

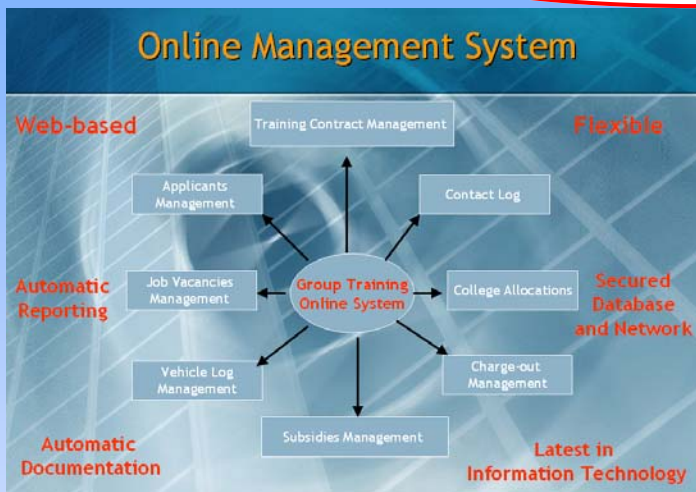
# GTO Information Management System



## OVERVIEW

Successfully manage critical functions within a Group Training Organisation through the implementation of the GTO Information Management System. The system enables the management of training contracts, subsidies, contacts, charge-outs, vehicles, applicants and job vacancies as well as college allocations and running reports and queries.

## KEY FEATURES AND BENEFITS



- Web-based System
- User-friendly interface
- Interactive with data checking and validation
- Automatic generation of required DET Forms
- Automatic generation of GTO specific documents
- Automatic/scheduled reporting
- Automatic documentation and audit-trail
- Availability of User's Manual online
- Flexible and allows customization
- Residing on a secured database and reliable network

## ONLINE TRAINING CONTRACT MANAGEMENT

### FUNCTIONALITIES

ONLINE UPDATE	AUTOMATICALLY-GENERATED FORM
Amendment of probation	DET Application for amendment of probationary period form
Cancellation	DET Cancellation of Training Contract Form
Change of Qualification	DET Agreement to Transition Form
Change from School-Based to PT or FT	DET Amendment of School-Based Training Contract Form
Change of SRTO	DET Change of SRTO Form
Change of address	DET Minor Amendment Form
Change of host employer	DET Minor Amendment Form
Change of name	DET Minor Amendment Form
Change of industrial award	DET Minor Amendment Form
Change of Qualification Level	DET Major Amendment form
Change contract mode (FT-PT)	DET Major Amendment form
Completion	<i>Notification of Intention to complete</i>
Extension of Nominal Term	DET Application for Extension of Nominal Term
Standdown	<i>Application for Standdown</i>

- Automatically produces Training Contracts
- Update Training Contract information online
- Send automatic email notification to relevant parties
- Automatically produce notification forms for SRTO
- Automatically produces sign-up documents
- Record registration details
- Update Training Contract information online
- Generate various statistical reports

The screenshot shows a web browser window displaying the GTO Information Management System. The main content area is divided into two sections: 'Apprenticeship/Traineeship Details' and 'Apprentice/Trainee Education & Training Details'. The first section includes fields for title and level of qualification, national qualification code, nominal term of training contract, and period of probation. The second section includes questions about whether the user is still attending secondary school, if it's a school-based new apprenticeship, and the highest completed school level. There are also checkboxes for various qualifications like Bachelor Degree, Advanced Diploma, and Certificate IV.

# Currently Available Online Modules

## MANAGEMENT MODULES

### SUBSIDIES MANAGEMENT

- Record the subsidy forecast for each commencement
- Record all subsidies claimed - banked
- Record schedule of incentives for the host employer
- Record disbursement of subsidies to host employer

### CONTACT MANAGEMENT

- Record each face-to-face visit to the apprentice/trainee
- Record each meeting to the host employer
- Record remarks/ comments log per employee
- Report schedule of next required visits
- Report all contacts made to apprentice/trainee

### COLLEGE ALLOCATIONS

- Record Training Plan per trainee/apprentice
- Record the schedule of training per SRT0
- Print Training Notices
- Print report of apprentices/trainees on college

### CHARGE-OUT MANAGEMENT

- Accepts charge-out requests online
- Other features under development

### VEHICLE MANAGEMENT

- Record of each company vehicle
- Record vehicle assignment to staff
- Records each trip of the company vehicle
- Reports on usage per vehicle or staff usage
- Generate reports for FBT calculations

### APPLICANTS MANAGEMENT

- Records online application or response to online vacancies
- Records manual applications
- Online uploading of resume (word, PDF, jpg)
- Query applications based on work or locality preference

### JOB VACANCY MANAGEMENT

- Manage positions vacant
- Report up-to-date list of vacant positions
- Interface with GTO Web Site to display positions vacant listings

## SYSTEM FUNCTIONALITIES

### SAMPLE SYSTEM QUERIES

- Query Contract by different criteria
- View full history of Training Contract
- Query contract per host employer
- Query all unregistered training contracts
- Query all applications awaiting DET approval

### SAMPLE REPORTS

#### DAILY

- Commencements from within the last 24 hours

#### WEEKLY

- Summary report of all movements, amendments, commencements, completions and cancellations that happen over a one week time period
- Statistical reports of numbers of active apprentices and trainees per Golden West branch and per Training Coordinator
- List of Apprentices and Trainees who are progressing in the next 60 days (based from nominal progression date)
- List of apprentices and trainees who are completing in the next 60 days (based from nominal completion date)
- List of apprentices and trainees who are required to be visited on the following week (per field staff)

#### MONTHLY

- Subsidy income report (per subsidy; per branch)
- Outstanding subsidies (per NAC)

## TECHNICAL SPECIFICATIONS

### Server Operating System:

Microsoft Windows 2003 Server

### Mail Server:

Microsoft Exchange Server 2003

### Development Environment:

Microsoft Visual Studio.NET 2003

### Programming Language:

Microsoft VB.Net and ASP.Net

### Database Server:

SQL Server 2000

### Network Technology:

Telstra DSL and Virtual Private Network

## FUTURE DEVELOPMENT

### TOOL ALLOWANCE MANAGEMENT

- Record Purchase Order for tools
- Record disbursement of tools to apprentices
- Report on tool allowance payable

### RECURRENT FUNDING MANAGEMENT

- Record acquittal budget performance for the year
- Generate budget vs. actual performance report
- Nomination of Regional postcodes
- Nomination of Rural postcodes

### INCENTIVE CLAIMS AND DOCUMENT

#### TRACKING SYSTEM

- Tracking and recording of the movement of important documents
- Reports of the location/status of documents (claims form, LAFHA training contract, training plan, payroll-startup)

### CHARGE-OUT MANAGEMENT SYSTEM

- Quotation and charge-out generation
- Industrial Award and Qualification relationship
- Generation and updating multiple charge-out
- Wage history for each apprentice/trainee
- Automatic documentation; generation of letters and notifications for any changes on the wage or charge-out rate
- Facility to maintain GTO specific variables including: Administration Fee, Work Cover Band, Public Liability and Association Fee

### WORKCOVER CLAIMS MANAGEMENT

- Recording of accidents/injuries
- Reports on history of work cover claims

## SYSTEM REQUIREMENTS

- Windows 2000 or XP
- Internet access
- Email address



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