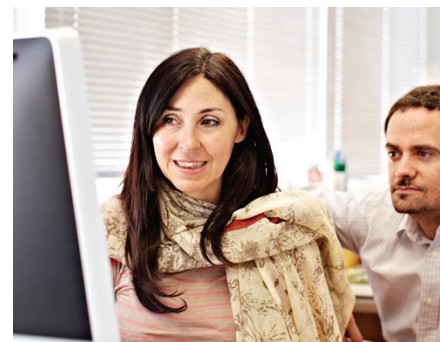


Sage VIP Skills Development Module Premier and Classic



The easy way to track and manage training



The VIP Skills Development Module is an easy-to-use, time-saving system that enables you to track and manage the training of your employees.

Skills Reporting

Print reports to assist with SETA submissions, including:

- The employment summary report, which provides you with employee totals according to your requirements, e.g. gender, group and department.
- Workforce profiles that include recruitments and terminations.
- Info regarding pivotal training reports like the Workforce Skills Plan Report (WSP) and Actual Training Report (ATR).
- Generate skills extracts that contain all information relating to actual and planned training and export this to Microsoft Excel.

Employee Skills Screen

Contains comprehensive employee details essential for skills reporting, including:

- Gender, disabled employees and the nature of the disability, citizenship, type of employment, NQF level, vocational training, OFO codes.
- Link payroll masterfile and equity information to skills fields such as job grades, job titles, departments, pay points and categories to avoid duplication of information.

Workplace Skills Plan

- Generate skills plans for various workplaces, individual companies or a group of companies.

- Automatically generate a screen summary of the workplace skills plan.

Planned Training / Actual Training Transactions

- Generate training transactions per employee.
- Put together detailed plans per employee and print a training schedule.
- Mark planned training as training attended with the click of a button.
- Monitor planned and attended training on employee and company level.
- Link employees to skills groups to allow for easy planning.
- Generate training plans globally for all employees.

Training Courses

- Record all details of training interventions required for SETA reporting, including:
 - Details of learnerships and recognition for prior learning
 - NQF levels
 - Unit standard information
 - Number of credits required
- Define your own strategic and skills priorities.
- Align training interventions to the specific skills needed.

For more info, visit www.sagevip.co.za or contact us on 0861 55 44 33 or email sales@vippayroll.co.za