

On Key 5

Contact Session Calendar 2024 / 2025

Course requirements and how to register

Note | You are required to finalise all the modules running up to a virtual contact session before being able to attend. Consider this requirement and your diary before making your booking.

To register | Visit <https://www.pragmaworld.net/services/academy/on-key-training/> and complete the online registration.

On Key 5 course name	Contact Session (CS)	Class time	Jan '25	Apr '25	Jul '25
Entry learning pathway	Final and only online CS	08:30 – 11:30 am	21-Jan	08-Apr	22-Jul
Basic learning pathway	Midway online CS	08:30 – 10:30 am	22-Jan	09-Apr	23-Jul
	Final online CS	08:30 – 10:30 am	29-Jan	16-Apr	30-Jul
Advanced learning pathway	Midway online CS	08:30 – 10:30 am	23-Jan	10-Apr	24-Jul
	Final online CS	08:30 – 11:30 am	30-Jan	17-Apr	31-Jul

Ideal course participants	Data administrators, data capturers and clerks	Engineering planners, planner assistants, schedulers, foremen	Engineering planners, maintenance managers
Modules	Entry learning pathway	Basic learning pathway	Advanced learning pathway
Getting Started	●	●	●
Configuring On Key		●	●
Asset Register Basics		●	●
Profiles	●	●	●
Staff Configuration	●	●	●
Midway Online Contact Session		●	●
Work Order Configuration			●
Time Loss Configuration			●
Unscheduled Work Orders	●	●	●
Validating Work Orders		●	●
Planning		●	●
Scheduling			●
Daily Allocation			●
Feedback on Work	●	●	●
Service Management			●
Final Online Contact Session	●	●	●
Costs	R 1 860	R 3 400	R 5 200
Estimated hours	14 hours	24 hours	33 hours