

	Learning Pool LMS	
LMS & Content Requirements	Compliant (Y/N)	Comments
Learning and Resources		
Create blended courses, including face-to-face, e-learning and other activities	Y	
Create and assign programmes of learning	Y	
Automatically expire and renew completed training programmes	Y	
Provide a searchable catalogue of learning activities	Y	
Upload SCORM 1.2 compatible e-learning	Y	
Upload xAPI compatible e-learning	Y	
Add files to course pages as additional resources	Y	
Create webinar sessions as activities	Y	
Create assessments directly within the LMS and record responses/results	Y	
Create evaluations directly within the LMS and record responses/results	Y	
Generate printable certificates when a user has completed learning	Y	
Issue learning based on role or organisation	Y	
Set due dates for completion of learning	Y	
Release content based on pre-requisites, such as completion of prior activities	Y	
Record learning activity/qualifications completed outside of the LMS	Y	
Clearly view completed learning and learning to do	Y	
View and track progress	Y	
Social		
Provide user generated content	Y	
User to user messaging	Y	
Performance Management		
Create competency frameworks	Y	
Map competencies to roles	Y	
User-manager relationship	Y	
Set objectives	Y	
Upload supporting evidence	Y	
360 assessment and feedback	Y	
Hierarchical goal management	Y	
Customised rating scales	Y	
Appraisal form creation	Y	
Create bespoke learning plans for individuals	Y	
Ability for manager to view team training records	Y	

Record CPD activities	Y	
Face to Face		
Scheduling of face-to-face training events	Y	
User is able to request face-to-face training that is not currently available (e.g. where the course exists but no sessions are planned)	Y	
Generate waiting lists for instructor led courses to facilitate demand led training	Y	
Generate automatic notifications / reminders	Y	
Manage training venues and course capacity	Y	
Provide waiting lists	Y	
Report resource availability	Y	
Assign cost to training events	Y	
Generate course attendance / sign-in lists	Y	
Complete online attendance list	Y	
Calendar invitations for booked training courses	Y	
Attach joining instructions / resources such as location maps to training venues	Y	

Line manager approval process - ability to approve and deny training requests	Y	
User Management		
Customisable user roles and permissions	Y	
Organisational and positional hierarchies	Y	
Assign users to an organisation/position	Y	
Users can customise their own profiles	Y	
Create groups of users	Y	
Users can self-register on the LMS	Y	
Reporting		
Report on complete/incomplete learning	Y	
Assign and schedule reports to various roles within the system	Y	
Build customised reports	Y	
Export report data in multiple formats	Y	
Reports and dashboard based on a system role	Y	
Technical		
The LMS must be hosted in a secure environment	Y	
The LMS must protect against loss of data	Y	
Data backups must be stored securely	Y	
Integration with HR people software	Y	
Integration with other client/business systems	Y	

Single sign-on compatibility	Y	
Web browser compatibility	Y	
Mobile responsive	Y	
LMS hosting and maintenance	Y	
LMS upgrades when available	Y	
Support		
Technical support	Y	
End user support	Y	
Learning Consultant	Y	
Launch support – marketing and onsite support at LMS implementation stage	Y	
Support with the development of a strategic plan, which will be reviewed quarterly	Y	
Initial onsite induction and training during LMS implementation stage	Y	
Service Level Agreement	Y	
Training resources provided	Y	
Branding		
The LMS can be branded to suit the organisation	Y	
The LMS can support multiple brands	Y	
Other		
Shopping basket	Y	