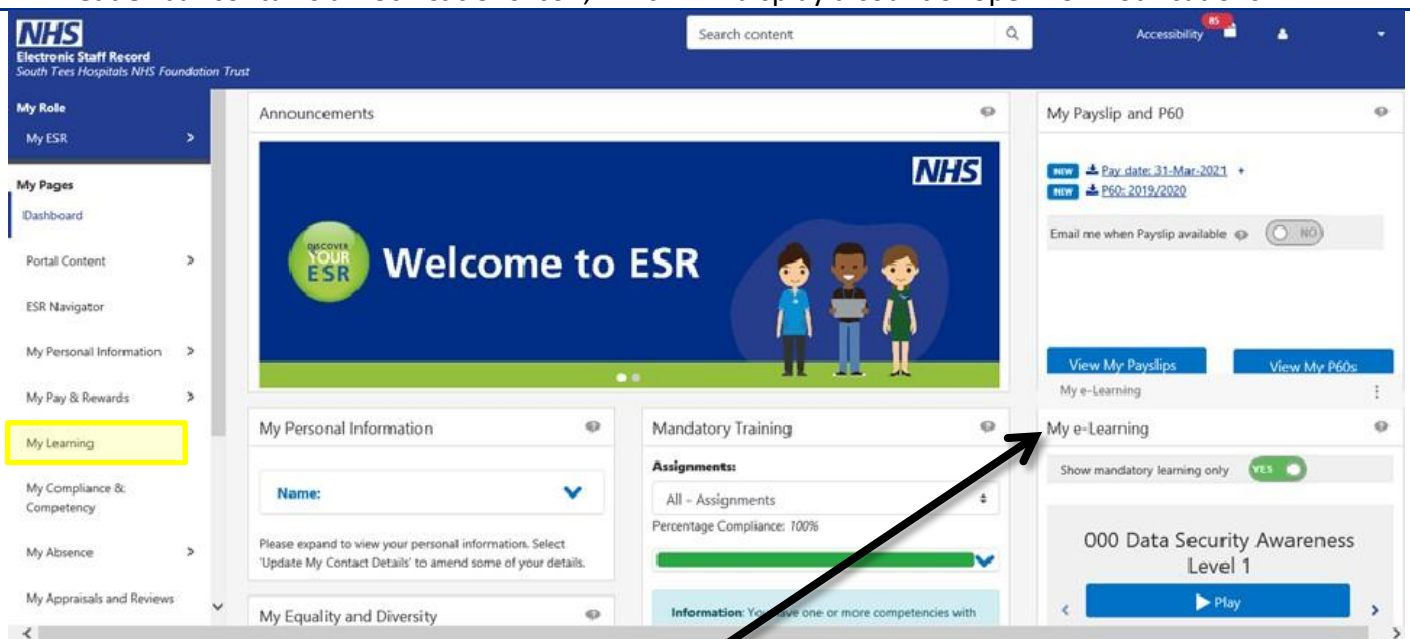


# How do I enrol on training?

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.



**The My Enrolments and e-Learning portlet displays the e-Learning courses you were enrolled on, up to a maximum of 20 courses, with your most recent being displayed first. The left and right arrows enable you to scroll through the courses.**

- Click the **My Learning** link in the sidebar navigation panel, or select the **Learner Homepage** button under the **My Enrolments and e-Learning** portlet.
- The **Learner Homepage** is displayed. Your current learning is displayed by default.
- Find the **Competence Requirements** region on the left-hand side of the screen. This will be populated where one of the following is true:
  - You have never had the Competence (RED)
  - You have the Competence but at a lower level than required (RED)
  - You had the Competence but it has expired (RED)
  - You have the Competence but it will expire within the next 90 days (AMBER)
  - There is action underway to achieve the competence (i.e. you have enrolled on a class or renewed a certification) (RED WITH GREEN FLASH)
  - If no action is required, you will see a message as follows: 'Your Competences are up to date.'

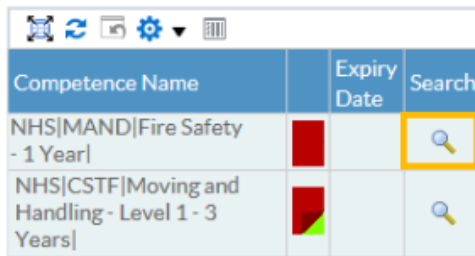
Hide





-  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.**

### Competence Requirements

Click "Search" to find certifications, courses and learning paths with the required competence

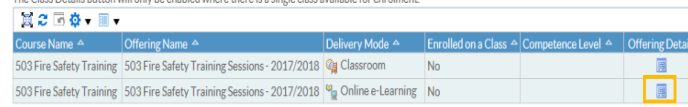




Competence Name	Expiry Date	Search
NHS MAND Fire Safety - 1 Year		
NHS CSTF Moving and Handling - Level 1 - 3 Years		

- Click the **Search** icon  next to an expired Competence to find learning that will award you with this Competence following successful completion.

- 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.

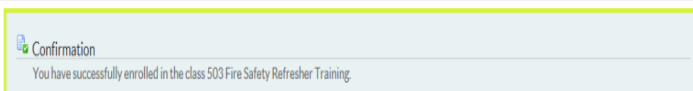


Course Name	Offering Name	Delivery Mode	Enrolled on a Class	Competence Level	Offering Details
503 Fire Safety Training	503 Fire Safety Training Sessions - 2017/2018	Classroom	No		
503 Fire Safety Training	503 Fire Safety Training Sessions - 2017/2018	Online e-Learning	No		

- 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.

**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**.