

OLM SIG

Bronwyn Driver

19th September 2017

Certifications

- Option 1 – Create a new certification
 - Requires end dating existing certification
 - Subscriptions need setting up for learners (can be managed by auto enrol)
- Option 2 – Update an existing certification
 - Existing components need end dating and new ones adding.
 - Subscriptions continue from previous version.

End Dating a Certification

[Catalog](#) > [Catalog Search](#) >

Update Learning Certification: 504 Safeguarding Adults - Level 1

* Indicates required field

Cancel Apply

General

Primary Category	Vulnerable Adults
Category Start Date	01-Jan-1951
Category End Date	
* Certification Name	504 Safeguarding Adults - Level 1
Description	
	<small>This field supports HTML input.</small>
* Certification Start Date	01-Mar-2015 
	<small>(example: 23-Jul-2017)</small>
Certification End Date	31-Jul-2017 

- When the Certification End Date is reached, the Certification subscription status will be set to Concluded for all Learners and the Certification will automatically move to Learning History.
- Repeat this for any Learning Certifications that use one of the existing courses.

Updating Components

- Organisations may continue to use existing Certifications as follows:
- Any Learning Certification that uses an end dated course as a Component:
- End Date the Component, in the example below 31st July 2017 is used.

Catalog Resources Learner Content Setup

Catalog > Catalog Search > 504 Safeguarding Adults - Level 1: Components >

504 Safeguarding Adults - Level 1: Update Learning Certification Component

Add and manage certification components. Components that have passed their end date, or have not reached their start date, do not appear to learners. The learner views components in the order you specify below. Catalog prerequisites defined against the individual courses may prevent a learner from completing the certification.

Certification Name: 504 Safeguarding Adults - Level 1
 Certification Start Date: 01-Mar-2015
 Learner must complete this certification in: 30 Day(s)
 Learner can renew: Immediately after learner completes
 Completed certification is valid for: 365 Day(s)
 Certification validity calculation starts: From learner completion date

Cancel Apply

Course Name	Course Start Date	Course End Date	Component Start Date	Component End Date	Additional Details
000 Safeguarding Adults - Level 1 (2013 -2017)	01-Jan-2013		01-Mar-2015	31-Jul-2017	

Cancel Apply

- **NB** - where a learner is already subscribed to a Certification then they must renew the Certification to be able to enrol on the new component.

Add New Component

Catalog > Catalog Search >

504 Safeguarding Adults - Level 1: Components

Confirmation

Successfully applied Learning Certification Component.


Add and manage certification components. Components that have passed their end date, or have not reached their start date, do not appear to learners. The learner views components in the order you specify below. Catalog prerequisites defined against the individual courses may prevent a learner from completing the certification.

Certification Start Date **01-Mar-2015**
 Learner must complete this certification in **30 Day(s)**
 Learner can renew **Immediately after learner completes**
 Completed certification is valid for **365 Day(s)**
 Certification validity calculation starts **From learner completion date**

Update Components

Reorder

Add

Course Name	Course Start Date	Course End Date	Component Start Date	Component End Date	Remove
000 Safeguarding Adults - Level 1 (2013 - 2017)	01-Jan-2013		01-Mar-2015	31-Jul-2017	

- Ensure no overlap between End Date of old component and Start Date of new component – in this example 1st August 2017 is used as the component start date.

New Component

Catalog > Catalog Search > 504 Safeguarding Adults - Level 1: Components > Add Learning Certification Components: Search for Courses >

Add Learning Certification Components: Component Details

Add and manage certification components. Components that have passed their end date, or have not reached their start date, do not appear to learners. The learner views components in the order you specify below. Catalog prerequisites defined against the individual courses may prevent a learner from completing the certification.

[Cancel](#) [Back](#) [Finish](#)



Certification Name **504 Safeguarding Adults - Level 1**
 Certification Start Date **01-Mar-2015**
 Learner must complete this certification in **30 Day(s)**
 Learner can renew **Immediately after learner completes**
 Completed certification is valid for **365 Day(s)**
 Certification validity calculation starts **From learner completion date**

Course Name	Course Start Date	Course End Date	Component Start Date	Component End Date	Additional Details	Remove
000 Safeguarding Adults eAssessment - Level 1	24-Jul-2017		01-Aug-2017 	<input type="text"/> 		

[Cancel](#) [Back](#) [Finish](#)

Updated Components

- No overlap between old and new components

Update Components			Reorder	Add	
Course Name	Course Start Date	Course End Date	Component Start Date	Component End Date	Remove
000 Safeguarding Adults - Level 1 (2013 - 2017)	01-Jan-2013		01-Mar-2015	31-Jul-2017	
000 Safeguarding Adults eAssessment - Level 1	24-Jul-2017		01-Aug-2017		

- **FURTHER INFORMATION**
- Further information about e-Learning courses in ESR can be found on the ESR support website.
- <http://www.esrsupport.co.uk/links.php>

Inter Authority Transfer (IAT)

- Used to transfer National ESR Competences between organisations.
- Enables organisations to reduce duplication of training for new starters.
- Reduction of time taken for new starter to start work.
- Improves employee experience when joining a new organisation.

Pre Hire IAT

- Initiated at recruitment stage.
- Enables L&D administrators to accept, amend or reject competences from previous employers
- Administrators require the Stat and Mand role assigning in ESR.
- Only applies to Stat and Mand, CSTF and CCF competences, all other competency types copy across as part of the post hire IAT Portable Data Set (PDS).
- If the pre hire IAT isn't completed competences are copied across as is as part of the PDS.

Worklist >

IAT Update Competence Message for Miss Lydia Moore21

Approve Reject Reassign

To **XXHR_IAT_ADHOC_COMP_APPROVER17**
 Sent **07-Jan-2015 13:29:32**
 ID **300553**

Inter Authority Transfer - National Competencies.

507 ESR Hospitals NHS Trust have given approval for the update of the following National Competencies for the following person to take place.

Last Name: Moore21
 First Name: Lydia
 Title: Miss
 Applicant Number: 17747
 Employee Number:

Position Number: 88080
 Role: Staff Nurse
 Staff Group: Nursing and Midwifery Registered
 Organisation: 508 Ward 10

Competency Information

Competency Name	Proficiency Level	Valid From	Valid To	Date Last Awarded	Awarded By	Title
NHS MAND Health and Safety - 3 Year		01-Jan-2012	31-Dec-2015			
NHS MAND Fire Safety - 3 Year		01-Jan-2012	31-Dec-2015			

Action History

Num	Action Date	Action	From	To	Details
1	07-JAN-2015 13:29:32	Submit	SFISHER	XXHR_IAT_ADHOC_COMP_APPROVER17	

References

 [Competence Update Form](#)

[Return to Worklist](#)

Approve Reject Reassign

Display next notification after my response.

Applicant Details

Last Name **Bernard**
 First Name **Clifton**
 Title **Mr.**
 Applicant Number **23**
 Employee Number
 Position Number **32009**
 Role **Staff Nurse**
 Staff Group **Nursing and Midwifery Registered**
 Organization **TL3 Ward 15**

Competency Information

Only selected rows will be transferred

Select All | Select None

Select	Type	Competence Name	Proficiency Level	Valid from	Valid To	Date Last Awarded	Awarded By	Title
<input checked="" type="checkbox"/>	JAT	NHS(MAND)Conflict Resolution - 3 Year	▾	10-Apr-2013	09-Apr-2016		User	▾
<input checked="" type="checkbox"/>	JAT	NHS(MAND)Safeguarding Children Level 1 - 3 Year	▾	08-Jan-2012	07-Jan-2015		User	▾
<input checked="" type="checkbox"/>	JAT	NHS(MAND)Safeguarding Adults Level 1 - 3 Year	▾	08-Jan-2012	07-Jan-2015		User	▾
<input checked="" type="checkbox"/>	JAT	NHS(MAND)Moving and Handling - 2 Year	▾	06-Jan-2013	05-Jan-2015		User	▾
<input type="checkbox"/>	REQ	NHS(MAND)Conflict Resolution - 3 Year	▾					▾
<input type="checkbox"/>	REQ	NHS(MAND)Fire Safety - 2 Year	▾					▾
<input type="checkbox"/>	REQ	NHS(MAND)Health and Safety - 2 Year	▾					▾
<input type="checkbox"/>	REQ	NHS(MAND)Infection Control - Level 2 - 1 Year	▾					▾
<input type="checkbox"/>	REQ	NHS(MAND)Moving & Handling for People Handlers - 2 Year	▾					▾
<input type="checkbox"/>	REQ	NHS(MAND)Safeguarding Children Level 2 - 3 Year	▾					▾
<input type="checkbox"/>	REQ	NHS(MAND)Safeguarding Adults Level 2 - 3 Year	▾					▾

Competency Requirements for the position

Competence Name	Low	High	Essential	Date From	Date To
NHS(MAND)Conflict Resolution - 3 Year			N	01-Jan-1951	
NHS(MAND)Fire Safety - 2 Year			N	01-Jan-1951	
NHS(MAND)Health and Safety - 2 Year			N	01-Jan-1951	
NHS(MAND)Infection Control - Level 2 - 1 Year			N	01-Jan-1951	
NHS(MAND)Moving & Handling for People Handlers - 2 Year			N	01-Jan-1951	
NHS(MAND)Safeguarding Adults Level 2 - 3 Year			N	01-Jan-1951	

Onboarding

1. Administrator accepts competences through IAT.
2. ESR Auto Enrol subscribes new starter to remaining courses.
3. New starter issued log in to ESR to complete training.
4. New starter has option to complete training before they start.
5. Manager and L&D monitor compliance via Business Intelligence and Self Service

Reporting Updates – Summary (Sept 17)

- Comprehensive remodelling of Education & Learning
 - Replication and extension of Disco reports
 - Reporting on Certifications
 - Future development includes micro transfer of data for more real time data
 - Audit trails
 - Enrolment details
 - External Learning
 - Resource checklist and bookings
 - Competencies against courses
 - Available places

Hot Topics

- **Competency Requirements**
 - Can now be applied at assignment level or by supplementary role
 - Cannot deselect a requirement for an individual
 - Can request an upload with IBM, just raise an SR.

Thank you!

Bronwyn Driver

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