



APPENDIX A – FREEDOM OF INFORMATION REQUEST FORM

Section 1 – Applicant Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Title (please state):
Forename(s):	Chris	
Family Name:	Sharman	
Previous Family Name:		
Other name(s) known by:		
Date of Birth (dd/mm/yyyy):/...../.....	Male <input type="checkbox"/> or Female <input type="checkbox"/>
Nationality:		
Place of Birth:		

Section 2 – Applicant Details

Current Address:	
Postcode	
Daytime Telephone No:	
Email Address:	request-511767-c790d961@whatdotheyknow.com
Previous Address:	
Postcode:	



Section 3 – Details of Information Required

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

Dear Derby College,

I am writing to make an open government request for all the information to which I am entitled under the Freedom of Information Act 2000.

In order to assist you with this request, I am outlining my query as specifically as possible.

Please can you provide information on the following:

1. Does your organisation use a Learning Management System and e-learning provision for employee / staff training?
2. If no, are there ongoing plans to purchase a Learning Management System and e-learning provision for employee training in the near future?
3. What is the name of the Learning Management System (product name) and which company is it purchased from?
4. Provide brief information of the current e-learning courses that are used in employee training.
5. Who provides the e-learning courses that are used in employee training?
6. Provide the development themes of the eLearning courses that are used in employee training (i.e. Compliance, Safeguarding, etc.)
7. Value of the current contract, date of commencement and date of expiry.
8. Who is responsible for ensuring the LMS and e-learning provision meets the local authorities training requirements?
9. Can you please provide your current organisational structure for the college.

I would like the above information to be provided to me via email.

If this request is too wide or unclear, I would be grateful if you could contact me as I understand that under the Act, you are required to advise and assist requesters. If any of this information is already in the public domain, please can you direct me to it, with page references and URLs if necessary.

I understand that you are required to respond to my request within the 20 working days after receipt, however I would be grateful if you could confirm that you have received this request.



Section 4 – Derby College Group’s Response to Request (use extra sheets if necessary, but ensure attached to this request form)

1.Does your organisation use a Learning Management System and e-learning provision for employee / staff training?

We do not have a dedicated LMS as such, we have iTrent, which is provided by MidlandHR. We use this as a central location for tracking/recording/reporting against all completed CPD related activities.

In addition, we subscribe to WorkRite, an online training platform which provides a majority of our online training, and includes its own management system for reporting. It’s accessed via sign sign on so it synchronised with the DC Network. WorkRite works in isolation from iTrent, however, data from this system is mass uploaded onto iTrent on a monthly basis.

There’s also Lynda.com, which stands independent of iTrent/WorkRite etc, but again is mass uploaded onto iTrent.

2.If no, are there ongoing plans to purchase a Learning Management System and e-learning provision for employee training in the near future?

The purchase of an LMS would certainly streamline our offering, increase accessibility and improve efficiency, however, there are no plans at the moment for purchase an LMS, WorkRite also offers a very effective management system.

3.What is the name of the Learning Management System (product name) and which company is it purchased from?

NA

4.Provide brief information of the current e-learning courses that are used in employee training.

Mandatory training:

- Health and Safety
- Equality & Diversity
- Prevent
- Environmental Awareness
- Safeguarding
- Data Protection (GDPR)

WorkRite also offers a series of optional online training opportunities which all staff are also able to access. More information on WorkRite can be accessed here:

[Posturite - WorkRite](#)

We also recommend other online training available via the Education and Training Foundation, as well as the Derbyshire Safeguarding Children’s Board, plus others on an adhoc basis.

Lynda.com offers access to thousands of online training packages, more information can be accessed here:

www.Lynda.com



5. Who provides the e-learning courses that are used in employee training?

WorkRite

6. Provide the development themes of the eLearning courses that are used in employee training (i.e. Compliance, Safeguarding, etc.)

- Safeguarding
- Health and Safety
- Health & Wellbeing
- Equality & Diversity
- Plus the Teaching & Learning, Management, Behavioural offering from Lynda.com (we have dedicated playlists for these areas)

7. Value of the current contract, date of commencement and date of expiry.

WorkRite: £8000 (approx.) per year, 3-year contract, up for renewal November 2018.
Lynda.com: £10,000 per year, up for renewal December 2018.
Other online training offerings FOC.

8. Who is responsible for ensuring the LMS and e-learning provision meets the local authorities training requirements?

NA

9. Can you please provide your current organisational structure for the college.

<https://www.derby-college.ac.uk/whos-who>

Internal use only

Section 5 – Declaration

Response to Freedom of Information Request approved by:

Name of Derby College representative: Cheryl Tacchi	Date: 05/09/18
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Executive or Director authorisation (if required)

Name: Bernadette Doyle	Date: 05/09/18
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