

Enabling you to manage professional development and revalidation online

 **premierIT**
Professional Development Software



Why online...

As a professional membership body or employer of professionally qualified staff you have a responsibility for their continued and proven competency, career development and life long learning.

Managing this professional development responsibility online is definitely the way forward, if you want to:

- meet regulatory requirements
- achieve best practice for the industry you represent
- improve your environmental impact
- generate additional revenue
- improve recruitment and retention levels

Simply put, modernising your professional development programmes by going online enables professionals to manage their own learning whilst reducing risk and the costs of administration for the employer or professional membership body.



What can we do...

Premier IT designs and develops Professional Development Software to help you improve the management, administration and delivery of your professional development and revalidation programmes.

The solutions available include our e-Portfolio Management System, Online CPD Software and a selection of add-on modules that add real value to your members and employees.

e-Portfolio Management System

Our e-Portfolio Management System evidences learning outcomes that relate to the attainment of a professional qualification or a higher grade of an existing qualification.

It provides users with the facility to maintain an electronic record of their personal development plans (PDP's), achievements and skills/competencies acquired, along with reflective notes, learning evidence and multi-source (360°) feedback. Planning and recording is usually linked to specific curriculum requirements and information within the e-Portfolio can be displayed to the learner, trainers/assessors and other organisations to which the learner and/or professional body has granted access.

Online CPD Software

Our Online CPD Software automates the management, administration and reporting of your Continuing Professional Development programmes.

Participants can access their own online CPD diary, activities and resources, plus generate their own online personal development plan (PDP). The system ensures immediate access to management reports and provides auditing capabilities to ensure that participants meet any mandatory or regulatory compliance requirements.

While our e-Portfolio Management System is focused on the attainment of new skills and competencies and our Online CPD Software is very much about the evidencing of skills that underpin individual fitness to continue to practice, many organisations have the requirement to manage both types of professional development activity. Consequently our software solutions can be unified to enable you to manage the life-long learning of a community of professionals throughout their careers, in a single Managed Learning Environment (MLE).

Key Features	✓ = standard	◆ = optional	e-Portfolio	CPD
Personal development plans (PDP)	✓		✓	✓
Workplace-based assessments		◆	✓	◆
360° (multi-source) feedback	✓		✓	◆
Reviews and appraisals	✓		✓	◆
Curricula and learning outcomes	✓		✓	◆
Reflective learning		◆	✓	✓
Reporting	✓		✓	✓
Learning diary - activities and events	✓		✓	✓
Resources - evidence and records	✓		✓	✓
Professional guidelines	✓		✓	✓
Learning library	✓		✓	✓
Group communications and email broadcast	✓		✓	✓
User dashboard	✓		✓	✓
User database	✓		✓	✓

Additional optional modules

Additional modules can be easily integrated into either our e-Portfolio Management System or Online CPD Software to provide a unique environment tailored to the needs of your organisation.

Our systems are secure, flexible and scalable. They can be accessed from any computer with an Internet connection and integrated with most existing membership/HR databases and Learning Management Systems (LMS).

They will enable your organisation to achieve its strategic professional development objectives while enjoying measurable cost savings and improved service levels to your learner community.

Module Name	◆ = optional	e-Portfolio	CPD
Learners forum		◆	◆
Virtual classroom (e-Learning)		◆	◆
On-line payment (e-Commerce)		◆	◆
Course-searcher		◆	◆
Chartership/Fellowship application		◆	n/a

Solutions not just software

We have extensive expertise in professional development software, already providing solutions to many tens of thousands of professionally qualified workers. But our approach goes much further than simply the provision of software; the knowledge and skills of our professional development software team mean that we can help you to plan the administration and management of your entire professional development or revalidation programme.

Our approach ensures your processes and communications become as efficient as possible and that you achieve maximum usage by your members/employees. Our clients tend to form a strategic partnership with us, taking advantage of the experience we can offer.

Our approach...

Project management

We operate a highly professional project management process, based on PRINCE2® methodologies. Every project goes through the phases of project initiation, scoping and visual design, functional specifications, development, testing and launch. This process helps to ensure transparency, achievement of deadlines and adherence to budgets.

Configuration and implementation

We will configure your system to your specific requirements as part of our service, including branding, setting up standard workflow and changing editable fields to reflect your terminology. We will also train your administrators in how to operate the system.

Bespoke development

Our standard software systems will meet the majority of professional development management requirements out of the box. However, if required, we can make code level modifications to the software to address specific workflows or operational requirements and integrate with third-party systems.

Flexible licensing

We recognise that the commercial imperatives of our clients are often very different and consequently our licensing models are flexible. We can offer both perpetual and annual licensing options, variable user counts and billing periods compatible with your membership cycles and income flows.

Meeting your needs...

From your organisation's perspective

Our professional development software provides your organisation with the tools required to manage the professional development and life-long learning of a professionally qualified community in an integrated, seamless way. It is:

- easy to deploy and maintain and is developed in a modular format to allow for additional functionality at a later date
- reflective of your organisation's branding, curriculum and terminology
- able to bring your valuable learning materials together in one easily accessible system that is also extendable to deliver e-Learning
- able to save you time and paperwork when it comes to authorising/filing assessments and providing multi-source feedback
- geared up to support the learner-teacher relationship by automating processes for all parties and recording details of all trainees, trainers, administrators, other associated user and their system activity via the flexible reporting module
- an effective method of generating incremental revenue from third party advertising, user fees and royalties from e-Learning providers – providing return on investment



From the user's perspective

Our professional development software enables the user to maintain one central and personal electronic record of their personal development plans (PDP's), achievements, competencies acquired, reflective notes, learning outcomes and evidence. Users also benefit from:

- a secure, personalised portal, accessible 24 hours a day, 365 days a year
- an easy to use system with useful hints and tips provided throughout the key screens
- no longer needing to keep large volumes of paper-based evidence
- the ability to map all assessments/activities directly to any governing bodies' principles, guidelines and requirements
- access to learning materials that enable learning at their convenience and along with the option discuss learning in the forums
- completing assessment forms online and obtaining quicker multi-source (360°) feedback

"Our partnership with Premier IT has enabled us to add value to our members and also for the BPA. Their knowledge and services have been invaluable in improving our CPD management."

The introduction of Premier IT's online CPD system has undoubtedly been a driving factor in the growth of our membership."

Roland Furber
CEO
British Paramedic Association



Who are we...

Premier IT specialises in workforce performance improvement.

We help our clients to secure greater competitive advantage by improving the know-how of their workforce, enhancing their methods of developing and managing skills and helping them to improve their return on investment from information technology.

Premier IT offers a full range of integrated learning and IT solutions.

In addition to our Professional Development Software services we also provide our clients with:

- e-Learning Development
- IT and Business Skills Training
- NHS Training and Development
- Website Development
- IT Networking and Security



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Our valued clients include:

Royal College of Anaesthetists
Royal College of Ophthalmologists
Royal College of Paediatrics & Child Health
British Paramedic Association
Faculty of Pharmaceutical Medicine
Faculty of Public Health
Guy's & St Thomas' NHS Foundation Trust
University College London Hospital
Institute of Directors
Royal Institution of Chartered Surveyors
Chartered Institute of Logistics & Transport
Institute of Financial Planning
Pensions Management Institute
Food Standards Agency
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