

# ESR Employee Self Service How to View Competency Compliance

## 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. You may need to click on the on one of the drop down arrows to show the blue 'View My Compliance' button. Alternatively the same screen can be viewed by clicking on the 'My Compliance & Competency' option on the 'My Pages' list on the left hand side of the Portal home page screen.



2. Click on the 'View My Compliance' blue button, to open your training requirements. This will identify in red or amber, which elements you need to complete and are competency requirements of your role. The key identifies the different colour code meanings. Please note competencies that show in blue mean that they are competencies that you have achieved but which have not been assigned by the Trust as essential for your role. The blue circle on the screen below indicates the column to look at to find when the competency expires or if it is a competency that doesn't need to be renewed it will show 'No Expiry'.

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

Export	Printable Page	Refresh	Rows 1 to 22						
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 (see red circle) button highlighted on the previous screenshot. See below for an example of the learner home page.

Learning Course Catalogue Learning History

Current Learning Requested Learning Forums and Chats

Search Course  Exact Phrase  Advanced Search

E-Learning Enrolments Enrolments Certifications Learning Paths External Learning

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			Completed						

5. Once here, you can check if you have been auto enrolled onto a module by clicking on the **'Certifications'** tab in the centre of the screen (see green circle above). If you have been auto enrolled you can play by clicking the small play icon on the right hand side of the screen. If you have completed the learning previously you will see a column which has 'Renew' please select this, then 'Apply' before playing the module. Please ensure you are in the correct **'Certifications'** tab before you play the elearning – If you play the module from the E-Learning Enrolments or Enrolments tab will NOT update your competency once you complete the module and you will have to repeat the learning correctly.'

6. If the eLearning module has not been auto enrolled i.e. You do not see it appear in the list on the **'Certifications'** tab (see green circle above) you can search for eLearning by first ensuring you change the dropdown menu entitled **'Course'** to **'Learning Certification'** (highlighted with a red circle above). All available modules can be found by searching for **439 elearning** and clicking on the blue GO button (see orange circles above). For full instructions on how to search, enrol, subscribe and play a module, please follow this online guide by clicking [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. WARNING: 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**

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  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	<span style="background-color: green; width: 20px; height: 10px;"></span>		
>	439 LOCAL Managing Absence - 3 Years				18-Aug-2019	<span style="background-color: blue; width: 20px; height: 10px;"></span>		
>	439 LOCAL Managing Capability, Discipline & Grievance - No Specific Renewal				No Expiry	<span style="background-color: blue; width: 20px; height: 10px;"></span>		
>	439 LOCAL P&DA Appraisal Skills - No Specific Renewal				No Expiry	<span style="background-color: blue; width: 20px; height: 10px;"></span>		
>	439 LOCAL Personal Resilience - No Specific Renewal				No Expiry	<span style="background-color: blue; width: 20px; height: 10px;"></span>		
>	439 LOCAL Planning Your Retirement - No Specific Renewal				No Expiry	<span style="background-color: blue; width: 20px; height: 10px;"></span>		
>	439 LOCAL Safeguarding Adults Awareness - 3 Years		Y		04-Apr-2019	<span style="background-color: yellow; width: 20px; height: 10px;"></span>		
>	439 LOCAL Slips, Trips & Falls - 1 Year				09-May-2019	<span style="background-color: blue; width: 20px; height: 10px;"></span>		
>	NHS CSTF Dementia awareness - No Specified Renewal	0 - Not Assessed		Y	09-Jul-2019	<span style="background-color: green; width: 20px; height: 10px;"></span>		
>	NHS CSTF Equality, Diversity and Human Rights - 3 Years	0 - Not Assessed		Y	29-Jun-2020	<span style="background-color: green; width: 20px; height: 10px;"></span>		