ramco
Aviation Solutions

Training

User Guide

Version 5.5

DISCLAIMER

Table of Contents

BUSINESS PROCESS: TRAINING

- **Scenario 1 Details: Organization wants to impart training to employees**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Identification of training needs	Training Administrator	Training Plan and Budget	Identify Competency Gaps	Identify Competency Gaps	▶ The Training Administrator identifies Competency Gaps for all Employees in an Employment Unit or for all Employees in a Department or for all Employees of a particular job in a department or for a specific Employee Assignment.
		Training Administrator	Training Plan and Budget	Identify Qualification Gaps	Identify Qualification Gaps	▶ The Training Administrator identifies Qualification Gaps for all Employees in an Employment Unit or for all Employees in a Department or for all Employees of a particular job in a department or for a specific Employee Assignment.
		Supervisor	Training Self Service	Sponsor based on Competency Gaps	Sponsor Training	▶ Supervisor identifies the Competency Gaps of the reporting employees.
			Training Self	View Competency Gaps		▶ Employee identifies the competency gaps for his/her various assignments.

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
		Employee	Service		View Competency Gaps	
2.	Preparation of Training Plan	Training Administrator	Training Plan and Budget	Create Training Plan Edit Training Plan	Create Training Plan Edit Training Plan	▶ The Training Administrator prepares a Training Plan for a period of time. The Plan consists of the Training activities (Program/Module/Course) that would be carried out in this period, the number of times it would be carried and whether for employees or external candidates
3.	Preparation of Training Budget and authorization	Training Administrator	Training Plan and Budget	Create Training Budget Edit Training Budget Authorize Training Budget	Create Training Budget Edit Training Budget Authorize Organizational Training Budget	▶ The Training Administrator prepares a Training Budget for a particular period of time. The Training Budget for the various departments in the organization or at organization level. ▶ The budget amount could be compared with the actual expenses of the period.
4.	Preparation of Training General Information	Training Administrator Training Administrator Training Administrator	Training General Information Training General Information Training General Information	Create Course Create Course Provider Create External Faculty	Create Course Create Course Provider Create External Faculty	▶ The Training Administrator prepares a set of courses applicable for a specific training. ▶ Training Administrator prepares the details of a course provider for a training program. The course provider may be internal or external for a training program. ▶ The Training Administrator identifies an external faculty apart from the employees in the organization for a particular course.

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
		Training Administrator	Training General Information	Create External Venue	Create External Venue	▸ The Training Administrator prepares an external venue located outside the organization, where the training programs are to be conducted.
		Training Administrator	Training General Information	Create Internal Faculty	Create Internal Faculty	▸ The Training Administrator identifies an internal faculty of the organization for a particular course. The faculty is identified based on the course and competency.
		Training Administrator	Training General Information	Create Internal Venue	Create Internal Venue	▸ The Training Administrator prepares an internal venue within the organization, where the training programs can be conducted.
		Training Adminjstrator	Training General Information	Create Module	Create Module	▸ Training Administrator prepares a training module, which is a logical grouping of one or more courses in a particular sequence.
		Training Administrator	Training General Information	Create Program	Create Program	▸ The Training Administrator prepares a training program which is mapped to various applicable modules. For example, the Induction Program can be considered as a training program, to which various modules like functional overview, work culture can be mapped.
		Training Administrator	Training General Information	Create Session	Create Session	▸ The Training Administrator prepares sessions for training programs by specifying the start and end time of each session.
		Training Administrator	Training General	Map Expense Head to Account	Map Expense Head to Account	▸ Training Administrator maps the various expenses made during the training to the

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
			Information	Code	Code	respective account codes in the "Financials". This will be used for the purpose of booking costs and revenues.
		Training Administrator	Training General Information	Set Training Parameters	Set Training Parameters	▸ The Training Administrator sets the parameters for a training program, module or course.
5.	Preparation of Internal Training Calendar and authorization	Training Administrator	Training Calendar	Create Training Calendar Edit Training Calendar Authorize Training Calendar	Create Training Calendar Edit Program/Module/ Course for Training Calendar Authorize Training Calendar	▸ The Training Administrator prepares a Training Calendar for a particular period of time. There could be training activities defined at Program, Module and Course Level. It is possible to schedule these training courses, attach a faculty and Venue to the Course.
6.	Request for training	Employee	Training Self Service	Request for training Delete Training Requests	Request for training General Requests Delete Training Request Delete General Request	▸ Employee requests for attending a training program, module or course scheduled in training calendar or make a general request for a course. ▸ Employee could also delete a Training Request already placed.
7.	Supervisor sponsors subordinates for	Supervisor	Training Self Service	Sponsor Employee Requests	Sponsor employee	▸ Supervisor Sponsors Employee Requests.

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
	training Training Administrator sponsors employees based on Request Origin (Appraisal and Career Planning)	Training Administrator	Training Administration and Evaluation	Sponsor based on Competency Gaps Sponsor Employees Sponsor Employees based on Training Needs	Requests Sponsor Training Sponsor Employees Sponsor Employees based on Training Needs	▸ Supervisor sponsors subordinates to a course based on competency gaps. ▸ Supervisor sponsors subordinates to a training activity independent of request or competency gap. ▸ Training Administrator sponsor employees for training courses based on their individual needs. Request origin is Appraisal and Career Planning. By sponsoring an employee, the training administrator approves the participation of an employee in a training course.
8.	Training administrator enrolls trainees to a program/Module/ Course	Training administrator	Training Administration and Evaluation	Enroll Internal Trainees	Enroll Internal Trainees to Program Enroll Internal Trainees to Module Enroll Internal Trainees to Course	▸ Training administrator enrolls employees to an Internal Training Calendar
9.	Trainee's Attendance is marked	Trainee	Training Self Service Training	Record Training Attendance Validate Training	Record Training Attendance Record/Validate	▸ Trainee records trainee attendance for the course attended. ▸ The Training administrator records and validates the attendance.

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
		Training Administrator	Administration and Evaluation	Attendance	Training Attendance	
10.	Faculty gives feedback about the training	Faculty	Training Self Service	Record Faculty Feedback	Record Faculty Feedback	▸ Faculty gives feedback about the training course. The feedback could be given on the Faculty feedback parameters set for the course. ▸ Training Administrator enters the Faculty feedback on behalf of the Faculty.
		Training Administrator on behalf of the faculty	Training Administration and Evaluation	Record Faculty Feedback	Record Faculty Feedback	
11.	Trainee gives feedback about the training	Trainee	Training Self Service	Record Trainee Feedback	Record Trainee Feedback	▸ Trainee gives feedback about the training course. The feedback could be given on the Trainee feedback parameters set for the course. ▸ Training Administrator enters the Trainee feedback on behalf of the Trainee.
		Training Administrator on behalf of the Trainee	Training Administration and Evaluation	Record Trainee Feedback	Record Trainee Feedback	
12.	Training Administrator decides the evaluation setup	Training Administrator	Training Administration and Evaluation	Record Evaluation Setup	Edit Training Evaluation Setup	▸ The training administrator does the setup for trainee evaluation of a particular course. The training administrator decides

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
						the tests that have to be conducted, their weightages, minimum and maximum rating for a particular course. The Training Administrator also does the setup for Post Training Evaluation. The periods in which the post training evaluation should be conducted and the tests to be conducted are decided.
13.	Trainees are evaluated on the knowledge transfer from course.	Training Administrator	Training Administration and Evaluation	Record Trainee Evaluation	Edit Trainee Evaluation	▸ The Training tests for the course are conducted and the ratings in each of the tests are consolidated to find the overall evaluation rating (%)
14.	Training Administrator updates competency and qualification of the employees.	Training Administrator	Training Administration and Evaluation	Update Competency/ Qualification Authorize Updation of Competency/Qua lification	Update Competency details Update Qualification for Employees Authorize Updation of Qualification Details Authorize Updation of Competency	▸ If the knowledge transfer or skill acquired in satisfactory in the opinion of training administrator, the competency acquired through the course or any qualification obtained is updated to employee personal records. ▸ On authorize of update, the employee personal records get updated actually

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
15.	Supervisor/ Training Administrator conducts Post Training Evaluation	Supervisor/ Training Administrator	Post Training Evaluation	Edit Post training evaluation	Post Training Evaluation	▶ Post training evaluation may happen as part of classroom test or on the job evaluation and will be recorded. ▶ Post Training evaluation could be conducted in intervals over a period of time. The test ratings are recorded.
16.	Supervisor/ Training Administrator update competency and qualification of the employees.	Supervisor/ Training Administrator	Post Training Evaluation	Update Competency/ Qualification	Update Competency Update Qualification	▶ If the knowledge transfer or skill acquired in satisfactory in the opinion of training administrator/Supervisor, the competency acquired through the course or any qualification obtained is updated to employee personal records.
17.	Training Administrators records the training cost	Training Administrators	Training Administration and Evaluation	Record Training Cost	Record Training Cost	▶ Expenses incurred during the training program are recorded by the Training Administrators and also the expenses allocated to the employees who have undergone the training program are maintained. The payments for the expenses incurred can be made by the organization through Banks or Cash Payments.
18.	Training Administrators compares the training cost and expenses	Training Administrators	Training Plan and Budget	Compare Training Budget and Expenses	Compare Training Budget and Expenses	▶ Training Administrator compares the cost allocated to the training budget and the actual expenses incurred in different employment units and departments.

■   **Scenario 2 Details: Organization wants to impart training to External Candidates.**

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
1.	Preparation of Training Plan	Training Administrator	Training Plan and Budget	Create Training Plan Edit Training Plan	Create Training Plan Edit Training Plan	▶ The Training Administrator prepares a Training Plan for a period of time. The Plan consists of the Training activities (Program/Module/Course) that would be carried out in this period, the number of times it would be carried and whether for employees or external candidates
2.	Preparation of Training Budget and authorization	Training Administrator	Training Plan and Budget	Create Training Budget Edit Training Budget Authorize Training Budget	Create Training Budget Edit Training Budget Authorize Organizational Training Budget	▶ The Training Administrator prepares a Training Budget for a particular period of time. The Training Budget for the various departments in the organization or at organization level. ▶ The budget amount could be compared with the actual expenses of the period.
3.	Preparation of External Training Calendar and authorization	Training Administrator	Training Calendar	Create Training Calendar - External Edit Training Calendar - External Authorize	Create Training Calendar - External Edit Program/Modu le/	▶ The Training Administrator prepares a Training Calendar for a particular period of time. There could be training activities defined at Program, Module and Course Level. It is possible to schedule these training courses, attach a faculty and Venue to the Course.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
				Training Calendar - External	Course for Training Calendar Authorize Training Calendar for External Trainees	
4.	Preparation of Training General Information	Training Administrator Training Administrator Training Administrator Training Administrator Training Administrator	Training General Information Training General Information Training General Information Training General Information Training General Information	Create Course Create Course Provider Create External Faculty Create External Venue Create Internal Faculty	Create Course Create Course Provider Create External Faculty Create External Venue Create Internal	▸ The Training Administrator prepares a set of courses applicable for a specific training. ▸ Training Administrator prepares the details of a course provider for a training program. The course provider may be internal or external for a training program. ▸ The Training Administrator identifies an external faculty apart from the employees in the organization for a particular course. ▸ The Training Administrator prepares an external venue located outside the organization, where the training programs are to be conducted. ▸ The Training Administrator identifies an internal faculty of the organization for a particular course. The faculty is identified

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
					Faculty	based on the course and competency.
		Training Administrator	Training General Information	Create Internal Venue	Create Internal Venue	▶ The Training Administrator prepares an internal venue within the organization, where the training programs can be conducted.
		Training Adminjstrator	Training General Information	Create Module	Create Module	▶ Training Administrator prepares a training module, which is a logical grouping of one or more courses in a particular sequence.
		Training Administrator	Training General Information	Create Program	Create Program	▶ The Training Administrator prepares a training program which is mapped to various applicable modules. For example, the Induction Program can be considered as a training program, to which various modules like functional overview, work culture can be mapped.
		Training Administrator	Training General Information	Create Session	Create Session	▶ The Training Administrator prepares sessions for training programs by specifying the start and end time of each session.
		Training Administrator	Training General Information	Map Expense Head to Account Code	Map Expense Head to Account Code	▶ Training Administrator maps the various expenses made during the training to the respective account codes in the "Financials". This will be used for the purpose of booking costs and revenues.
		Training Administrator	Training General Information	Set Training Parameters	Set Training Parameters	▶ The Training Administrator sets the parameters for a training program, module or course.

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
5.	Registration of External Candidates	Training Administrator External Candidates	Training Administration and Evaluation Training Self Service - External	Register External Trainees Register Yourselves Edit Registration Information	Register External Trainees Register Yourselves Edit Registration Information	▸ The Training Administrator registers external trainees by giving the Trainee name, their Organization and address details. ▸ The External candidates can register themselves by giving their Organization and Address details. An external candidate can request training or can be enrolled as trainee only on Registration.
6.	Request for training	External Candidate	Training Self Service - External	Training Request/Training Calendar Your Training Page	Request for Training Request for Training	▸ External Candidate could view the Training Schedule of the organization. He would get to view only those training activities, which have been marked for External candidates. ▸ External Candidate, if previously registered can directly request for attending a training program, module or course scheduled in training calendar. ▸ External Candidate, if not previously registered, has to register first and then Request for Training. ▸ Requests once placed can also be deleted.
7.	Training administrator enrolls External	Training administrator	Training Administration and Evaluation	Enroll External Trainees	Enroll External Trainees for Program	▸ Training administrator enrolls External Trainees to an External Training Calendar

Sᴌ. #	Fʟᴏᴡ ᴏғ Eᴠᴇɴᴛs	Pʀɪᴍᴀʀʏ Aᴄᴛᴏʀ(s)	Bᴜsɪɴᴇss Cᴏᴍᴘᴏɴᴇɴᴛ	Aᴄᴛɪᴠɪᴛʏ	Pᴀɢᴇ	Fᴜɴᴄᴛɪᴏɴᴀʟ Sᴛᴇᴘs
	trainees to a program/Module/Course				Enroll External Trainees for Module Enroll External Trainees for Course	
8.	Trainee's Attendance is marked	External Trainee Training Administrator	Training Self Service - External Training Administration and Evaluation	Your Training page Validate Training Attendance	Record Training Attendance Record/Validate Training Attendance	▸ External Trainees have to give their registration information like Trainee ID and password and then record trainee attendance for the course attended. ▸ The Training administrator records and validates the attendance.
9.	Faculty gives feedback about the training	Faculty	Training Self Service	Record Faculty Feedback	Record Faculty Feedback	▸ Faculty gives feedback about the training course. The feedback could be given on the Faculty feedback parameters set for the course. ▸ Training Administrator enters the Faculty feedback on behalf of the Faculty.

Sʟ. #	Fʟᴏᴡ ᴏꜰ Eᴠᴇɴᴛꜱ	Pʀɪᴍᴀʀʏ Aᴄᴛᴏʀ(ꜱ)	Bᴜꜱɪɴᴇꜱꜱ Cᴏᴍᴘᴏɴᴇɴᴛ	Aᴄᴛɪᴠɪᴛʏ	Pᴀɢᴇ	Fᴜɴᴄᴛɪᴏɴᴀʟ Sᴛᴇᴘꜱ
		Training Administrator on behalf of the faculty	Training Administration and Evaluation	Record Faculty Feedback	Record Faculty Feedback	
10.	Trainee gives feedback about the training	External Trainee	Training Self Service – External	Your Trainee Page	Record Course Feedback	▸ External Trainees have to give their registration information like Trainee ID and password and then give feedback about the training course. The feedback could be given on the Trainee feedback parameters set for the course.
		Training Administrator on behalf of the Trainee	Training Administration and Evaluation	Record Trainee Feedback	Record Trainee Feedback	▸ Training Administrator enters the Trainee feedback on behalf of the Trainee.
11.	Training Administrator decides the evaluation setup	Training Administrator	Training Administration and Evaluation	Record Evaluation Setup	Edit Training Evaluation Setup	▸ The training administrator does the setup for trainee evaluation of a particular course. The training administrator decides the tests that have to be conducted, their weightages, minimum and maximum rating for a particular course.
12.	Trainees are evaluated on the knowledge transfer from course.	Training Administrator	Training Administration and Evaluation	Record Trainee Evaluation	Edit Trainee Evaluation	▸ The Training tests for the course are conducted and the ratings in each of the tests are consolidated to find the overall evaluation rating (%)
13.	Training Administrators records the training	Training Administrators	Training Administration and Evaluation	Record Training Cost	Record Training Cost	▸ Expenses incurred during the training program are recorded by the Training Administrators and also the expenses

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
	cost					allocated to the employees who have undergone the training program are maintained. The payments for the expenses incurred can be made by the organization through Banks or Cash Payments.
14.	Training Administrators compares the training cost and expenses	Training Administrators	Training Plan and Budget	Compare Training Budget and Expenses	Compare Training Budget and Expenses	▸ Training Administrator compares the cost allocated to the training budget and the actual expenses incurred in different employment units and departments.

■   **Scenario 3: Conduct Quick Training Program**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Preparation of Training General Information	Training Administrator	Training General Information	Create Course	Create Course	▶ The Training Administrator prepares a set of courses applicable for a specific training.
		Training Administrator	Training General Information	Create Course Provider	Create Course Provider	▶ Training Administrator prepares the details of a course provider for a training program. The course provider may be internal or external for a training program.
		Training Administrator	Training General Information	Create External Faculty	Create External Faculty	▶ The Training Administrator identifies an external faculty apart from the employees in the organization for a particular course.
		Training Administrator	Training General Information	Create External Venue	Create External Venue	▶ The Training Administrator prepares an external venue located outside the organization, where the training programs are to be conducted.
		Training Administrator	Training General Information	Create Internal Faculty	Create Internal Faculty	▶ The Training Administrator identifies an internal faculty of the organization for a particular course. The faculty is identified based on the course and competency.
		Training Administrator	Training General Information	Create Internal Venue	Create Internal Venue	▶ The Training Administrator prepares an internal venue within the organization, where the training programs can be conducted.
		Training Adminjstrator	Training General Information	Create Module	Create Module	▶ Training Administrator prepares a training module, which is a logical grouping of one or more courses in a particular sequence.

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
		Training Administrator	Training General Information	Create Program	Create Program	▸ The Training Administrator prepares a training program which is mapped to various applicable modules. For example, the Induction Program can be considered as a training program, to which various modules like functional overview, work culture can be mapped.
		Training Administrator	Training General Information	Create Session	Create Session	▸ The Training Administrator prepares sessions for training programs by specifying the start and end time of each session.
		Training Administrator	Training General Information	Map Expense Head to Account Code	Map Expense Head to Account Code	▸ Training Administrator maps the various expenses made during the training to the respective account codes in the "Financials". This will be used for the purpose of booking costs and revenues.
		Training Administrator	Training General Information	Set Training Parameters	Set Training Parameters	▸ The Training Administrator sets the parameters for a training program, module or course.
2.	Preparation of Internal Training Calendar and authorization	Training Administrator	Training Calendar	Create Training Calendar Edit Training Calendar Authorize Training Calendar	Create Training Calendar Edit Program/Module/ Course for Training Calendar Authorize Training Calendar	▸ The Training Administrator prepares a Training Calendar for a particular period of time. There could be training activities defined at Program, Module and Course Level. It is possible to schedule these training courses, attach a faculty and Venue to the Course.
3.	Training	Training administrator	Training	Enroll Internal	Enroll Internal	▸ Training administrator enrolls employees to

Sl. #	Flow of Events	Primary Actor(s)	Business Component	Activity	Page	Functional Steps
	administrator enrolls trainees to a program/Module/ Course		Administration and Evaluation	Trainees	Trainees to Program Enroll Internal Trainees to Module Enroll Internal Trainees to Course	an Internal Training Calendar
4.	Trainee's Attendance is marked	Training Administrator	Training Administration and Evaluation	Validate Training Attendance	Record/Validate Training Attendance	▶ The Training administrator records and validates the attendance.