

# Training & Competence Management

Quality starts with competencies



Your organisation exists thanks to the people who work there. How do you make transparent what skills people have and should have? And how do you ensure effective monitoring in the field of training and competences?

The Training & Competence Management module manages, records and analyses all recorded information on training, education and competency requirements in one place.

Focus on the competencies of your employees so they can improve the quality of your organisation.



Capture job profiles with associated training and competency requirements at a central location



Thanks to workflow support, the follow-up of involved staff can be monitored



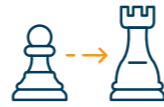
Always an up-to-date overview of the status of required and received training and skills within your organisation



Link certificates and diplomas to employee files so that evidence is captured



Record training and competency requirements of each employee



Scalable, multilingual module which can be used worldwide



## Functionalities

- Flexible design**  
 Determine which employees receive notifications at what point within the process, add a verification step when an employee adds evidence documentation to the module and determine the (reading) rights of the involved parties.
- References**  
 If you use the Document Management module, a link can be created with the documents managed in this module.
- Notifications**  
 The module timely informs stakeholders of matters such as the expiry of licences or periodically attending a course.
- Attachments**  
 Link attachments such as certificates to employee files.
- Workflow history**  
 The individual steps which documents go through are recorded in a log.



## How does it work within my organisation?

**Training & Competence Management is based on the 'competencies development' section of ISO 9001:2015 and has a strategic aim: to meet competence and competency requirements to improve the deployment of people within your organisation.**

**Relevant input can be collected or an action can be followed-up on, such as arranging organisation-wide training courses, in combination with other modules.**

Thanks to the integrated workflow support, the module takes a large part of the administration involved in the training and competence management process out of your hands: actions that require follow-up are automatically assigned to the right people. Employees receive a timely reminder of their tasks to enable the module to monitor the workflow. The module makes the status of training and competence management transparent using its analysis features. If you would like to move forward in setting up Training & Competence

Management, our first step will be working together on the best suitable design of the module. This ensures that the process support matches your organisation. With the module, you can:

- Record all relevant data about employees in employee profiles.**  
 For each employee, you record details such as attended courses, education, skills, experience and expertise.
- Creating job profiles**  
 For each position, you record what requirements the employee must meet. For instance fulfilling requirements or having experience, but also being familiar with documents. Managers can help set this up because the management can be assigned by business unit, location or department.
- Making the job profile status transparent**  
 By linking job profiles to employee profiles, the module provides insight into what actions are needed for each employee to comply with the requirements. This way, you are able to identify the gap between the skills required and the current level for each employee.

- Deploying actions based on the identified gap**  
 Needed actions will be assigned to the correct employees in a controlled manner using workflow support. Actions may be attending a course or taking an assessment or test.

For example, an employee may need to undergo training. The manager will schedule the training and the employee will receive a notification. When the course has been completed, evidence of this can be added to the module.

- Monitoring actions**  
 The module provides insight into the status of actions, and present and missing competencies. You can see for each employee whether the requirements of the job profile have been met.

You can also find general overviews of the competencies within your organisation. Analyses can be created, but the module also contains standard reports that can be generated both manually and periodically. Actions can be deployed based on these analyses.



Set up job profiles



Create employee profiles



Meeting quality requirements related to skills



Quick insight into which requirements new employees must meet



Identifying a gap between the current and required competencies



Deploying actions in the field of training and competence management

# Wondering how Icologiq Elements can work for your organisation?

We would be happy to provide a solution! Contact our consultants for more information.

HM.Clause had a longlist with 34 packages from which they could choose. They chose Icologiq Elements. Erik Postma, VP Quality Assurance & Environment and Risk Coordinator at HM.Clause:

**“The main reason for this choice is that Icologiq Elements works intuitively”, says Postma. “You don’t need days of training to understand the software.”**

HM●CLAUSE



## Modular

Icologiq Elements is a modular system which can be easily set up and extended with multiple modules. Start improvement actions in Continuous Improvement based on preventive actions or change documents in Document Management if that is part of the improvement.



## Professional Support

During both the implementation and the period thereafter.



## Global deployment options

The modules can be deployed easily at other locations (globally).



## Immediate result

The module can be implemented easily and is ready to use.



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