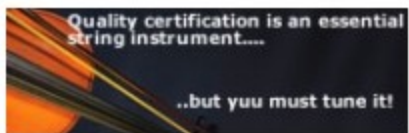


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Quarta® Human Capital Management

Managing the files, personnel needs, competences and skills, research and selection, rating and training of the collaborators.

This module offers developed functions for the management of Human Resources, from **the Quality, Environment and Safety System integration viewpoint**.

It is possible to describe and analyse the characteristics of the internal and external Human Resources of the organisation, look after the training planning and progress, until defining a competence matrix that can become automatically source of configuration for all the other functional modules of **Quarta®**.

Registry files and planning

- Personnel card with personal details;
- Curriculum vitae organised by sections, attached documents (texts, picture, etc.);
- List of competences and qualifications;
- Functions and business job description;
- Training courses: coding, contents, division of each internal or external course;
- Training plan: training programming for the personnel (activity management with alarms, Gantt diagrams, etc.).

Events

- Personnel history of business events (task changing, etc.);
- Training courses carried out with marks, results, notes etc;
- Possibility of carrying out Questionnaires (on-time or previously prepared) and Audit;
- Each checking event can cause the adjustment of personnel characteristics in the registry file (acquisition of new skills, level promotion, etc.);
- Possibility of creating, following the inspections carried out, Non Conformity reports and of defining the required Corrective and Preventive actions;
- Analytical recording and classification of the costs borne for training or Corrective actions undertaken;

Analysis

- Covering of the business functions;
- Profitability of the training actions;
- Personal or group development paths;
- Cost analysis.

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