

TRAINING SERVICES

Your employees are your most valuable asset. As an employer of choice, it is critical that you make available training programmes to help your employees stay relevant and maximize their performance. Vital.org's training management solutions provides you and your employees a hassle-free experience in managing your learning needs.



From sourcing for training providers and assisting employees with course registration to providing logistics support and providing periodic training reports, Vital.Org ensures that you and your employees meet your learning needs with minimal hassle.

OUR TRAINING SOLUTION

(1) Course Development

- ▲ Source & propose courses
- ▲ Draft course content and specifications for quotations and tenders
- ▲ Liaise with providers & screen proposals
- ▲ Publish new courses for registration

(2) Course Registration

- ▲ Schedule classes and manage registration
- ▲ Manage registration & answer queries
- ▲ Determine eligibility of applicants

(3) Course Administration

- ▲ Send Course Placement Letters and Unsuccessful Application Letters
- ▲ Arrange for training venue
- ▲ Provide manpower & logistic support
- ▲ Manage attendance
- ▲ Inform agency of examination results
- ▲ Manage SDF/SRP grant applications
- ▲ Administer the evaluation of courses

(4) Training Administration

- ▲ Update online prospectus & learning framework regularly
- ▲ Collate individual learning plans into roadmaps
- ▲ Consolidate & Update Individual Learning Roadmaps into Department Learning Plans
- ▲ Provide periodic training reports
- ▲ Email course circulars to target audience



LEARNING@GOV - OUR LEARNING MANAGEMENT SYSTEM



is a new learning management system designed for employee self-service. It is a 24 hours internet based application with enhanced and useful functions to facilitate the agency and its employees in taking on new training courses. Currently, there are more than 60,000 users from 28 government agencies and statutory boards.

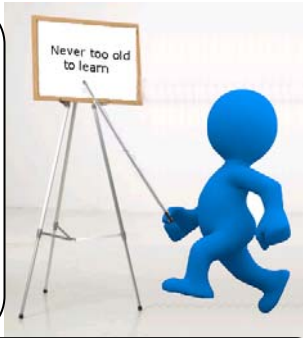
Why use Learning@Gov?

- Internet- based system allows anytime, anywhere access
- Users receive email notifications when Approving Authority approves course
- No manual collation of evaluations as they are done online
- Comprehensive listing of PS21 & PDS compliant reports
- Automatic application of SDF
- Payment interface with Finance System



[HTTP://WWW.LEARNING.GOV.SG](http://www.learning.gov.sg)

HOW OUR TRAINING SERVICES SOLVE YOUR PROBLEMS

Wide network of reliable training providers	With our wide network of training providers, we develop high quality training courses for your employees. Our training providers are screened selectively and include prestigious companies such as the United Premas Training College, Singapore Media Academy, British Council, National Institute of Education and Temasek Holdings.	
Relevant	We constantly update our system so that all information as well as courses offered on our system stay relevant with the changing times.	
User-Friendly	Learning@Gov, allow users to register with courses with ease. They can check their registration with the click of the mouse, at any time, anywhere.	
Measurable	We provide evaluation reports so that you can assess your employees and the courses provided to them easily. The reports are done on a monthly as well as quarterly basis for up-to-date reporting.	