

# Funding batch export module

**Exports (ESFA, LLWR, CTS).**

The funding batch export module makes this fundamental process incredibly swift and incredibly accurate. For Welsh providers, the correct combination of files is generated for sending to the DFES. For English providers the module creates the required XML file format which means that it can be merged with other XML files using the FIS software available from the SFA.



## Maximises data accuracy

Greater accuracy of data, requires very little training or prior knowledge of Maytas.



## Erradicates funding errors

Accuracy of data is more robust therefore errors greatly reduced.



## Save administration time and money

Removing manual entry processes greatly saves on time and money.



## Removes manual entry

Simply choose the time to collate the data and then generate the file for upload.



# ACE interface module

Save time and improve your data quality.

**Simply filter by relevant centre, contractors and frameworks and the date range you wish to include in the file or choose to re-export only learners who have already been exported. The ACE Interface gives you the option to preview the file and export to CSV for upload.**



# Vacancy tracking module

Vacancy tracking in one central solution.

We understand that delivering high quality training and getting learners into work are two main factors that aid the success of your business. The vacancy tracking module enables job vacancies to be added to Maytas and matched against suitable learners. It enables tracking from application to the applicant getting the position, and records the data throughout Maytas.



## Automatic matching

Saves time, money and administration effort through automatic vacancy and person matching.



## Get the right people in the right roles

Benefit the learner and generate positive press for you organisation. Incentivise learners into training with your organisation over a competitor.



## Multiple vacancies matched to multiple applicants

Vacancies are given attributes that are matched against the suitability of the learner, saving you time and money.



## Data stored in one place

Manage your learners in one central place, from application to job attainment.



# Sales pipeline and contact log module

Quickly and easily log sales opportunities and monitor contacts.

A customer relationship management (CRM) tool that allows users to capture data, analyse reporting, monitor, track and store details around their sales pipeline and contact activity. Quickly log sales opportunities, add the details of potential learners and monitor any activities done to recruit those learners. The tool then manages follow on tasks, schedules reminders and stores notes, for that full 360 degree view of a sales opportunity. Log any contact activities and attach opportunities against employer records, it also allows users to add new employer prospects to the system.



## Effective sharing of information

Shared across multiple users and sites, the central tool provides a more effective sharing of information and knowledge, with one 'true view' of the organisation's pipeline.



## Saves money

Money is not wasted on marketing to inactive contacts. Users can see targets against actual performance, or the team's target against its performance.



## Visual dashboards and reporting

To highlight quickly areas of strength and weakness, and areas which may need a manager's attention. Essential out of the box reporting is standard, making reporting and analysing results simple.



## Automate tasks and save time

Scheduling tasks and reminders save user's time and ensure consistent communication with prospects and customers. Customisable views mean data can be stored and found quickly, saving time.



# Course booking and resource management module

Getting the most out of your courses.

Ensure that your resources are managed appropriately, helping you to organise your course bookings, and reduce resource wastage. Monitoring the use of rooms, equipment and personnel is simple using 'drag and drop' functionality. You can see the minimum/maximum number of learners needed per course and all of the courses that are not full or are oversubscribed, so that you can reallocate resources where necessary.



## Reduce/highlight resource conflict

View the courses that are over or under subscribed and make the necessary changes easily. Shared view across the business avoids duplicate bookings.



## Easily manage costs

Work out the cost per learner and place costs against individuals or employers. Expert invoicing means that you can generate an automatic invoice and send it to the customer.



## Out of the box reporting

For detailed or high level course management. Provides detailed business intelligence for you to make informed, strategic decisions.



## Save time

Automation of course costings and generation of customer invoices saves time and reduces human error. One central place for all course and resource bookings mean staff only need to look in one place.



# Profiling module

Plan and measure starters, leavers and achievers on funded programmes.

The profiling module is a management tool that allows you to monitor how well your organisation is performing against your funded contract. The tool allows you to generate, compare and report on actual figures against budgeted figures for income (based on learner volumes, achievements or other outcomes).



## Reduce risk

You are able to make informed business decisions and take necessary action, based on accurate information, reducing risks.



## Easily measure performance

Measure performance against budgeted performance for funded contracts. After the initial budgeting profile, a measurement of performance can be taken.



## Accuracy at a glance

Allows you to take control of your contract, helping you to manage your business your way. Easily see an accurate view of how well your organisation is performing against contract.



## Make informed business decisions

At any time, you have visibility of how your organisation is performing. Provides the flexibility needed to inform your staff of their progress in a format that is meaningful to them.



# Online applications module

Bespoke, web-based applications portal.

**Allows prospective learners to register themselves onto a course, programme or apprenticeship via your website. Gives you the ability to monitor and report on the number of applicants per course, helping you to manage your business reporting and see where further promotion needs to be done. We can add business rules, to ensure that you receive all of the information you need on each programme specification - all validated and completely bespoke to your needs.**



## Provides 24/7 access

Provides flexibility for the learner and ensures that you capture their application quickly and do not lose them to a competitor provider.



## Customised to your specification

Ensures a quick application process that captures all of the information you need, reducing the amount of administration processes. Can be fully branded.



## Produces higher quality data

The incoming applicant enters their own information onto the online application, which is then automatically written back into Maytas, providing you with quicker, more accurate data.



## Save time and streamline

Save time, effort and remove any costly and unnecessary administration procedures. You are able to respond quickly to your prospective learners, giving them excellent service.



# Allowances, payments and invoicing module

Align your payroll and MIS department.

The module stores your learners' bank details and their required payment method (e.g. cash, BACS, etc) and enables you to apply maximum allowances to a learner's records, e.g. £20 travel for five days attendance.

By recording learners' attendance and non-attendance, a procedure is run within Maytas to calculate the actual required payments to a learner. Never pay a learner an incorrect amount again!

Invoices can be generated for employers or learners at a specified rate and frequency or be based on the employer contributions in paid learner allowances.





# Financial planning module

Plan your provision with ultimate confidence to hit your allocation in the most efficient way possible.

**Build a plan against a contract within your MIS and then model assumptions and ‘what if’ scenarios against the plan using live data, in order to reach contract allocations efficiently. It allows the modelling of ESFA funding before and during contract commencement. Ensure you hit your allocation, taking the right levels of remedial action necessary.**



## SFA financial plans

Build the financial plan relating to your allocation directly in Maytas, using its up-to-date, built-in funding formulas, vastly reducing the time taken to produce the initial plan.



## Plan and actual data in one system

Month-by-month see what your provision is worth, and using data such as your stored Success Rate information, you can accurately model scenarios.



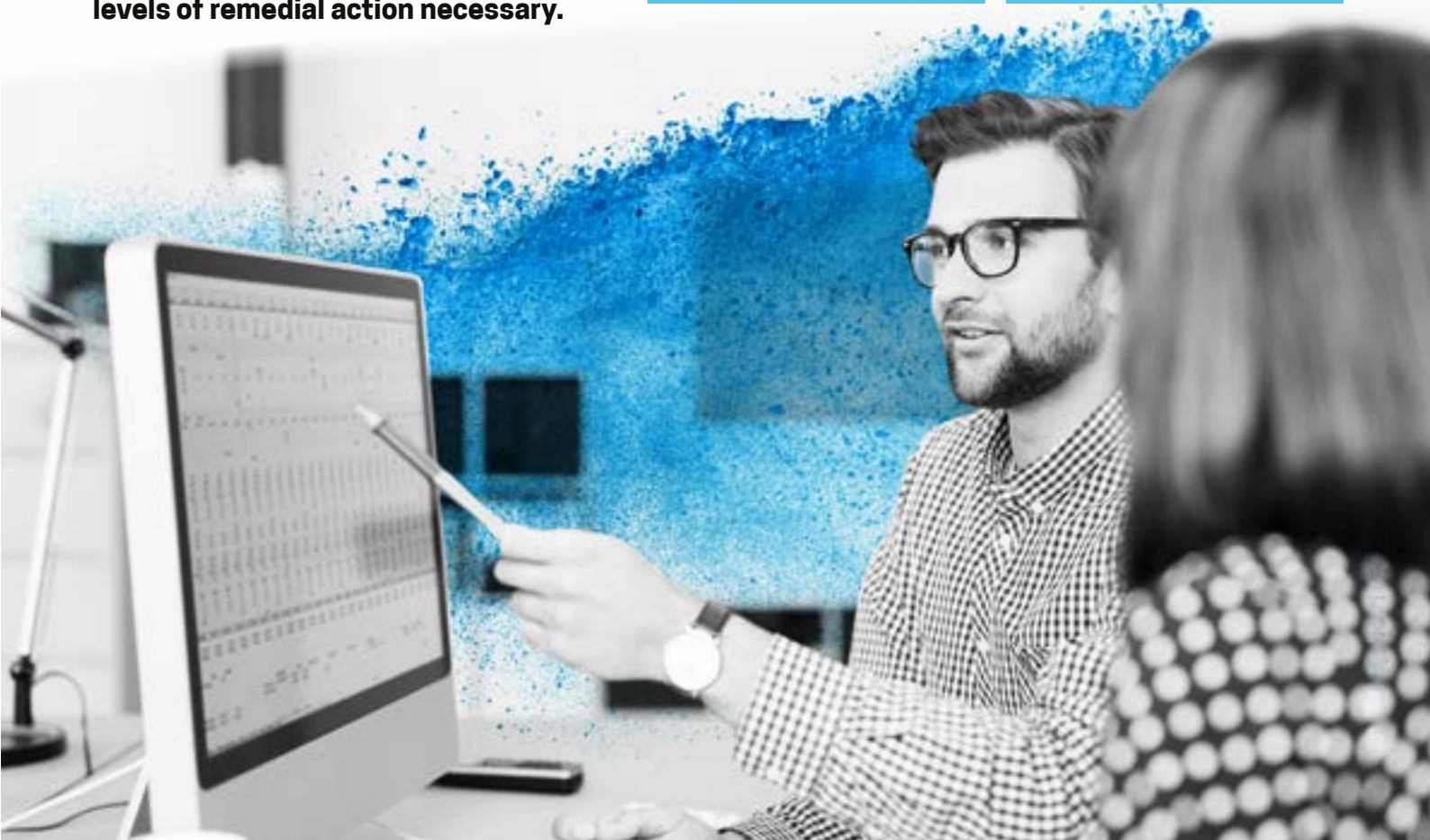
## Detailed reporting against plan

Users can create a profile to measure performance against plan, providing reporting on whether or not the plan is likely to be met and any variances that exist.



## Accurate funding formulas

Streamlines and provides better information on which to base decisions. Reduces gap of financial uncertainty only leads to better running of the business and ultimately improved performance.



# Objective tracking module

Track learner progression and maximise funding efficiency.

**This flexible module shows you, at a glance, how many units have been completed, a prediction of where funding may run out and where your learners may fall behind. This gives you the opportunity to take additional steps to ensure that any learners that are not on target to achieve their goals are given the support needed to get back on track.**



## Track learner progress

Maximise funding and use additional measures, to ensure that learners do not fall behind and become unfunded.



## Removes reliance on external spreadsheets

Increase efficiency, by viewing learner progress in one central place and reporting on live data. Use information to produce reports.



## Record awarding body registration against qualifications

Save time and increase accuracy. All data is stored in Maytas and does not have to be rekeyed into external systems.



## Accurate live achievement statistics

Track learner progression and achievement at multiple levels. i.e. qualification title, unit and/or outcome level. Statistics can be used to support marketing messages.



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## Awarding body interface module

Designed for the data exchange, certification and registration of training.

The tool enables you to export data from Maytas to your preferred awarding organisation's portals. By using your pre-entered data, you can simply export it to your awarding organisation, saving you time and costs on administration effort.



### Reduce risk and increases accuracy

Reduces errors as you are only entering data once, meaning that your data is more accurate and of better quality.



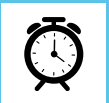
### Save costs on administration

Registering for qualifications is quick, simple and effortless. No re-keying of data; the process is automated.



### Simplify your processes

No lengthy box-ticking exercises. A small, cost effective module that saves you a lot of time instantly.



### Saves time

Export your registration and certification details from Maytas at a push of a button.

# Digital signatures module

Full, automated tracking of all your signed documents.

**This module allows all paperwork generated by Maytas and e-track requiring a signature to be digitised and stored in an electronic format. This aims to allow you to completely digitise your processes, cutting the need for paperwork and reducing the time it takes to verify paper forms and claim funding.**



## Automotive tracking

All paper forms generated will be able to have associated signature requests and full automated tracking of the process and status of each document.



## Reduce risk

Reduce risk associated with audit trails as well as removing the need for digital pens and their associated costs.



## Digitise processes

A request can be made for the Learner, Employer and/or Staff member to sign the document electronically via various means including smart phones and tablets.



## Speed up audit processes

Once signed, documents go back into Maytas (as well as 3rd party trusted leader in digital signatures) where you can view requests and their status, run internal audit checks, access all the signed forms and view against learners.



# ActionPlan+

## Continuous quality improvement

**A dynamic online tool allowing you to easily construct and maintain your ongoing Self-Assessment. You can record, assign and track actions in a live Quality Improvement Plan. ActionPlan+ streamlines and enhances your quality assurance cycle to ensure self-assessment and improvement are continuous - maximising impact on learners and keeping you ready for inspection.**



### Streamlined approach

Use any framework or combinations of frameworks as well as your own objectives. Multiple tiers can manage their own plans which can be monitored by the whole organisation.



### Clear accountability

Detailed, assigned actions and improved timely completion through email alerts and tracking. Users take responsibility for individual framework criteria.



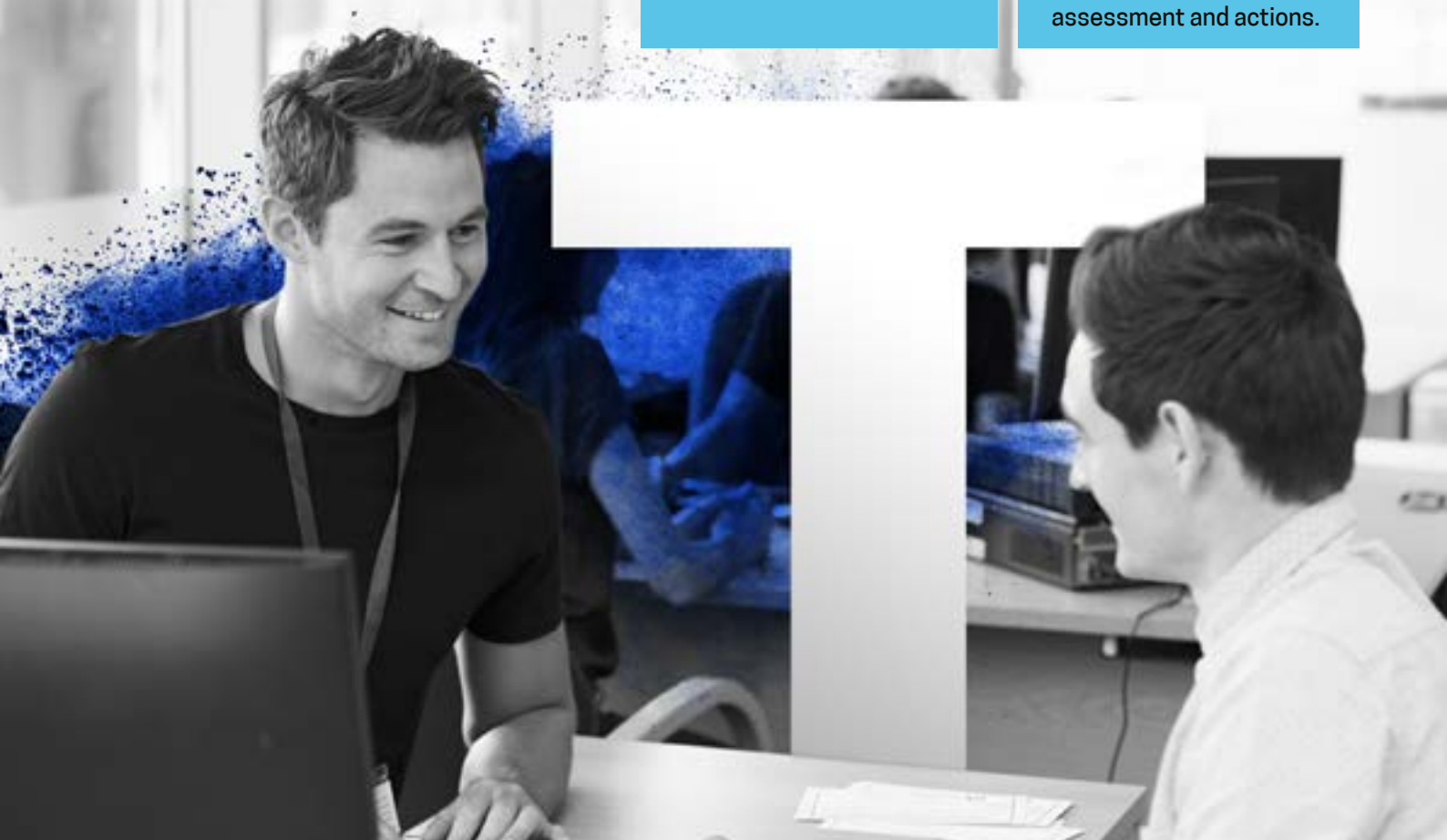
### Online storage

Online storage and instant access for all your evidence, cross-referenced to framework criteria. Hard copies of your Self-Assessment Report and Quality Improvement Plan at the click of a mouse!



### Improved use of data and live dashboards

Improved use of data to inform self-assessment judgements using the performance indicator analytics tool. Live dashboards clearly demonstrating the progress of your self-assessment and actions.



# Standard import module

Incorporate external data into your Maytas database.

Using the standard import module, data from other sources, e.g. Excel spreadsheets or CSV formats, can easily be uploaded into your Maytas database. The import routine is quick and simple; it can even be automated, saving hours of administration time when running regular imports.



## View all your business data in one place

Having your business data in one place provides you with 'one version of the truth'.



## Carry out in-depth reporting

Comprehensive management information, to assist you when making decisions.



## Remove duplicate entries in multiple systems

Removes the need to re-key information from one system to another.



## Improve data accuracy

Saving hours of administration time and improving data accuracy, by removing discrepancies between systems.



# Process designer module

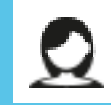
Save time and streamline your data entry.

The Process Designer module allows you to create your own Wizards in a flow-chart style environment. Using workflow technology, easily create data entry Wizards, to match or enhance your current administrative procedures. The module allows you to better control your data entry and increases efficiency.



## Easy to learn functionality

Add your own groups of fields and capture your data in a personalised order. Drag and drop functionality can be up and running quickly.



## Remove manual administration

Move through your processes quickly and ensure that 'steps' are not missed. You can plan visits, email learners and print ILR'S!



## Robust data and processes

Consistent data capture across the business. Data entry is more accurate and there are no 'missed' fields.



## Consistently integrated data capture

Accurate and trustworthy data and reporting. Interact with email, mail merge, the reports library etc. Capture routines and processes.



# Screen designer module

Create bespoke fields to meet your business needs.

The screen designer module allows you to add your own fields to the Maytas database and change the format and layout of existing screens. Design screens to mirror your branding and ensure data is entered in the way you need it, so that you can ensure data consistency.



## Create bespoke fields

You can add your own data fields to make Maytas bespoke to you by using the screen designer tool. Then report on and track unique data to your business and meet your needs.



## Ensure brand consistency

You can also change the colours, font colours and add images, such as your company logo, to brand your screen to your organisation's colours and typeface.



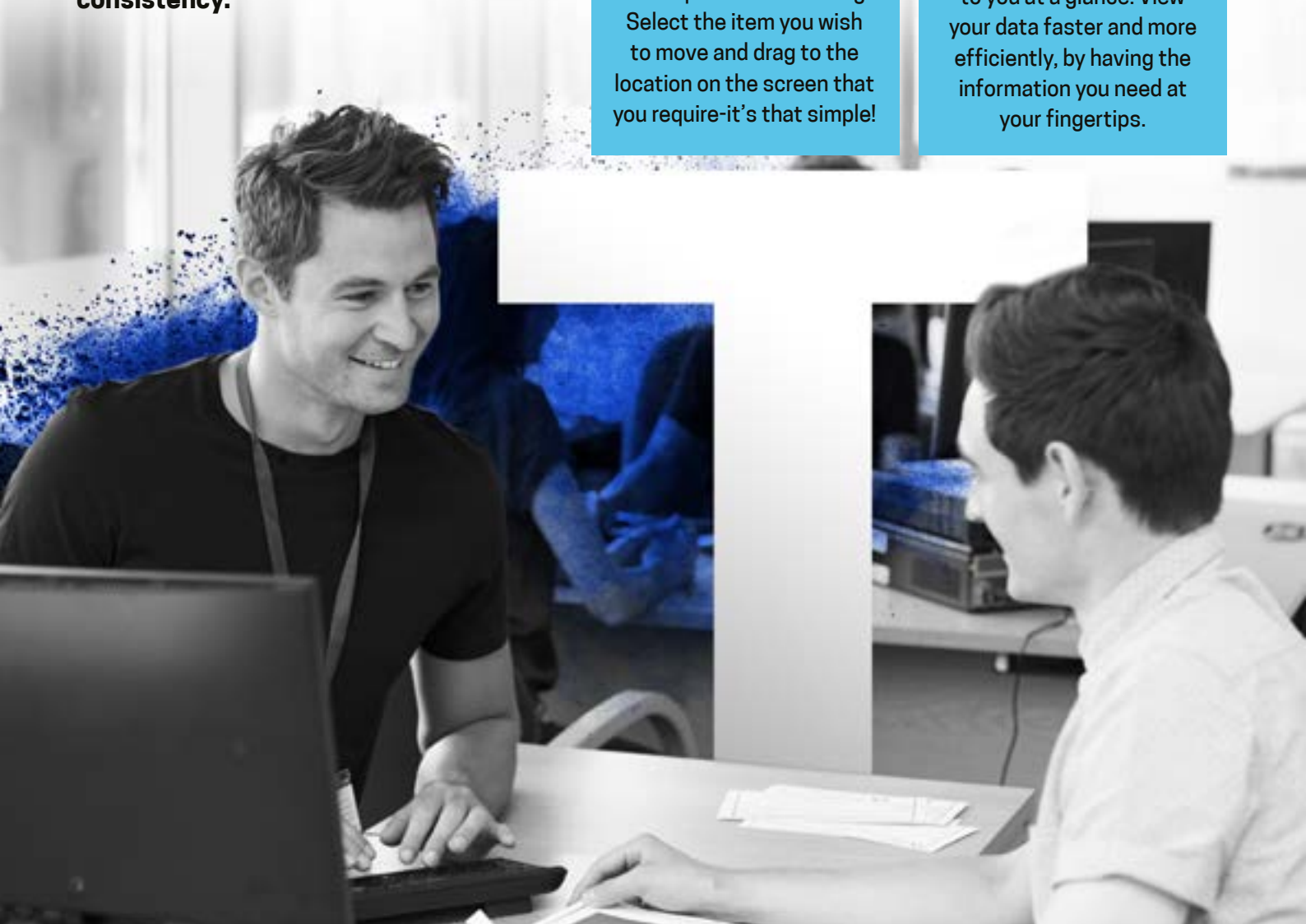
## Easy to use functionality

The drag and drop functionality is easy to use and requires little training. Select the item you wish to move and drag to the location on the screen that you require-it's that simple!



## Information at your fingertips

Design screens so that the information is available to you at a glance. View your data faster and more efficiently, by having the information you need at your fingertips.





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# Business Intelligence

Interactive reporting and dashboard solution which puts data analytics at your fingertips.

Obtain genuine business insight and make pro-active and informed business decisions to improve performance. Allows users to gain a multi-dimensional view of their business, anywhere, any time, and on any device. Offers intuitive dashboards comprised of real-time and third party data from all business areas, allowing users to drill-down into different data sets and patterns, comparatively or by exception, for instant analysis, meeting evolving business demands and driving business performance.



## Live view of data

Instant, anytime, anywhere access on any device (mobile, tablet, desktop) means you're never waiting for reports. Greater transparency and sharing of information enables greater collaboration.



## Quickly and simply create dashboards

Create unique dashboard layouts and charts Supports different views of your data from KPI reporting right down to the detailed data.



## Simplify tasks and improve performance

Realise day-one benefits from an overview of your key areas of business performance. Minimal training required means your organisation and a quicker return on investment.



## Highly configurable and user friendly

Self-service tool makes it easy for users to create charts and dashboards to meet the needs of different roles. Create once, never create again. Share easily across your business.



# Report generator module

Write your own reports in Maytas.

**The report generator allows you to create limitless reports - if the data is in Maytas, you can report on it! You can also trust the accuracy of your reports - if your organisation's data is stored only in Maytas (as opposed to across varying reports in numerous spreadsheets for example), you know that the information is live, up to date, refreshed and accurate.**



## Create bespoke reports on custom fields

Report on custom fields, for bespoke reports that are unique to your organisation. Reports can be written on any field in the database.



## Save time and export reports quickly

No need to carry out manual lists on your existing data. You can export your reports to any format easily. Giving high level information at a glance.



## Easy access to data

At a touch of a button, you can export data to any format required. To save time and ensure consistent reporting, reports can be automated and scheduled to send to an email account or SMS.



## Access to specialised reporting

Bespoke reports that you produce can also show you where money and time need to be saved or spent, aiding your organisation's efficiency.