports for when you are audited
- Forecast the training you need to schedule to satisfy demand.
- Unleash your learning team from routine administration



## Induction

## Who needs to take training?

When Oracle Learning Management has embedded itself in your business, it is easy to work out who has taken any given training course in any given time period. That's great but often that's not as important as knowing *who **should** have taken training but hasn't*. If a sales manager forgets to enrol them self on some mandatory sales training, how do you tell he or she needs to be chased?

Compliance Training delivers powerful rules which define who in your business should take any given training course. Suddenly you will be reporting on who has taken training alongside who needs to be booked on training right away or risk being non-compliant.



## When do they need to take training by?

Often certain training has to be done within a rigid timeframe.

Examples include:

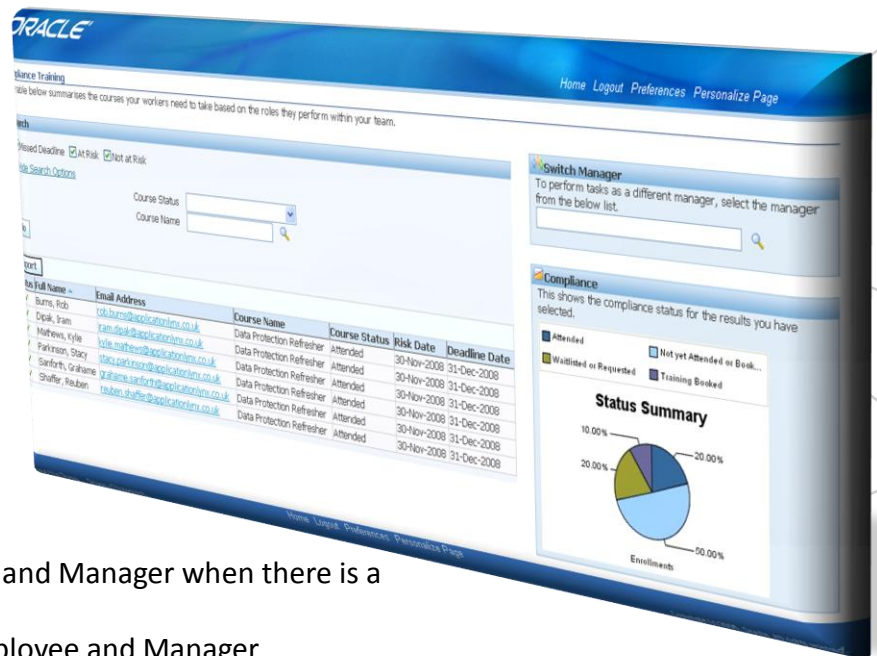
- New training initiatives that need to be taken by a given fixed date
- Job specific training taken within a certain number of days of entering a particular role
- Induction training that has to be taken within a fixed number of days after being hired
- Keep up to date with the latest regulations by taking the same course once a year
- Take a 'refresher' course within a fixed number of days after taking an initial 'base' course

Setting up these deadlines is easy with Compliance Training. You will have at your fingertips intelligence around who should do training and when they should do it by; powerful and essential management information required by any Learning Team that deals with mandatory or regulatory training.

## Help people help themselves

Getting your administrators the information they need is half the story. To maximise your return on investment, you need your workers to manage themselves proactively. Compliance Training delivers a comprehensive set of notifications and reminders to keep managers and their direct reports on track.

Both managers and employees get a new self-service portal where they can see at a glance how they and their team are doing with respect to their training deadlines. Managers can also export their data into Excel so they can work with their data in a tool they are comfortable with.



## Alerts

- 'Reminder Alert' to Employee and Manager when there is a risk of missing a deadline
- 'Missed Deadline' alert to Employee and Manager
- 'Training Required' alert to Employee and Manager when new training is required

## Manager Self Service

- Which course are due to be taken and deadlines
- Whether the learner has a pending enrolment for an upcoming deadline
- 'Traffic light' icons show red for missed deadlines, green when there is 'no risk', alert sign when there is a risk of missing a deadline
- Ability to export results to Excel
- Advanced Search facility and ability to 'Switch' to a subordinate manager

## Reporting

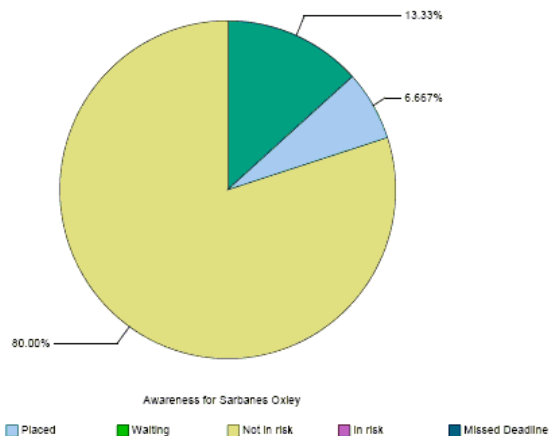
- Executive Summary:
  - Graphical display of compliance within the business for a given course
  - Template delivered in Word document for you to easily modify to fit your personal 'branding', e.g., use your corporate fonts and colours
- Several Discoverer Workbooks including:
  - Who has successfully taken mandatory training in a given period
  - Who risks missing a deadline and for which courses
  - Who has missed a deadline
- What-if Reporting
  - Model your rules and test on live data without the risk of alerts being sent or reports picking up test data

### Summary

Total employees required to attend between 01-Jan-2008 & 31-Dec-2008: **15**

### Attendance Breakdown

Attendance Status	Number of Learners
Successful Attendance	2
Booked to take course	1
Waiting for place or approval	0
Yet to register – not in risk	12
Yet to register – in risk	0
Missed Deadline	0



## It just works

Compliance Training from Applaud Solutions integrates seamlessly with your existing implementation of Oracle HRMS. All our developers have worked in Oracle's own world-class development team, which brings the promise of Oracle standards, compatibility and the highest quality. We have combined our expertise to provide our customers with packaged, 'out of the box' products that could previously only be achieved with costly consultancy or large in-house teams

- Be up and running in days – installed by your DBAs, configured by you, with an easy to follow implementation guide
- Use familiar products, like Oracle Discoverer and Alerts
- Remain confident that future release 12 and 11i patches and upgrades are compatible
- Rest assured that only Oracle-supported extensions are used
- Protect your investment: Applaud Solutions offers a full support package for all our products

## Supported Releases

This solution is fully compatible with R11.5.10 + 11i.OTA.j and all versions of Release 12. Upgrades from 11i to 12 and all interim patchsets are supported.

## Installation

The solution is installed by your DBAs on your Oracle database instance. A comprehensive, easy to follow installation guide is provided for both Windows and Linux. Installation takes around 2 hours per database instance.

## Implementation

Implementation and User Guides are available for you to configure the solution at your own pace without the need of onsite consultancy. However, if you prefer to partner with 3<sup>rd</sup> party consultancies, Applaud Solutions work with the leading specialists in Oracle HCM to ensure you get the most out of our products.

## Product availability

To learn more about this product and its availability, please email [sales@applaudsolutions.com](mailto:sales@applaudsolutions.com)

You want real customer support.  
And that's what we're passionate about

We're not just about providing high quality Oracle solutions. We're about supporting them too. The challenge for any support team is that no-one knows the product as well as the person who built it. So we have based our entire company infrastructure around providing the best support possible for our products and have overcome this challenge with a simple solution:

You will be supported by the team that developed the product.

We've worked in Oracle Development, we've worked onsite with small and large customers, we've worked in dedicated support teams and we know everything there is to know about how to support an Oracle product.

When you make a call into our Support desk your call will be immediately assigned to the same team of people that took the product through from conception to release. The same people that built the code, that tested it, that fixed bugs during the release cycle. We've broken the mould normally associated with the development through to support cycle.

There is no division between 'Support' and 'Development' at Applaud Solutions – we're one team and we're here to provide you with the best support experience possible.



# Tomorrow's Applications Today

## About Applaud Solutions

Applaud Solutions was formed in 2008 by experts in the HCM consultancy community. Our founders have all had over a decade's worth of experience within Oracle HCM Development and as onsite consultants working on some of the biggest UK Oracle HCM projects in sectors including Local Government, Central Government, Retail, Finance and Telecommunications.

In these difficult economic times, Applaud Solutions recognises the need to control costs whilst delivering value; a sometimes-impossible task with ever decreasing budgets and increased expectations from within the business.

Our goal is simple: create solutions that are in demand from Oracle HRMS customers, built to the same quality as that provided by Oracle development. We have used our background within Oracle to create software that will work for businesses operating in any market sector and for all possible configurations of Oracle HCM. We build for all and, in doing so, spread the cost of development, passing the cost savings onto **you**.

We are committed to delivering the highest possible quality of solution without the cost normally associated with applications development and without the need for expensive onsite consultancy. We're so confident you will love our products, we offer a fully functional, no commitment, 30 day free trial for each of our solutions.

Applaud Solutions is privately owned, headquartered in London, UK and offers software worldwide.



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