



ON KEY 5 Courses and Virtual Classroom Schedule

Course designed for:		Data Administrators, Data Capturers and Clerks	Engineering Planners, Planner Assistants, Schedulers, Foreman	Engineering Planners, Maintenance Managers
Modules		Entry On Key 5 for Data Clerks	Basic On Key 5 for Planners	Advanced On Key 5 for Planners
		5 Modules	9 Modules	14 Modules
1	Getting Started with On Key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Configuring On Key		<input type="checkbox"/>	<input type="checkbox"/>
3	On Key Asset Register Basics		<input type="checkbox"/>	<input type="checkbox"/>
4	On Key Profiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	On Key Staff Configuration	<input type="checkbox"/>	<input type="checkbox"/> - CS1 (2 Hours)	<input type="checkbox"/> - CS1 (2 Hours)
6	On Key Work Order Configuration			<input type="checkbox"/>
7	On Key Time Loss Configuration			<input type="checkbox"/>
8	On Key Unscheduled Work Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	On Key Validating Work Orders		<input type="checkbox"/>	<input type="checkbox"/>
10	On Key Planning		<input type="checkbox"/>	<input type="checkbox"/>
11	On Key Scheduling			<input type="checkbox"/>
12	On Key Daily Allocation			<input type="checkbox"/>
13	On Key Feedback on Work	<input type="checkbox"/> - CS 1 - 3 Hours)	<input type="checkbox"/> - CS 2 (2 Hours)	<input type="checkbox"/>
14	On Key Service Management			<input type="checkbox"/> - CS 2 (3 Hours)
Cost		R1 550,00	R2 600,00	R4 500,00
eLearning Modules est. Hours		11 Hours	20 hours	34 Hours
VILT Class Contact Session		1 x 3 hour	2 x 2 Hour	1 x 2 Hour & 1 x 3 Hour

CS = Contact Session, which is an online facilitated classroom session, scheduled as per the calendar dates below.

Note that elearning modules must be completed prior to attending the virtual classroom session.

Virtual Classroom Dates

Class dates	You must complete the elearning modules before coming to class							
	Course Name	Time of class	Jan-21		Feb-21		Mar-21	
			CS 1	CS 2	CS 1	CS 2	CS 1	CS 2
	On Key 5 – System Course Entry	8:30am to 11:30am	19	NA	8	NA	8	NA
	On Key 5 - System course Basic	8:30am to 10:30am	20	28	10	24	10	24
	On Key 5 - System course Advanced	11am to 2:00pm	21	29	11	25	11	25

Class dates	You must complete the elearning modules before coming to class							
	Course Name	Time of class	Apr-21		May-21		Jun-21	
			CS 1	CS 2	CS 1	CS 2	CS 1	CS 2
	On Key 5 – System Course Entry	8:30am to 11:30am	8	NA	4	NA	3	NA
	On Key 5 - System course Basic	8:30am to 10:30am	13	21	6	13	8	17
	On Key 5 - System course Advanced	11am to 2:00pm	15	22	11	18	10	18

Class dates	You must complete the elearning modules before coming to class							
	Course Name	Time of class	Jul-21		Aug-21		Sep-21	
			CS 1	CS 2	CS 1	CS 2	CS 1	CS 2
	On Key 5 – System Course Entry	8:30am to 11:30am	6	NA	4	NA	2	NA
	On Key 5 - System course Basic	8:30am to 10:30am	8	15	5	12	7	15
	On Key 5 - System course Advanced	11am to 2:00pm	13	20	10	17	9	16