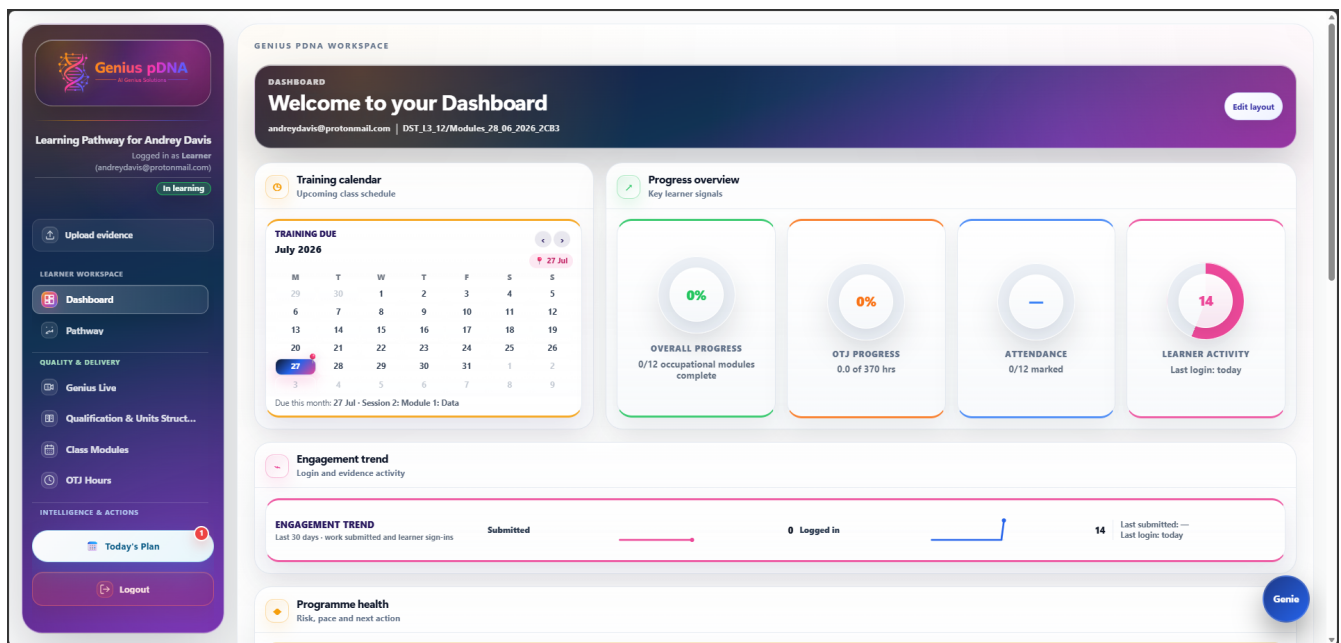




AI Genius Solutions

Genius pDNA product & implementation guide

The connected operating system for apprenticeship delivery



Pathway · Class Modules · Training Plans · OTJ · Evidence Graph · Autopilot · Genie · Genius Live · Employer Cockpit · IQA · Compliance · Reporting

1. Executive overview

Genius pDNA is designed to connect the full apprenticeship operating model around one live learner record. It reduces the need to reconcile separate plans, attendance trackers, OTJ records, evidence folders, reviews, employer actions, quality activity and reports.

What organisations need

One dependable record; clear ownership; early warning; credible reports; focused employer information.

What disconnected systems cause

Repeated entry; manual reconciliation; delayed intervention; weak audit visibility; inconsistent role views.

How Genius pDNA responds

Connected delivery, explainable intelligence, role workspaces, quality oversight and outputs from the same record.

Commercial outcomes

- **Less administration:** information entered once supports connected delivery, evidence, reviews and reporting.
- **Earlier intervention:** inactivity, attendance and evidence gaps become visible before they become serious.
- **Stronger investment protection:** OTJ, evidence, employer activity and compliance remain traceable.
- **Faster route to competence:** clear priorities focus effort where it creates the greatest value.

2. One connected platform

The platform is built around a shared delivery and learner record rather than separate feature silos.

1	Configure Standards, KSBs, roles, delivery patterns and organisational defaults.
2	Add learner Profile, role links, programme, readiness and compliance.
3	Personalise Pathway, Training Plan, module windows, ownership and planned OTJ.
4	Deliver and evidence Class Modules, attendance, Genius Live, OTJ, reviews and evidence.
5	Act and assure Evidence Graph, Autopilot, Genie, Employer Cockpit, IQA and reporting.

Connected record areas

Delivery & planning

Pathway, Training Plans, Class Modules, attendance, reviews and learner-specific delivery planning.

Evidence & intelligence

Evidence Graph, KSB coverage, OTJ, Autopilot, Genie and role-aware next actions.

Employer & quality

Employer Cockpit, workplace evidence, responsibilities, IQA sampling and programme health.

Compliance & reporting

Pre-start and in-programme forms, ILR readiness, qualifications, RPL, reports, exports and audit history.

3. Delivery planning and learner journey

Pathway, Class Modules and the Training Plan share the same delivery logic so the learner journey, operational timetable and formal agreement remain aligned.

Pathway

A personalised chronological route containing occupational modules, reviews, wellbeing activity and Functional Skills where required.

Class Modules

The learner and cohort delivery timetable with dates, times, delivery mode, attendance and session detail.

Training Plan

The agreed plan showing roles, delivery components, module allocation, OTJ, reviews, support and signatures.

Delivery modes

Centre tutor-led, live remote tutor-led, provider-led remote guided learning and virtual remote self-study.

OTJ planning

Planned OTJ is separated from non-OTJ support and Functional Skills. Module allocation and outside-classroom activity remain traceable.

Reviews & Functional Skills

Cadence, session ownership, exemptions, timing and attendance remain connected to the programme timeline.

Attendance and remote guided learning

Timed centre and live-remote sessions can use attendance records. Provider-guided and independent activity can be supported through manual OTJ capture, evidence, employer confirmation and periodic check-ins, all linked to the relevant module and learner.

4. Intelligence, action and quality

Genius pDNA surfaces outcomes and explainable actions while protecting detailed internal rules and keeping professional judgement in control.

Evidence Graph

Connects evidence, KSB coverage and current or upcoming gaps across the learner journey.

Journey Autopilot

Prioritises operational work across delivery, progress, compliance, reviews and engagement.

Genie AI assistant

Answers questions and summarises progress, evidence, OTJ and the best next action from the live record.

Genie Actions

Provides role-aware recommendations that remain reviewable by staff.

Employer Cockpit

Shows employer-relevant progress, attendance, workplace evidence, actions and communication.

IQA & Quality

Supports sampling, evidence assurance, quality checks, programme health and oversight.

Qualifications & Units

Links qualifications, units, RPL and supporting evidence to the learner record.

Analytics & Reports

Provides learner, cohort, operational and audit outputs from the same connected data.

5. Connected product experience



Genius Live

Embedded video meetings for 1-to-1 reviews, remote delivery and learner support, including screen sharing, chat, participants and picture-in-picture.

Desktop & mobile access

Responsive browser experience, installable PWA and direct/native distribution routes for authorised users.

Offline-capable workflows

Selected work can continue when connectivity is limited and synchronise back to the same record when access returns.

Outputs and downloads

Training Plans, learner journey reports, audit packs and operational exports are generated from connected records.

Today's Plan

Role-aware upcoming activity and actions are brought forward rather than hidden in reports.

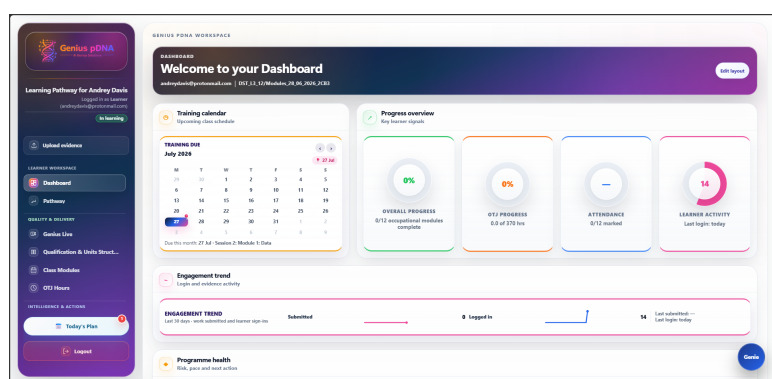
Security & governance

Role-based access, tenant controls, MFA and recovery, protected uploads, audit history, rate limiting, logging and health monitoring.

6. Role workspaces

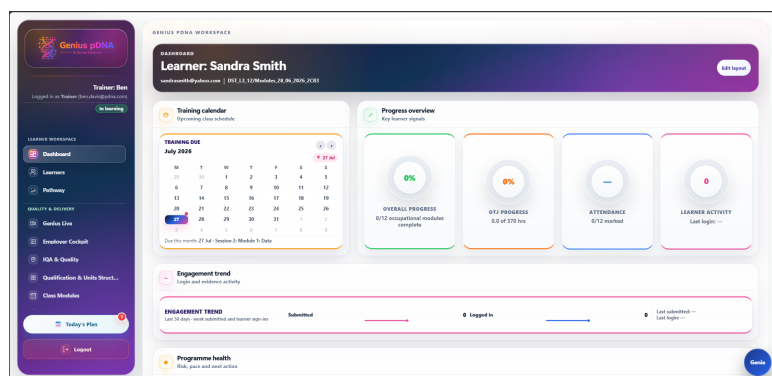
Learner

Training calendar, Pathway, Class Modules, progress, OTJ, evidence, attendance, reviews, Training Plan and Genius Live.



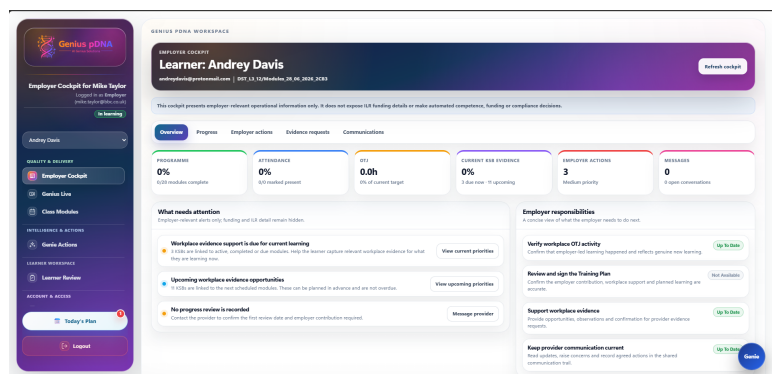
Staff

Learner and cohort oversight, Today's Plan, delivery, evidence, Autopilot, Genie, quality, compliance and reports.



Employer

Progress, attendance, OTJ, workplace evidence, responsibilities, communication, Training Plans and reviews.



7. Implementation and next steps

A practical implementation aligns Genius pDNA to the organisation's standards, programmes, roles, delivery model, data, reporting and governance.

1. Discovery

Map current processes, systems, duplicated work, risk points and desired outcomes.

2. Configuration

Set standards, KSBs, delivery modes, roles, permissions, compliance processes and organisational defaults.

3. Data preparation

Prepare learners, staff, employers, programme information and any agreed migration data.

4. Pilot

Run a focused pilot with selected programmes, learners and roles.

5. Training & rollout

Support staff, learners and employers with role-specific onboarding.

6. Review outcomes

Measure adoption, administration reduction, visibility, intervention and delivery improvement.

Book a focused demonstration

See the connected learner journey, Genius Live, intelligence layer, employer and quality workspaces, and the areas most likely to reduce cost or strengthen delivery.

andreydavis@aigeniussolutions.com · 07375 424 513 · geniuspdna.com