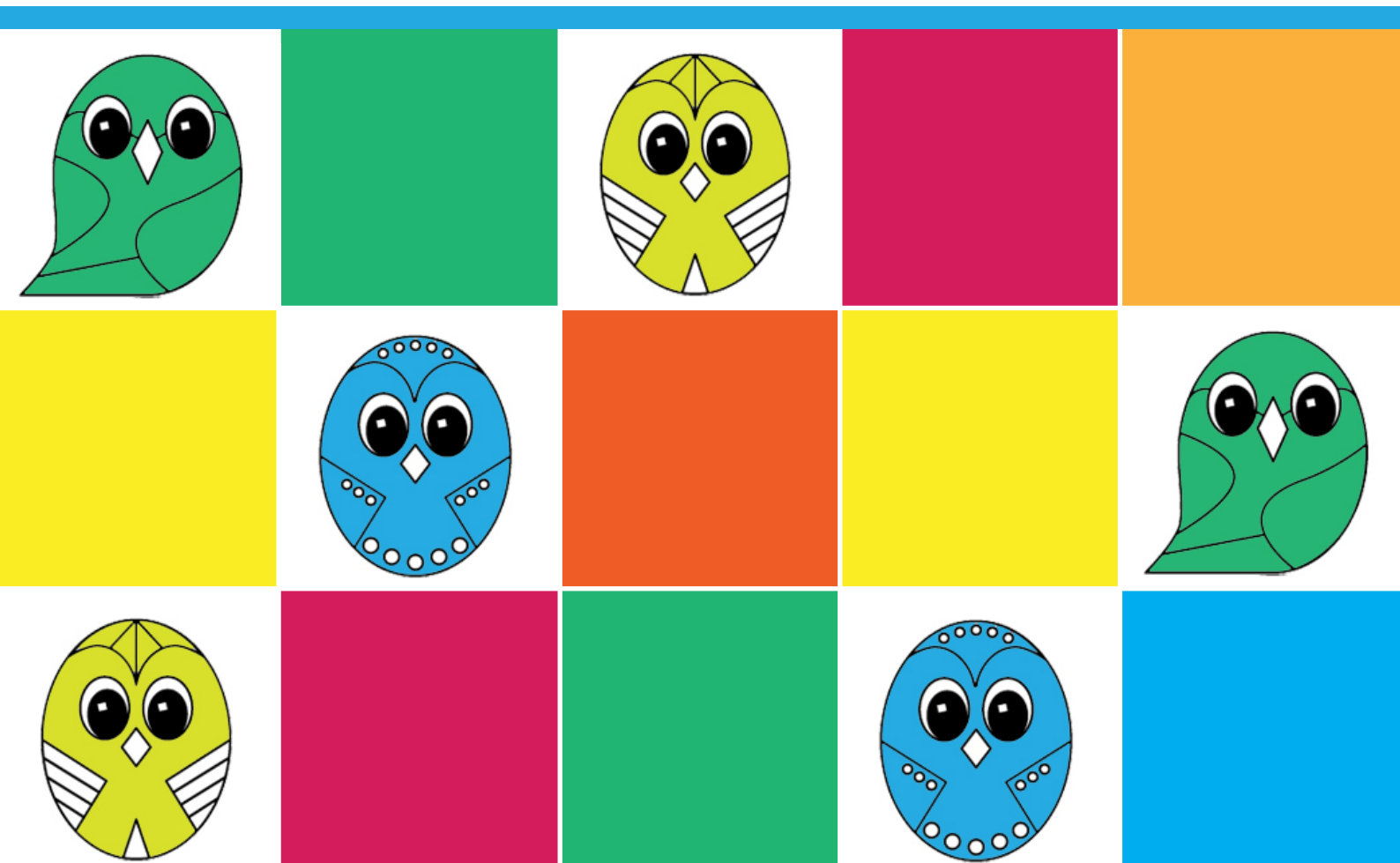# An Introduction to Athena MIS & RAIL

About Athena MIS

Athena MIS is a cloud based application providing your company with its own secure database with unlimited access and unlimited users. Unlike working on a spreadsheet, multiple users can access Athena MIS concurrently through a secure https website, as used in online banking, keeping your data safe, secure and accessible at any time.

Athena MIS has been created to offer a simple and effective solution for the management of candidate, employer and contract data, bringing all of your information together in one place.

Contract Tracker is a very simple but effective tool to keep you informed, in real time, regarding learner numbers before there becomes an issue of under delivering on contractual obligations.

The Athena MIS Dashboard tabs display your candidate data visually through graphs and charts allowing you to track reviews, complete missing data, track progression of main aim and functional skills along with learner contact and Individualised Learner Record (ILR) data.

These interactive graphs and charts display statistics instantly for each candidate type by simply filtering from a drop down list. The Dashboard graphs display real-time information not only on your current cohorts but historically. Instant reports on provision profiling and current cash flow position along with financial forecasting are at your fingertips.

Follow the candidates progress from enrolment to completion and beyond. Input all contact with your candidates in the handy notes section. All notes are saved and can be viewed at any time you are accessing candidates' records.

You can create accounts for your staff including; Data Input, Administrator, Finance, Assessor, IQA and a read only role for your prime contractor. These roles are also easy to customise in System Settings.

Feedback Builder is a module built into Athena MIS allowing you to input the feedback questions you ask your candidates from the forms you hand out. You can create specific sets of questions for each candidate type which are visible in the Feedback tab on each candidate's record. Simply record their responses from the paper forms into the Feedback area. Results of the feedback questions are displayed in the Feedback Builder and can be exported to a spreadsheet for your convenience.

Course Management tools provide Apprenticeship / QCF Builder & Course Builder which utilises the Lars database to search for courses, build up specific units and save them for future use. There are links to the Ofqual website to validate a course prior to selection if desired. Course builder allows you to create a package of short courses for Skills Support for the Workforce and Learner Responsive candidates. My Custom Units also offers the facility to include none accredited units and courses which you may offer as an addition to the accredited provision.

There are 10 built in statistics reports so far which create graphs and charts within seconds! This data can also be exported to MS Excel for inclusion in your annual reports, social media and website.

Athena MIS's Dashboard provides a complete overview of your provision in real-time. Efficiently drawing on a wealth of data in a format which is easy to understand, interactive and accessible by all your registered users and all at the same time.

Overview

Dashboards:

- **Home** - monitoring mandatory data, IQA's & reviews due.
- **Functional Skills** - monitor learner progression from initial assessment to completion.
- **Destination** - monitor learner destination on completion of apprenticeship.
- **Progression** - monitor and report on candidate progression and contact throughout their learning journey.
- **Notifications** - track notifications through the annual planner.
- **Finance** - track payments outstanding and received.
- **ILR** - track and monitor learner ILR data requirements and generate ILR's in XML format for validation and submission to the Skills Funding Agency.
- **Sentinel** - track medical exams and drugs & alcohol testing. (Athena RAIL only)

Key Features:

- ILR data monitoring for the production successful ILR returns.
- Contract Tracker - monitor contractual obligations to avoid under delivery.
- Cohort Manager - including automatic creation of review schedules. Automatic email to assessors with upcoming reviews.
- View candidates due to complete by month filtered by main aim, functional skills, knowledge and competency elements.
- Monitor & report on participant feedback.
- Monitor IQA and Certification.
- Course Management tools.
- Employer data management.
- Instant reporting.
- Financial forecasting.
- Automated email functionality for assessors / tutors for when reviews are due.
- Automated functionality for candidate funding values.
- Export reports to MS Excel for use in your own annual reports.

Candidate types:

- Apprenticeships.
- Workplace Learning / Advanced Learner Loans
- Work Based Learning (including SSU/SSR).
- Skills Support for the Workforce.
- Traineeship.
- Learner Responsive.
- Adult Learner Responsive.

User Roles:

- Super User
- Administrator
- Assessor
- Internal Quality Assurance
- Data Input
- Contract Manager.

Reporting On:

- ILR health for learners.
- Age Groups.
- Ethnicity.
- Gender.
- Courses and Candidate Age Relationships.
- Learning Difficulties.
- Disability.
- Prior Attainment Levels.
- Numeracy Outcomes.
- Status Prior to Course.
- Literacy Outcomes.
- ICT Outcomes.
- Destination & Progression.

Rail Sector

For the rail industry we have included the provision for:

- Personal Track Safety Date
- Personal Track Safety Number
- Sponsor Details
- Drug and Alcohol Test Date
- Drug and Alcohol Renewal Date
- Drug and Alcohol 12 weekly renewal cycle Graph (if candidate is without an employer)
- Medical Questionnaire
- Medical Renewal Date
- Additional Social Needs.

What makes Athena MIS Different?

- No additional hosting charges.
- No third party software to purchase.
- No hardware to purchase – usual computer & internet connection.
- All upgrades included in licence fee.
- All upgrades are made in-house, no expensive call out fees.
- Data Management Service including ILR submissions to the Skills Funding Agency.
- Fixed fee annual contract for unlimited access and unlimited users.
- Pay monthly by standing order.
- Create your own user accounts.
- Designed for lead providers and subcontractors so it's unique in the market.
- Built in 'How to..' videos.
- Telephone & email support.
- 'How to..' video requests.
- Regular updates newsletter with latest videos.
- Data import from spreadsheets* (*Fee of £150.00 per day to import your current data.)

Future Development

- **Contract Tracker -** Will be extended to include performance indicators filtered by week, month, quarter, and annually providing you with real time data to ensure you are on track with your delivery.

- **Subcontractor Integration** - 2017 will see Athena MIS extended to incorporate your subcontractor data too! If your subcontractors licence Athena MIS you will have real time access to monitor your subcontracted provision from your own Athena MIS Dashboard!

- **Automated ILR Creation -** Athena MIS will also provide the ability to automatically extract monthly ILR data from your subcontractors, to create one complete ILR ready to submit to The Hub! No more collating data from spreadsheets! (Extraction times will be based on the SFA's schedule for submissions.)

- **Assessor Tablet** - An extension to Athena MIS to reduce assessors paper work. Digitally record each learner contact, progress through and sign off units, record evidence of activities all synchronised with Athena MIS! Spread the load of data input and monitor assessor delivery in one easy step.

- **Feedback** - Extend capability to employer section and include Survey Monkey integration.

- **Trainer Credentials -** Further extension of the Assessor roll to include a professional profile to include current qualifications , vital renewal and expiry dates and CPD requirements.

- **Candidate Types -** As new candidate and contract types become available we will develop these areas into Athena MIS, enabling you to expand your training provision.

- **Ofsted Requirements** - We build in as many of the latest requirements as are appropriate such as functional skills progression, destination & progression and enrichment activities.

- **SFA Compliance -** Most of all Athena MIS will develop based on the Skills Funding Agency funding rules and requirements.

For further information, or to access our demonstration site please contact :

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