

Organising your trainees into Training Programmes

Training programmes (formerly known as 'training cohorts') allow you to create unique training setups for users across your organisation that have different training requirements to ensure that all of their training is up to date and relevant.

Each programme is comprised of a list of courses, a frequency that those courses need to be completed, and included members. Any member added as a trainee of that programme will need to complete all of the courses within it for their training status to be "certified", and keep that training up to date by repeating it at the set frequency (for example, every 6 months).

For example, you may have warehouse pickers that need to complete an array of courses such as **Hand Safety, Manual Handling** and **Working Around Forklifts**, so you can create a dedicated "Warehouse Training" programme for them. However, you may also have office staff that only need to complete courses pertinent to their job (such as **Office Hazards** and **Slips, Trips and Falls**) - so you could create an 'Admin' programme just for them. And you might want every member of your organisation to be trained in using fire extinguishers, so you could create a programme for that purpose and include everyone.

Training status and expiry dates are dependent on training programmes, so it is important that your users are set up correctly.

Training programmes are how the platform keeps track of who's training is current, overdue or expired, so it is important that all of your members are set up in a programme

Setting up Training Programmes

To view your current training programmes or create a new one, select **Training Programmes** from the left navigation bar. It will show you a summary of all your organisation's programmes and their details.

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NAME	EXPERIENCES	FREQUENCY	MEMBERS	ID
Dubai A training program for workers in the Dubai HQ		12 Months	2 24	3
Australia A general program for Australian employees		12 Months	1 53	4
Paris Cohort for workers in Paris office		12 Months	1 41	6
Forklift Operations Group for all AVSC forklift operators		12 Months	1 7	9
Warehousing Training for all warehouse floor workers		12 Months	1 10	10
Admin Training program for office and administrative employees		12 Months	3 90	15

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To create a new programme, select the **Create New** icon on bottom-right to be guided through the set-up wizard. You will need to walk through the following steps:

1. Enter Details

- Programme Name
- Programme Description (optional)
- Training Frequency (how often your trainees will be required to complete the experiences)

2. Select Experiences

- Select which experiences are included in this programme (what your trainees will be required to complete)

3. Define Members

- Select which members will be trainees in the programme by selecting their requirement as **Train**
- Select at least one owner of the programme by marking their requirement as **Manage**

4. Confirm Summary

- Review the details you've entered, and then select **Create** to finish

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NAME	EXPERIENCES	FREQUENCY	MEMBERS	ID
Dubai A training program for workers in the Dubai HQ	+9	12 Months	2 24	3
Australia A general program for Australian employees	+9	12 Months	1 53	4
Paris Cohort for workers in Paris office	+9	12 Months	1 41	6
Forklift Operations Group for all AVSC forklift operators	+1	12 Months	1 7	9
Warehousing Training for all warehouse floor workers	+1	12 Months	1 30	10
Admin Training program for office and administrative employees.		12 Months	3 90	15

Editing and deleting programmes

You can edit the details of a programme by selecting it in the **Training Programmes** Section. From there you can edit the details, included experiences and members.

To delete a programme, select **Archive** under the **Details** tab.

Archiving a training programme is permanent and cannot be undone. It will affect the training status of any member within it

Adding additional users to the programme

You can also add members to an existing programme from the **Manage Member** pop-out. You can access this by selecting the member's name under **Trainees** or **Admin > Members**, and then selecting the **Training Programmes** tab. This will show you a list of existing programmes, and you can easily add the user to any of them. By clicking on the expand icon (+), you can expand the details to see what courses are included in that particular programme. When done, select **Update** to save.

Similarly, you can manage your own programmes by selecting your name at the top of the navigation bar and following the same steps.

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NAME	DIVISION	POSITION	ROLE	EXTERNAL REF	ACCESS CODE
Aarav Ellis Sr. Manager	A Very Safe Company Organization	Sr. Manager	Trainee		
Adrien Agreste adrien.agreste@avsc.com	A Very Safe Company Organization	Marketing Assistant	Manager		
Alec Garcia Forklift Operator	A Very Safe Company Organization	Forklift Operator	Trainee		
Aleesha Ballard Customer Service Representative	A Very Safe Company Organization	Customer Service Representative	Trainee		
Alexa Bradshaw Operations Manager	A Very Safe Company Organization	Operations Manager	Trainee		
Alex Hood Forklift Operator	A Very Safe Company Organization	Forklift Operator	Trainee		
Alice Wyatt Logistics Manager	A Very Safe Company Organization	Logistics Manager	Trainee		

Any place that requires a member to be a part of a programme (such as the scheduler, for example) will also give you the option of to manage a user's programme details if they are not part of one yet

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