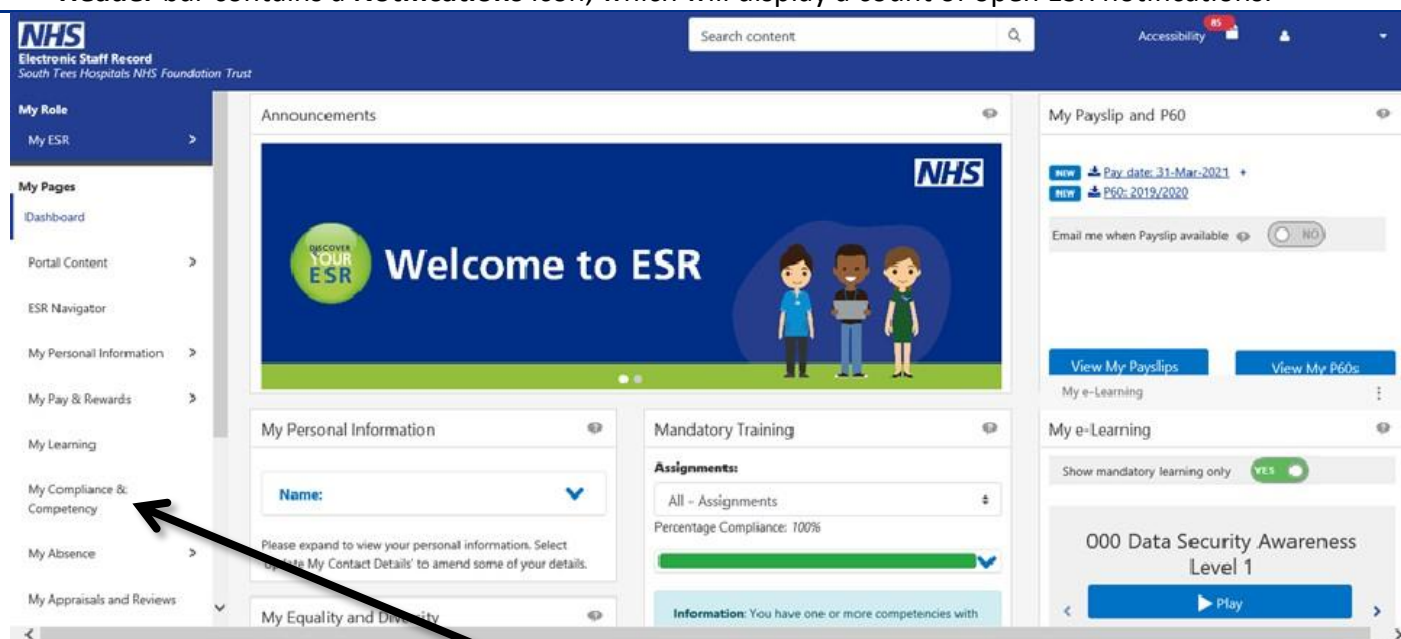


How do I access e-Learning?

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.

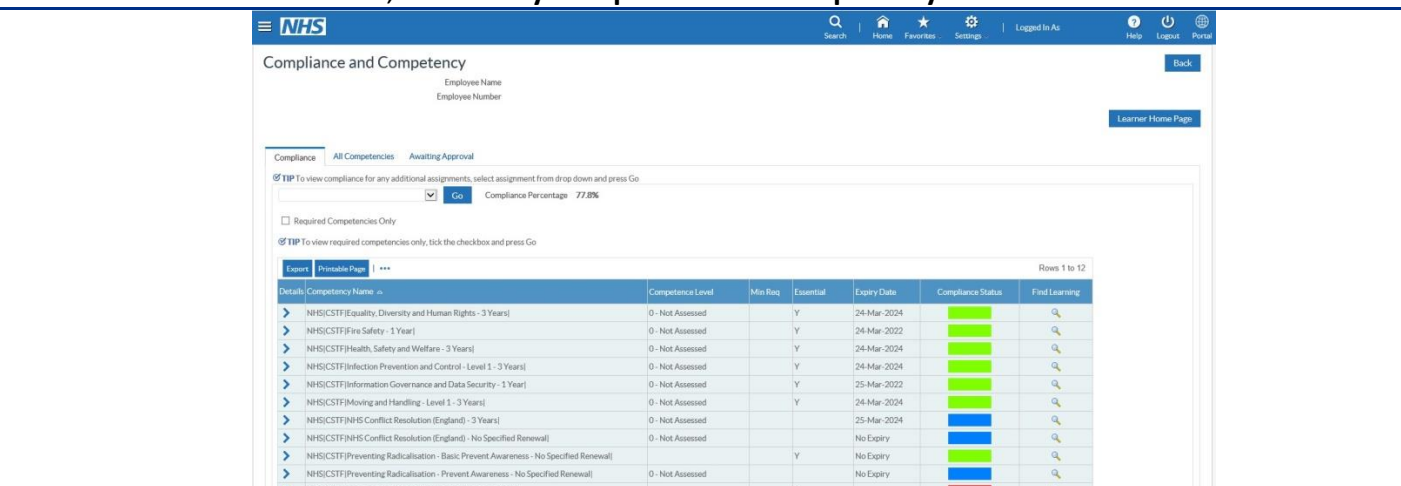
This functionality can be accessed from the My ESR Dashboard for users of the Employee Self Service and Employee Self Service (Limited Access) URP's.

- 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 screenshot shows the My ESR Dashboard interface. The sidebar on the left contains the following menu items: My Role (My ESR), My Pages (Dashboard, Portal Content, ESR Navigator, My Personal Information, My Pay & Rewards, My Learning, My Compliance & Competency, My Absence, My Appraisals and Reviews). The main content area includes an Announcements banner, My Personal Information, Mandatory Training (All - Assignments, 100% compliance), My Payscale and P60, and My e-Learning (000 Data Security Awareness Level 1). An arrow points to the 'My Compliance & Competency' link in the sidebar.

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




The screenshot shows the Compliance and Competency page. The page displays the following information:








- Employee Name: [Redacted]
- Employee Number: [Redacted]
- Compliance: All Competencies Awaiting Approval
- Compliance Percentage: 77.8%
- Required Competencies Only: [Unchecked]
- Table of Competencies:

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

- Choose the **green play button** beside the course name to start the course immediately.

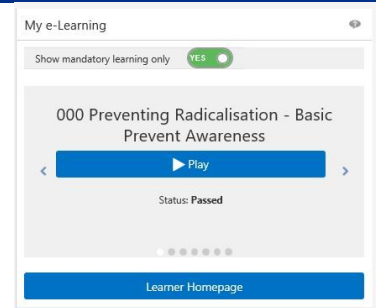
IMPORTANT: make sure that you select the **Home icon**  in the top right-hand corner of the screen to exit the course and properly save your compliance.


OR, if you need to come back to it later:

Use the **Portal** button  at the top of the webpage to return to your **ESR Dashboard/homepage**.

- Under the **My E-learning** portlet, click the **play** button beneath the course you want to complete.

(You may need to use the right and left arrow buttons to scroll through a few options to find the one that is relevant.)



IMPORTANT: make sure that you select the **Home icon**  in the top right-hand corner of the screen to exit the course and properly save your compliance.