

# Functional Documentation - Learning

## 1.0 Overview

Learning  
Menu

The Learning domain includes 5 BW reports.

One of them is an historical one that contains data from 2010 to 2020 with limited details available.

You can find in the 4 others reports detailed information about Course and Certification completed by the employees having YOU GROW as data source.

### Application User Profile

Key user profiles:

HR - Talent Services Team

Managers

### Target Users:

HR and managers

VERSION	DATE	MODIFIED BY	DESCRIPTION
0.01	09.10.2023	Emma Glasson	Initial draft

### Application Type

#### Data Product Type

- Dashboard
- Report
- Advanced analytics
- AI
- Others <specify which one>

#### Technologies

- BW
- Tableau
- QlikSense
- Talend
- Dataiku
- Others <specify which one>

#### Data Sources

Note: list of all applications and various environment

- SAP PF1 (Production environment)
- SAP WP1
- SAP PI1
- BW (versions)
- iCare CRM
- CORE CRM
- Others - SABA tool, PQ2 / PP2 for Historic data

## 2.0 Business Process

The workplace is changing, and so is Solvay's approach to development:

- Individuals are expected to **own and drive their development**, supported by their Manager as a coach.
- **Development is more than traditional classroom training.** It is an ecosystem built around performance culture, talent attraction, talent management, and learning.
- **There is no substitute for experience.** The research is clear about how we grow most successfully: 70% experience, challenges and assignments, 20% exposure to developmental relationships, and 10% formal education, also known as the 70-20-10 model. See below for more information.
- **Learn, unlearn, relearn.** We are shifting from "single-event training" to a culture of continuous development.
- **Self-directed, digital learning options** offer an efficient, accessible way to scale up the impact of learning, aligned with Solvay's sustainability goals.
- **We bond with our purpose when we bond with each other.** Many of Solvay's development options help individuals grow their networks, learn from peers, and encourage self awareness through a culture of feedback.

## 70 / 20 / 10 LEARNING MODEL IN ACTION

The research is clear about how we grow most successfully: 70% experience, challenges and assignments (on-the-job), 20% exposure to developmental relationships (other people), and 10% formal learning (coursework and training), also known as the 70-20-10 model. We can look at this model as “*think, talk, and do.*”

The following are practical examples of each dimension, regardless of your role within the organization.

<b>START HERE:</b>  <b>Development discussion with your manager</b>	<b>10 : Think</b>  <b>Formal Learning</b>	<b>20 : Talk</b>  <b>Social Learning</b>	<b>70 : Do</b>  <b>On-the-Job Learning</b>
	<ul style="list-style-type: none"> <li>• <a href="#">Leadership Academy</a></li> <li>• <a href="#">Functional Skills Training</a></li> <li>• <a href="#">Books and articles</a></li> <li>• <a href="#">Presentations</a></li> <li>• <a href="#">Podcasts, TED Talks</a></li> <li>• <a href="#">Webinars</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Coaching at Solvay</a></li> <li>• <a href="#">Feedback from Manager or colleagues</a></li> <li>• <a href="#">Subject matter networks</a></li> <li>• <a href="#">Communities</a></li> <li>• <a href="#">Mentoring (both as a mentor and a mentee)</a></li> <li>• <a href="#">Formal and informal coaching</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Applying what you've learned in a group setting.</a></li> <li>• <a href="#">Putting new techniques or approaches into practice with your team.</a></li> <li>• <a href="#">Stretch assignments inside or outside your current role.</a></li> <li>• <a href="#">Problem-solving and innovation in challenging tasks.</a></li> </ul>
	<b>Learning Event</b>	<b>Learning Momentum</b>	<b>Integration of Learning</b>

**Example:** Spend 10 minutes listening to a [TEDTalk about “powerful speaking.”](#) Take 20-30 minutes trying it out and asking a colleague for feedback on how you did. Then, apply what you’ve learned in your next hour-long team meeting. Reflect on what reactions you encounter, how you could improve the next time.

## 3.0 Application Feature Overview

Reports	Definition	Prompts	BW Workbook Query	Query Technical Name	Data sources
<b>Certification Complexion Details</b>	Report providing general informations on the certifications	Functional roles ★	n.a	BW_QRY_CPHRLS003_0001	SABA (YUGROW)
<b>Course Completion Details</b>	Report giving information on the completion of courses	Calendar Year / Month ★ Employee Class		BW_QRY_CPHRLS001_0001	
<b>Curriculum Completion Details</b>	Report giving information on the curriculum	Category		BW_QRY_CPHRLS002_0001	
<b>Learning Forecast</b>	Course forecast	Functional roles ★ Calendar Year / Month ★		BW_QRY_CPHRLS001_0002	
<b>Training Management (Historic)</b>	Historical data from 2010 to 2020	ORGUNIT Year ★		BW_QRY_CPHRLHST_0001	

★ mandatory field

### 4.0 Functional Specification

#### 4.1 General Data/Calculations

Please find bellow general dimension, commun to all BW HR reports:

Dimension	Definition
Company Code	Company code to which an employee belongs on the time period selected in the report
Country of the company	Country of company where the employee has his employment contract
Calendar	Time dimensions available: Day, Month, Year, Year/Month
Division (Entity)	Division (former entity) to which an employee belongs on the time period selected in the report
Employee NR (NS) Employee PERN	Employee payroll number
Employee status	Active, Active Leave, Inactive Leave  Dormant, reported No Show  Terminated, Inactive
Employment status	Valid for historical data - the period before 1 November 2020.  Equivalent to the current dimension Employee status
Employee sub-group grouping (Gr)	Identification of employee by: <ul style="list-style-type: none"> <li>• Cadre</li> <li>• Employee</li> <li>• Blue Collar</li> <li>• Sales Cadre</li> <li>• External</li> <li>• N.A.</li> </ul> <p>The employee sub-group grouping is a grouping definition of the employment type.</p>
Location Grp (Site)	Employee's site
Person ID	Unique identifier code for an employee. EC number. (person name available in the text option for this dimension)
User Name	User account name (to access system/tool)

#### 4.2 Specific Dimensions:

Dimension	Definition
Certification audience type	
Certification ID	
Certification owner	
Certification Path name	
Certification status	
Certification vendor	
Course ID	
Course Name	
Course Vendor Name	
Start date	
Status course	Status : Completed, in progress or incomplete
Marked Completed date	Course completed date

## 4.2 Process Detail

### 4.2.1. Report/Process Definition

<b>Domain</b>	Human Resources (HR)
<b>Application</b>	BW Learning Queries
<b>Provider</b>	CPHRLS
<b>Existing Documentation</b>	<a href="#">HR Learning &amp; Development</a>

### 4.2.2. KPI's/Calculations/Indicators

#### Report Certification Complexion Details:

Certification ID (CC):

Indicators/KPI's	Definition	Calculation/Extraction of data
People Counter	People that are concerned by the certification.	
Certifications Assigned		
Certifications In Progress		
Certifications Acquired		
Certifications Expired		
Certifications Overdue		
Survey Score	End course survey score. Between 0 and 100.	
Respondant Counter	Number of student who respond to the end survey	

#### Report Course Completion Details:

Indicators/KPI's	Definition	Calculation/Extraction of data
Duration (CLS)		
Courses Completed		
Internal Workforce (SABA)	Student is part of the company :  1 internal  0 external	
Course Amount (CLS) - Local Curr	Price of the course in local currency	
Survey Score	End course survey score. Between 0 and 100.	
Number of respondant	Number of student who respond to the end survey	

#### Report Curriculum Completion Details:

Indicators/KPI's	Definition	Calculation/Extraction of data
Curriculum Course Expected Duration		
People Counter (PPL)		
Curriculums In Progress		
Curriculum Completion %		

Curriculums Acquired		
Curriculums Overdue		
Survey Score (EVAL)		

**Report Learning Forecast:**

Indicators/KPI's	Definition	Calculation/Extraction of data
Course Amount (CRS) - LC		
Course Amount (CRS) - EUR		
Course Amount (CLS) - Local Curr		
Course Amount (CLS) - EUR		
Duration (CRS)		
Duration (CLS)		
Duration (CC)		
Target Days (CRS)		
Internal Workforce (SABA)		
Courses Completed		
Courses In Progress		
Courses Incomplete		
Courses Acquired (ACT)		
Courses Successful (ACT)		
Courses Unsuccessful (ACT)		
Courses Assigned (ACT)		
Courses In Progress (ACT)		
Courses Not Evaluated (ACT)		
Courses Pending Registration (ACT)		
Respondant Counter		
Survey Score		

**Report Training Management (Historic):**

Indicators/KPI's	Definition	Calculation/Extraction of data
No of Attendees	Number of person that participate to a training	
Attendance Fee	Costs of the training	
Cancellation Fee	Cancellation costs	
Total Fee	Attendance + Cancellation fees	
External Course Price	Price of the course given by an external company	
Internal Course Price	Price of the costs given internally	

## 5.0 Non-functional Descriptions

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## 5.1 Usability

as per standards

## 5.2 Regulatory Compliance

*GDPR compliant. Report that contain sensitive data : Gender dimension available.*

## 5.3 Security

- *Only authorised Users be able to access data.*
- *Data will be split between either SCO or ECO, and Users will only have authority to one Entity data: PO2 Flag*

## 5.4 Performance

as per standards

## 5.5 Reliability

as per standards

## 5.6 Scalability

as per standards

## 5.7 Compatibility

as per standards

## 5.8 Availability

as per standards

## 5.9 Refresh of the Data

For reports bases on SABA data sources : refresh Daily, 22:00 CET

For Historical report : n.a