Annex 2: Preliminary list of functionalities and training programme components

The following are the expected elements to be included in the platform. The Contractor shall revise them during phase one of this project ("Discovery and solution design"), as defined in Annex 1.

Preliminary list of functionalities

Front end: www.interactacademy.eu

The standard website shall provide:

- Information about training programmes
- Calendar with overview of scheduled training programmes. Calendar elements should be hyperlinked and bring visitor back to page with selected training programme. The calendar should be updated automatically with the information inputted in the backend (information inputted by course designer when creating a course).
- Call to actions (register here or learn more, for example)
- Re-direct to login on Interact's platform (IBM) to enable SSO
- Contact information
- Standard elements: privacy policy, web accessibility, cookie consent, etc.

Learner back end – "My page"

The learner back end should provide learners with information about:

- "My training programmes": overview of which training programmes a learner is/ has enrolled in, and status towards completion
- "My certificates": learner should be able to retrieve/ download (in pdf) certificates of completion (in case of training programme) and certificate of participation (in case of online course)
- Calendar overview with next milestones in a training programme (e.g. physical event, assignment due date, etc).
- "My assignments": in case of assignments being a part of training module, learner should be able to complete and/or upload assignment here. This should send a notification to the Interact trainer. Learners will have a given time to complete assignments, system should be able to handle automatically closing complete/ upload functionality if time allocated is exceeded.
- "My info": should redirect to Interact's platform where contact information is stored.

Course designer – Interact's back end

The course designer back end shall:

- allow for the creation of training programmes
  - by selecting the number of modules
  - by defining the type of each module (online course, self-paced learning, physical event, etc) and module status (mandatory, optional, etc).
  - by defining any necessary blocker for learner progress. This functionality is linked to module status.
  - by defining the running time of the training programme, including milestone dates (assignment due date, date of physical event, date of webinar, etc)
  - by defining if the training programme should be repeated, and if so, include dates or repetition frame (e.g. every 6 months).
  - All dates should feed the calendar mentioned in the front end and in the learner's back end. In the learner's back end, it is expected that only information relevant to the training programme the learner is involved in will be visible.

- allow for the validation of training programmes, turning them from "draft" to "running" or "published"
- allow for editing of previous training programmes, renaming them and publishing them again
- allow for unpublishing a published training programme
- provide a data module with an overview of all available information such as but not limited to number of registered learners, overview of most popular training programmes, number of certificates issued. This should be filterable, and accompanied by visuals. It should also be possible to export this information in standard relevant MS office software and/ or pdf
- allow giving editor rights on a selected training programme to other registered Interact users (typically trainers or content experts)
- assign training programme to a given trainer

Trainer – Interact's back end

The trainer shall:

- be able to allow or reject registered learners to a given training programme
- follow progress of the learners approved to his/ her training programme
- be able to nudge/ remind learners of upcoming deadlines (this could also be automated)
- be notified when assignments are handed in
- be able to grade (pass/ fail) assignments
- be able to verify completion of a training programme for a learner – in case of positive verification, this will release access to the certificate of completion for the given learner

In addition to these functionalities, a messaging or comment system should be in place whereby communication is ensured between learners registered to the same training programme and their trainer.

Monitoring and reporting

The following monitoring and reporting indicators are crucial for the Customer and they are unlikely to change.

Monitoring

Ongoing monitoring (live reports) of at least some of the following indicators is necessary.

Reporting

Report with customisable date range is preferred. At a minimum, annual reports, from start of programme to date, January to June and July to December.

Interact performance indicators:

• Total number of participants enrolled in training programmes

• Total number of participants who complete a training programme

Monitoring indicators

• Number of participants enrolled by training programme

• Number of participants enrolled by training programme by cohort

• Number of unique participants

• Completion progress of participants by training programme

• Completion progress of participants by cohort

• Number of participants who completed training programmes by training programme

Preliminary list of components for training programmes

Component	Features
Online event	- Name - Description - Date - Time in CET - Zoom link and password - Image (picture) - Upload PPTs, event documents, video recording
Physical event	- Name - Description - Date - Time in CET per day - Location - Confirmation of participation by the learner - Upload agenda, PPTs, event documents
Online course	- Name - Description - Starting date - Deadline for completion - Link to the online course where the learner is automatically signed in when they register for the training programme
Self-paced learning	- Name - Description - Possibility to upload files (Word, Excel, PDF) - Embed/link the video or podcast - Deadline for completion - Action from learner to confirm when done
Quiz/test	- Title - Description - Tool to design the quiz/test - Deadline for completion
Assignments	- Title - Description - Deadline for completion - Upload docs by participants - Action from trainer to confirm successful completion
Survey	Inputs
Certificate	A certificate is issued automatically after learner finalises a training programme
Registration	Users shall be able to register to participate in a specific cohort of a specific training programme

Other notes

- Components of a course can be edited by super user at all times, including adding/removing components, etc.
- Some training programmes can be delivered completely online or with one or more physical events – it affects user experience; in back end these will be seen as two separate training programmes
- Any given online learning course that is part of a training programme will be marked as "completed" for a given user for any other subsequent training programme that user takes.