

Learning Pathways Guide

A 'learning pathway' is a tool that allows Fellows to create custom curriculums for internal colleagues, priority suppliers or any School Member.

Fellows can choose from the School's full catalogue of resources and add in their own resources to create their own curriculum of activities relevant to their sustainability requirements. With the flexibility to set your own completion route (mandatory resources, minimum resources etc.).

Should you wish to include your own resources, you can either have these uploaded into the School's resource catalogue or made privately available to your internal colleagues and/ or priority suppliers only.

Fellows can create custom-made "badges" for your colleagues and supply chain to earn when they complete your curriculum.

Resources accessed via a learning pathway count towards a company's membership level with the School and historical activity checks means you will never need to complete a resource twice.

There are three types of learning pathways

1. 'Individual' learning pathway
2. 'Priority Supplier' learning pathway
3. 'Self-enrol' learning pathway

Tip

If you want a learning pathway available for all Members (inside and outside of your business), send the details to the School's admin team to create.

Suppliers

Allocate a set of required resources at a company level for suppliers using the 'Priority Supplier' learning pathway.

If you want suppliers to opt into these resources ask the School's admin team to set up a 'Self-enrol' learning pathway.

Colleagues

Allocate a set of required resources for colleagues using the 'Individual' learning pathway.

If you want colleagues to opt into these resources, set up a 'Self-enrol' learning pathway.

Guides

The following pages are a step by step guide for Fellow Admins to

- Manage your priority suppliers
- Managing your colleagues
- Manage your learning pathways
- Monitor progress
- Understand what users see

Before you start

You will need:

1. A company account with Fellow level access. Not a Fellow yet? Learn about [becoming a Fellow](#).
2. A 'Fellow Admin' user account. You can be assigned the role of 'Fellow Admin' by your account Owner or Admin. Learn more about account roles on our [FAQs help page](#).

Learning pathways are as easy as 1-2-3!



Step 1

Choose a cohort



Step 2

Create a learning pathway

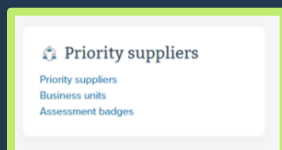


Step 3

Monitor their progress

Manage your priority suppliers

1. Log in to your account at supplychainschool.org.au
2. Go to your company dashboard by
 - toggling to your company logo from your profile image, OR
 - selecting the “Take me to my company dashboard” link
3. In the left column find the ‘Priority suppliers’ tile and select the ‘Priority suppliers’ link.



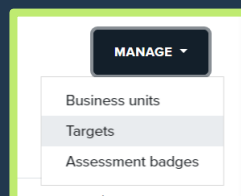
4. On the ‘Priority suppliers’ page, Admins can:
 - Update their supplier list using the ‘Actions’ button to download the current list (or template if your list is empty) and upload the amended list.

WARNING
 Uploading a new list overrides the existing list, so always include the current suppliers in the upload (unless you want to remove them)

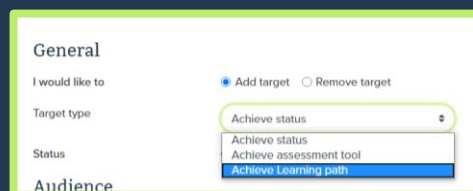
- Manage potential suppliers (these are the businesses that you included in your priority supplier list upload, but they either don’t have accounts with the School or the details you entered don’t match the details entered when they created their account)
- Group suppliers using ‘Business units’ and ‘Sub-business units’ (Create groups by clicking on the ‘Manage’ button, then select ‘Business units’.

Create a ‘Priority Supplier’ learning pathway and return to this page.

5. On the ‘Priority suppliers’ page, Admins can then assign a ‘Priority Supplier’ learning pathway as a target to a supplier or a group of suppliers on their list.
 - Click the ‘Manage’ button, then select ‘Targets’.



- In the ‘General’ section, Select ‘Add target’ then from the drop-down list select ‘Achieve Learning path’ and select the learning path from your list.



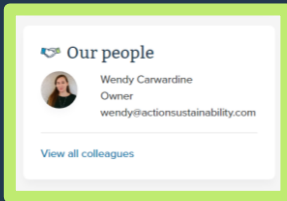
- To assign a learning pathway to a business unit in ‘Audience type’ select ‘Business unit’, then in ‘Business units’ select all the applicable units (hold down shift or ctrl to select multiple).
- To assign a learning pathway to a to a supplier or a manually selected group of suppliers in ‘Audience type’ select ‘Company’, then in ‘Companies’ select all the applicable companies (hold down ctrl to select multiple).
- Remember to hit ‘SUBMIT’ when your done

Tip

For projects, create “Business Unit” titles that identify the project name and the training requirements group for the project.
 For example, “PROJECTNAME workforce“, “PROJECTNAME management“

Manage your colleagues

1. Log in to your account at supplychainschool.org.au
2. Go to your company dashboard by
 - toggling to your company logo from your profile image, OR
 - selecting the “Take me to my company dashboard” link
3. In the left column find the ‘Our people’ tile and select the ‘View all colleagues’ link.



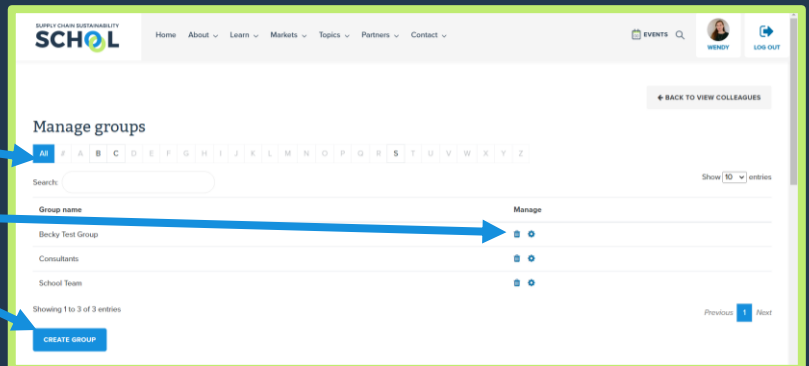
4. On the ‘View colleagues’ page, Admins can:
 - Invite colleagues to create an account and link to your company
 - Accept or reject request to link to your company account
 - Remove or hide users who have left your business
 - Assign ‘Roles’ to users on your account. Learn more about account roles on our [FAQs help page](#)
 - Click on a user’s name to see their Personal Dashboard and activity
 - Use the [Manage Groups](#) feature to group colleagues ready to assign a learning pathway

Tip

Colleagues need an account before you can add them to a group

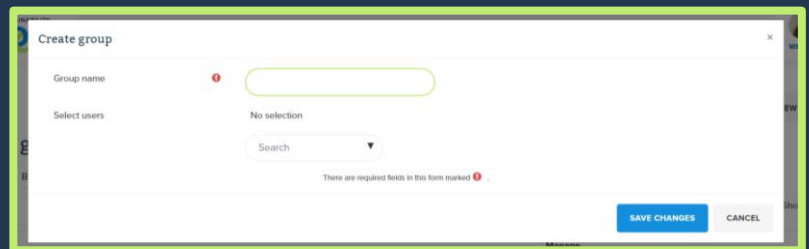
On the ‘Manage groups’ page, Admins can:

- Easily look-up groups using the paginator
- Manage or delete an existing group
- Create a new group



On the ‘Create group’ pop up window:

- Name your group
- Select colleagues with School user accounts to add to the group



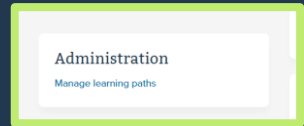
Tip

Group colleagues according to their training requirements. For example, high/medium/low impact/risk, or department/profession

Manage your learning pathways

Finding learning pathways

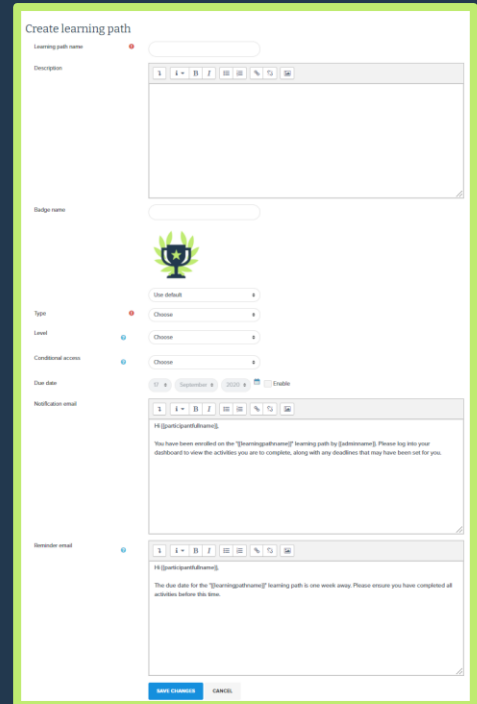
On your company dashboard in the left column find the 'Administration' tile and select the 'Manage learning paths' link.



Create a learning pathway

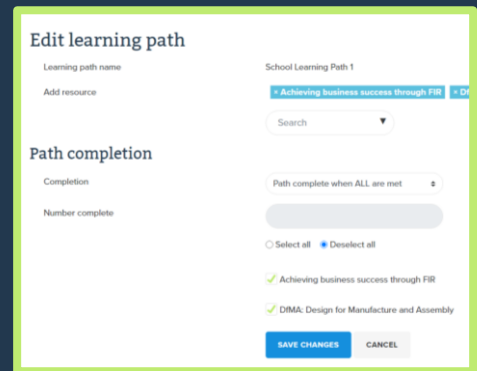
You will need:

1. A learning pathway name and short description
2. Decide whether you want users to earn a 'badge' for completing your course and if so, what that image will be (150px by 150px).
 - Choose a pathway type:
 - 'Priority Supplier'
 - 'Individual' or
 - 'Self-enrol'
3. Choose whether you want to create multiple pathways of up to 5 levels of difficulty and set conditional access. For example, must complete level 1 before you can do level 2, or induction before topic 1.
4. Choose whether you want to set a date for completion and if so, when that will be.
5. Copy for 'Notification email' (sent when you assign the target) and 'Reminder email' (send 1 week prior to the due date).



Add resources to your learning pathway

7. On the 'Manage learning paths' page in the 'Manage' column select the edit icon
8. Search for any School resource by title and select to add to the learning pathway. You can select unlimited resources.
9. You may want users to complete all or some of the resources - you can choose which resources are mandatory, and which are optional, or select the minimum number of resources a user must complete to be awarded the badge.



Self-enrol learning pathway

10. Your learning pathway is now available for colleagues to enrol in via their personal dashboards.

Individual learning pathway

10. On the 'Manage learning paths' page in the 'Manage' column select the icon to manage participants.
11. Assign to individuals, manually selected group of individuals, predefined groups (see manage your colleagues) or 'all'.

Priority supplier learning pathway

10. Go to the Priority Supplier page and to assign this pathway as a 'target'.

Monitor progress

Suppliers

Manage targets and monitor the completion of learning pathways of suppliers on the 'Priority suppliers' page.

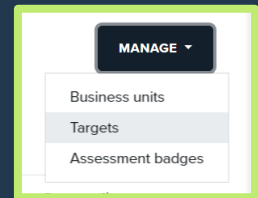
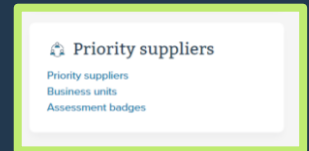
Colleagues

Manage the assignment and monitor the completion of learning pathways of colleagues on the 'Manage learning paths' page.

Priority Suppliers

On your company dashboard in the left column find the 'Priority suppliers' tile and select the 'Priority suppliers' link. This page will display outstanding targets for suppliers

Click the 'Manage' button, then select 'Targets'. The 'Target list' itemises the supplier, target, due date and status.

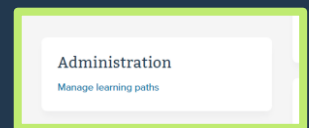


Target list

Name	Target	Due date	Achieved	Allocated by

Manage learning paths

On your company dashboard in the left column find the 'Administration' tile and select the 'Manage learning paths' link.



Manage learning paths

All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search:

Show 10 entries

Learning path name	Type	Level	Assigned	Completions	Report	Manage
Example Individual Learning Path	Individual		1	1	Report	
Example Priority Supplier Learning Path	Priority Supplier		1	0	Report	
IS v1.2 Innovation Challenge	Self-enrol		39	6	Report	

Showing 1 to 3 of 3 entries

[CREATE LEARNING PATH](#)

Previous 1 Next

Statistics

See high level statistics on the number of assignments and completions.

Reports

Download a detailed spreadsheet of who has been assigned this learning pathway and which resources they have completed



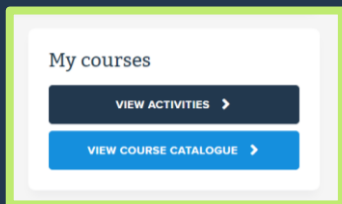
Manage

Delete the learning pathway
 Edit resources within the learning pathway
 Add and remove individuals
 Edit general settings (name, description, email copy etc.)



What users see

Individuals



Self-enrolled Learning Pathways

Individuals can search and enrol in 'Self-enrol' learning pathways.

From the 'My courses' tile on their personal dashboard, individuals can browse the list of all available courses by selecting the 'View course catalogue' button. Individuals will only be able to see 'Self-enrol' learning pathways created by their company's Admin or the School admin team.

Enrolling is easy, simply click the 'Enrol' button. Once a user clicks 'enrol', they will be visible to either the company Admin or School admin who can then monitor their progress.

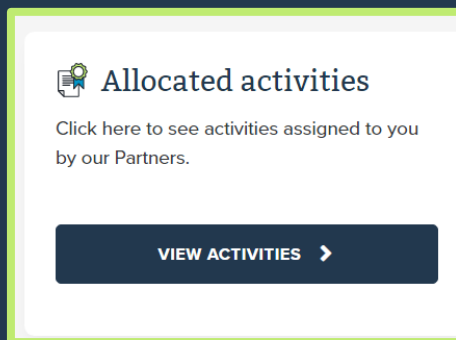
Assigned Learning Pathways

Learning pathways that have been assigned or that have been enrolled in, can be found on the personal dashboard in the 'My courses' tile by selecting the 'View activities' button.

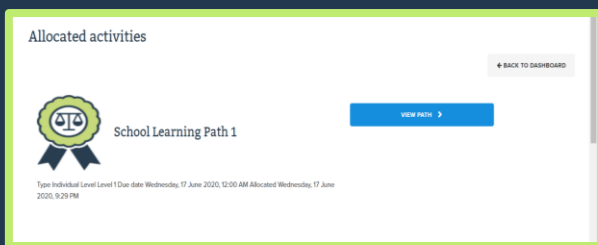
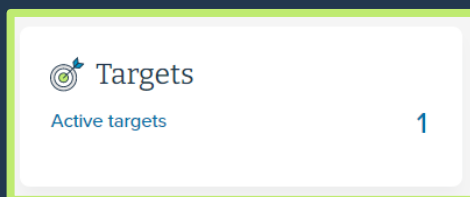
Companies

Assigned Learning Pathways

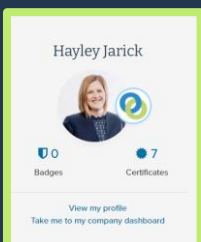
Learning pathways assigned to companies appear on the company dashboard in the 'Allocated activities' tile



In addition to email notifications companies can also track their targets using the "Active targets" link.



From the 'Allocated activities' page users can learn more about each learning pathway by clicking on the 'view path' button. This will expand or collapse the list of resources.



When a learning pathway has been completed the awarded badges are added to the 'Badges' link on the top left area of the dashboard.