



## LEARNING //

**Aurion Learning improves productivity and reduces learning costs by streamlining access to learning activities and the administration of your learning program. You can align learning with business objectives. Integration with Aurion Career Manager means that learning is directed to achieving the skills and outcomes the business needs. Employees use Self Service to find suitable learning activities.**

Aurion manages learning programs, including scheduling learning activities, room and resource bookings and administering enrolments. You monitor expenditure against budget, income against revenue and control and manage facilities and resources. Aurion updates the Skill Bank automatically when learning is complete.

Aurion Learning is integrated with Career Manager to link learning to competencies, performance assessment and career and succession planning. Aurion Learning offers a range of benefits for all users - Employees, Managers and Administrators.

### BENEFITS //

#### Align learning to business objectives

Aurion's Skill Bank allows you to define your business in terms of the skills or competencies required for a job or job type. Aurion Career Manager assists you in identifying the learning needs of the organisation and you use Aurion Learning to design a learning program that directly targets priority skill gaps. This optimises the return on your investment in learning and makes it easier to obtain management support for your learning budget.

#### Self managed learning

Self Service for Aurion Learning enables employees to search by learning activity or skill and to enrol online. Learning objectives describes the purpose and other information about a learning activity. Managers complete performance assessments online. If they identify a learning need, Aurion displays a list of suitable activities and the manager can nominate the employee. Similarly managers can identify suitable learning activities to include in the development plan for an employee.

#### Manage costs

With Learning and Self Service, you build your own web-based performance assessment forms. Assessments can be collaborative with the manager and employee completing sections of the assessment and exchanging comments. You design the questions, define the answers and apply weightings so Aurion can score the assessment. Linking a competency to a question means Aurion can update an employee's skill bank based on answers to their performance assessment.

#### Simplify administration

Aurion Learning maintains your learning directory and organises learning activities by program and area to simplify scheduling. Bulk update and copy facilities assist with administering structured learning programs for graduate or trainee intakes. When a person enrolls, Aurion checks for prerequisites and adds them to the wait list if there are no places left. You record attendance and the result of the learning activity and Aurion updates the Skill Bank. Online course evaluation lets you monitor the effectiveness of the learning. Learning monitors instructors, facilities and resources and alerts where facilities are double booked.



### KEY FEATURES //

- + Schedule and administer learning activities
  - + Maintain learning directory and schedule of activities
  - + Register nominations, enrol learners and check prerequisites
  - + Nominate for training and approve application via Self Service
  - + Generate emails and letters to learners, supervisors and instructors
- + Update the Skill Bank when learning is complete
- + Evaluate effectiveness of learning activity
- + Manage instructors and learning resources:
  - + Manage the booking of facilities and equipment
  - + Check for double booking
  - + Maintain details of instructor eligibility and experience.

- + Manage learning budget and expenditure:
  - + Monitor costs by learner, activity and learning program
  - + Monitor expenditure against learning budgets and income against revenue

### CONTACT US TODAY //

Interested? For more information  
email [sales@aurion.com.au](mailto:sales@aurion.com.au)  
or call **1300 287 466**

With a 30 year heritage in payroll and HRIS software solutions, Aurion is the trusted partner of hundreds of organisations and government agencies. Put simply, Aurion designs and deploys the best people and payroll software that makes work life easy.