



REGIONAL DISTRICT of Fraser-Fort George

FDM RMS User Guide

Training Module



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Administrator Contacts

Please direct all questions and requests to fire@rdffg.bc.ca. Emails are monitored by all FDM administrators. Refer to **Basic Navigation & Use** for additional contact information.

Introduction

This document describes how to perform tasks specific to the Training Module (TRN). The tabs and fields available in this module may change over time, so contact your FDM administrator if you require clarification about what they mean. For help on how to perform general functions such as adding new records and entering data, refer to **Basic Navigation & Use**.

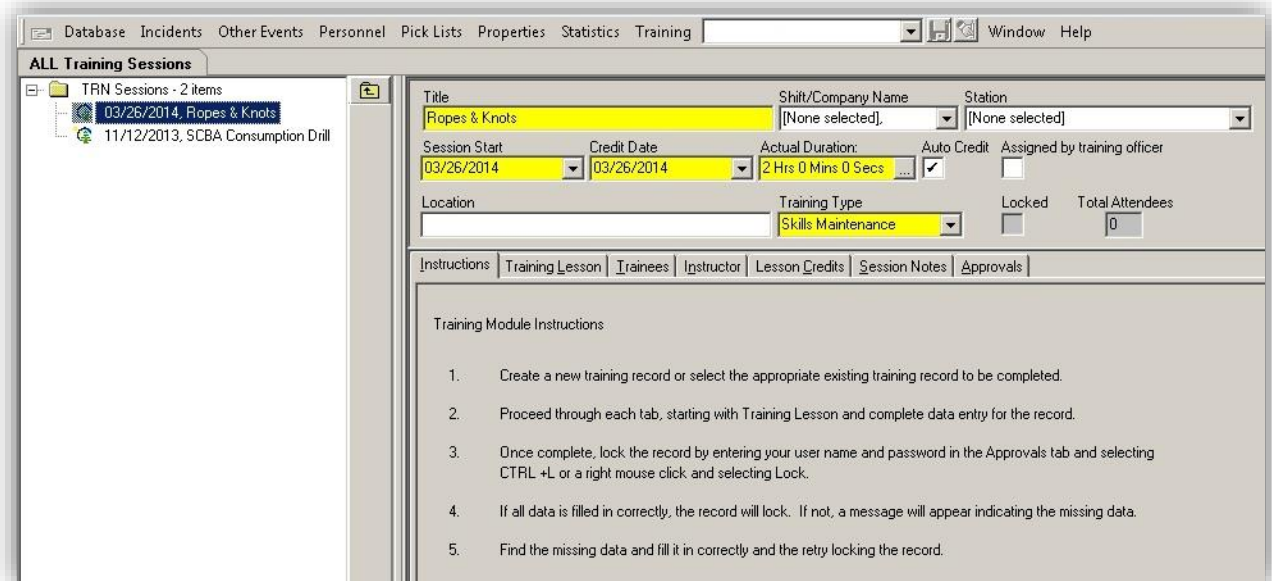
Overview

The Training Module allows you to record training within your department.

Before using this module you must:

1. Set up your [TRN Subjects Pick List](#).
2. Assign the Instructor hat to a member of your department. See the **Personnel Module**.

Once your pick lists are configured, create “training sessions” to record training nights, courses and workshops attended by your members.



Record details section:

Component	Purpose	Centre Icon Bar
General Info Section	Basic training session information.	n/a
Training Lesson Tab	Lessons covered during training session.	n/a
Trainees Tab	Members who attended training session.	n/a
Instructor Tab	Lesson instructors (either department members or outside instructors).	n/a
Lesson Credits Tab	Credit hours each trainee has earned for each lesson. Automatically populated.	n/a
Session Notes Tab	Addition notes about training session.	n/a
Approvals Tab	Sign off on the record.	n/a

1 Setting Up Your Training Pick Lists

Before using the Training Module you will need to set up your TRN Subjects Pick List. This list contains all the training topics (i.e. “lessons”) that your department regularly covers in training. If you choose, your [FDM administrator](#) can populate the pick list with a generic list of training topics that you can modify as needed. Please note that you will require the security rights to modify pick lists to do this.

1.1 Subjects and Lessons

In the Training Module there are training subjects and training lessons. Subjects are a way of grouping similar lessons together.

E.g. **Subject:**

Ropes & Knots

Lessons:

Ropes & Knots – Hoisting Tools & Equipment

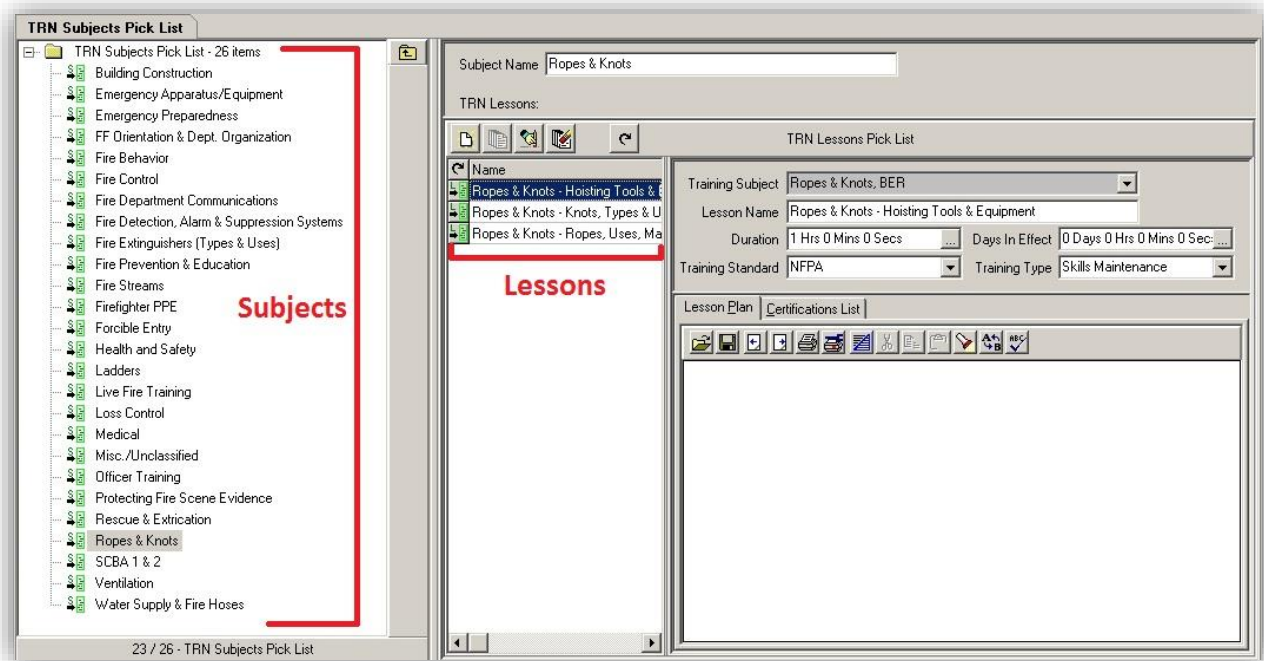
Ropes & Knots – Knots, Types & Uses

Ropes & Knots – Ropes, Uses, Maintenance & Storage

You can have as many subjects and lessons as you require.

1.2 TRN Subjects Pick List

All modifications to the training pick lists are done using the TRN Subjects Pick List view under the Pick List menu. When you open the view, you will see a list of all the currently available subjects. Each subject **must** contain one or more lessons:



To set up your pick lists:

1. Under the Pick List menu, click on TRN Subject Pick List.
2. Add a new training subject if the one you need does not already exist.
3. Select your subject and create a new record for each lesson within that subject.

NOTE: The Duration field defaults to 1 hour. This represents the length of time it takes to cover that lesson. You may change this value as long as it is not 0. This duration is used to calculate the number of training hours per person.

Optional Tabs:


- **Lesson Plan tab** – If you have standard text for a lesson, enter it here. It will appear in a training session every time that lesson is chosen.
- **Certificate List tab** – Link lessons to certificates in the PRS Certifications Pick List. Once a certificate is linked to a lesson, you can use the Certificate Wizard to issue certificates in conjunction with training lessons. Refer to the *Personnel Module* for more information on using the Certificate Wizard.

2 Calculating Lesson Credits

NOTE: In order for the instructor to receive credit for the time he/she spent teaching, you must add him/her under the Trainees tab as a trainee as well as under the Instructor tab.

The Lesson Credits tab is automatically populated by FDM RMS. You are not required to add new records here. In fact, you will run into trouble if you do. In order for the Lesson Credits tab to populate, you must:

1. Leave the Auto Credit checkbox checked in the training session record.
2. Add one or more lessons to the Training Lesson tab.
3. Add one or more attendees to the Trainees tab.

The Lesson Credits tab will now populate. One record per person per lesson will be created. If you do not see any records, click the  button to refresh the tab:



NOTE: The Actual Duration (auto-calculated) field on the Lesson Credits record is the training time per person per lesson. It will have a value of 0. This field is calculated by FDM RMS, but you can also override it. To accept the default calculated value, leave the field as 0. To override it, enter the appropriate length of time. See [Calculation Details](#) to learn about the calculation itself.

BUT WAIT! You aren't finished yet!

4. Fill out the remainder of the training session record.
5. **Lock the record. This will populate the Actual Duration (auto-calculated) field.**

2.1 Calculation Details

If you've left the Auto Credit checkbox checked, the Training Module will automatically distribute the total training session time between all the lessons covered in that session using the default lesson durations entered in the [TRN Subjects Pick List](#).

Examples:	Default Lesson Duration (in pick list)	Training Session Duration	Lesson Credit Hours
Example 1			
Lesson 1	1 hour	2 hours	2 hours per person
Example 2			
Lesson 1	1 hour	2 hours	1 hour per person
Lesson 2	1 hour		1 hour per person
Example 3			
Lesson 1	2 hours	2 hours	1 hour, 20 min per person
Lesson 2	1 hour		40 min per person

3 Certifications

Certifications that are earned cannot be issued in the Training Module. Instead, refer to the **Personnel Module** for details on issuing certifications to members.

3.1 Certifications or Training Module – Where Should I Enter My Item?

You will have to decide which section is appropriate to enter your item under. It could belong in the Training Module, under the Certifications tab in the Personnel Module, or both. Use the chart to decide where to enter your item.

	Training Module	Certifications Tab in Personnel Module
Purpose of Section	-Record information about the training event itself	-Record the actual certification achieved as the end result of the training session
Type of Training	-All training -May or may not result in a certification	-Training that results in a certification
Required Information	-Date of training -Length of training **If the training session you have entered in the Training Module results in a certification, enter it under the Certifications tab, too.	-Certificate acquisition date

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