

**ETNA is an online tool available to voluntary/private and public sector organisations**

[www.evoc.org.uk](http://www.evoc.org.uk)



ETNA was initially designed in consultation with care sector providers in 2005 to provide a tool which brings together Registration/Mandatory and soft skills learning requirements to make a complex task easier to manage.

This “learning needs” Analyser enables managers to manage and produce reports on employee progress in meeting the organisations learning and development

requirements. In large organisations the reports will provide data to assist the management of centrally resourced training.

**Input data in stages 1, 2, 3 to produce the analysis and reports**

1. **Posts** - input job titles and select grade
2. **Qualifications** - select /input organisation requirements
3. **Employee** - Input data on qualifications & non accredited learning
4. **Analysis** - colour coded to show learning progress including an Individual Learning Record
5. **Reports** - in EXCEL
  - a. Statistical breakdown of workforce in numbers and %
  - b. Qualification(s) missing, met, working towards in numbers/names
  - c. Renewal qualifications required by date in numbers and names

**EVOC undertakes to:**

- develop the TNA through consultation with users and other partners.
- register organisations to use the TNA system and issue a user name, password
- provide a user guide and support in the initial stages to use the tool
- maintain and oversee the development of the TNA in consultation with users and other partners

**Registration Fee**

**FREE** to SME voluntary sector organisations in Lothian's and Borders from 2009 - 2011 (managed through the SES Workforce Development project funded by the Big Lottery)

Annual maintenance fee 10/11

< 10 Employees	£75
< 30 Employees	£125
< 250 Employees	£175
> 250 Employees	£300

**To Register** - Go to [www.evoc.org.uk](http://www.evoc.org.uk) and complete the application form online

Information Provided by ETNA

1. Data on learning needs including qualifications/registration/disclosure renewals
2. Post Holder Profile to assist recruitment & service development
3. Data/reports for Inspection ;funding applications; other stakeholders

*SESWDP is funded by the Big Lottery in Scotland through the supporting Voluntary action Programme, being administered by SCVO (the Scottish Council for Voluntary organisations)*