

How do I book onto a face-to-face class?

If you have an expired competency, you can search the Catalogue for training that will deliver this competency on completion. If this is a Learning Certification, you must first subscribe to the certification and then enrol in the applicable course thereafter.

This functionality can be accessed from the My ESR Dashboard for users of the Employee Self Service and Employee Self Service (Limited Access) URP's.

- Log in to ESR
- In your **My ESR Dashboard**, you will find a number of **portlets** providing easy access to key information and direct links, as well as a **sidebar navigation** pane with links to all areas within Self Service. The **Header** bar contains a **Notifications** icon, which will display a count of open ESR notifications.

- On the sidebar to the left, choose **My Compliance and Competency**.

Details	Competency Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning
>	NHSICSTF(Equality, Diversity and Human Rights - 3 Years)	0 - Not Assessed		Y	24-Mar-2024	Not Assessed	Find Learning
>	NHSICSTF(Fire Safety - 1 Year)	0 - Not Assessed		Y	24-Mar-2022	Not Assessed	Find Learning
>	NHSICSTF(Health, Safety and Welfare - 3 Years)	0 - Not Assessed		Y	24-Mar-2024	Not Assessed	Find Learning
>	NHSICSTF(Infection Prevention and Control - Level 1 - 3 Years)	0 - Not Assessed		Y	24-Mar-2024	Not Assessed	Find Learning
>	NHSICSTF(Information Governance and Data Security - 1 Year)	0 - Not Assessed		Y	25-Mar-2022	Not Assessed	Find Learning
>	NHSICSTF(Moving and Handling - Level 1 - 3 Years)	0 - Not Assessed		Y	24-Mar-2024	Not Assessed	Find Learning
>	NHSICSTF(NHS Conflict Resolution (England) - 3 Years)	0 - Not Assessed			25-Mar-2024	Not Assessed	Find Learning
>	NHSICSTF(NHS Conflict Resolution (England) - No Specified Renewal)	0 - Not Assessed			No Expiry	Not Assessed	Find Learning
>	NHSICSTF(Preventing Radicalisation - Basic Prevent Awareness - No Specified Renewal)	0 - Not Assessed		Y	No Expiry	Not Assessed	Find Learning
>	NHSICSTF(Preventing Radicalisation - Prevent Awareness - No Specified Renewal)	0 - Not Assessed			No Expiry	Not Assessed	Find Learning

Your Compliance and Competence page should like the above.

- From the table of competences listed, choose the **magnifying glass**  beside the ones you need to

complete. To understand what each colour means, select **Show Key**, which explains the colour coding system.

Hide

-  Compliant with three months or more left
 -  Compliant with less than three months left
 -  Compliant, less than three months left, under way
 -  Not Compliant (may be expired or at a lower level or has never had the competence, check expiry date and level attained to see which)
 -  Not Compliant, under way
 -  Has the competence but it is not required
 -  Does not have the competence and it is not required
- 'No Expiry' in the expiry date field means the Employee has the competence without an end date i.e. Competence is required once only

The information displayed here is based on what has been specified by your Employing Authority.

- The first time you access the class through ESR, you'll need to subscribe to a certification before you can book a face-to-face session. To do this, under the certifications section select the blue box below

Details , then **Subscribe**, and then **Finish**. This will allow to you complete the course again in future. You can then enrol onto a face-to-face class.

- Any available learning events will be displayed. Click the **Offering Details** icon in the row containing a particular course to view additional information.

Courses

Courses that will give you the competence. Click Details to see classes available for the offering.
The Class Details button will only be enabled where there is a single class available for enrolment.

Course Name	Offering Name	Delivery Mode	Enrolled on a Class	Competence Level	Offering Details
503 Fire Safety Training	503 Fire Safety Training Sessions - 2017/2018	Classroom	No		
503 Fire Safety Training	503 Fire Safety Training Sessions - 2017/2018	Online e-Learning	No		

- For the selected Course and Offering, all available Classes will be displayed. Click the **Enrol** icon for the Class.
- Click the **Apply** button to confirm the enrolment.

NOTE: Some enrolments may require approval from your manager. In these cases, the Apply button will be replaced by a Review button.

You can monitor the status of enrolments pending approval by selecting the Requested Learning link on the Learner Homepage.



- A confirmation message is displayed to confirm that you have successfully enrolled on the Class. The enrolment is also displayed on the appropriate tab on the **Learner Homepage**.

(Continue for instructions to cancel bookings)

If you need to **cancel your booking** at any time, this can be done through your **Learner Homepage**:

- Select **My Learning** from the sidebar menu on your **My ESR Dashboard**

The screenshot shows the NHS Learning Management System interface. At the top, there are navigation icons for Search, Home, Favorites, Settings, and user information (Logged In As, Help, Logout, Portal). Below this are three main tabs: Learning, Course Catalogue, and Learning History. The 'Learning' tab is active, showing sub-tabs for Current Learning, Requested Learning, and Forums and Chats. A search bar is present with a dropdown menu and a 'Go' button. On the left, there are sections for Announcements and Competence Requirements. The main content area is titled 'E-Learning Enrolments' and contains a table of enrolments. A yellow case icon is highlighted in the 'Item in' column of the first row. A black arrow points from the text below to this icon.

Course Name	Status	Item in	Enrolment Status	Completion Date	Score	Move to History	Unenrol	Evaluate	Play
000 Equality and Diversity and Human Rights Level 1	Passed		Completed		100				
000 Preventing Radicalisation - Basic Prevent Awareness	Passed		Completed	25-Mar-2021					
000 Preventing Radicalisation - Awareness of Prevent (Level 3)	Passed		Completed	26-Mar-2021					
000 Moving and Handling Level 1	Passed		Completed	25-Mar-2021					
000 Data Security Awareness Level 1	Passed		Completed	25-Mar-2021					
000 Conflict Resolution Level 1	Passed		Completed						

- Select the **Enrolments** tab

Click on the **yellow case icon**  under 'un-enrol.' You will then be successfully cancelled from the course.

To search for a course not linked to a competence requirement:

- On the **Learner Homepage**, click in the **Search** field.

Course is the default search; however, you can also search for an alternative learning event, e.g. Class, by clicking the dropdown arrow in the Search field.

- Enter the search criteria.
- Then, click the **Go** button.
- All courses matching the search criteria will be displayed.

To view more details about the course, click the Course Name.

- Click the **Choose or Enrol in class** icon.
- All available classes for the selected course will be displayed.

To view more details about a class, click the Class Name.

- Click the **Enrol** icon in the row containing the preferred date to attend the class.
- The details of the selected class are displayed, including the start and end dates of the training.
- Any specific requirements you may have can be entered in the Special Instructions text box near the bottom of the page.

If the class is available for self-enrolment, an Apply button will be displayed in the top right. If the class requires manager approval before enrolling, a Review button will be displayed instead.

- Click either **Apply** or **Review** to continue.
- Use the scrollbar to move up or down the page.

If enrolling in a course that requires approval: towards the bottom of the page, you can enter comments to the approver in the Comments to Approver text box if required.

- Click the **Submit** button.



- You will see a confirmation message to confirm either that the enrolment request has been submitted for manager approval or that you have successfully enrolled on the Class.

- If the class requires approval, you can monitor the progress of this request on the **Requested Learning** tab:

- Click the **Requested Learning** link.
- The course will be displayed with a status of **Requested**. This will update to **Confirmed** following manager approval.

- Click the **Portal** icon  in the top right-hand corner of the page to return to the **My ESR Dashboard**.