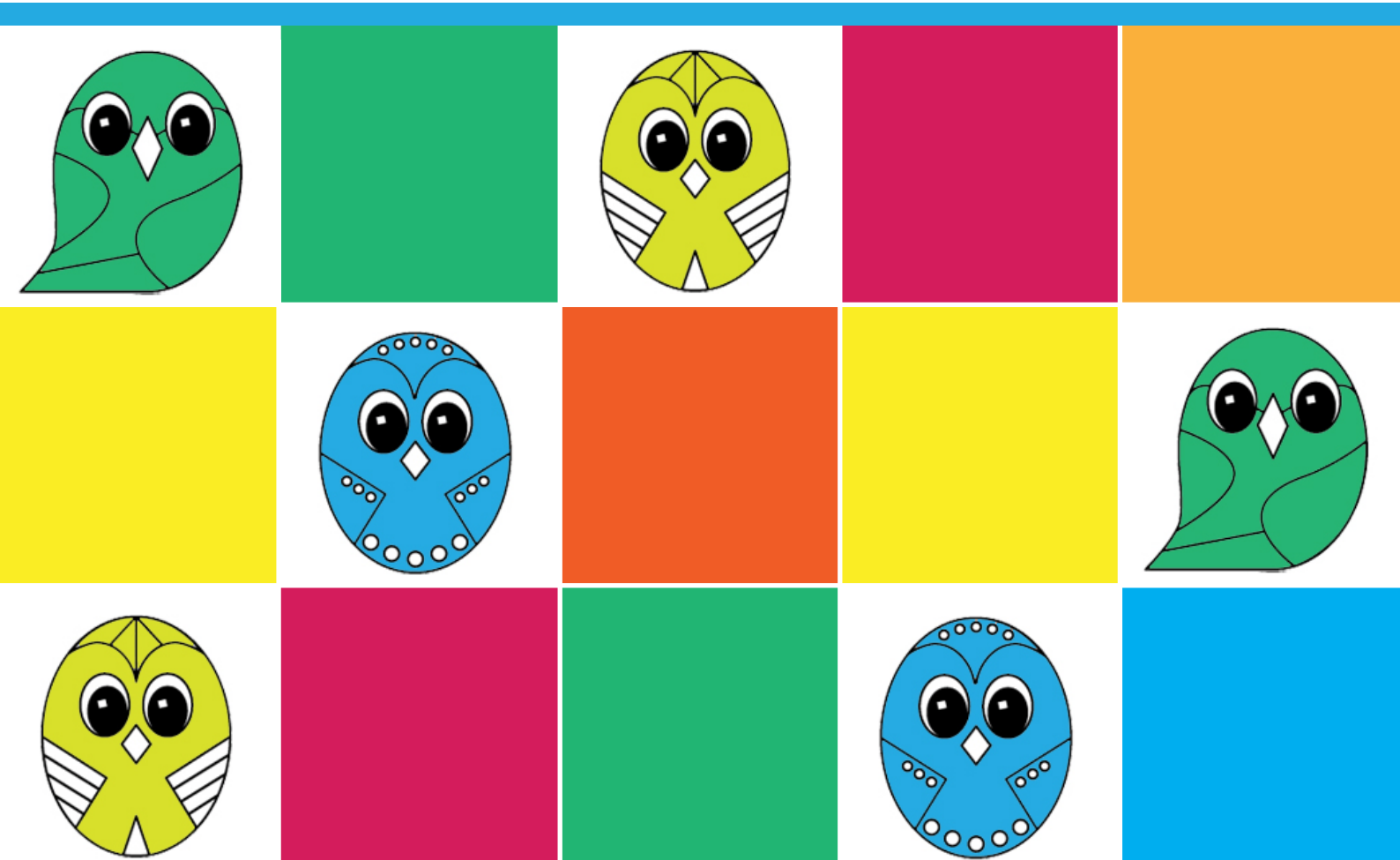


Athena MIS Licence Options & Additional Services



About Athena MIS

Athena MIS is ILR compliant, cloud based, data management software used to track, monitor and comply with ESFA funded provision. Athena MIS provides your company with its own secure database with unlimited access and offers you the ability to create unlimited users without additional licence fees!

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.

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.

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 Education and Skills Funding Agency.
- **Ofsted Reports** - data required by Ofsted is automatically generated from candidate data input.

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.
- **Ofsted Report** data in real time.
- Automated email functionality for assessors / tutors for when reviews are due.
- Bespoke report generation.
- Export reports to MS Excel for use in your own annual reports.

The Course Management tools utilises the Lars database to search for courses to build Apprenticeship frameworks and standards. You can also create packages of short courses and 'My Custom Units' provides the facility to create none accredited units and courses which you may offer as an addition to the accredited provision or for internal staff training purposes.

Athena MIS can also be used to track and monitor your internal staff training by using the Work Place Learning learner type. Athena MIS is extremely flexible allowing you to build bespoke training courses and track completion by site location and department.

Athena MIS Licence Fees

Several licence options:

1. Athena MIS App10* - up to 10 apprentices	£3,600 per annum (£300.00 pm)
2. Athena MIS - up to 500 learners	£5,400 per annum (£450.00 pm)
3. Athena MIS suitable for all staff training - unlimited learners	£9,000 per annum (£750.00 pm)

*This is an initial licence fee for training providers new to apprenticeship delivery. If you only ever have 10 apprentices a year then your licence fee will stay at this level, once you have more than 10 apprentices the licence fee will increase.

A setup process fee of **£450.00** is required for App10 or Athena MIS standard licence and **£900.00** for Athena MIS Unlimited.

Your Athena MIS will be available and accessible within a few hours of receiving:

- Set up fee
- Set up of standing order
- Signed SaaS licence agreement

Depending on your requirements the setup process could take several days and includes; course, cohort, contract and use account creation, basically it's everything you need to get up and running as quickly as possible!

Additional Services:

• On site training	£450.00* per day
• Data management including support with ILR submissions	£150.00 per day
• Full data management & monthly ILR submissions	from £450.00 per month
• **Bespoke ILR support & guidance	from £150.00 per month

*In some cases travel and expenses maybe an additional cost.

We provide step by step 'How to.' videos, email and telephone support to walk you through every aspect of Athena MIS, so in fairness, onsite training is probably an unnecessary expense.

**Bespoke ILR support & guidance is tailored to your needs for example; analysis of your data providing you with reports of missing mandatory or incorrect data and help with funding rules and regulations to keep you on track for error free monthly ILR submissions.

All fees are subject to VAT.

What makes Athena MIS Different?

- Data Management Services including ILR submissions to the Education & Skills Funding Agency.
- No additional hosting charges.
- No third party software to purchase.
- New Athena MIS desktop version available.
- No customer support fees.
- No hardware to purchase – usual computer & internet connection.
- All upgrades are made in-house, no expensive call out fees and included in licence fee.
- Fixed fee annual contract.
- Pay monthly by standing order.
- Create your own user accounts.
- Designed for main, supporting and employer providers.
- 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

- **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.
- **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 achievement statistics.
- **ESFA Compliance** - Most of all Athena MIS will develop based on the funding rules and specifications set by the Education and Skills Funding Agency.

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

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