

Infosys BPM Limited

iLeapNEXT (Infosys Learn, Excel, Aspire and Perform) 2021

FAQs

1. What is the ILEAPNEXT course curriculum?

iLeapNEXT (Learn Excel Aspire Perform) is a cloud-based learning platform where content has been designed keeping in mind the communication, domain, operational, behavioral and new age competency needs of an individual.

2. What are the objectives of the iLeapNEXT programs?

Provide career development path for JL2 Talent Learning avenues,
 Growth opportunities, & Compensation increases linked to capability development
 Amplify value for clients and self
 Learn the NEW, Earn the NEXT

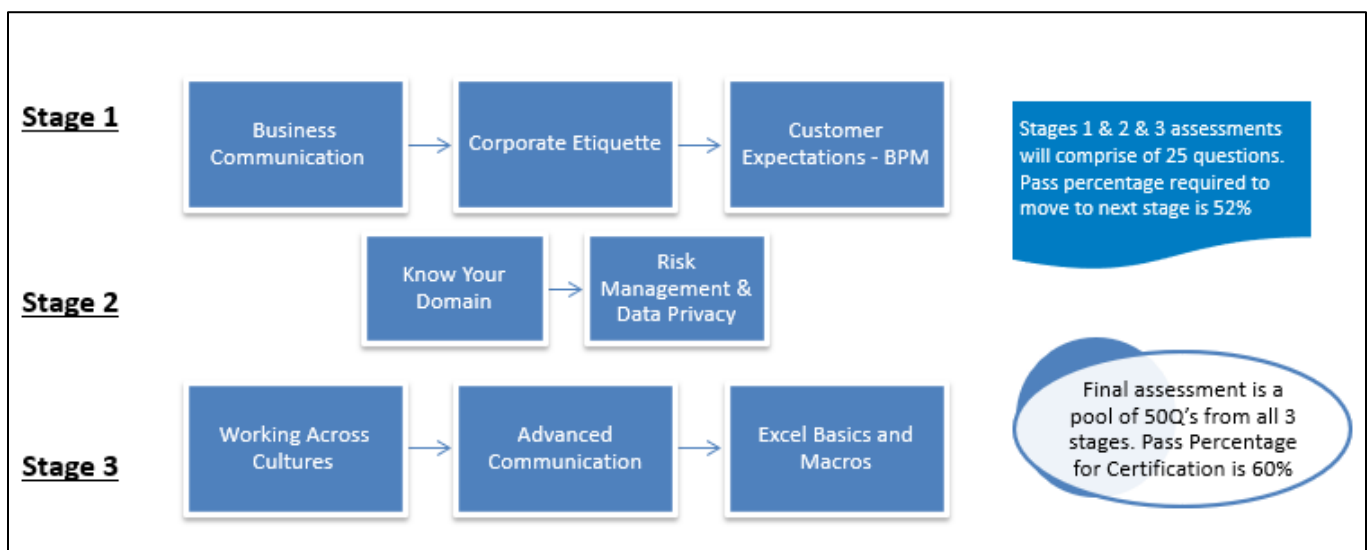
3. What are the 3 programs under the new launch iLeapNEXT?

- a. iLeapNEXT **eNhance** is designed for JL2Bs
- b. iLeapNEXT **EXcel** is designed for JL2As and
- c. iLeapNEXT **Transform** is designed for JL2A's who have successfully completed their **iLeapNext EXcel** program

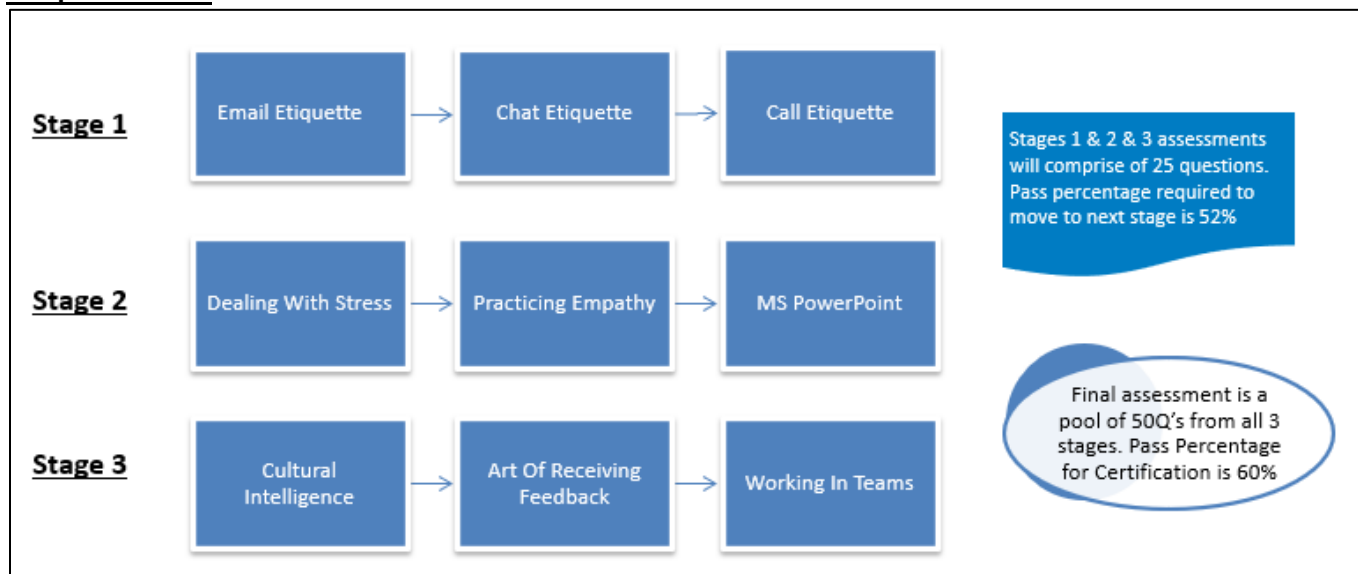
4. Do I need to do the 3 modules in a particular order? Can I take the modules in any sequence?

iLeapNEXT eNhance, EXcel, Transform programs have a minimum duration of 3 months and maximum of 12months to complete. Each program consists of modules divided into 3 stages and stage assessments, followed by a final assessment. The course follows a systemic structure, allowing you access to modules in a particular order. The users have to access the modules sequentially, pass the assessment at the end of the module/stage to get access to the next and then the final assessment.

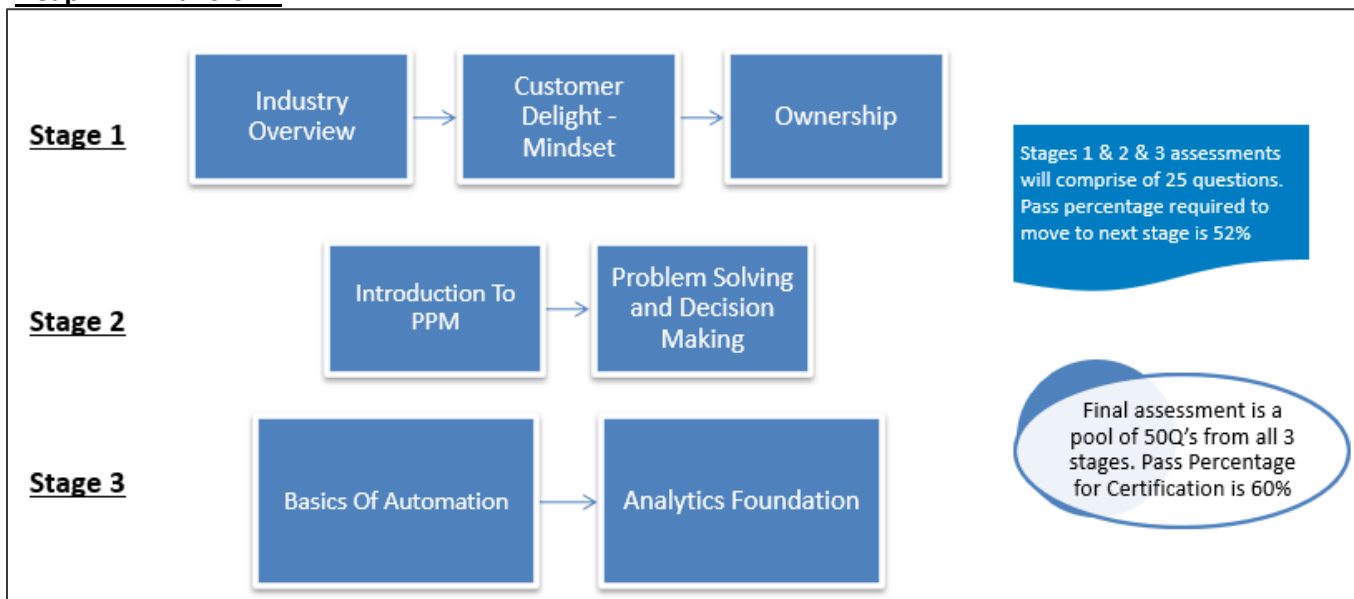
ILeapNEXT eNhance



iLeapNEXT EXcel



iLeapNEXT Transform



5. Does the module include proctored exam too?

In the iLeapNEXT launch, there will be no proctored assessments. The final assessment will be opened on iLeapAcademia once the employee successfully completes the 3rd stage assessment.

6. Is iLeapNEXT a mandatory training?

Yes, only iLeapNEXT Enhance and Excel is Mandatory in India. Decision to make Transform mandatory will be considered in next financial year

7. Who has designed the course?

The content of iLeapNEXT has been designed and developed by the Learning and Development Team in consultation with Quality, TSG, PPM, Risk teams AND Domain CoEs wherever applicable.

8. What is the pass percentage?

The credit for each module completion will be given only on achieving a minimum of 52% in the stage assessment and 60% pass percentage applies to the final examination

9. Would there be support learning material?

iLeapNEXT content is available online.

Please find below link for online course <https://www.ileapacademia.com/login/index.php> (Credentials required)

10. Is this only for behavioral trainings?

iLeapNEXT is a cloud-based learning platform. Apart from behavioral content, iLeap also has components of communication, domain, personal effectiveness, and new-age skills competencies.

11. Is there a bond?

No, iLeapNEXT does not have a bond requisite.

12. Can I attend this even if I am serving notice?

If you are on your notice period, you'll be able to access the module only when you are a part of any active batch. However, this will not be considered for salary correction.

13. Will this aid in my Promotion & Progression?

iLeapNEXT is a mandatory training for all JL2Bs and 2As for their promotion and progression for India location

14. Do we have any contact classes for these modules?

iLeapNEXT is a self-directed learning portal and have online study materials.

<https://www.ileapacademia.com/login/index.php> (Credentials required)

15. Is this part of my work hours?

iLeapNEXT has been designed to allow anytime learning and thus employees can access the iLeapNEXT website at any given place and point of time, provided they have internet connectivity.

16. I am a JL3, can I take the course?

This course is exclusively designed to up skill, enrich and enhance the performance of JL2 employees keeping in mind their competency levels. Hence, this will be applicable only for JL2 employees and not JL3s (in India location). However, the content for iLeapNEXT programs will be available for viewing and studying on Infosys learning platform LEX for all JL's in the organization

17. Will I be paid an additional incentive if I read the reference support material?

iLeapNEXT reference support material has been provided to help you with information to widen your knowledge and has no bearing on the incentive. Thus, no additional incentive will be provided on any basis.

18. Do I get printed material to refer to? Where do I get these? If I lose my books, can I get another copy?

iLeapNEXT doesn't provide books anymore, for easy learning the content is available online and you can access them through the below links. <https://www.ileapacademia.com/login/index.php> (Credentials required). The same will be made available on Infosys learning platform LEX

19. Who is the central MIS SPOC

The iLeapNEXT administration team is responsible for keeping track of the participation and progress reports of the academia. The MIS team then uploads the certification completion status on the employee dashboard. In case of specific area of clarification, please raise an AHD Path: **Webapps>AHD>IBPM>HRD IBPM>One click AHD> HRD IBPM > Under Category, type iLeap** <http://isgenapps/OneclickAHD/OneClickAHD.aspx?DeptID=1002279>

20. Who updates the employee dashboard and when can I see my certification status on the dashboard?

The internal iLeapNEXT MIS team uploads the completion status on the employee dashboard. The employee dashboard is updated with the completion status in first week of every month. Please note, the employee's current month completion status will be updated in the first week of the following month (India location).

21. What are the mechanisms in place to check the integrity issues of online assessment?

iLeapNEXT is an independent and self-paced learning portal and has been introduced to cater to a mature adult participation base. We trust that our employees will make an honest use of this opportunity.

22. How many attempts for the assessment?

Employees will be given three attempts to clear the assessment at the end of every module and three attempts to complete each stage. The assessments are designed in line with the concepts discussed in the module. Spending some time to understand the module will certainly help one clear the assessments. Just in case the online modules are not cleared, the ID will be reactivated on demand

23. What is the pass percentage of the online Final assessment?

The pass percentage for the online final assessment is 60%. The employee has 3 attempts to clear the final assessment.

24. Whom do I mail/call in case of queries?

For iLeapNEXT ID unlock/ID reset/Assessment related queries, please raise an AHD to

AHD Path: **Webapps>AHD>IBPM>HRD IBPM>One click AHD> HRD IBPM > Under Category, type iLeap.**

<http://isgenapps/OneclickAHD/OneClickAHD.aspx?DeptID=1002279>

For CTC related questions, please reach out to your BHR.

25. Can I access the content from home/outside?

Yes, employees can access the iLeapNEXT website signing in through a valid username and password from any computer with an internet connection. Content is available on the below links.

<https://www.ileapacademia.com/login/index.php> (Credentials required)

Please note: The iLeapacademia is NOT accessible on iConnect

26. Can I access the content in the Infosys campus?

Yes, employees can access the iLeapNEXT website signing in through a valid username and password from any computer with Infosys internet connection. Content is available on the below links.

<https://www.ileapacademia.com/login/index.php> (Credentials required)

Please note: The iLeapacademia is NOT accessible on iConnect

27. How do I register?

iLeapNEXT team will send unique login credentials via email to the employee on their Infosys email ID. Employee must use those details to sign into the user account on the iLeapNEXT website. The iLeap username and password will be provided to JL 2Bs and 2As as per the eligibility criteria

28. When can I register for iLeapNEXT ?

Employees can register for the course on iLeapAcademia website within a month of receiving the login credentials on their Infosys email ID. The Welcome mailer sent from the iLeapAcademia will provide the program milestone with details to register on the website

29. Who all have access to my data?

The iLeapNEXT team keeps track of all users of the ILEAP Academia for administrative purposes.

30. Is it necessary to complete 3 stages before the final assessment?

Yes, it is a must to complete all 3 stages before appearing for the final assessment.

Please note: The final assessment will only be accessible on completion of the 3 stages on iLeapAcademia website

31. Would I be tracked on a monthly basis?

Yes, the iLeapNEXT team keeps a track of the progress of all the users of the academia and this report shared regularly with BPHRs.

32. What are the minimum eligibility criteria for 2B employees before taking this?

The iLeapNEXT eNhanse username and password will be provided to JL 2Bs with a role maturity of 3 months in the organization

33. What are the minimum eligibility criteria for 2A employees before taking this?

- a. The iLeapNEXT **EXcel** username and password will be provided to 2As with a role maturity of 3 months in the organization
- b. The iLeapNEXT **Transform** username and password will be provided to 2A's who are iLeapNEXT EXcel certified

34. If I am on Maternity Leave can I take iLeap?

iLeapNEXT is an online program, you can register while you are in your Maternity Leave and complete the 3 stages and the final assessment.

35. Failed in the modules and now the system doesn't allow any more attempts. What should I do?

Employees will be given three attempts to clear the assessment at the end of every stage. If failed in all the 3 attempts, the attempts will be reset providing a fresh chance to complete the program.

A request has to be raised by the employee using the AHD path for the attempts to be reset. AHD path: *Webapps>AHD>IBPM>HRD IBPM>One click AHD>HRD IBPM > Under Category, type iLeap*. The assessments are designed in line with the concepts discussed in the module. Spending some time to understand the module will certainly help one clear the assessments.

36. How will I know if my ID is reactivated?

In the iLeapNEXT program, the ID created during launch of the batch will be active for 12 months. However, we encourage the employees to complete the program within 3 months post the launch of a batch

37. When will my ID be reactivated if I have not registered/not completed/Failed iLeap?

In the iLeapNEXT program, the ID created during launch of the batch will be active for 12 months. However, we encourage the employees to complete the program within 3 months post the launch of a batch

38. How many attempts can I take if I fail in the final assessment?

The employee has 3 attempts to complete the final assessment. In the event the employee fails in all the 3 attempts the ID of the employee will be locked. On request from the employee, the ID will be unlocked, and reset for another 3 attempts to complete the final assessments. We suggest the employee to go through the reading material before giving the final assessment again.

ADH Path: *Webapps>AHD>IBPM>HRD IBPM>One click AHD> HRD IBPM > Under Category, type iLeap*

39. What is the rating that is considered for Correction?

“Met Expectations” and above in the last cycle will be considered for the correction.

40. What are the criteria for iLeapNEXT eNhance Correction?

All 2B with >12 months tenure and iLeapNEXT eNhance certification and performance rating Met expectations and above will be eligible.

Note: For queries on Compensation and Benefits, please contact your respective BHR's

41. What are the criteria for iLeapNEXT EXcel Correction?

All progressed 2As with >6months Role Maturity and iLeapNEXT EXcel certification and met expectations and above will be eligible. (6 months in 2A (+12 months from eNhance correction)

Note: For queries on Compensation and Benefits, please contact your respective BHR's

42. What are the criteria for the iLeapNEXT Transform correction?

All 2As with >18months Role Maturity and iLeapNEXT Transform certification and met expectations and above will be eligible. (18 months in 2A (+ 12 months EXcel correction)

Note: For queries on Compensation and Benefits, please contact your respective BHR's