

Learning Glossary

This tool is designed to help you learn and understand common terminologies used in *GA@WORK Learning*.

Term	Definition
Assessor	A type of learning trainer who administers or leads on-the-job training activities in a course offering.
Browse Learning Content	A search report that locates active standalone lessons, courses, or programs in the learning catalog. Results are based on security and course configurations.
Campaign	A combination of standalone lessons, courses, and programs that learning administrators define for a specific group of users. Learners cannot search for campaigns. You can configure campaigns to send notifications. (specific to Learning Admin Role)
Catalog	A list of all your standalone lessons, courses, and programs. You can create multiple learning catalogs in GA@WORK Learning.
Certification Rule	Associate learning content with certifications to reward learners for a successful completion of learning content. (specific to Learning Partner/Learning Admin Role)

Term	Definition
Competencies	Associate learning content with competencies when you create or edit a course or program. Users can search for learning content by competency.
Course	A course can be digital or blended. Digital courses combine media and do not include a scheduled instructor-led course lesson item. Blended courses combine digital learning content with a scheduled instructor-led course lesson item.
Course Lesson	A single piece of learning content added to a digital or blended course. Course lessons include media, external content, in-person classroom, virtual classroom, survey, and training activity.
Dashboard	<p>A page with several pre-configured applications specific to a functional area, often partially customizable. Access to GA@WORK Learning dashboards is dependent on the Learner's security level.</p> <p>GA@WORK delivers the following Learning dashboards: <u>Learning</u>, <u>Learning Admin</u>, and <u>Learning Trainer</u></p>
Drive	Encompasses an organization's files, including video, PDFs, documents, and packaged content. These files can create standalone lessons and courses.
Equivalency Rule	Allows you to define learning content as equivalent to one or more other learning content. This improves compliance management, supports curriculum planning, and simplifies how learners find equivalent learning content to satisfy learning requirements.

Term	Definition
Expiry Rule	A retraining mechanism that specifies a date or duration until a worker's enrollment expires. When specifying an expiry period for a course or program, you can select an expiry date, duration, or recurrence frequency. You can establish advanced expiry rules for specific audiences.
Functional Area	A collection of domain or business process security policies that relate to the same set of product features, like the Learning Core functional area for GA@WORK Learning. (Specific to Learning Admin Role)
Instructor	A type of learning trainer who delivers the instruction of course materials and manages course completions, like attendance and grades.
Learning Assets	Personnel (instructors and assessors), physical locations (training rooms and ad hoc locations), materials, and equipment available to deliver instructions.
Learning Content	All the learning modalities that deliver instruction to learners. Such as digital courses, instructor led trainings, virtual instructor led training, and programs.
Learning Trainer	The person who delivers instruction or monitors training activities. A Learning Trainer is either an Instructor or Assessor.

Term	Definition
Learning Validation	Sets limits to the Drop Learning Enrollment and Enroll in Content business processes. A warning or error message will inform learners of these limits.
Mass Enroll	Enrolls individual learners or groups of learners into learning content through the Learning Mass Enroll, Manager Mass Enroll, or Facilitated Mass Enroll functionality, depending on security permissions.
Offering	<p>The date, time, and location details of an instructor-led course lesson (in-person or virtual) in a blended course.</p> <p>Learners enroll in course offerings to consume learning content.</p>
On-the-Job Training Activity	<p>Assessments, observations, or demonstrations where a learner demonstrates a manual training skill that is evaluated by an assessor.</p> <p>A training activity can be a standalone course lesson or a combined course lesson in a blended course.</p>
Prerequisite	Defines required learning content, such as courses or programs, for learners to complete or enroll in before a learner can access other learning content.
Program	Groups standalone lessons and courses to create a single program for a group of workers to search for and enroll in.