Training and Certification

Better training and certification programs with
an easier way to manage information

The Lexmark Training and Certification solution for manufacturing
provides easy access to training materials, tests and pre-populated
rosters printed directly from a Lexmark multi-function product (MFP).
Completed tests are scanned and automatically graded with results
linked to the employee record in the core systems, helping manufacturers
keep accurate and timely records of all employee-training activities.

With our Training and Certification solution, you can:

▸ Reduce costs and waste associated with storing and shipping paper-
based training materials and tests

▸ Automate time-intensive paper processes including test creation, test
grading and recording test results to your personnel system

▸ Increase the efficiency of your training staff and refocus their time on
employees and training processes

▸ Ensure training and certification requirements are up to date so that
you're always in compliance

▸ Gain real-time visibility into testing results so you can make
immediate decisions about your training effectiveness and employee
readiness

Distribute information, not paper

Distribute training materials and tests to all of your locations without
a single postage stamp. Reduce paper waste by printing only what is
needed at the location where it's needed—nothing more, nothing less.
The content is distributed and updated electronically so it's never out-of-
date. And, the need to maintain on-site storage for training and testing
materials is removed.

Real-world results

One manufacturer completes over 4,000 training and
certification activities for roughly 1,700 employees each month.
With the Lexmark Training and Certification solution, the
team is spending 40% less time administering, grading, and
recording tests—reducing the hours spent on administrative
tasks from 400 to 240 hours per month. They are now able to
focus their staff on improving training activities and program
development.

Maintain compliance with integrated and secure systems

With easy integration to core employee record systems, test results and training updates are automatically added once scanned. Print tests with employee information or bar codes that link results to employee files. You'll reduce the risk of employees taking the wrong tests while also expediting and improving the filling process.

In addition, our solution is tightly integrated with the security features on the Lexmark MFP. If you use badge-scanner hardware on printer devices you can control employee access to training materials and get a record of who printed what to prevent unauthorized access to tests, documents and results. Each stage of the training and certification process is secure, enabling you to meet regulations regarding information security and employee training.

Flexible solution and real-time visibility into processes

Automated recording of test results eliminates the delays associated with manual data entry. Instead, gain immediate visibility into the current status of employee training and certification results and activities.

Make faster decisions about the effectiveness of your training program and the readiness of your staff to perform their tasks safely and in compliance with company or government regulations. In addition, the system is highly flexible so you can easily make changes to tests, roster and questions at the time of administration.

Administering certification tests for manufacturing

From a Lexmark MFP, instructor selects and prints training and certification materials and test, along with the employee roster

Employee-specific bar codes are printed on each test

Certification tests are distributed and completed

Completed tests are scanned for automatic grading. Bar codes on tests link individual results with electronic employee file

Certification status and test results available immediately from one, central electronic employee file

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