Alison Business

INTRODUCTORY GUIDE FOR

BUSINESS LEARNERS

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Introduction

Alison is one of the world's largest learning platforms for education and skills training. It is a for-profit social enterprise dedicated to making it possible for anyone, to study anything, anywhere, at any time, for free online, at any subject level. Through our mission we are a catalyst for positive social change, creating opportunity, prosperity, and equality for everyone.

As your organisation has subscribed to an Alison business plan, this guide has been created to help you through the process of getting started and optimising your learning journey on Alison.

Please note: this guide is not intended to be a full and comprehensive view of all Alison's features, courses and benefits, but an introductory guide to new learners whose organisation is an Alison Business client. Its intent is to help you get started, but we invite and recommend you explore the Alison site to view all options available to you.
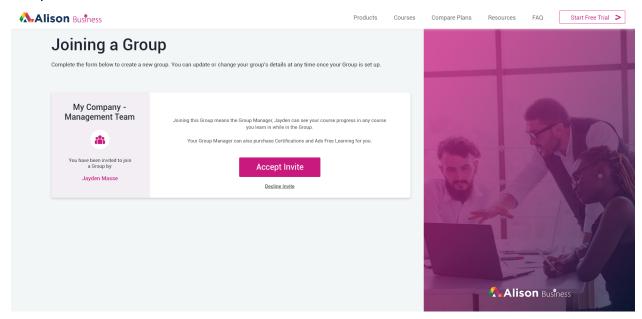
1. Getting Started

This section of our training guide will take you through the steps needed to start your learning journey on Alison, including how to create your account, understand your Alison Dashboard and update your profile.

a. Invitation to join a Group

When your organisation subscribes to one of Alison's Business plans, you as an employee can enjoy a range of features on Alison. To get started, your organisation must send you an invitation to join a Group. This invitation will be an email. When you click the link to join a Group, you will need to sign up or log in to Alison to continue.

If you are already a registered user of Alison, you can sign in to continue. If your existing Alison account is linked to a personal email address, we recommend that you create a new account with your company email, so that your business-related learning is separate.
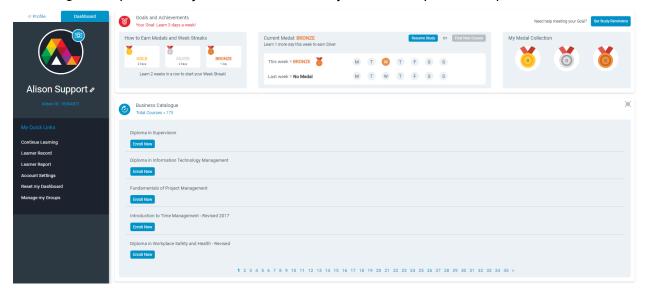
Once you have created an account, or logged in, you can continue to the invitation to join a Group.

You will need to click the "Accept Invite" button to join your organisation's Group. Once you have joined, your Group Manager (whose name appears on the left in your invite) will have access to all learning progress on your account.

b. Your Alison Dashboard

Now that you've accepted the invitation, you need to understand how to get the most out of Alison. Your Dashboard is your 'control centre' for your Alison account, and contains a number of widgets to help you access your information and keep updated with your progress. The Dashboard is explained in more detail in the "Your Personalised Dashboard" section below. Once you have accepted the Group invite, you will be redirected to your Dashboard. You will have a widget pre-loaded with courses that is part of the plan your organisation has subscribed to. This widget is expanded on your Dashboard when you first accept the Group invite.

You can scroll through the courses and enrol in any by clicking the "Enroll Now" button near each course. You can be enrolled in multiple courses at the same time. To minimise this widget, simply click the icon ⌖ in the top right corner.

2. Alison Courses

In addition to the wide range of courses you have pre-populated in your account when your organisation subscribes to a business package, you will also have access to study other Alison courses available on the platform. Alison offers over 3000 courses, and more are added each week. This may seem like an intimidating figure, but it doesn't need to be if you know how to search for courses that you'd like to study. This section will help you understand the multiple options you have to find the courses relevant to your area(s) of interest.
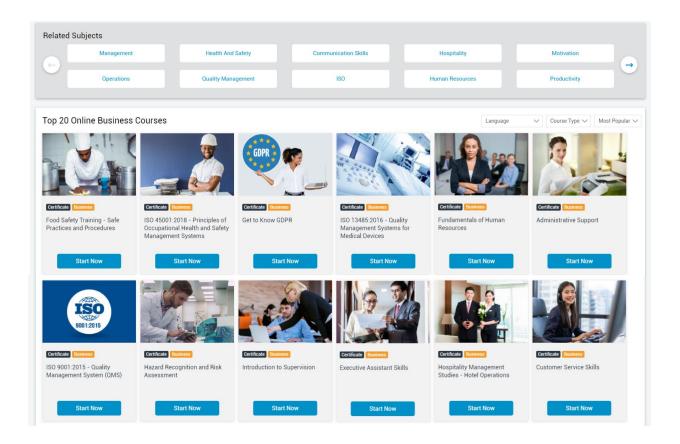
a. Course Categories

Alison offers 9 main categories of learning: IT, Language, Sales & Marketing, Management, Health, Business, Engineering & Construction, Personal Development and Teaching & Academics. Each of our 3000+ courses will fall under one of these main categories. Each main category will contain multiple sub-categories to help you narrow your search for the courses relevant to you.

You can access the "Course Categories" by clicking this option in the main menu at the top of your screen.

For example, if you would like to improve your Business skillset, select that category to see what courses are available. Once you are in the Business category, you will see all Related Subjects, as well as the Top 20 courses that fall under Business.

You can then either filter courses by one of the Related Subjects, or select a course to study from the Top 20 displayed.
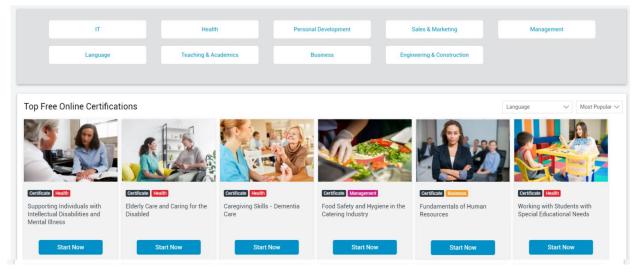
b. Course Types

Alison offers 3 types of courses: Certificate courses, Diploma courses and Learning Paths. Certificate courses are niche and cater to very specific subject areas, while Diploma courses are comprehensive and cover a range of topics within a subject area. On average, a Certificate course will take you between 1 - 3 hours to complete, and Diploma courses 8 - 10 hours on average to complete. Learning Paths are a combination of courses (both Certificate and Diploma) for a subject area.

To filter courses by these 3 types, select "Course Types" in the menu at the top of your screen, as per the screenshot below.

Once you have selected the type of course you are interested in, you will see the option to filter the courses by a category. You will also see the top courses that fall under that course type. In the example below, we have selected Certificate courses.
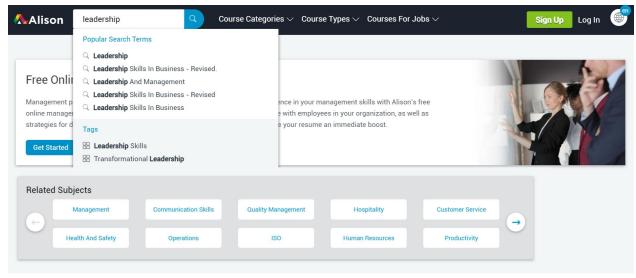
3. Studying on Alison

Now that you have an understanding of the various features and types of courses available to you, we will focus on getting you started with specific courses you would like to study. As outlined in Section 1 of this Guide, you will have a number of courses pre-populated on your profile once you accept an invitation to join your organisation's group. This section will guide you through searching for other courses that may add value in your specific job role. Here we will describe how to search, enrol in a course, continue studying an enrolled course and how to unenrol should you choose to.

a. Searching for a Course

In addition to the course filtering options described in the previous section, you can also search for specific courses using the Search bar at the top of your screen.
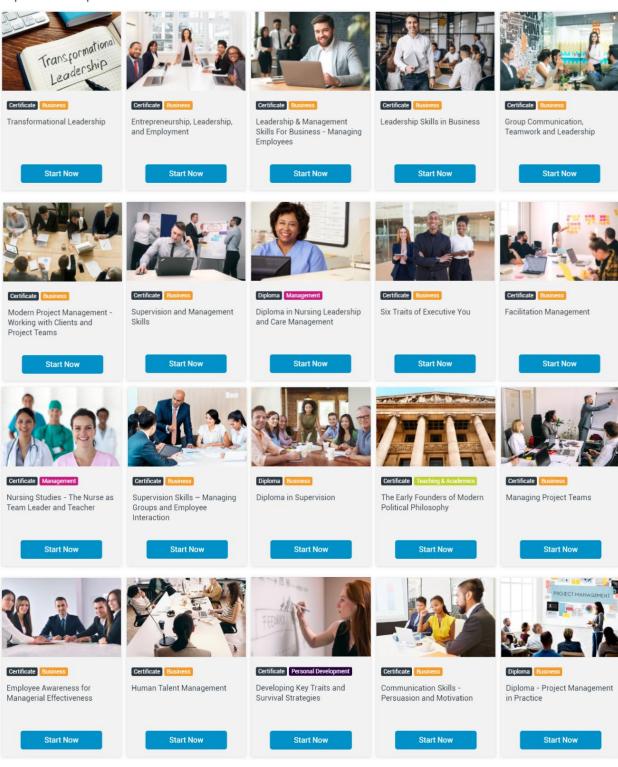

You do not need to know the name of the course, but rather the topic or subject you would like to see courses in. For example, if you have an interest in learning about leadership, simply type in "Leadership" in the search bar, and we will give you course options for your search terms and tags that match.

For example, if you selected the first search term, i.e. Leadership, you will see all courses that match that search.

Top 20 Leadership courses

Certificate | Business

Transformational Leadership

Start Now

Certificate | Business

Entrepreneurship, Leadership, and Employment

Start Now

Certificate | Business

Leadership & Management Skills For Business - Managing Employees

Start Now

Certificate | Business

Leadership Skills in Business

Start Now

Certificate | Business

Group Communication, Teamwork and Leadership

Start Now

Certificate | Business

Modern Project Management - Working with Clients and Project Teams

Start Now

Certificate | Business

Supervision and Management Skills

Start Now

Diploma | Management

Diploma in Nursing Leadership and Care Management

Start Now

Certificate | Business

Six Traits of Executive You

Start Now

Certificate | Business

Facilitation Management

Start Now

Certificate | Management

Nursing Studies - The Nurse as Team Leader and Teacher

Start Now

Certificate | Business

Supervision Skills – Managing Groups and Employee Interaction

Start Now

Diploma | Business

Diploma in Supervision

Start Now

Certificate | Teaching & Academics

The Early Founders of Modern Political Philosophy

Start Now

Certificate | Business

Managing Project Teams

Start Now

Certificate | Business

Employee Awareness for Managerial Effectiveness

Start Now

Certificate | Business

Human Talent Management

Start Now

Certificate | Personal Development

Developing Key Traits and Survival Strategies

Start Now

Certificate | Business

Communication Skills - Persuasion and Motivation

Start Now

Diploma | Business

Diploma - Project Management in Practice

Start Now

b. Enrolling in a course

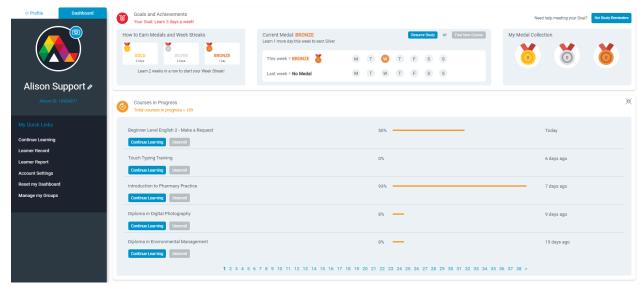Once you have found a course that you want to study, hover your mouse pointer over the course tile to read more about it.

Click the "Start Now" button to begin studying the course, or "More Information" to read more about the course first. In order to get access to the course and all study material within it, you will need to log in to your Alison account using the organisation email address you used to create your Alison account.

You are automatically enrolled in a course once you click the "Start Now" button. You can be enrolled in and studying as many courses as you'd like at any given time.

c. Continuing a Course

Once you are enrolled in a course, it will appear in your "Course in Progress" widget in your Dashboard (when you are logged in).
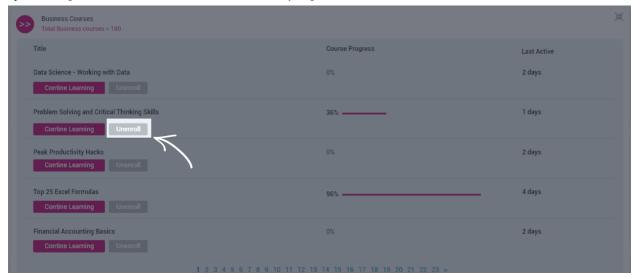
Click the "Continue Learning" button to continue any of your enrolled courses.

You will be taken to the last Topic you studied in that course.

d. Unenrolling from a Course

If you have started studying a course and decided that it is not for you, you can unenrol from that course. Please note that unenrolling will remove any progress you have made on that course. To unenroll from a course, expand your "Courses in Progress" widget in your Dashboard, by clicking on the 3 horizontal dots in the top right corner.
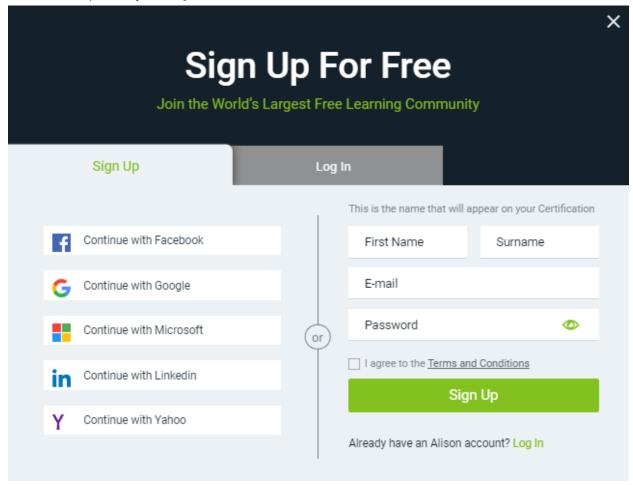

Once you have found the course you want to unenrol from, click the "Unenroll" button next to the course name.

4. Your Alison Account

Your Alison Account may contain your personal and professional information: your name (that name will be printed on your certification), Education, Professional Experience, Skills and Achievements. By completing that information, you can create, view and download your resume via Alison Resume Builder. Here you are also able to amend your account details, change password, See order history, available discounts and more.

a. Create an Account

To sign up to Alison, you will need to create an account. Signing up only takes a minute, and you can either use your email address or one of our social login options. We strongly recommend that you sign up using your company email address, so that your account can be easily identified as part of your organisation.
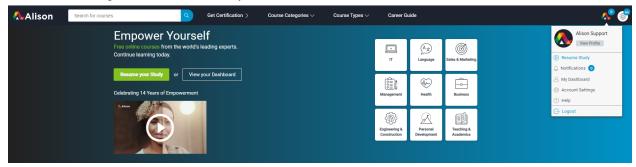
If you sign up using your email address, ensure that your name and surname are exactly as you would want it to appear on your documents for any completed courses. You can update this and other information anytime, which we will explain in the "Change Your Profile" section below.

Once you have created your account, you will receive an email to confirm your account. It is important to click the "Confirm my account" button in the email.

b. Change Your Profile

Account details can be changed in the Account Setting section. You can access your Account Settings by clicking your profile icon/picture in the menu at the top of your screen, and selecting "Account Settings" from the list of options.

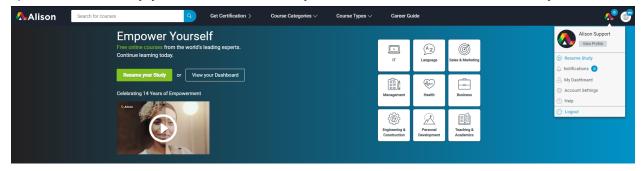Select from the top bar the type of personal information you would like to edit:

Please note that in some cases the details you wish to edit will automatically save. In other cases you will be asked to save the changes by clicking Save as shown below:
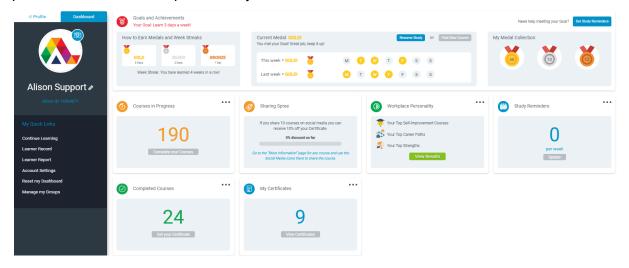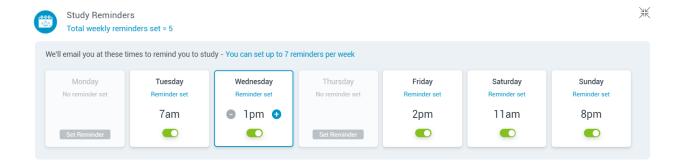
5. Your Personalised Dashboard

Your Alison Dashboard is your control centre, or hub for your account. It is your go-to place if you need anything on your Alison account. When you log in, you should be taken to your Dashboard automatically. You can also access your Dashboard by clicking your profile icon/picture in the menu at the top of your screen, and selecting "My Dashboard" from the list of options. Alternatively, you can click the "View your Dashboard" button on the left of your screen.

Your Dashboard is made up of widgets, which are personalised according to your account and profile. Below is an example of a very active learner's Dashboard.

Some widgets will display relevant information on the widget itself, and some will have the option to expand to show you more detailed information. For example, if you want to set Study Reminders for yourself, you can click the "Update" button or the 3 horizontal dots in the top right corner of the Study Reminders widget. This will expand the Study Reminders widget for you to set your reminders.

You will receive an email for each reminder you have set for yourself. You can update or delete these reminders at any time in your Dashboard. To minimise your widget, simply click the icon ⌖ in the top right corner.

Your widgets can be moved around in your Dashboard in the order you would like them to display. Simply drag and drop widgets in the order you would prefer.

On the left of your Dashboard, we have provided some Quick Links for you to access certain information quickly.

Each of the Quick Links are explained below:

- Continue Learning - this will take you to the last course you studied but have not yet completed
- Learner Record - this is a record of all courses you have completed and enrolled in but not yet completed
- Learner Report - a summary of all your learning activity over the previous month

- Account Settings - this is your control centre for everything related to your account, e.g. password change, discounts, orders, referrals, and more
- Reset my Dashboard - resets your widgets to their original view - *please note that this **does not** reset your learning progress, only your widgets.*

6. Help and support

If you need help with your Alison account, go to the Alison.com site and look for our Help icon in the bottom right of your screen.

All the best with your studies!