

## Tracking VR&E NTC Progress for FY15

A Job Aid for VBA TMS Administrators – Revision Date: 12/16/2014

Per VR&E Letter [28-15-02](#), “certain VR&E job descriptions require station-determined and/or professional development training hours.” These requirements are identified within each job position’s FY15 NTC Checklist, located in the National Training Curriculum tab of the [VR&E Training Website](#).

In order to relieve training managers of tracking their employees’ completions of these station-determined and/or professional development items, VR&E has created two national training curricula to which Regional Offices can add their locally approved items or locally maintained curriculum. The tracking will then be performed centrally.

**Important:** The national curricula are for central tracking purposes only. Do **NOT** assign these curricula to employees, as this will assign ALL regional offices’ items to the employees’ TMS To-Do Lists.

To ensure training counts towards VR&E’s NTC, VBA TMS Administrators (TMS Admins), in cooperation with local VR&E Officers, must add their regional office’s locally approved items to the following curricula:

- **VBA-467: VRE Station-Determined Training** – TMS Admins will add station-determined items to this curriculum as they are taught and/or approved. TMS Admins may choose to attach their locally maintained curriculum to this curriculum.

Station-determined training includes learning activities that improve station and staff performance as identified by local VR&E and Regional Office Management.

**NOTE:** Unlike national mandatory items, you will need to assign the station-determined items to employees either individually or via a local curriculum.

- **VBA-468: VRE Professional Development Training** – TMS Admins will add personal/professional development items to this curriculum as they are taught. Alternatively, if an employee locates a professional development course he or she wishes to complete, he or she may notify the VR&E Officer, and if approved, the TMS Admin will add the item to the curriculum.

Personal/professional development includes learning activities that improve awareness and identity, develop talents and potential, build human capital and facilitate employability, enhance quality of life and contribute to the realization of dreams and aspirations.

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**NOTE:** Unlike national mandatory items, you will need to assign the station-determined items to employees either individually or via a local curriculum. Alternatively, the employees can self-assign these items in TMS.

## Instructions for Adding Items to the National Curricula:

1. Determine if the approved training belongs in the station-determined curriculum or the professional development curriculum, based on the definitions above.
2. Log into your TMS Admin account and select the **Learning** tab, then the **Curricula** tab.
3. Search for the desired curriculum (VBA-467 or VBA-468).

The screenshot shows the TMS Admin interface. The top navigation bar includes Home, Users, Performance, Learning (circled in red), Content, Commerce, and System Admin. Below the navigation bar is a search bar with the text "Enter Keywords or Command" and a "Go" button. The left sidebar contains a list of menu items: Items, Scheduled Offerings, Classes, Group Instances, Catalogs, Curricula (circled in red), Requirements, Questionnaire Surveys, Accreditation, Instructors, Tasks, and Tools. The main content area is titled "Curricula" and contains a search form. The search criteria are: Case sensitive search: No, Curriculum ID: Starts With VBA-467, Curriculum Title: Starts With, Curriculum Status: Active, Domains: Starts With, Items: Exact, Type, ID, Subcurricula: Starts With, and Requirements: Starts With. The "Search" button is circled in red.

4. Select the link under **Curriculum ID**.

The screenshot shows the Field Chooser interface. It has a "Field Chooser" header and a "Download Search Results" link. Below the header is a table with two columns: "Curriculum ID" and "Curriculum Title". The table contains one row with the following data:

Curriculum ID	Curriculum Title
VBA-467	VRE Station-Determined Training

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5. Select the **Contents** tab of the curriculum record.
6. Select the **Edit** button to add your desired item to the curriculum.

VRE Station-Determined Training VBA-467

**Description:** This is the FY14 VR&E Curriculum for Station-Determined Training. Each regional office may add items to the curriculum throughout the fiscal year.

<b>*Domain:</b> Default Public Access Doi	<b>Creation Date:</b> 1/7/2014
<b>Curriculum Type:</b> This would be used to gr	<b>Active:</b> Yes
<b>Force Incomplete:</b> No	

View All

Related	Contents	Edit
Assignment Profiles	Type	Title
Catalogs		
<b>Contents</b>		28VREO-CTTR 3.4 - Work Measurement Study Teleconference & Orientation
Documents		
Job Codes		

7. Click the green plus sign next to **Contents** and select **Items**.

**Edit**

Curriculum: VRE Station-Determined Training

Contents

- Items
- Requirements
- Subcurricula

8. Search for your item by ID, and select **Add**.

The item is now part of the curriculum and will count toward VR&E's NTC requirements.

For questions surrounding the VR&E NTC and related policy, contact Lamoyd Figures, [Lamoyd.Figures@va.gov](mailto:Lamoyd.Figures@va.gov).

For questions regarding this job aid, please contact [VBACurriculumSupport@Camber.com](mailto:VBACurriculumSupport@Camber.com).