



*IBS America develops integrated compliance management solutions to help companies improve corporate governance and achieve sustained adherence to regulations and standards. Since 1993, we have delivered our systems and services to thousands of companies worldwide. IBS America is one of the very few compliance software companies certified to ISO 9001.*

WEB-BASED COMPLIANCE MANAGEMENT SOFTWARE

## Training and Qualification Module



**CompliantPro** Training and Qualification Module is where all the information pertaining to an employee's training profile is maintained.

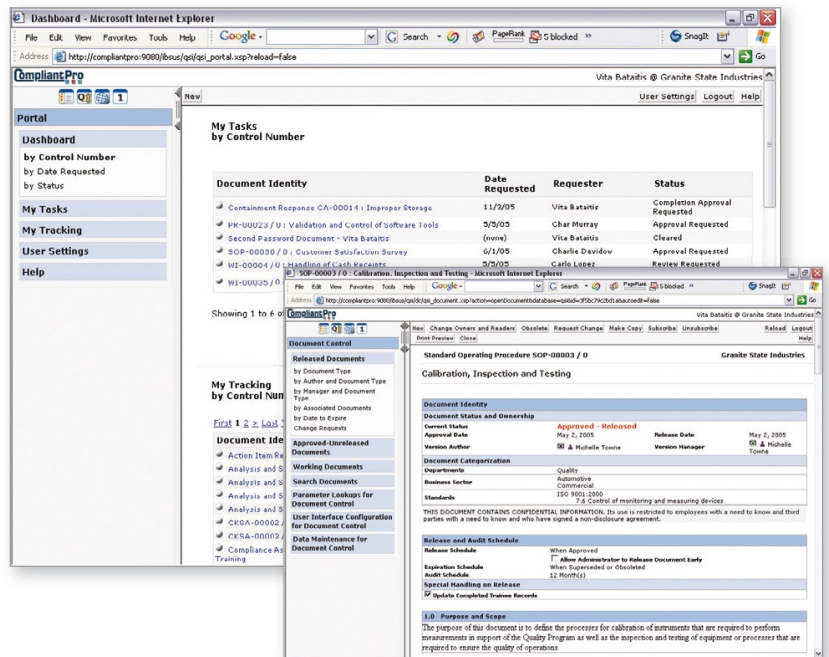
This module enables you to record employee information, define training requirements for job positions and departments, manage and track training and certification requirements and results for all employees, contractors or external service providers for your organization. The Training and Qualification module accommodates all documents required to complete a trainee profile, such as, Work Instructions, SOPs and training requirements defined by your organization.

### Benefits

- **Usability and Extensibility:** An unlimited number of document types can be created at an organization-specific level (corporate, departmental, site and plant requirements) or for all organizations. Custom views and searches can be created based upon location, and categorization of the Trainee Profiles. Trainee Profiles and their associated job positions and training records can be seamlessly moved from one organization to another. Course Offerings and Qualification Definitions are version-controlled documents, include a document history section and may be reviewed collaboratively, approved and, if necessary, obsoleted. Completely configurable document settings such as numbering choices (automatic or free-form), prefixes, authoring restriction, etc., enable you to mirror documents to your organizational requirements.
- **Workflow:** The approval process for Course Offerings and Qualification Definitions can be parallel or serial with multiple approval tiers (for example, you may have one group of approvers sign off on a course before it is presented to a final approver). An associated documents section allows you to link documents from any organization, while the ability to create custom views and searches allows you to sort your documents as you see fit. Audit review reminders and escalation for all document types remind you to keep your documents up to date.
- **Security:** Role-based administrative functions allow your organization to



configure the system security around your needs. The person you designate as the system administrator is the only person who can access, create, edit, archive and delete all documents in any given Trainee Profile. The trainee's manager can only create, modify, open and view the records for which they are listed as manager. The Supervisor can only see the section of a Trainee Profile for which they are the supervisor.



### Features

- **Training and Qualification:** Three main components of this module are Course Offerings, Qualification Definitions, and Employee Training Profiles.
- **Course Offerings:** Maintain all courses, certifications, and on-the-job training required for any given job position.
- **Qualification Definitions:** Where all training and certification is associated with various job positions.
- **Employee Training Profiles:** Lists all information pertaining to a specific employee or non-employee, i.e. name, start date, position held, employee number, manager/supervisor, job requirements, and training records.
- **Self-Report Completion of Training:** Trainees can automatically acknowledge completion of training to supervisor/manager via email.
- **Automatically Update Records:** Supervisor/Manager can automatically update a trainee's record to show training has been completed. Training profiles are automatically updated when changes are made to a job position requirement. Qualification status is automatically updated upon the completion of required training.
- **Automatic Notification:** Supervisors are instantly notified via email when a job position has been updated, made inactive or obsolete.
- **Archived:** Automated archiving of all Trainee Profiles and Training Records. When any changes are made to an Employee Training Profile the old data is automatically archived and stored in the history section of that record..
- **Escalation:** Three levels of escalation are provided: Manager, Supervisor, and Trainee.

