

**Singlepoint Training Matrix** is the perfect solution to the problem of maintaining all of the data that makes up the complete picture of your employees' training history, current status and future training events. With a click of a button you can query current skills and competency levels across your key skills and see the complete historic audit trail.



The Training Matrix module aims to bring an individual employee's Skills, Qualifications, Work Areas and Training Events and Records into one dynamic and inter-linked view.

Against an individual employee's record we have created separate data stores for Skills, Training Requirements, Competency Levels, Qualifications and Documents.

This results in a powerful tool that lets you quickly query the data across all records.

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# Users View

Under the Users view, you can set up your users and manage the 'Skills' they should be competent in, the 'Level' to which they must be competent and track their attainment of the 'Requirements' that make up that Skill at that Level.

The screenshot displays the 'Users View' interface. On the left is a navigation menu with options like 'Entities', 'Events', 'User', 'Skills', 'Requirements', etc. The main area shows a list of users with columns for 'Employee' and 'Location'. Below this, a 'User Training Profile' window is open for 'James Wilson' from 'Belfast'. It includes tabs for 'Requirements', 'Skills', and 'Groups', and a table of training activities with columns for Name, Type, Progression, Due Date, Status, and Icon. A detailed table below shows specific training records for James Wilson, including dates, types, and completion statuses.

Employee	Location
Carol White	London
Paul Alston	Belfast
James Wilson	Belfast
Julie Stevenson	Belfast
Andrew Holland	Glasgow
Andy Greenhalgh	Cardiff
Singlepoint Admin	Glasgow
	Cardiff

Name	Type	Progression	Due Date	Status	Icon	
Basic Level Finishing Training	Recommended	14.29%		Complete	●	Edit
Basic Level Machining Training	Mandatory	14.29%		Complete	●	Edit
Basic Level Spray Operation Training	Suggested	14.29%		Complete	●	Edit
Standard Level Machining SOP		14.29%		Complete	●	Edit

	Valid From	Valid To	Type	Progression	Status	B - Competent Unsup	C - Competent Sup	ABB-100E-CMM Lathie	ABB-100E-CMM Lathe	Finishing Bays 1-3	Hitachi 300RX Spray Booth	Spray Booth
James Wilson					New							
					Complete	●						
	13/09/2016	N/A	Recommended	50%	Complete	●						
		N/A	Mandatory	75%	Complete	●						
	13/09/2016	N/A	Suggested	25%	Complete	●						
	19/10/2016	N/A			Complete	●						
					New							
		01/06/2018			Complete	●						

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## Training Skills Matrix

Under the Skills Matrix view, you can match up which skills have been acquired by which people and quickly search by Skill and Competency to retrieve the right people for the right job.

You can also run a search of all operators with a certain Skill level (competency) on a particular piece of equipment or machinery; the results will show the competency levels and flag any missing training requirements.

Date: 07/02/2018 13:34:08

1 of 1 | 100% | Find | Next

### Skill Matrix 07/02/2018

	ABB-100E-CMM Lathe			Finishing Bays 1-3			Hitachi 300RX Spray Booth			Spray Booth		
	A - Advanced	B - Competent UnSup	C - Competent Sup	A - Advanced	B - Competent UnSup	C - Competent Sup	A - Advanced	B - Competent UnSup	C - Competent Sup	A - Advanced	B - Competent UnSup	C - Competent Sup
Andrew Holland			✔				✔					✔
Andy Greenhalgh			✔	✔				✔				✔
Carol White	✘					✔		✔				✔
Colin Bains			✔									✔
James Wilson		✘				✔			✔		✘	✔
Julie Stevenson			✔		✘				✔			
Paul Alston		✘			✔				✔			
Singlepoint Admin		✘					✘			✘	✘	✔

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## Skills View

Under the Skills view, you can set up the various skills that exist within the company (a 'skill' can be anything—from working a particular machine to working in a particular area or performing a certain task). You can then break these skills into 'Levels' and then assign 'Users' against the relevant levels. The system will then automatically inform you of each user's current compliance against each skill and level they are assigned to.

The screenshot displays the Skills View interface. On the left, a sidebar lists 'Entities' including Events, User, Skills, Requirements, Open Training Requirements, Training Matrix, and My Training Matrix. The main area shows a list of skills with columns for Id, Name, and Description. Below this, a 'Skill' detail form is shown for 'ABB-100E-CMM Lathe'. To the right, a 'Skill Matrix' for 07/02/2018 is displayed, showing compliance levels for various users across different skills and levels.

	ABB-100E-CMM Lathe			Finishing Bays 1-3			Hitachi 300RX Spray Booth			Spray Booth		
	A - Advanced	B - Competent Unsip	C - Competent Sipp	A - Advanced	B - Competent Unsip	C - Competent Sipp	A - Advanced	B - Competent Unsip	C - Competent Sipp	A - Advanced	B - Competent Unsip	C - Competent Sipp
Andrew Holland			✓			✓			✓			✓
Andy Greenhalgh			✓		✓				✓			✓
Carol White	✗					✓			✓			
Colin Bains			✓									
James Wilson	✗					✓				✓		✓
Julie Stevenson			✓			✗			✓			✓
Paul Alston			✗			✓			✓			
Singlepoint Admin	✗									✗	✗	✓

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## Requirements View

Under the Requirements view, you can create and view training / competency Requirements and associate them to Users, Skills and Competency Levels. They can be set to have an expiry and Singlepoint will warn you well in advance of a Requirement's expiry through reports, flags and email.

The screenshot displays the 'Requirements' view in the Singlepoint software. On the left, a sidebar lists various entities, with 'Requirements' selected. The main area shows a table of requirements:

Name	Description
Adv Finishing Tra	Advanced Level Finishing SOP
Advanced Level Finishing SOP	Advanced Level Finishing SOP
Advanced Level Machining SOP	Advanced Level Machining SOP
Advanced Level Machining Training	Advanced Level Machining Training
Advanced Level Spraying SOP	Advanced Level Spraying SOP
Advanced Level Spraying Training	Advanced Level Spraying Training
Basic Level Finishing Training	Basic Level Finishing Training
Basic Level Machining Training	Basic Level Machining Training
Basic Level Spray Operation Training	Basic Level Spray Operation Training
First Aid Level 3 Qualification	First Aid Level 3 Qualification
Safe To Work Induction	Safe To Work Induction

An inset window shows the 'Requirement' details for 'Advanced Level Finishing SOP':

- Name:** Advanced Level Finishing SOP
- Description:** Advanced Level Finishing SOP
- Type:**
  - DCS Document
  - Experience (Time Based)
  - On the job training
  - Qualification
  - Training Course
- DCS Document:** Advanced Level Finishing SOP
- Expiry:**  No Expiry

A second inset window shows the 'Competency Checker' for this requirement:

Skill	Skill Level	IsRequired
Finishing Bays 1-3	A - Advanced	<input checked="" type="checkbox"/>
Finishing Bays 1-3	B - Competent UnSup	<input type="checkbox"/>
Finishing Bays 1-3	C - Competent Sup	<input type="checkbox"/>

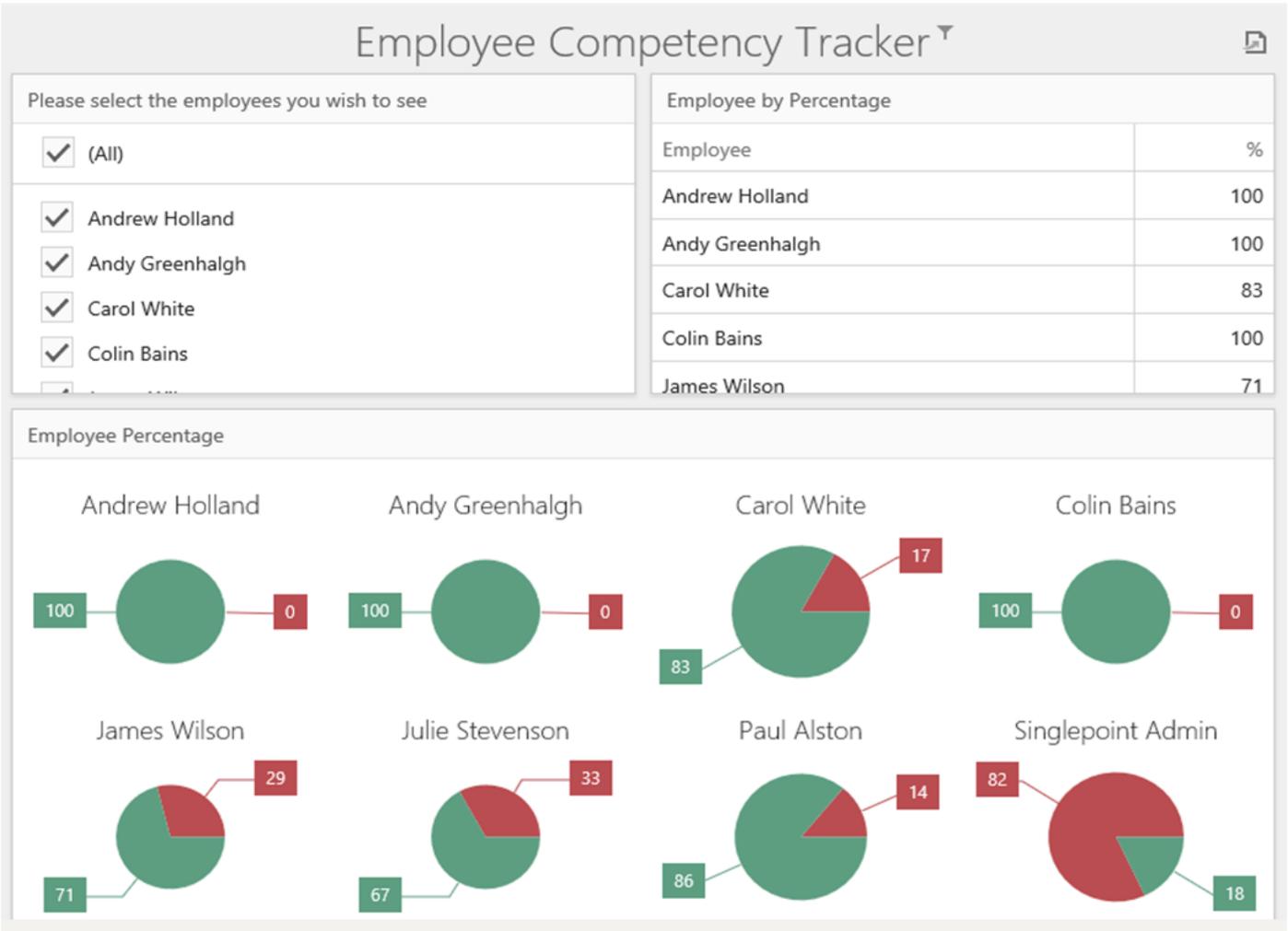
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**Singlepoint Training Matrix** is integrated into the Singlepoint Document Control System (DCS), but can be linked to another DMS if you already have one. Key documents that contain critical training information can be tracked in the system and passed to the Training Records module in order to create a training event against that document.

			
Entities	 Save		
	DocumentID	Document Title	DCS Document
Training Records			
Events	3,131	Competency Checker Demo Document	<a href="#">Competency Checker Demo Document</a>
Skills	2,849	APQP - DFMEA Detection Chart	<a href="#">APQP - DFMEA Detection Chart</a>
Qualifications	2,848	APQP - DFMEA Severity Chart	<a href="#">APQP - DFMEA Severity Chart</a>
Machine / Area	3,138	Material Test Inspection 787	<a href="#">Material Test Inspection 787</a>
TRM Machine Group	3,142	Process FMEA 787	<a href="#">Process FMEA 787</a>
Training Supplier			
Parameters			
<b>TRM Document</b>			
TRM Training Type			
TRM Document Training Record			

For example: you have a Manufacturing Instruction document and a new revision is released. The document owner has the option to ‘push’ this new version into the Training Matrix module and can create a training event against it. All users that require training on the changes contained in the revision can be grouped together and the system allows you to create an event, and to record the results of the training.

**Singlepoint Training Matrix** is integrated with Radar Dashboards for flexible, real-time reporting and data presentation. Radar allows you to design the reports and dashboards that are important to you.



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