



Training Record Management

Introduction of training record management software provides a basis for employee training tracking, record management and auditing.

Issues

- Records informal and of variable quality
- Lack of consistency
- Information sometimes out of date
- Difficult to analyse
- Difficult to prove progress

Benefits

- Systematic approach allows for consistency checks
- Training performance can be measured against targets
- Improvement in individual and organisation performance can be demonstrated.

The product in action - a case study

The Client

Ineos Silicas - a world leader in silica and alumina technology, with over 900 employees and 8 manufacturing sites in 5 continents.

The Need

Training records were being held using different methods.

This made customer, quality and HSE audits time consuming and in some cases difficult.

A system to produce accurate and up to date training records was required by the site management to satisfy internal and external audits.

What we did

Chris Lloyd and John France reviewed the current means of recording individual's competence and training requirements and agreed with individual line managers what needed to be done to take advantage of the electronic quality data base "Q-Set".

Held a series of 1:1 sessions to help managers understand how to input the data onto the system and handled any concerns.

Over a three month period monitored use of the system and reviewed with the line managers how they felt about using the Q-Set database. Provided a report for the site management team.

Consultant(s): Chris Lloyd , John France

How the client benefited

The site can now run reports at the touch of a button to satisfy HSE, QA and customer audits.

Line managers are warned in advance when individuals need refresher training.

A yearly plan can be generated so resources can be allocated to accommodate it.

They have gained a consistent way of tracking training and development and managing career and succession planning

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