



GCC Plus

Business and Development Services

Using the Training Suite on GCC Plus

The **Training Suite** allows you to **book and manage training** for you and your site. The following will go over how you can **browse** and **make bookings** on the site. Then will move on to how you can use this to **manage** your training events and more.

Booking Training



All training is managed via the **Training** tab

The screenshot shows a web interface for browsing courses. It includes a search bar (1), a 'Browse' section with filters for Roles and Categories, a 'Jump to' section with links for on-demand, recently added, and upcoming courses (5), a calendar for December 2019 (4), and a 'Common actions' sidebar with various reports and search options. The main content area is divided into 'Suggested courses' (2) and 'Next 3 courses' (3), both listing course titles, dates, and locations.

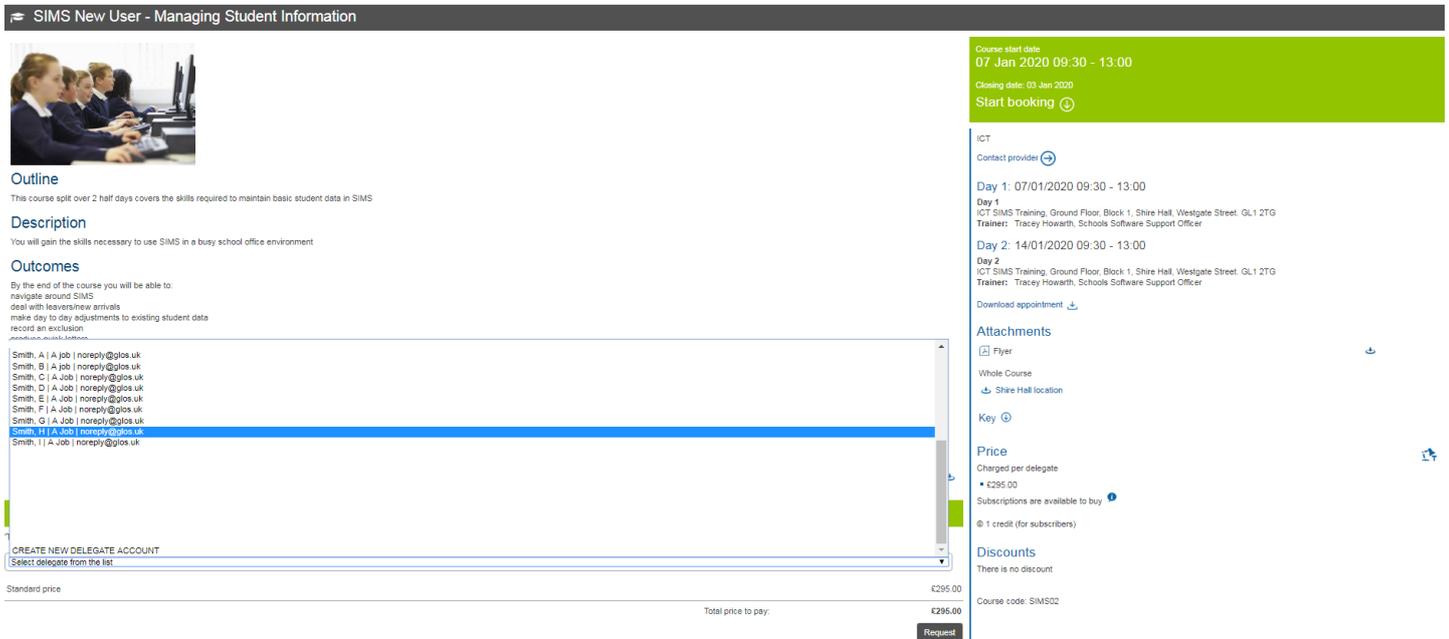
Ways of browsing:

1. You can use the search tool to browse for any courses or topics that you are looking for
2. Suggested courses will look at some upcoming course that link to your role in your site to suggest what may be of interest to you
3. You can also view the next 3 scheduled courses available to book to ensure you don't miss out on anything that may be of interest to you.
4. If you know of a specific dated course, you can also use the calendar to find the course. Blue tiles indicate there is a course available for booking on a specific day. Green tiles indicate a date for which a course is booked, more on this in the *management* section
5. In the **jump-to** section you can also view our **on-demand** training. On demand training is set training events that can be booked at your discretion around time and dates that are most comfortable for you.

Once you have found the training course you wish to attend you can then book your place.

Booking Scheduled Training

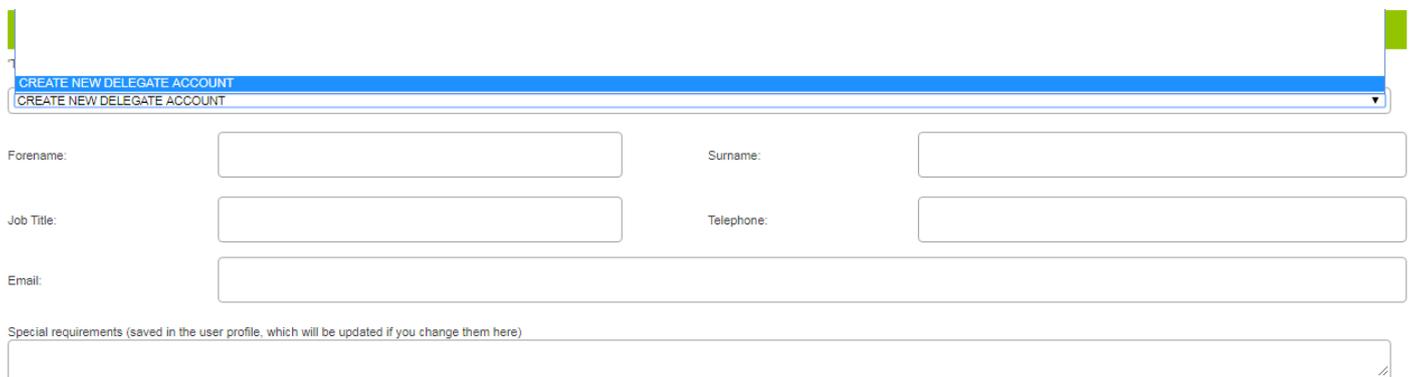
Once you have found training course you wish to book on to, you will need to click on the event to reach the below screen.



The screenshot shows the booking interface for an ICT course. The course start date is 07 Jan 2020 09:30 - 13:00, and the closing date is 03 Jan 2020. The course is split over two days: Day 1 (07/01/2020 09:30 - 13:00) and Day 2 (14/01/2020 09:30 - 13:00). The trainer is Tracey Howarth, Schools Software Support Officer. The course code is SIMS02. The price is £295.00 per delegate, with a total price to pay of £295.00. A 'Request' button is visible at the bottom right. On the left, there is a list of delegates with the option to 'CREATE NEW DELEGATE ACCOUNT'.

You will then need to select a delegate from the list. This is the individual who will be attending the training event.

If the delegate is not already listed, you can add a new delegate by clicking **CREATE NEW DELEGATE ACCOUNT**. You can then add the details as per the below; these should all relate to the delegate.



The form for creating a new delegate account includes the following fields:

- Forename:
- Surname:
- Job Title:
- Telephone:
- Email:
- Special requirements (saved in the user profile, which will be updated if you change them here):

You can then select request. This item will then appear in your basket on the **Training & Events** side, ready to check-out.

Request

Booking On-demand Training

Once you have found training course you wish to book on to, you will need to click on the event to reach the below

Make a Booking

Date: Time: 09 : 00

Duration: hour

Venue:

Tailored content:

No of delegates: (Max: 10)

Price: £750.00 update price

If you're booking on behalf of delegates, after booking the training you will be given the option to go to a page where you can enter delegates details. To complete booking you will also need to checkout this item from the shopping basket

[Request](#)

With on-demand course, you can set the parameters for the training event. Including the Date & Time, Duration (though this will often be predetermined but gives us a good indicator), the Venue and any tailored content. You can set the number of delegates within the allowed amount. Some training courses are charged per delegate (rather than one cost per site), therefore once you have added the delegate numbers, click **update price** (green box) to check. Once you're happy with your set parameters, click **request**

It will then be with service area to view and respond to the booking; similar to a quote request. They may communicate with you at some point during this to confirm details.

Training and Events

1 items at £295.00

[Proceed to checkout](#)

The Service area will then respond to the request, if all is okay, the item will appear in your basket to check-out. Confirming the booking

Managing Training

You can also use the system to manage your training bookings and events

Upcoming events						
January 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

The majority of tools for managing your bookings are in the **Training Tab** but you can also use the upcoming events widget on the left of your home page. This will show all upcoming events month by month. The tiles indicate:

- Dark green: an upcoming training course you and/or a colleague is booked on to
- Light green: A training course available to you that you may wish to book on to
- Blue: Links to an article with a set **action date** for that day.



There are also tools available in the **Training** tab

Jump to

[Browse on-demand](#) →

[Recently added courses](#) →

[Next 30 upcoming courses](#) →

1. **My bookings**

Sorry, no upcoming bookings

[View all my bookings](#) →

2. **My organisation**

[GHLL TB Mental Health First Aid Two Day Training Course \(GHLL-0120-T006\)](#)

09 Jan 2020 09:00 - 17:00

 1

[GHLL TB Mental Health First Aid Two Day Training Course \(GHLL-0120-T006\)](#)

10 Jan 2020 09:00 - 17:00

 1

[GHLL Mental Health First Aid Lite Training \(GHLL-0220-T004\)](#)

27 Feb 2020 13:00 - 16:00

 1

[View all bookings](#) →

3.

Dec 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

[View full planner](#) →

Common actions

[Quick course/booking search](#) ↓

[View all my bookings](#) →

[View all organisation bookings](#) →

[Feedback results](#) →

[Legacy feedback results](#) →

[Delegate history report](#) →

[Renewal report](#) →

[Subscription summary report](#) →

[Subscription usage report](#) →

[View all training \(grid format\)](#) →

[View cancelled delegates report](#) →

The main tools you can use to manage your bookings are:

1. **My bookings** which relates to specifically to bookings made for you as the specific delegate
2. **My organisation** bookings which relates to all bookings made by your site
3. There is also another **Monthly Planner Widget** which shows booked training events (green) and available training events (blue).

All of these can then be expanded to show further details via the view all/ view full links (underlined in red).

You can then check the full details on all these courses including timings, booking information, related documents and the name of the booked delegates by clicking on the course name.

SIMS New User - Managing Student Information (SIMS02)

07 Jan 2020 09:30 - 13:00

 1

 Not confirmed

A booking may be recorded as **not confirmed**. This is because the booking has not been checked out of the basket