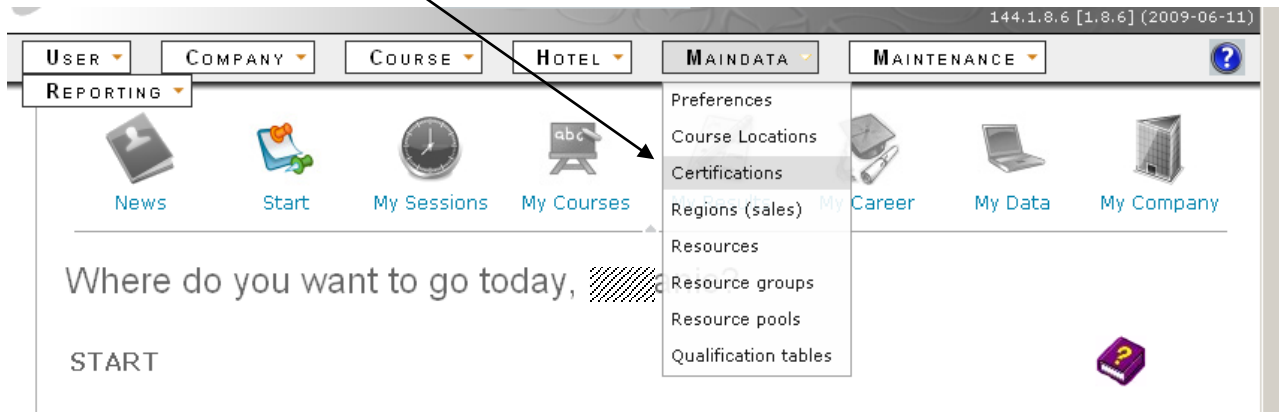




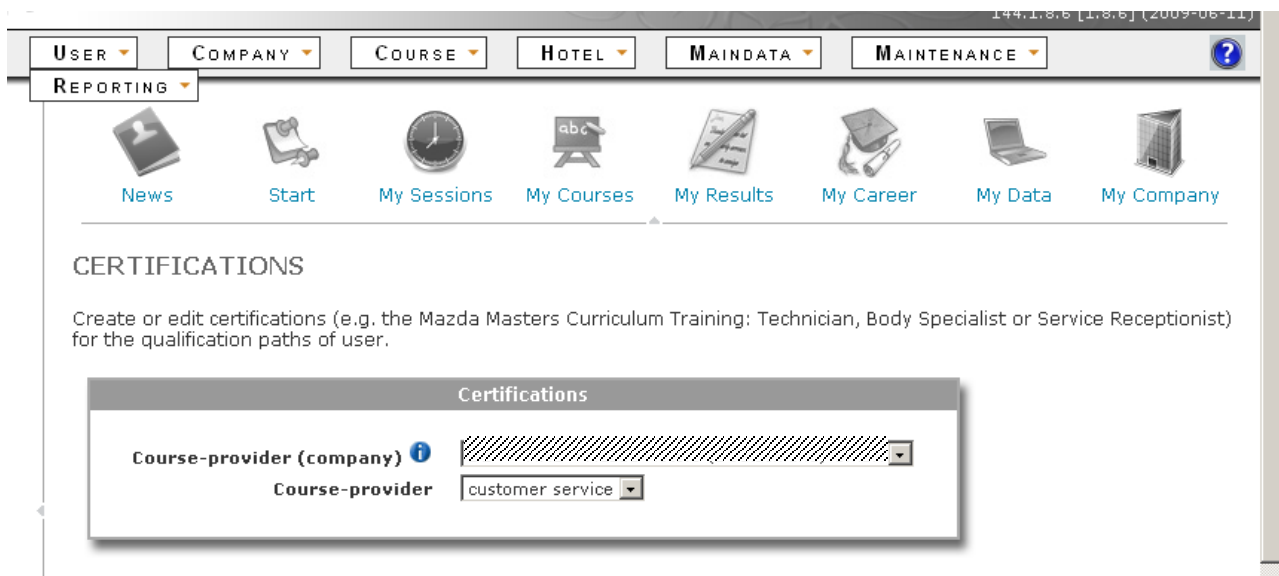
Qualification path

1. Create a qualification path


Please click on „Main Data“ > „Certifications“



Select the course provider (company) e.g. Mazda Motors Germany. Maybe you have to choose another course provider in the next step (that is the department, e.g. customer service).












Insert a name for the certification (e.g. “Mazda Masters Curriculum”) and click on “Add”. For each certification you can upload  a pdf document. E.g. Mazda Masters Development and Qualification Path.

CERTIFICATIONS

Create or edit certifications (e.g. the Mazda Masters Curriculum Training: Technician, Body Specialist or Service Receptionist) for the qualification paths of user.




Name	Actions
/	    
Body Specialist Ausbildung	    
Mazda Masters Technikerausbildung	    
Service Receptionist Ausbildung	   




To insert the different levels for the qualification (Masters Technician, Senior Technician and Technician) click on the icon .


Insert the level name and a number. The number is used to define the order of the levels.

CERTIFICATION LEVELS

Define the possible levels a qualification path can have. The number is used to define the order.



Level name	Number	Actions
Technician	1	  
Senior Technician	5	  
Master Technician	9	  

Click on the icon  to assign the courses to the different certification levels according to your local Qualification Path.



Select the courses from the list “Available courses” on the left side and add them to the list “Assigned courses” on the right side. Then click on “Save”. To remove courses from a certification level go the other way round.

CERTIFICATION - COURSE ASSIGNMENT

Assign the courses to the selected certification level. The assigned courses have to be passed to obtain the desired certificate.

Certification level Technician - Mazda Masters

Available courses


- (active)
- (active)
- (active) Automatikgetriebe Diagnose (MTC_316)
- (active) Benzin-Motormanagement ...nose (MTC_311)
- (active) Diesel-Motormanagement ...nose (MTC_312)
- (active)
- (active)
- (active)
- (active)
- (active)
- (active)
- (active)
- (active)
- (active)
- (active)
- (active)
- (active)
- (active)
- (active)
- (active)
- (active)
- (active)

Assigned courses

- (active) Elektrik / Elektronik (MTC_106)
- (active) Mazda Modulares Diagnos...MDS) (MTC_104)
- (active) Mazda Portal (MTC_103)
- (active) Mazda Service (MTC_105)
- (active)
- (active)
- (active)

Save

2. Assign a qualification path to a user

Please select a user and click on the icon  to assign a qualification path.

Personal Info Registrations Certifications HR data

MID [redacted]
Department customer service
job-role 02 - MOTOR MECHANIC
Language en
e-mail [redacted]

Company
[redacted]



You find this icon also in the tab “Certificates”.



Now please choose the certification and the level and click on "Add".

QUALIFICATION PATH

Define the qualification path for the selected user. The required and done courses will be shown to the user on the start-page (after login).

Qualification path								
Selected user								
<p>To assign the selected user a certification, choose the certification and click the "add"-button. To remove an already assigned certification, click on the "remove"-icon. You can either assign a highest level, which the selected user should reach or the whole path by selecting no level.</p>								
<table border="1"><thead><tr><th>Certification</th><th>Level name</th><th>Actions</th></tr></thead><tbody><tr><td><input type="text" value="please choose -"/></td><td><input type="text" value="- all -"/></td><td><input type="button" value="Add"/></td></tr></tbody></table>	Certification	Level name	Actions	<input type="text" value="please choose -"/>	<input type="text" value="- all -"/>	<input type="button" value="Add"/>		
Certification	Level name	Actions						
<input type="text" value="please choose -"/>	<input type="text" value="- all -"/>	<input type="button" value="Add"/>						