



Oracle Training Administration (OTA) Overview

**HR Worldwide Conference
July 2002**

Overview



*HR Worldwide –
Leading the Charge*

- Version 10.7 features
- System security
- Roles and responsibilities
- Training Request Form
- Course administration
- New version 11i features

Version 10.7 Features



*HR Worldwide –
Leading the Charge*

- Central DoD course catalog
- Bulletin board
- Routing, tracking, and approval of training requests
- Internal and external student enrollment into Events
- Classroom administration
- Automatic updates to Oracle HR
- Employee evaluation/certification of completion
- Standard reports
- Notification letters/certificates (under development)

System Security



*HR Worldwide –
Leading the Charge*

- OTA uses Oracle HR security framework
- Employee training history resides in Oracle HR
- OTA provides access to the following employee data in Oracle HR:
 - Training history and training reports
 - Required training
 - Education
 - CSA, special program identifiers (e.g., interns, VRAs)
 - Certificates and licenses



*HR Worldwide –
Leading the Charge*

Roles and Responsibilities

- Six roles available
 - Supervisor
 - Training coordinator
 - Training monitor
 - Training Administrator
 - Fiscal officer
 - Personnelist
- Limited or expanded views – enrollment capability, printed career briefs, training event builds, ad hoc reports



*HR Worldwide –
Leading the Charge*

Training Request Form

- Routes training request through the approval process (e.g., funding and authorizing officials)
- Provides tracking capability of training request
- Uses electronic signature authority
- Produces a DD Form 1556
- Maintains historical record (e.g., approved and disapproved training requests)
- Provides training survey capability



*HR Worldwide –
Leading the Charge*

Course Administration

- Book resources (speakers, rooms, equipment)
- Create vendors, courses, and external students (military and contractor personnel)
- Schedule course events and manage student enrollments
- Notify students (placed and waitlisted)
- Export class rosters
- Track estimated vs. actual costs
- Process multiple enrollments and mass updates



*HR Worldwide –
Leading the Charge*

New Features in Version 11i

- Automatic enrollment of events in a program
- Automatic enrollment of waitlisted students into events
- Definition of waitlist rules
- Highlighted required data fields
- Web-based course catalog
- Military and contractor personnel training data
- Attendance report
- Training surveys