Athena MIS
Licence Options &
Additional Services

About Athena MIS

Athena MIS is ILR compliant data management software with integrated ePortfolio and a new set of tools to create workbooks for completion online in Athena ePortfolio. It's a complete software solution to track, monitor and comply with Education and Skills Funding Agency (ESFA) funded contracts as well as non funded commercial provision.

Athena MIS provides a holistic solution for your organisation, meaning everyone who needs access has access! You have control to create unlimited user accounts across various roles without the expense of multiple licence fees.

The Athena MIS Dashboards display your candidate data visually through graphs and charts providing an easy to use application for all your staff across their many job roles. From data input, ILR validation, business managers to assessor / tutor, IQA and EQA duties for transparent and efficient management of your learner data.

It's really easy to manage multiple contracts in Athena MIS, there are no additional fees when adding more diverse training or direct contracts, simply add new learner types in the system settings and change the dashboard filters to display specific learners. Athena MIS works for smaller training providers who subcontract, deliver on a direct contract and subcontract or have direct contracts across several provisions including Apprenticeships, Traineeships, AEB and Advanced Learner loans.

Each member of staff who uses Athena MIS has their own ePortfolio, 'My Profile' , for tracking their CPD, any internal training, creating digital signatures and accessing course resources and eForms and for viewing any published eLearning workbooks.

Dashboards:
- **Home** - monitoring mandatory data including missing ILR data, passed planned end date etc.
- **Progression** - monitor and report on candidate progression and contact through the learner journey.
- **IQA** - for IQA's to perform duties including IQA reports, assessor actions and evidence verification with progress map.
- **ePortfolio** - overview of ePortfolio activity, learners with /without an ePortfolio by type, assessor and year.
- **ILR Report** - monitor and validate learner ILR data requirements and generate ILR's required for ESFA.
- **Messages** - internal message centre for IQA, learner, assessor / tutor.
- **IQA Activity** - track IQA reports and actions set by your IQA.

ePortfolio & IQA Management:
- **ePortfolio -** profile integration, map evidence to outcomes, units, reviews, visits & OTJT and provide feedback.
- **IQA management -** assessor/tutor risk assessment, create sample plans, IQA monitoring.
- **My Profile -** staff/user ePortfolio for course resources, eLearning workbooks, CPD, digital signature & IQA actions.
- **Athena ePortfolio** -   assign access from every type of learner profile to the desktop or web application.
  Employer and lead provider versions are on out development road map.

Course Management:
- **Course Creator -** build courses available in the LAR's database or bespoke content across all funding streams.
- **Unit Criteria -** add outcome criteria to units for evidence mapping, feedback and learner journey progression.
- **eDocs** - application to create and publish online workbooks for completion in Athena ePortfolio.

Statistics Reports:
- **General -** including; age, gender, ethnicity, disability, learning difficulties, prior attainment etc.
- **Functional Skills** - monitor learner progression from initial assessment to completion.
- **Destination** - monitor learner destination on completion of apprenticeship.

Qualification Achievement Rate & Ofsted:
- **QAR -** Import ESFA generated QAR .csv files and compare with real-time live data.
- **Ofsted Reports -** real-time course & performance, subject area & level and learner demographics.

Equality & Diversity Impact Measures:
- **EDIMS -** Import ESFA generated .csv files and compare with live data.
- **Apprenticeships** - Apps Indicative Report
- **Adult Training & Education** - Main Occupancy Report
- **Adult Learner Loans** - Occupancy Report.

Athena eDocs:
- **Phase 1 release -** desktop application to create online workbooks for completion in Athena ePortfolio.
   Easily re-purpose your paper based training materials to deliver online.
- **Phase 2 release -** extended to create digital versions of the forms you use within your business admin processes.

Licence options

Athena MIS is available on an an annual SaaS licence agreement and has the flexibility of an up front single payment or spread the cost with our monthly subscription via GoCardless Direct Debit, at no additional cost.

Choose your **Athena MIS** licence type by functionality:

Standard:

- ILR creation
- data management
- course management
- IQA management
- learner journey progression tracking.

Premium - Everything in Standard PLUS :

- integrated ePortfolio management
- Desktop or web based Athena ePortfolio for learners
- EQA Athena ePortfolio
- IQA monitoring
- EDIMS Reports
- Staff CPD tracking.

Enterprise - Everything in Standard and Premium PLUS :

- **Athena eDocs -** software to create eLearning workbooks & study guides with additional functionality to create digital versions of the forms and documents used for your internal admin processes.
- **Online learning functionality -** for the completion of online workbooks within Athena ePortfolio.
- **Online forms -** assign forms to employers and learners to complete and sign within Athena ePortfolio.

Our pricing structure is based on learner numbers, for example in a year you may have:

- **15 Apprentices**
- **75 Traineeships**
- **150 Adult Education Budget - subcontracted**
- **60 Adult learner loans**

totalling of **300** learners across **4** funding streams, depending on the licence type your fees would be as follows:

Standard	**up to 300 learners**	**£4,200 pa (£350.00 pm)**
Premium	**up to 300 learners**	**£6,600 pa (£550.00 pm) includes ePortfolio**
Enterprise	**up to 300 learners**	**£9,000 pa (£750.00 pm) includes ePortfolio and eLearning.**

A setup process fee is required with minimum amount being equivalent to 1 month subscription and **All fees are subject to VAT.** Licence fees are based on one database and one location, depending on complexity there could be additional set up fees of £150.00 per additional location.

Your **Athena MIS** will be available and accessible within a few hours of receiving:
- Set up fee
- Set up of GoCardless direct debit
- Signed SaaS licence agreement
- Signed Data Processing Agreement.

However, the setup process could take several days dependent on circumstances and includes; course, cohort, contract and user account creation, everything you need to get up and running as quickly as possible.

Additional 'One Off' Services:

• **On site training**	- **£650.00* per day**	*Additional travel / expenses may apply.
• **Initial ILR import**	- **£150.00 per day**	
• **Data management /support with ILR submissions**	- **£150.00 per day**	
• **Bespoke data management**	- **from £450.00 per month**	
• **eLearning Workbook / study guide creation**	- **Quote provided by request**	

Athena MIS Licence Fees

We appreciate that not every business will fit into our fee structure so why not get in touch for a chat about your needs and requirements, we'd love to hear from you!

*10 Apprentices is an initial licence fee for training providers new to apprenticeship delivery. If you only ever have 10 apprentices a year then your licence fee will stay at this level, once you have more than 10 apprentices the licence fee will increase.

Standard	Premium	Enterprise
ILR creation, data management, course management, IQA management, learner journey progression tracking.	Standard **PLUS** integrated ePortfolio, web based access for learner, employer & EQA to **Athena ePortfolio,** IQA monitoring, EDIMS Reports & CPD tracking.	Everything in Standard and Premium **PLUS** **Athena eDocs** for creation and completion of online workbooks and admin forms within Athena ePortfolio.
Up to 10 Apprentices* £2,400 pa (£200.00 pm)	**Up to 10 Apprentices*** £2,700 pa (£225.00 pm)	**Up to 10 Apprentices*** £3,900 pa (£325.00 pm)
Up to 50 Learners £2,700 pa (£225.00 pm)	**Up to 50 Learners** £3,600 pa (£300.00 pm)	**Up to 50 Learners** £5,400 pa (£450.00 pm)
Up to 100 Learners £3,000 pa (£250.00 pm)	**Up to 100 Learners** £4,200 pa (£350.00 pm)	**Up to 100 Learners** £6,000 pa (£500.00 pm)
Up to 150 Learners £3,300 pa (£275.00 pm)	**Up to 150 Learners** £4,800 pa (£400.00 pm)	**Up to 150 Learners** £7,200 pa (£600.00 pm)
Up to 200 Learners £3,600 pa (£300.00 pm)	**Up to 200 Learners** £5,400 pa (£450.00 pm)	**Up to 200 Learners** £7,800 pa (£650.00 pm)
Up to 250 Learners £3,900 pa (£325.00 pm)	**Up to 250 Learners** £6,000 pa (£500.00 pm)	**Up to 250 Learners** £8,400 pa (£700.00 pm)
Up to 300 Learners £4,200 pa (£350.00 pm)	**Up to 300 Learners** £6,600 pa (£550.00 pm)	**Up to 300 Learners** £9,000 pa (£750.00 pm)
Up to 350 Learners £4,500 pa (£375.00 pm)	**Up to 350 Learners** £7,200 pa (£600.00 pm)	**Up to 350 Learners** £9,600 pa (£800.00 pm)
Up to 400 Learners £4,800 pa (£400.00 pm)	**Up to 400 Learners** £7,800 pa (£650.00 pm)	**Up to 400 Learners** £10,200 pa (£850.00 pm)
Up to 450 Learners £5,100 pa (£425.00 pm)	**Up to 450 Learners** £8,400 pa (£700.00 pm)	**Up to 450 Learners** £10,800 pa (£900.00 pm)
Up to 500 Learners £5,400 pa (£450.00 pm)	**Up to 500 Learners** £9,000 pa (£750.00 pm)	**Up to 500 Learners** £11,400 pa (£950.00 pm)
Up to 550 Learners £5,700 pa (£475.00 pm)	**Up to 550 Learners** £9,600 pa (£800.00 pm)	**Up to 550 Learners** £12,000 pa (£1,000.00 pm)
Up to 600 Learners £6,000 pa (£500.00 pm)	**Up to 600 Learners** £10,200 pa (£850.00 pm)	**Up to 600 Learners** £12,600 pa (£1,050.00 pm)
Up to 650 Learners £6,300 pa (£525.00 pm)	**Up to 650 Learners** £10,800 pa (£900.00 pm)	**Up to 650 Learners** £13,200 pa (£1,100.00 pm)
Up to 700 Learners £6,600 pa (£550.00 pm)	**Up to 700 Learners** £11,400 pa (£950.00 pm)	**Up to 700 Learners** £13,800 pa (£1,150.00 pm)
Up to 750 Learners £6,900 pa (£575.00 pm)	**Up to 750 Learners** £12,000 pa (£1,000.00 pm)	**Up to 750 Learners** £14,400 pa (£1,200.00 pm)
Up to 800 Learners £7,200 pa (£600.00 pm)	**Up to 800 Learners** £12,600 pa (£1,050.00 pm)	**Up to 800 Learners** £15,000 pa (£1,250.00 pm)
Up to 850 Learners £7,500 pa (£625.00 pm)	**Up to 850 Learners** £13,200 pa (£1,100.00 pm)	**Up to 850 Learners** £15,600 pa (£1,300.00 pm)
Up to 900 Learners £7,800 pa (£650.00 pm)	**Up to 900 Learners** £13,800 pa (£1,150.00 pm)	**Up to 900 Learners** £16,200 pa (£1,350.00 pm)
Up to 950 Learners £8,100 pa (£675.00 pm)	**Up to 950 Learners** £14,400 pa (£1,200.00 pm)	**Up to 950 Learners** £16,800 pa (£1,400.00 pm)
Up to 1000 Learners £8,400 pa (£700.00 pm)	**Up to 1000 Learners** £15,000 pa (£1,250.00 pm)	**Up to 1000 Learners** £17,400 pa (£1,450.00 pm)
Up to 1500 Learners £8,700 pa (£725.00 pm)	**Up to 1500 Learners** £18,000 pa (£1,500.00 pm)	**Up to 1500 Learners** £20,400 pa (£1,700.00 pm)
Up to 2000 Learners £9,000 pa (£750.00 pm)	**Up to 2000 Learners** £21,000 pa (£1,750.00 pm)	**Up to 2000 Learners** £23,400 pa (£1,950.00 pm)
Unlimited Learners £9,600 pa (£800.00 pm)	**Unlimited Learners** Call to discuss	**Unlimited Learners** Call to discuss

What makes Athena MIS Different?

Key Features:

- Holistic licence for **business wide** access.
- **Data Management Services** including ILR submissions to the Education & Skills Funding Agency.
- **ILR** data monitoring for the production successful ILR returns.
- **Integrated ePortfolio** - create your own learner ePortfolio user accounts, monitor and map evidence against outcomes within the learner profile.
- **IQA Management -** create sample plans, risk assessments, IQA Monitoring across provision, tutor & year.
- **My Profile -** staff ePortfolio for CPD, digital signatures, actions course resources & eLearning workbooks.
- **Course Management tools -** create courses and build in learning outcomes for evidence mapping.
- **Internal message centre** - ideal for IQA's to set assessor / tutor actions and deadlines.
- **Export reports -** to MS Excel or PDF for use in your own annual reports.
- **Athena ePortfolio** - web application **for learners** and **employers** to track progression, upload and map evidence share feedback, log OTJT hours, complete online workbooks and complete and sign administrative forms and documents. (Access given by training provider.)
- **Athena EQA** - web application for your awarding organisation's EQA to access assigned learners and their ePortfolio's for assessment. (Access given by training provider.)
- **Athena eDocs** - desktop application to (re) create your paper based learning resources for online completion AND streamline internal admin processes by recreating all those paper forms into digital documents to be completed and signed online in Athena ePortfolio.
- **Athena eRecruit** - application designed to help you monitor and track engagement with employers, candidates, vacancies and once successful convert from candidate to learner with import directly into Athena MIS.
- **No additional hosting charges.**
- **No third party software to purchase.**
- **No customer support fees.**
- **No hardware to purchase –** usual computer & internet connection.
- **All upgrades are made in-house and included in licence fee.**
- **Fixed fee annual contract** (based on number of learners)
- Pay annually by one upfront payment or monthly by GoCardless direct debit.
- **Create your own user accounts.**
- Built in 'How to..' videos, video requests & regular updates newsletter with latest videos.
- Telephone & email support.
- **All inclusive system.**

Consultancy

We've been providing a whole host of consultancy support services to our clients for many years which include; general data management, Ofsted and ESFA compliance issues, error free ILR submissions and rule violation monitoring. Get in touch for a chat and an quote if you require our support with managing your data without having to employ a dedicated team.

In Development / Continued Development

- **Athena MIS Web version -** for cross platform access.
- **Athena eDocs**- functionality to create quizzes.
- **ESFA Compliance -** Most of all Athena MIS will develop based on the funding rules and specifications set by the Education and Skills Funding Agency.

For further information, or to access our demonstration site please contact:

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Athena MIS - Licence Options & Additional Services V13.0 supersedes all previous versions.