DISSOLUTION TRAINING

Information for the manager

As a manager you should be certificated in Dissolution 1-on-1 Training and be authorized to act as a manager by your organizational lead.

Registering as a manager:

- Once it has been agreed that you are to become a manager for this programme you need to inform your organizational lead as they will need to register you onto the system
- Your organizational lead will either approve or deny the application
- Your organizational lead will then provide you with your username and password which you will need to log on to the system

As the manager you are responsible for authorizing the registration of learners onto the e-learning scheme.

Authorizing the registration of the learner:

- You will need to agree that it is a requirement for the learner to complete the program
- You will need to register the learner onto the system and issue them with a username and password
- You can then either approve or deny the application
- As the manager, when you approve the registration of a learner, you are authorizing them to proceed through the training with a maximum of 3 attempts at passing the assessment

Assessment:

- The assessment consists of 20 multiple choice questions selected at random
- Pass rate = 80%
- You will be able to view how long the learner has spent working through the program as this time is recorded on the learner's record

Once the learner has completed the assessment, you will receive confirmation of the learner's result, you can then review the questions that the learner either answered incorrectly or 'I don't know'.

Supporting unsuccessful learners:

- If the learner fails the assessment, they will have the opportunity to retry after 24 hours.
- The learner is allowed up to a maximum of 3 attempts

- You should review the result and support the learner through the best course of action. They can either:
    a) Work through the whole Dissolution 1-on-1 learning programme again. The programme is located at http://dissolution.chem.agilent.com/learn/dissolution-1-on-1/
    b) Work through the modules specific to the areas identified by the incorrect answers as those that the learner needs to concentrate on

Authorizing the certification of the learner:

- If the learner passes the assessment, you should review any incorrect or unknown answers with the learner to ensure that they are aware of the correct answers before they are certificated
- Once you are satisfied that the learner has successfully completed the scheme, you should generate and sign the certificate
- The successful learner will then be entered onto the database