

Training Administrator



Introduction to Themis Training Administrator

What is Themis Training Administrator

Themis is an integrated administration system used by all staff at the University to perform functions related to their role. The Themis system services the business areas of Human Resources, Research and Finance.

The Themis Training Administrator (TTA) module is an enrolment management system used by:

- **Training Administrators** to create courses, offerings, classes and sessions in the training catalogue and manage resources, administer enrolments and generate reports relating to training activities. All functions are available from the Training Administrator responsibility.
- **Trainers** to view confirmed class bookings, student enrolment details and their bookings history via the Trainer Instructor Self Service responsibility.
- **University of Melbourne staff** to interact with TTA content via Themis Staff Self Service > Training and Development. Staff can apply for training offered by university training centres, monitor their enrolment progress, and add external training records. Staff and their supervisors can access the TTA training history in Staff Self Service and Supervisor Self Service.

Themis responsibility

The term responsibility refers to levels of systems access within Themis. Each Themis responsibility is related to a set of user functions. Your role and work tasks will determine the type of access and Themis responsibility/ies required.

There are two training responsibilities available in Themis:

- UOM Training Administrator
- UOM Training Instructor Self Service

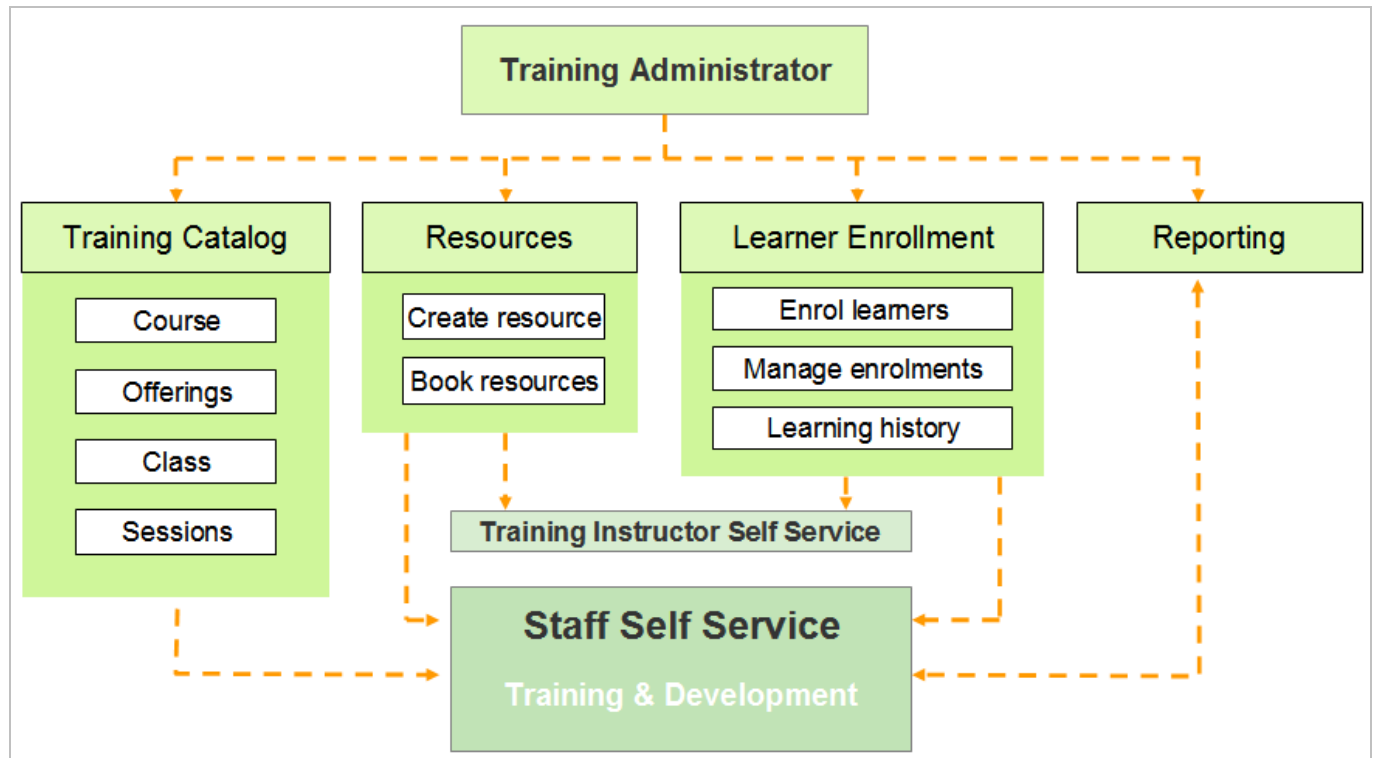
Themis Training responsibility	System functions
UOM Training Administrator Note: the following roles need to be assigned with this responsibility: <i>Learning Catalog Administrator</i> <i>Learning Enrollment Administrator</i> <i>Learning Resource Administration</i>	The Training Administrator has access to the training catalog within the TTA module to create and update: <ul style="list-style-type: none">• courses• offerings• categories• classes• sessions• resources• enrolment records• reports
UOM Training Instructor Self Service	Trainers (who are set up as training resources in TTA) have access to the Instructor Self Service responsibility to view their: <ul style="list-style-type: none">• confirmed class bookings• student enrolment details by class• bookings history for all classes they have trained

Staff can view TTA course, offering and class details (including sessions and resources) in Staff Self Service. The Staff Self Service responsibility is available to all staff.

For information on access to Themis see the *Applying for Responsibilities* section below.

Themis Training Administrator overview

An overview of the Themis Training Administrator functions is outlined in the diagram below.



Navigator

<ul style="list-style-type: none"> UOM HR e-Recruitment UOM Research Self Service UOM Staff Self Service UOM Training Administrator UOM Training Administrator - Old UOM Training Catalog Administrator UOM Training Instructor Self Service UOM Training Super User 	<p>UOM Training Administrator</p> <ul style="list-style-type: none"> Catalog Administration Resources Resource Bookings Learner Enrollments and Subscriptions Learning History Profile Options <p>Processes and Reports</p> <ul style="list-style-type: none"> Submit Requests View Requests Define Request Set
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Information on the Training and Development functions in Themis Staff Self Service can be found at http://www.themis.unimelb.edu.au/support/ref_staff.html#training.

For further details on the UOM Training Instructor Self Service responsibility refer to the information sheet, *Instructor Self Service*.

Components of the Themis Training Administrator module

The UOM Training Administrator responsibility uses tabs to organise the following components and functions:



Tab	Functions	Function description/s
Catalog	Category	The create/manage category function allows the administrator to create, and edit topic and provider categories. As these categories are used by all training providers and staff at the university, you <i>must</i> consult with Human Resources prior to making any changes or additions.
	Course	The create/manage course function allows the administrator to create a master record for a course. A course record contains overview information about the training including course description, intended audience and objectives.
	Offering	The create/manage offering function defines how the training will be delivered, including delivery mode information and duration. Optional functions within an offering record allow you to add a resource checklist and define learner access.
	Class	The create/manage class function allows you to set up a training class (linked to a course and offering) including creating class dates, times and defining the enrolment period. Additional functions that may be accessed within a class record include enrollments, resource bookings (access resource checklist) and learner access.
	Session	The add/manage session function allows you to set up sessions (linked to a class) with defined dates and times.
Resources	Resources	The create resource function allows you to search for existing defined resources and create/update details for new training resources (Equipment, Trainer and Venue categories). Once defined in Themis, resources can be assigned to classes.
	Resource Bookings	The resource bookings function allows you to query the current commitments of a resource and to assign the required training resources to a specific class. Booked resources will display in HR Self Service Training and Development view.
Learner	Enrollments and Subscriptions	The enrollments and subscriptions function allows you to query the current enrolment for a class. From this screen you can manage enrolment status, manually enrol, bulk enrol or copy enrolments for a specific Class. With future upgrades it is anticipated that subscriptions to learning paths will be administered using this function.
	Learning History	Learning History screen allows you to search all training an individual (staff member) has enrolled in (or entered as external training) and the status of each course (e.g.: completed, cancelled, etc).

The reporting functions in **UOM Training Administrator** responsibility are accessed via the Themis forms. For information on how to run reports in Themis forms refer to the *Themis Reporting* information sheet.

Navigator component	Function	Function description
Profile Options		Profile Options allows you to set personal user options, including your Themis printer. Refer to <i>Setting your user profiles</i> reference card for more details.
Processes and Reports	Submit Requests	The Submit Request function allows you to select and run available reports.
	View Requests	The Find Requests screen allows you to search for recently run requests (reports).
	Define Request Set	Not in use.

A number of reports are available with Themis to help you manage training administration within your training centre. These include:

- **TTA Attendance Sign-in Sheet** list all confirmed enrolments for a class in an attendance form
- **Training Enrolment Response** view detailed responses from training applicants
- **Training History Report** view identified elements of training history records for reporting and compliance requirements

Key terms

Themis Training Administrator

Term	Definition
Training catalog	The Training catalog allows administrators to manage the setup and delivery of learning. It is the repository for all training objects (including; courses, offerings, classes and categories).
Category	The training catalog is organised by category for ease of use by administrators and learners. Currently the university uses topic categories (Browse by Category) and training provider categories (Browse by Provider). With future upgrades it is anticipated categories will also be used to administer learning paths.
Course	The Course is the master record for the content, aims and objectives of the training course. Details such as the <i>Training Provider</i> and searchable training <i>Categories</i> are recorded here.
Offerings	The Offering record is attached to the <i>course</i> and details the delivery method/s available. One <i>course</i> may have multiple delivery methods, e.g.: classroom based, one-on-one delivery, self-paced on-line delivery, etc.
Class (Event)	The Class (Event) is the scheduled instance of the training <i>offering</i> . When setting up class details such as the date and time are specified and the enrolment period is set (these are the dates that the class is available on Themis HR Self Service for enrolment). Resources are assigned to a class record. Sessions may also be required for classes that run over more than one day.
Sessions	Session records may be created as part of a <i>class</i> . <i>Session</i> records are used for a class that is scheduled to run over several sessions, e.g.: a 6 hr class may be made up of 3 x 2hr components, each delivered on different days. A <i>session</i> record should be created for each of the three 2hr components. It is not necessary to create a <i>session</i> record for a <i>class</i> that concludes in one session, e.g.: a 2 hr class (1x 2hr session).
Resources	Trainer/s, venue/s and equipment required to deliver training are called Resources . A resource record is created once in Themis and can be attached to multiple <i>classes</i> or <i>sessions</i> . The <i>Resource</i> module does not replace booking via internal systems, it serves as an information record for prospective students and details are accessible on HR Staff Self Service.
Learner	In TTA a learner is an employee of the University of Melbourne who is eligible to enrol in a <i>class</i> .
Contact	In TTA a contact is the person who is nominated to receive correspondence on behalf of a learner. For example; a contact may be an executive assistant.
Customer	A customer is an external organisation whose employees are eligible to apply for a University of Melbourne training <i>class</i> .
External affiliate	An external affiliate is an organisation whose employees (or individual) are eligible to apply for a University of Melbourne training <i>class</i> .

Applying for responsibilities

To apply for the **UOM Training Administrator** responsibility, you must:

- Complete the appropriate training (see *Themis TTA training pathways* section below)
- Submit a Themis Responsibility Application Form (available from the **Getting Started** heading on the Themis website). The form should be signed, authorised by your supervisor/Head of Department, and faxed to the Themis Service Desk on 8344 2885.

To apply for the **UOM Training Instructor Self Service** responsibility, you must:

- Be nominated for access by a training administrator (the training administrator must create you as a trainer resource within TTA and ask you to apply for the responsibility)
- Submit a Themis Responsibility Application Form (available from the **Getting Started** heading on the Themis website). The form should be signed, authorised by your supervisor/Head of Department, and faxed to the Themis Service Desk on 8344 2885.

Universal access

The data in Themis Training Administrator is not limited to your relevant budget unit/s (department) or faculty. Training administrators have access to view and modify data across all training centres at the university. In most cases, however, a Training Administrator will only work with data for their own Training Centre.

Themis Training Administrator training pathways

Training for Themis Training Administrator is offered in the following class format:

- **Themis Training Administrator (TTA)** - 6hrs (2 x 3.0hrs) delivered in a lab
Covering basic introduction to TTA at the University of Melbourne, basic Themis access and navigation, key processes including creating training courses, offerings, classes and sessions in the catalogue, administering enrolments, and running reports.

For more information see: <http://themis.unimelb.edu.au/support/training/tta.html>

Or contact ea-training-doco@unimelb.edu.au to discuss your requirements.

Getting help

The Themis website (www.themis.unimelb.edu.au) provides written support in a variety of formats:

- Reference cards (step-by-step instructions for specific tasks)
http://www.themis.unimelb.edu.au/support/ref_cards.html
- Information sheets (overview of specific module, function or responsibility)
http://www.themis.unimelb.edu.au/support/documentation/info_sheets.html
- Frequently Asked Questions <http://www.themis.unimelb.edu.au/support/faq.html>

Themis Service Desk

The Themis Service Desk team provides technical assistance from 9am to 5pm, Monday to Friday. You may lodge Themis queries:

- Online: <http://servicedesk.unimelb.edu.au/itsc/themis>
- By email: ea-help@unimelb.edu.au
- By phone: 8344 9500