

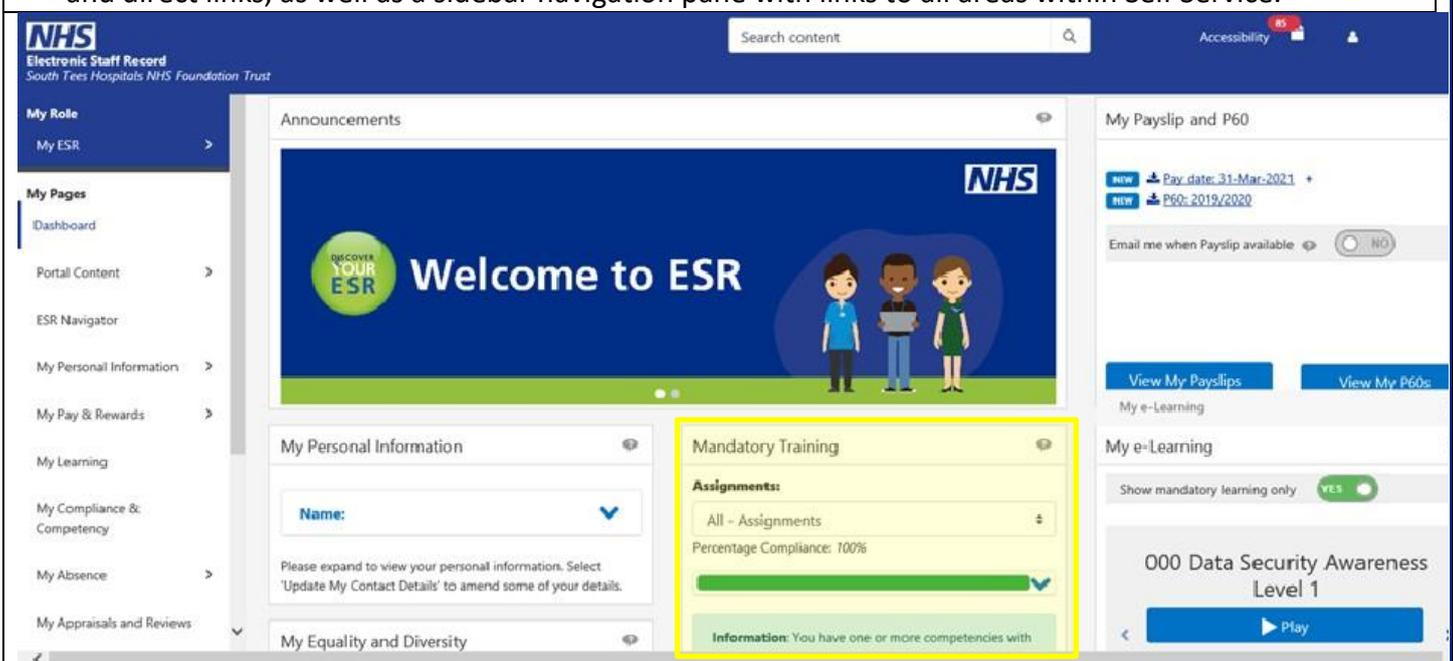
# How do I manage my compliance and competences?

Within Employee Self Service you are able to update your competency record and view your compliance against the competency requirements for your position.

Any changes to your competency record will require manager approval before your ESR record is updated.

This functionality can be accessed from the My ESR Dashboard for users of the Employee Self Service and is available to view for users of the 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.



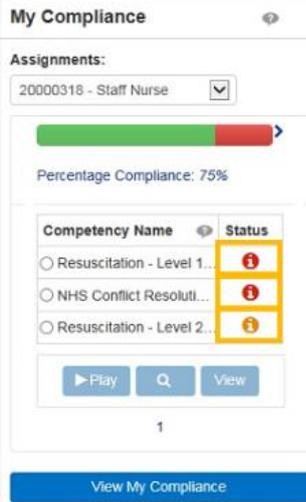
- The **My Compliance** portlet provides a summary of your compliance across all of your Assignments by default.

**If you have more than one Assignment, the Assignments in the dropdown menu are listed in order of the least compliant to the most compliant Assignment.**

**When an Assignment is selected from the dropdown menu, the percentage compliance indicator will update to reflect your compliance for the selected Assignment.**

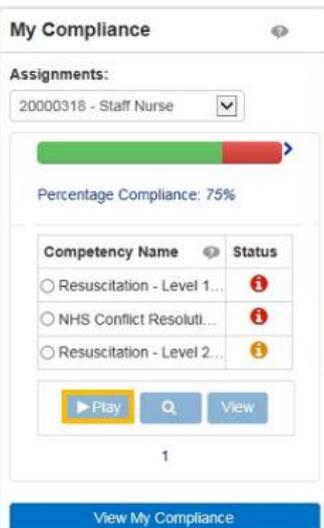
**If you are not fully compliant, the percentage indicator bar will show the green aspect of the bar progressively increasing to 100% compliance, reducing the red portion.**

- Click the **dropdown arrow** next to the percentage compliance indicator.
- Displayed are competences that have expired, are nearing expiry, or that have not been attained.



*In the Status column the information icon provides further details for each competence.*

- Hover your cursor over each of the **information** icons for further details.



- With the view expanded, selecting the radio button against a competence will allow you to do the following:
  - **Play** icon: play e-Learning content that will meet your competency requirement.
  - **Search** icon (magnifying glass): search for suitable learning that will meet your competency requirement.
  - **View** icon: view information about an existing enrolment or subscription.
- Click the **Play** button.

*Where a Learning Certification can be renewed, clicking the Play button will automatically renew your learning.*

*The Play button will be disabled where a Learning Certification is not currently available for renewal. In these cases, clicking the Information Play icon will inform you when the Learning Certification can be renewed.*

*The Play button will also be disabled where the Course associated with the Learning Certification has changed and you are not enrolled in the new course, and where you are not subscribed to or enrolled on any learning that will award the competency.*

*When more than one e-Learning course will award a competency, clicking on the Play button will produce a pop-up box with a message containing further instructions.*

- Return to your **My ESR Dashboard**.
- Select an **expired competency** from the **My Compliance** portlet.

- Click the **Find Learning** button 
- Any available learning events are displayed.

- Click the **Details** icon  to view additional information.
- The Course associated with the Learning Certification will be displayed. Click the **Choose or Enrol in class** icon.
- 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.**

- A confirmation message is displayed to confirm that the enrolment has been successful.

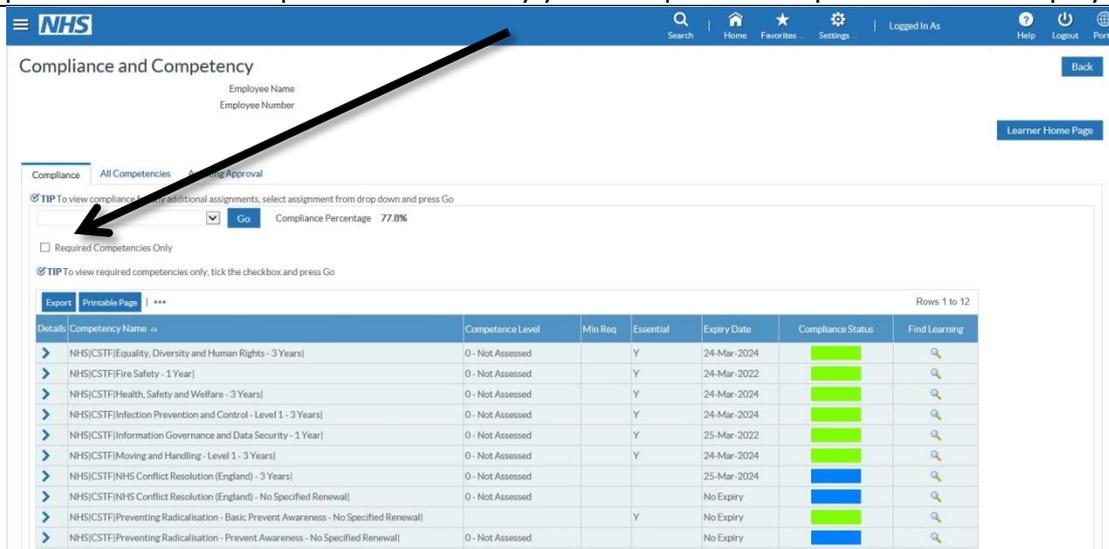
**If this is an e-Learning course, the content can be accessed, at this point, by clicking the Play icon.**

- Click the **Portal** icon  in the top right-hand corner of the page to return to the **My ESR Dashboard**.
- Click the **View My Compliance** button in the **My Compliance** portlet on the dashboard.
- Your Compliance and Competency record is displayed. Use the **scrollbar** to move up and down the page.
- The **Compliance** tab is displayed by default.

**If you have more than one Assignment, you can click the dropdown arrow to view details of additional Assignments. You can also see your Compliance Percentage.**

**The All Competencies and Awaiting Approval tabs are also available for you to view your Competence history and any Competencies currently awaiting approval.**

- Tick the **Required Competencies Only** box in the upper left-hand corner of the page. Note that the list of Competencies has been updated so that only your competence requirements are displayed.



- Click the **Show Key** link to view a definition of the compliance statuses.

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

- Click the **Hide** link to collapse the key.
- Click the > icon against a Competence to view more information.
- A description of the Competence is displayed. Click the **Competency Information** link below the description.
- Additional Competency Information is displayed.
- Click the **Competency Information** link to collapse the region.
- Use the **scrollbar** to navigate to the top of the page.

- In the **All Competencies** tab, all competencies are displayed, including any historic records.
- In the **Awaiting Approval** tab, any competencies awaiting manager approval will be displayed

Compliance **All Competencies** Awaiting Approval

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