



# KNOWLEDGE

Software Training Reimagined



Topic 1	<b>Core Data</b>
	Basic data Structure & Hierarchy (Groupings)
	General Navigation & Widgets
	Attribute Types, calendar, notification and Planned Maintenance
	General Documents
	Importing and Exporting of works and attributes using excel
Topic 2	<b>Housing Quality Standard and Energy</b>
	Introduction to National Housing Quality standards & HHSRS
	Introduction to Energy Assessments
	Importing and exporting Housing Quality Standards using excel
	Carbon in Homes (if Applicable)
Topic 3	<b>Compliance</b>
	Asbestos
	Fire
	Water
	Appliance servicing
	Importing and Exporting of Data using excel
Topic 4	<b>Data Analysis</b>
	Reports Wizard
	System Administration and permissions
	Cost modelling
	Component Cost Accounting
Topic 5	<b>System Design (requires users to have undertaken topic 1)</b>
	Adding and editing Addresses
	Creating and Editing Groupings and Look up Data
	Creating and Editing Attributes and Look up Data
	Creating and Editing Works and Look up Data
Topic 6	<b>Property Performance Tool</b>
	Asset Liability Register
	Property Analysis
	Multi Property Analysis
	Portfolio Analysis
	Social Value Score (SVS) Analysis
	SVS Templates
	Updating SVS using Excel
Topic 7	<b>Lifespan Mobile</b>
	Download and Installation of software
	Property address/survey list download
	Navigation
	Photographic records
	Attribute survey
	Housing Standards
	Energy assessment
	Fire Risk Assessment
	Asbestos risk assessment
Validation and synchronisation of data	
Topic 8	<b>PAS 2035</b>
	Lifespan Mobile – Data Collection
	Lifespan Housing – Validation Export
	Lifespan Housing – RdSAP and Occupancy Assessments
	Lifespan Housing – Housing Assessment
	Reporting – Static Reports
Reporting – Reports Wizard	

## Benefits

- By breaking the syllabus into focussed topic areas, we have been able to go into greater depth for each area.
- Deeper dive into practical application of the users the day to day use of the software rather than purely competency focus.
- Shorter sessions therefore more flexible rather than taking up whole days.
- Topic focus allows specific staff to attend a workshop that is applicable to their day to day use of the software.
- Reduces the costs of face to face training.
- Staff can be trained from wherever they are based.
- On-line competency tests.

## Why have we done it

- Eco-friendly/fits in with our commitment to the environment.
- A smarter more flexible way to deliver training.
- Covid-19 contingency for home working staff.

## Pricing structure

- Face to face classroom will be POA and will be run at one of our regional offices.
- Virtual training cost per delegate reduced by approximately £250 compared to face to face training.

Minimum of 3 trainees	£270 per topic
4 -8 trainees	£90 per person per topic

## We recommend

- Maximum of 1 topic/session per day.

## Mandatory requirements

- Minimum of 3 people per topic.
- Maximum of 8 people per topic.
- Chrome, Firefox or Opera Browser.
- Headphones with in-built microphone.
- Webcam is recommended but not essential.
- For mobile training only: Android or iOS tablet.
  - **Android** - The minimum specification for the devices would be 9.7" screen with a rear facing camera running Android 4.3 or newer.
  - **iOS** - The minimum specification for the devices would be and iPad with a rear facing camera running iOS 9.2 or later.

## Booking

If you would like to go ahead and book training, then please get in touch by completing the online form:

[Training request form](#)