

ESR Employee Self Service How to View & Enrol on Core Essential & Role Specific Training

View your Training Requirements

1. Log in to the ESR Portal (<https://my.esr.nhs.uk>). You can view your training requirements in the 'My Compliance' Portal.



2. Click on the 'View My Compliance' Tab, to open your training requirements. This will identify in red or amber, which elements you need to complete. The key identifies the different colour code meanings

3. In the compliance and Competency screen you can identify what training is outstanding.

Compliance and Competency

Employee Name: Welsh, Mr. Richard Peter
Employee Number: 11466465

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Learner Home Page Add Competencies

Compliance All Competencies Awaiting Approval

TIP To view compliance for any additional assignments, select assignment from drop down and press Go

11466465 - Learning & OD Co-Ordinator Go Compliance Percentage 87.5%

Required Competencies Only

TIP To view required competencies only, tick the checkbox and press Go

Details	Competency Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
>	439[LOCAL]Duty of Candour Training - Basic - No Specific Renewal			Y	05-Dec-2019	Green	🔍	✏️
>	439[LOCAL]Managing Absence - 3 Years				18-Aug-2019	Blue	🔍	✏️
>	439[LOCAL]Managing Capability, Discipline & Grievance - No Specific Renewal				No Expiry	Blue	🔍	✏️
>	439[LOCAL]P&DA Appraisal Skills - No Specific Renewal				No Expiry	Blue	🔍	✏️
>	439[LOCAL]Personal Resilience - No Specific Renewal				No Expiry	Blue	🔍	✏️
>	439[LOCAL]Planning Your Retirement - No Specific Renewal				No Expiry	Blue	🔍	✏️
>	439[LOCAL]Safeguarding Adults Awareness - 3 Years			Y	04-Apr-2019	Yellow	🔍	✏️
>	439[LOCAL]Slips, Trips & Falls - 1 Year				09-May-2019	Blue	🔍	✏️
>	NHS[CSTF]Dementia awareness - No Specified Renewal	0 - Not Assessed		Y	09-Jul-2019	Green	🔍	✏️
>	NHS[CSTF]Equality, Diversity and Human Rights - 3 Years	0 - Not Assessed		Y	29-Jun-2020	Green	🔍	✏️

4. To search for the relevant eLearning course, click the Learner Home Page button highlighted on the previous screenshot. See below for an example of the learner home page.



Current Learning Requested Learning Forums and Chats

Search **Course** Exact Phrase

Announcements

You have 3 new notifications.

Competence Requirements

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

Competence Name	Expiry Date	Search
NHS[MAND] Hand Hygiene - 2 Years		
NHS[CSTF] Fire Safety - 1 Year	06-Apr-2019	
NHS[CSTF] Information Governance - 1 Year	06-Apr-2019	
439[LOCAL] Safeguarding Adults Awareness - 3 Years	04-Apr-2019	

Show Key

E-Learning Enrolments

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

Course Name	Status	Item in	Enrolment Status	Completion Date	Score	Move to History	Unenrol	Evaluate	Play
000 Preventing Falls in Hospitals	Not Attempted		Completed						
000 e-IRMER Module 00 - Guides and Tools	Incomplete		Confirmed						
439 eLearning Safeguarding Children Level 2	Passed		Completed						
000 Safe Use of Insulin	Incomplete		Confirmed						
000 Dementia: Introduction to Person-centred Dementia Care	Not Attempted		Completed						
439 eLearning Child Safeguarding Level 1	Incomplete		Confirmed						
000 Blood Transfusion 10: Safe Blood Sampling for									

5. Once here, please ensure you change the dropdown menu entitled **Course** to **Learning Certification** (highlighted above). All available modules can be found by searching for **439 elearning**. For full instructions on how to search, enrol, subscribe and play a module, please watch this 2-3 minute video [here](#)

6. If you are unsure which Learning Certification to subscribe to, please refer to the Essential or Role Specific Training matrix, found on the intranet [here](#)

7. Once you have successfully completed the course, your competency will be updated as below

Compliance and Competency

Enter any changes below. Click Add Competencies to add a new competence, or click Edit to update an existing competence. Click Review and Submit to finalise your changes, or click Back to return to the previous page. Click All Competencies to see a chronology of your competence record. **TIP** If a Competence End Date is not entered when the Competence Profile is updated, a validated End Date will be entered, based on the Competence Renewal Period. If a Competence End Date is entered, this will be saved on the Competence Profile.

Employee Name: **Welsh, Mr. Richard Peter**
Employee Number: **11466465**

[Learner Home Page](#) [Add Competency](#)

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439[LOCAL] Duty of Candour Training - Basic - No Specific Renewal			Y	05-Dec-2019	Green		
439[LOCAL] Managing Absence - 3 Years				18-Aug-2019	Blue		
439[LOCAL] Managing Capability, Discipline & Grievance - No Specific Renewal				No Expiry	Blue		
439[LOCAL] P&DA Appraisal Skills - No Specific Renewal				No Expiry	Blue		
439[LOCAL] Personal Resilience - No Specific Renewal				No Expiry	Blue		
439[LOCAL] Planning Your Retirement - No Specific Renewal				No Expiry	Blue		
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NHS[CSTF] Dementia awareness - No Specified Renewal	0 - Not Assessed		Y	09-Jul-2019	Green		
NHS[CSTF] Equality, Diversity and Human Rights - 3 Years	0 - Not Assessed		Y	29-Jun-2020	Green		