



Learning Management System (LMS)

Manage your internal learning management with compliance and reporting built-in



Training Roles and Curricula

Define roles and assign curriculum details to each role. Automatically assign/remove training based on users moving into and out of roles



Training tests / quizzes

Ensure students have learned the key points in the training by creating quizzes to complete the training



Document-based training

Define and track training on key documents such as SOPs, including using video or other assets



External training

Log and capture external training courses taken, including attaching Certificates, and generate a PDF record for archival purposes



Training tests / quizzes / reporting

Full reporting on training taken, overdue, and performance, from both a student and training course perspective

Provide an easy-to-use LMS focussed on compliance

Corporate policies and procedures require staff to be trained and certified, and tracking this in the same system as the documents themselves ensures a seamless experience and reporting capability. CARA provides the ability to define courses, roles and curricula for such content, but also to log external training and attach or generate training certificates for those, which gives a complete training picture for employees.

Secure document management

Create and manage controlled documents such as SOPs and Policies, including e-signatures

Connect to external systems

Link to external systems for a variety of purposes including pulling / pushing data or documents and setting up training related to external systems

Automatic assignment

Automatically assign training for the appropriate training roles, including recurring training where annual or other periodic retraining is required. Remove training from users as they change job roles

Training Library / self sign-up

Create a library of courses which users can browse and assign to themselves where it is optional to their job role

Video assets / discussions

Provide video and other media assets to guide or support the training. Facilitate a discussion thread relating to training and/or the controlled documents

Reporting and analytics

Track and escalation training completion by user, course, job role, and visualize the trending over time in the CARA analytics dashboards