

MEETING	Democratic Services Committee
DATE	9 December, 2014
SUBJECT	Training and iPad Apps
PURPOSE	To present developments for efficient use of the iPad and complementing apps
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Training and developments related to the use of iPads

1. The Committee might recall their desire to make better use of the iPads, enabling them to be used as tools for more than just email and calendar appointments. The Senior Manager for IT and Transformation suggested that further apps were available that would enable the iPad to be used to greater effect, bringing additional functionality such as word processing and spreadsheets to the device.
2. The Committee agreed that these apps should be trialed by Members and Officers, assessing their suitability and ease of use. A group of 5 have been identified to trial these apps, which will be in their own time. The IT Help Desk will continue to support Members and Officers with their daily tasks, however the additional capacity required to provide dedicated support to this trial will not be possible.
3. It is proposed that the distribution of the apps and the training should go hand in hand such that guidance is provided on the features presented in these new apps so that the users become proficient through assistance. The IT department will distribute these apps using the MobileIron security settings on the iPad, however this will not be possible until the package has been upgraded from Bronze to Gold as part of the Council's upgrade of this corporate solution.
4. The apps will be distributed through MobileIron Gold in the New Year.
5. Additionally, some Members indicated that they desire additional training to become proficient in their use of the iPads and negotiations have taken place with Robin Williams, headteacher of Ysgol Gynradd Llanrug, these sessions will be arranged upon review and acceptance of costs and the training details.
6. A training package has been reviewed with Robin Williams, head teacher of Ysgol Gynradd Llanrug and the proposed topics to allow for proficient use of the iPad are training on:
 - Pages (word processor)
 - Keynote (presentation)

- Numbers (spreadsheet)
 - iBooks
 - Calendar
 - Facetime
 - Camera
 - Photos
 - Contacts
 - Notes
 - Cysill (Welsh grammar and spellchecker)
 - Settings (with particular input on enabling Welsh settings)
 - Security and Privacy
 - Twitter
 - Facebook
7. The training can be a combination of class based training, with the venue to be decided, however Ysgol Gynradd Llanrug have excellent facilities to facilitate such sessions. The training will also be packaged onto iTunesU, which is a distanced learning package provided by Apple and available on the iPad.
8. Training costs – it was proposed that Robin Williams would be released to work on the training package, but funding would be required to compensate for his teaching capacity by way of employing a relief teacher.

Senior Manager - Information Technology and Business Transformation