



My **Training** Passport



Prove all of your skills, competencies  
and qualifications **anywhere, anytime**



# What is My Training Passport?

My Training Passport is a smart and unique way of combining all of your skills, competencies and qualifications regardless of provider/awarding body all in a single place using a single card.

By utilising today's technology, there is no longer a need for you to carry different documentation such as cards or copies of certificates to prove competency. All the data and copies of information is stored in the cloud making it accessible **anywhere, at anytime**.

Our user-friendly interface greets you and provides a rapid, reliable & clear overview of all your training and skills documentation.

## Benefits:

- ✓ All qualifications in ONE place
- ✓ Intelligent Traffic Light System
- ✓ Full Reports
- ✓ Export Information
- ✓ Ground breaking smartphone app
- ✓ Photographic ID
- ✓ No need to carry multiple cards or certificates
- ✓ Automatic Reminders
- ✓ Fast and Easy Portal Access with NFC & QR Code Enabled Smart Card
- ✓ Safe & Secure



# My Training Passport for **Companies & Individuals**

Regardless of the size of your operation, My Training Passport has been designed with everyone in mind. The platform includes a range of security roles to cover various job levels in your organisation.

**Individuals:** Have read only access to their own training and skills information

**Supervisor:** Have read only access to their own training and skills information, plus those who they have direct supervision over thus making managing their needs easier.

**Manager:** Read only access to all individuals and supervisors within a company, track and manage information through a wide range of reports.

**Group Manager:** For HR professionals and training providers, read and write access to all individuals, supervisors and managers to ensure all training and skills information is uploaded.



## Manage or be Managed?

My Training Passport employee data can be managed in two ways.

**One:** by the companies themselves, perhaps with personnel already focused on delivering and meeting the training needs of the organisation?

**Two:** By using your existing training provider or one of our select training providers from around the UK. As part of your monthly subscription our partners are equipped to manage your account on a daily basis and ensure that all your training needs are met, courses booked on your behalf, at agreed rates and at locations to suit you. Literally your own dedicated training department.

## Your Qualifications

All your qualifications, skills, competencies are verified by My Training Passport or one of our approved partners and uploaded onto the MTP secure portal ready for access when required.

Each user is issued with a photographic ID smart card to allow a user to be authenticated and prove his/her ID and also provides access via NFC or QR technology for access to the secure portal.

The user is greeted with confirmation details of their ID including photograph, contact information for his/her employer and a simple and clear list of all their skills, competencies and training qualifications. The list utilises a simple traffic light system to show whether training is current (**Green**), due to expire (**Amber**) or expired (**Red**) along with training date, expiry date and electronic copies of certification where applicable.

No personal or sensitive information is accessible via the portal only your training qualifications, photo and work contact information provided.

## Simple and Secure Access

Access to data is straight forward with your smart card, you can use either the QR code printed on the front using a smartphone, the embedded chip and a NFC reader & PC or NFC enabled smartphone or by visiting the portal directly at [www.mytrainingpassport.net](http://www.mytrainingpassport.net) using a web browser. Each login will require you to enter the users unique ID found on the front of the card.

Lost or damaged cards can be cancelled immediately by managers and group managers, simply report the card lost and a replacement with a new code will be sent out to you.

## Intelligent Management System

### Employer Benefits

The My Training Passport portal is more than just a smart way of proving competencies, behind it is a powerful management system that can assist in managing all your training information. With a few clicks you can have access to a host of customisable and exportable reports which can help plan and forecast all your training needs and budgets, including:-

- ✓ Training Due
- ✓ Training Expired
- ✓ Training Booked
- ✓ Training Hours
- ✓ Training Spend (Cost Centre Analysis)
- ✓ Employees with Specific Qualifications
- ✓ Failed to Attend Courses
- ✓ Employee Training Data

The system also generates automatic reminders, which can be sent directly to an employee, supervisor or even a training provider to ensure that everyone is always up to date.



# My Training Passport Smartphone App

Our new, no additional cost, ground breaking smartphone compatible app transforms the way you can prove your qualifications and competencies whenever and wherever you are.

Simply select all or any of your qualifications that you wish to be downloaded from the portal to the app and instantly you will have them on your device.

Name, Photo ID, Qualification, Achieved Date, Expiry Date all on your screen plus access to a copy of the original certification if required.

You can download as many of your qualifications as you like and simply swipe through them to reach the one you need.

Available on the following devices:



## Cost

My Training Passport is a monthly subscription service with pricing calculated dependent on number of employees and your needs. Our pricing starts as low as **10p per day!**

For further detail on pricing contact us today for a quotation and no obligation demonstration.





Prove all of your skills, competencies and qualifications **anywhere, anytime**



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www.mytrainingpassport.net



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