Electronic Staff Record Programme
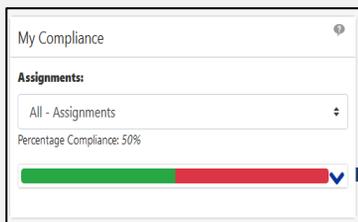
NHS

How to play e-Learning

During this unprecedented time, ensuring staff are up to date with mandatory training or completing new required training can be a challenge. The ESR Employee and Applicant Dashboard can help with this, making e-Learning quick and easy to access. All progress is recorded in real-time and can be viewed by the employee and their manager within the ESR Portal.

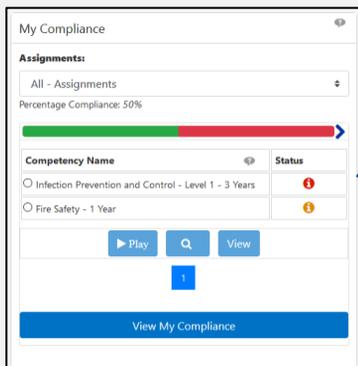All e-Learning is available on mobile devices and can be accessed on HSCN/N3 and the internet (W3).

The ESR Portal offers users a choice of how to access and complete their e-Learning dependant on the organisation. This guidance highlights the most common and quickest routes using the full range of ESR functionality available.

Option 1 : How to update a competency with e-Learning (My Compliance)

Organisations can apply a requirement for competencies to be achieved by staff. These are displayed on the 'My Compliance Portlet. This will direct the employee straight to the e-Learning that they need to complete to gain the competency. Organisations might have more than one way to gain the competency, if so the employee will be provided with training options.

> Clicking the arrow in the compliance indicator will expand the portlet to display all the competencies that are due to expire in the next 3 months or have expired.

The **My Compliance** portlet on the Employee Dashboard provides a summary of the employees compliance across all assignments. If the employee has more than one assignment, the assignments in the dropdown menu are listed in order of the least - most compliant.
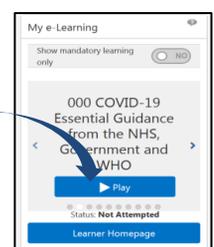
With the portlet expanded, select the radio button against the competency, this will provide the following options:

► Play   Play e-Learning content that will update the competency requirement

Q   Search for suitable e-Learning that that will meet your competency requirement

View   View information about an existing enrolment or subscription

ⓘ ► Play   The e-Learning cannot be played at this time as the certification is not available for renewal. Click the information icon for more detail

Option 2 : How to play pre-enrolled e-Learning

E-Learning that has been enrolled onto can be played at any time via the e-Learning portlet. This will default to showing e-Learning that is set as mandatory, but this can be altered by toggling on and off the "Show mandatory training only" button within the portlet.
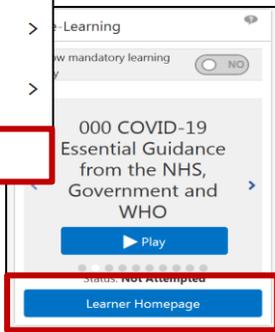
> Scroll to find the course and click on the Play button

My Pages

Dashboard

Portal Content >

ESR Navigator

My Personal Information >

My Pay & Rewards >

My Learning

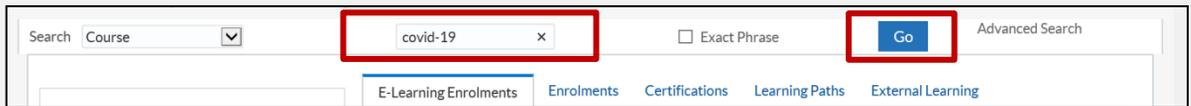# Option 3 : How to search for all e-Learning

In the current situation staff may be required to complete e-Learning outside of their traditional role, which they have not been automatically enrolled onto or have a competency associated with it. In this situation staff can self-enrol and play e-Learning through the ESR Portal.

-Learning

w mandatory learning ◯ NO

000 COVID-19 Essential Guidance from the NHS, Government and WHO

▶ Play

Status: Not Attempted

Learner Homepage

New COVID-19 e-Learning created by e-Learning for Healthcare (eLfH) and Skills for Health have been specifically added to ESR to support organisations at this time.

Applicants and employees are able to self-enrol onto these courses using the Learning Homepage on the ESR portal. This can be accessed by selecting 'My Learning' in the left-hand side menu or via the 'Learner Homepage' button on the My e-Learning portlet.

- In the Learner Homepage, use the search bar to the course.
- For COVID-19 courses, simply type 'covid-19' in the search field > click Go.

| Search | Course ▼ | | covid-19 ✕ | ☐ Exact Phrase | Go | Advanced Search |

E-Learning Enrolments Enrolments Certifications Learning Paths External Learning

- A list of matching e-Learning courses will be displayed. The user can select which one to enrol onto by clicking on the relevant briefcase icon.

Courses

Click on 'Course' link to view details about the course. All courses beginning with '000' are nationally provided. Any other courses are provided by your organisation.

Course Name ▲	Choose or Enrol in class
000 COVID-19 Essential Guidance from the NHS, Government and WHO	💼
000 COVID-19 Infection Control Resources	💼
000 COVID-19 Public Health England - Personal Protective Equipment (PPE)	💼

- The next screen will show a class summary, click on the **Apply** button in the top right corner.

The user is now enrolled on the course which will be displayed in 'E-Learning Enrolment' tab on the Learner Homepage. The user can now click the Play button to launch the e-Learning. It is now also available in the 'My e-Learning Portlet.

E-Learning Enrolments   Enrolments   Certifications   Learning Paths   External Learning

My e-Learning

914 Driving for Work

E-Learning Enrolments

All current e-Learning enrolments are displayed in this section. To view more detail about each enrolment, click your enrolment status. Clic the play button to play the course or be directed to the relevant screen.

Rows 1 to 18

Course Name ▲	Status ▲	Item in	Enrolment Status	Completion Date ▲	Score ▲	Move to History	Unenrol	Evaluate	Play
000 COVID-19 Essential Guidance from the NHS, Government and WHO	Not Attempted		Confirmed			📂	🗑		▶

❓ Where can I obtain further support and guidance?

💡 Contact your regional NHS ESR Functional Account Manager