



NHS Bolton
NHS Foundation Trust

Accessing learning via ESR

User Guide

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Viewing your training compliance

If you need any additional help please contact ESR.workforceinformation@boltonft.nhs.uk

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Logging into ESR

1. Open ESR using the icon on your desktop or this link: <https://my.esr.nhs.uk>
2. Click login to ESR

Electronic Staff Record Search content

Home About ESR ESR Transformation Programme Notifications Implementing ESR Browse content

NHSBSA Workforce Services Learning Management ESR Central Team Accessing support

Discover YOUR ESR **Welcome to ESR**

ESR Planned Maintenance
ESR will be unavailable from 6 pm on Friday 30 July 2021 to 11.59 pm on Sunday 1 August 2021 for organisation mergers.

ESR User Guides **ESR User Manual**

ESR System Status

Service	Status

Privacy Cookies Freedom Of Information Terms and Conditions Accessibility

3. Choose how you would like to access ESR either via your smartcard or username and password

NHS Electronic Staff Record

NHS Electronic Staff Record

Log in with your credentials
Fields with an asterisk (*) are required fields

Username*

(Example: 999SMTH01)

Password*

[Forgotten](#) | [Request Username/Password](#) | [Unlock Account](#)

[Log in via Username/Password](#)

Log in with your Smartcard
Access ESR by inserting your Smartcard and entering your PIN, and then selecting the 'Log in via Smartcard' button

[Log in via Smartcard](#)

You are attempting to access the NHS Electronic Staff Record system (ESR). By entering a password you are confirming your acceptance that you are bound by the Computer Misuse Act, 1990 and any local policies/procedures as defined by your Employer. Usage and access to the ESR solution is audited and action may be taken against any individual attempting inappropriate activity.

[Terms and Conditions](#)

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Completing your e-learning

1. On the ESR portal locate the 'My Compliance' portlet

NHS Electronic Staff Record

Search content

Accessibility 5

Manage Internet Access

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 Compliance

Assignments:
All - Assignments
Percentage Compliance: 100%

Information: The following competencies are within 3 months or less to expiry. Please ensure you undertake the appropriate action before they expire.

Competency Name	Status
<input checked="" type="radio"/> Corporate Governance at the N...	i
<input type="radio"/> Driving for Work - 1 Year	i

Play [Magnifying Glass] View

1

My Personal Information

Name:

Please expand to view your personal information. Select 'Update My Contact Details' to amend some of your details.

My Total Reward Statements

Tax year: 2019 - 2020

Total Reward Statements

View My TRS

My Appraisal And Reviews

Assignment:

Last Appraisal Date: 29 April 2021

View My Appraisals

My Employment

View Details

Please expand to view your employment information summary. Click the 'View More Information' button to see more details.

Local Links

2. The portlet will show which training is due to expire
3. Select the e-learning you would like to complete
4. Click the 'play' to launch the e-learning course



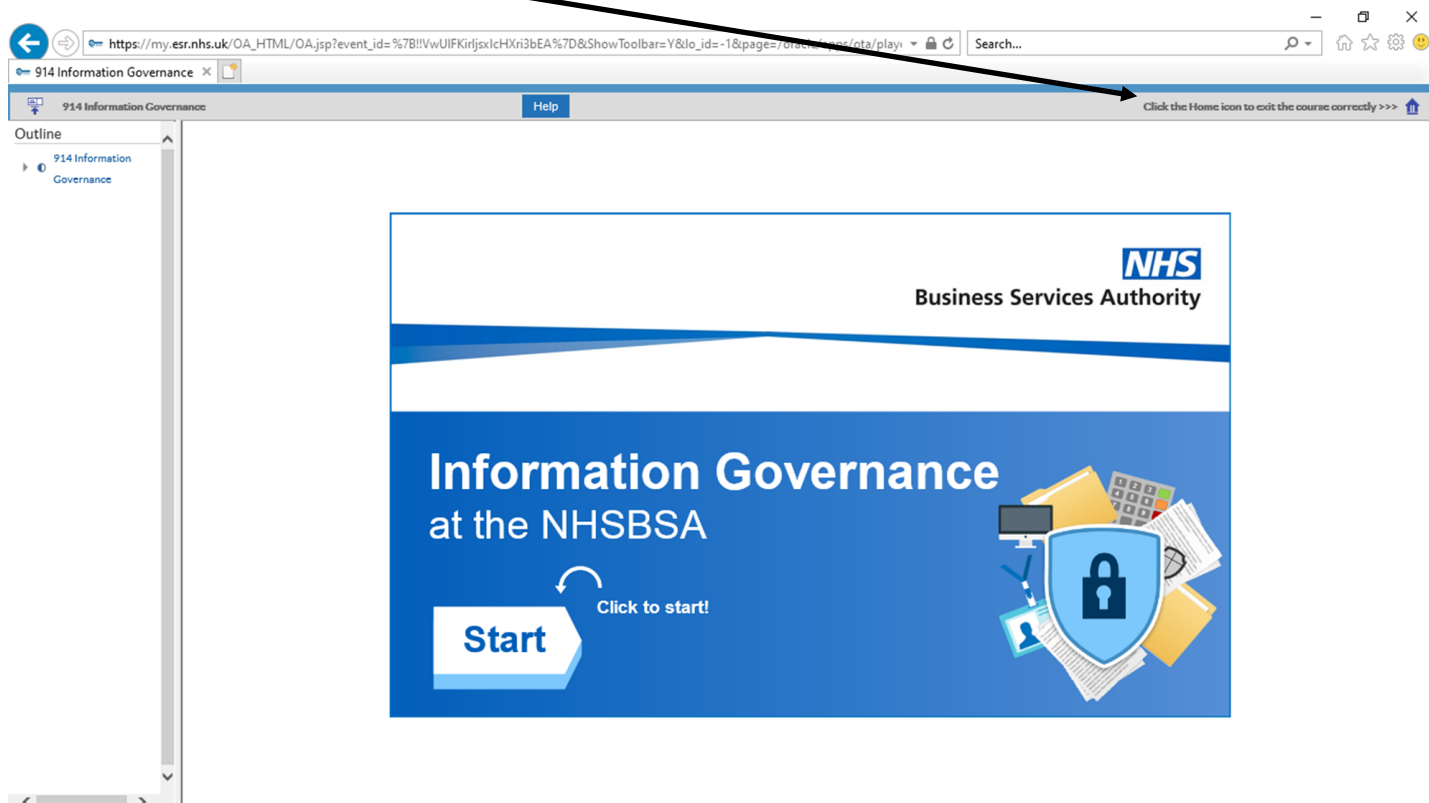
- * The magnifying glass allows you to search for a method to attain the competency
- * The view button allows you to see the details of class enrolment

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4. The e-learning course will open like below
5. Make sure to click the home icon in the corner to exit the course correctly and this will also save your progress



If you need any additional help please contact ESR.workforceinformation@boltonft.nhs.uk

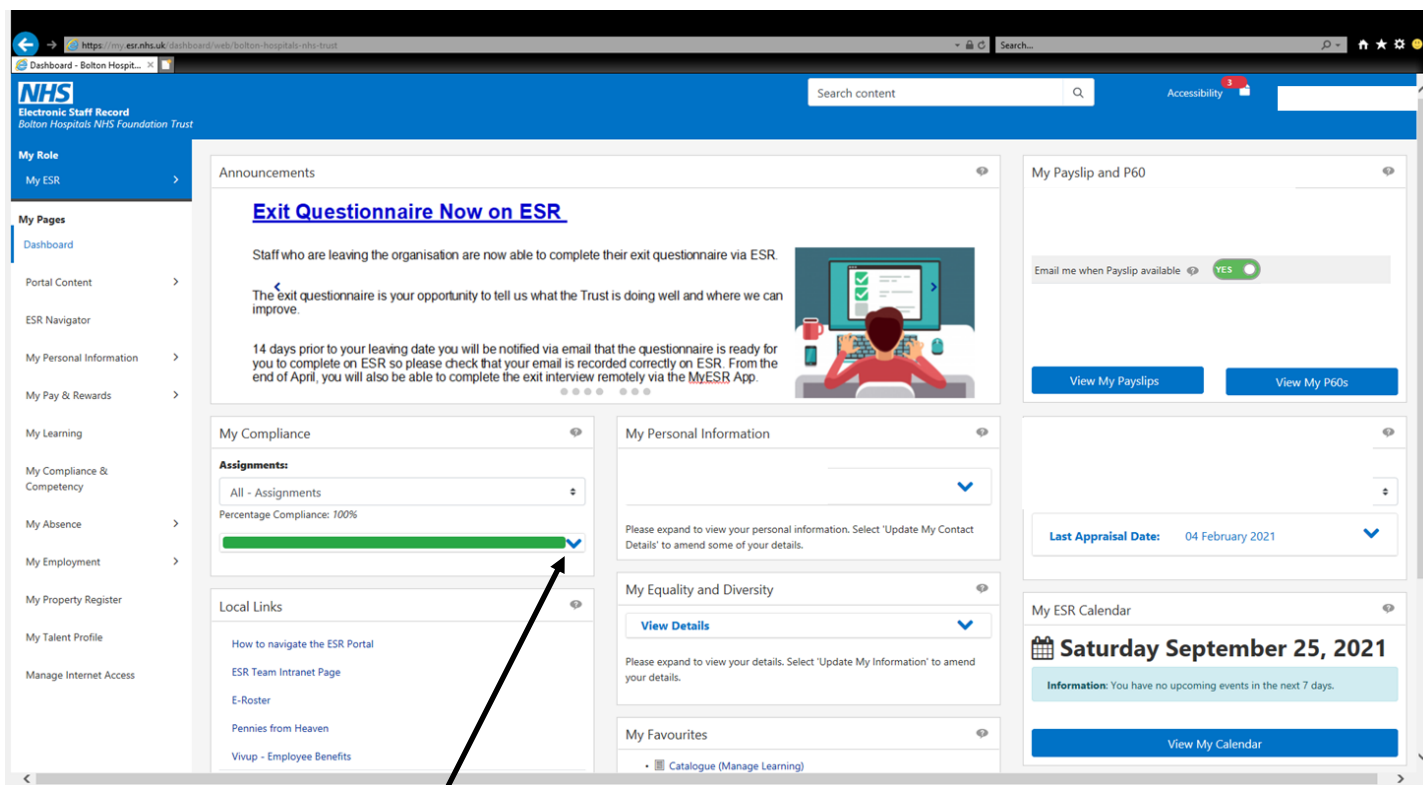
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Subscribing & Enrolling on eLearning

This is for eLearning where the play button is 'Grey' and you are unable to proceed.



1. Click on the blue arrow and it will expand your learning. This is where you can see what is due to be completed.
2. Some courses you are automatically enrolled on. Select the one you want to complete if you are able to click the play button you can complete the eLearning
3. if you can not click the play button you need to enroll please follow the steps to enroll

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4. Select the eLearning you wish to attempt and click the magnifying glass

My Compliance

Assignments:

All - Assignments

Percentage Compliance: 100%

Information: The following competencies are within 3 months or less to expiry. Please ensure you undertake the appropriate action before they expire.

Competency Name	Status
<input type="radio"/> Equality, Diversity and Human Rights - 3 Years	
<input checked="" type="radio"/> Preventing Radicalisation - Basic Prevent Awareness -...	
<input type="radio"/> Health, Safety and Welfare - 3 Years	
<input type="radio"/> Fraud Awareness - 2 Years	

[▶ Play](#) [🔍](#) [View](#)

1

[View My Compliance](#)

5. Certifications: click the 'Details' tab

Competence Name NHS(CSTF)Preventing Radicalisation - Basic Prevent Awareness - 3 Years|
Level Any

Certifications
Certifications that will give you the competence. Click Details to Subscribe to Certificate.

Certification Name	Valid Period	Certification Status	Progress	Competence Level	Details	Renew
241 Prevent Basic Awareness L1: Non Clinical Staff (EL)	1096 Day(s)			0 - Not Assessed		

6. Click the 'Subscribe' tab

Learning Certification: 241 Prevent Basic Awareness L1: Non Clinical Staff (EL)

You must complete this certification in 365 Day(s)
Completed certification is valid for 1096 Day(s)
Renewable Yes

Description

This e-learning session meets the statutory and mandatory training requirements and learning outcomes for Preventing Radicalisation - Basic Prevent Awareness in the UK Core Skills Training Framework (UK CSTF).

Components

Course Name	Course Sequence
241 Prevent Basic Awareness L1: Non Clinical Staff (EL)	1

[Subscribe](#) [Unsubscribe](#)

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7. Click Finish

Subscribe: 241 Prevent Basic Awareness L1: Non Clinical Staff (EL)

Back Finish

You must complete this certification in 365 Day(s)
Completed certification is valid for 1096 Day(s)
Renewable Yes

Description

This e-learning session meets the statutory and mandatory training requirements and learning outcomes for Preventing Radicalisation - Basic Prevent Awareness in the UK Core Skills Training Framework (UK CSTF).

8. Click Enroll

Learning Certification: 241 Prevent Basic Awareness L1: Non Clinical Staff (EL)

Skip Enrollments

Learner Home

Certification Information

You began this certification period on: 21-Jan-2022
You must complete this certification by: 21-Jan-2023
You can renew your certification again: 21-Jan-2023
Subscription Number: 29312261
Renewable Yes

Description:
This e-learning session meets the statutory and mandatory training requirements and learning outcomes for Preventing Radicalisation - Basic Prevent Awareness in the UK Core Skills Training Framework (UK CSTF).

Delivered Competencies

Competency	Proficiency Level
NHS(CSTF)Preventing Radicalisation - Basic Prevent Awareness - 3 Years	0 - Not Assessed

Mandatory Courses

All courses in this section are mandatory.
Select one class for each course below to enrol in.

241 Prevent Basic Awareness L1: Non Clinical Staff (EL)

Select	Class	Type	Language	Location	Class Start Date	Duration
<input checked="" type="radio"/>	241 Prevent Basic Awareness L1: Non Clinical Staff (EL)		English		23-Dec-2021	

Enrol

9. From here you can click play. If you are unable to complete the training at the time you can return to your home screen and the play button on your portal will now be available.

You have until 21-JAN-2023 to take this certification.

Select an Action -- Go

Certification Information

You began this certification period on: 21-Jan-2022
You must complete this certification by: 21-Jan-2023
You can renew your certification again: 21-Jan-2023
Subscription Number: 29312261
Renewable Yes

Description:
This e-learning session meets the statutory and mandatory training requirements and learning outcomes for Preventing Radicalisation - Basic Prevent Awareness in the UK Core Skills Training Framework (UK CSTF).

Delivered Competencies

Mandatory Courses

All courses in this section are mandatory.
You have completed 0 out of 1 courses in this section.

Course	Course start date	Choose class/Play
241 Prevent Basic Awareness L1: Non Clinical Staff (EL)	23-Dec-2021	

If you need any additional help please contact ESR.workforceinformation@boltonft.nhs.uk

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Non stat and mand training

Some subjects do not fall under statutory and mandatory training but may be applicable for your role so will need to be searched on ESR.

1. Use the 'My Learning' tab on the ESR portal page

2. You will then be taken to the learner home page

Competence Name	Expiry Date	Search
NHS(CSTF) Infection Prevention and Control - Level 1 - 1 Year		
NHS(CSTF) Information Governance - 1 Year	31-May-2015	
NHS(CSTF) Fire Safety - 1 Year	30-Jun-2015	
NHS(CSTF) Moving and Handling - Level 1 - 1 Year	30-Jun-2015	
NHS(CSTF) Equality, Diversity and Human Rights - 1 Year	30-Apr-2017	

Course Name	Status	Item in	Enrolment Status	Completion Date	Score	Move to History	Unenrol	Evaluate	Play
000 Infection Prevention and Control eAssessment - Level 1	Incomplete		Confirmed						
504 Avoiding Term Admissions Into Neonatal Units	Incomplete		Confirmed						

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3. To search for a course, you can use the 'Search' field at the top

The screenshot shows the ESR system interface. At the top, there are navigation tabs: 'Current Learning', 'Requested Learning', and 'Forums and Chats'. Below these is a search bar with a dropdown menu set to 'Course'. To the right of the search bar is a 'Go' button and an 'Advanced Search' link. Below the search bar, there are sections for 'Announcements' (with a notification for National Coronavirus COVID-19 e-Learning Resources) and 'Competence Requirements' (with a 'Compliance and Competency' button). The main content area is titled 'E-Learning Enrolments' and contains a table of current enrolments.

Course Name	Status	Item in	Enrolment Status	Completion Date	Score	Move to History	Unenrol	Evaluate	Play
241 Moving & Handling Level 1 test of new package	Passed		Completed	04-Oct-2021					
241 Fire Safety: All Staff (EL)	Not Attempted		Confirmed						
241 Information Governance: All Staff (EL)	Incomplete		Confirmed						

4. Use the drop down to select learning certification

5. Type in 241% then a word or short phrase (name of the course) and then click on the 'Go' button

6. Click on details

7. Click subscribe

8. Click finish

The screenshot shows the 'Certification Courses' section. It has a 'Hide' button in the top right. Below the title, it says 'Select one class for each course below to enroll in.' The course title is '000 Infection Prevention and Control eAssessment - Level 1'. Below this is a table of classes.

Class	Type	Language	Location	Class Start Date	Duration
000 Infection Prevention and Control eAssessment - Level 1		English		05-Apr-2017	

An 'Enroll' button is located in the bottom right corner of the interface.

9. Click the enroll button

10. Confirm the enrolment by clicking Apply, if required

11. You will now be able to play the course from the portlet

If you need any additional help please contact ESR.workforceinformation@boltonft.nhs.uk

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Accessing classroom based training

1. Locate the 'My Compliance' portlet on the ESR portal

NHS
Electronic Staff Record

Search content

Accessibility 5

Manage Internet Access

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 Compliance

Assignments:
All - Assignments
Percentage Compliance: 100%

Information: The following competencies are within 3 months or less to expiry. Please ensure you undertake the appropriate action before they expire.

Competency Name	Status
<input checked="" type="radio"/> Corporate Governance at the N...	i
<input type="radio"/> Driving for Work - 1 Year	i

Play Q View

1

My Personal Information
Name: [Dropdown]
Please expand to view your personal information. Select 'Update My Contact Details' to amend some of your details.

My Total Reward Statements
Tax year: 2019 - 2020
Total Reward Statements
View My TRS

My Appraisal And Reviews
Assignment: [Dropdown]
Last Appraisal Date: 29 April 2021
View My Appraisals

My Employment
View Details

My Annual Leave

Local Links

2. The portlet will show which training is due to expire
3. Click which classroom based learning you would like to complete
4. Click on the magnifying glass to enrol on a class



- * The play button allows you to launch an e-learning course
- * The view button allows you to see the details of class enrolment

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5. You will see a screen like the below, under courses click on the 'offering details'

Competence Name: NHS(CSTF)Information Governance and Data Security - 1 Year
Level: Any

Certifications
Certifications that will give you the competence. Click Details to Subscribe to Certificate.

Certification Name	Valid Period	Certification Status	Progress	Competence Level	Details	Renew
517 Information Governance and Data Security: All Staff (EL)	3650 Day(s)	Subscribed	Active	0 - Not Assessed		

Courses
Courses that will give you the competence. Click Details to see classes available for the offering. The Class Details button will only be enabled where there is a single class available for enrolment.

Course Name	Offering Name	Delivery Mode	Enrolled on a Class	Competence Level	Offering Details
517 Corporate Governance	517 Corporate Governance 2021	Classroom (physical)	No	1 - Assessed	

Learning Paths
Learning Paths that will give you the competence. Click Details to Subscribe to Learning Path

Learning Path Name	Learning Path Status	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Competence Level	Details
No results found.							

6. On the next page select 'enroll' next to the class you would like to attend

Offering: 517 Corporate Governance 2021
Use this page to view and enrol in a class. To cancel your enrolment, click the class name, then click Unenrol.

Classes

Class Name	Info	Venue	Location	Training Centre	Start Date	Start Time	Time Zone	Duration	Class Status	Enrolment Status	Enroll
517 Corporate Governance: 09-Aug-2021					09-Aug-2021	10:00	GMT	1 Hour(s)	Normal	Not Enrolled	
517 Corporate Governance: 16-AUG-2021					16-Aug-2021	10:00	GMT	1 Hour(s)	Normal	Not Enrolled	
517 Corporate Governance: 23-AUG-2021					23-Aug-2021	10:00	GMT	1 Hour(s)	Normal	Not Enrolled	
517 Corporate Governance: 30-AUG-2021					30-Aug-2021	10:00	GMT	1 Hour(s)	Normal	Not Enrolled	
517 Corporate Governance: 06-SEP-2021					06-Sep-2021	10:00	GMT	1 Hour(s)	Normal	Not Enrolled	
517 Corporate Governance: 13-SEP-2021					13-Sep-2021	10:00	GMT	1 Hour(s)	Normal	Not Enrolled	

Course Prerequisites

Course Name	Prerequisite Type	Completed Status
No results found.		

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7. You will then see the below page confirming you have successfully enrolled on the class

The screenshot displays the ESR Learning Management System interface. At the top, there are three navigation icons: Learning (green), Course Catalogue (blue), and Learning History (red). Below these are tabs for 'Current Learning', 'Requested Learning', and 'Forums and Chats'. A search bar is present with a dropdown menu set to 'Course', an 'Exact Phrase' checkbox, and a 'Go' button. The main content area shows the following details:

- Learning: Current Learning >
- Enrol: 517 Corporate Governance: 30-AUG-2021
- > Show Key Notation
- Class Summary
- Delivery Mode: Classroom (physical)
- Course Name: 517 Corporate Governance
- Class Name: 517 Corporate Governance: 30-AUG-2021
- Start Date: 30-Aug-2021 10:00
- End Date: 30-Aug-2021 11:00
- Time Zone: GMT
- Training Center
- Location
- Language: English
- Enrolment Details
- Special Instructions: [Empty text box]

Buttons for 'Cancel' and 'Apply' are visible in the top right corner of the main content area.

If you need any additional help please contact ESR.workforceinformation@boltonft.nhs.uk

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View your Compliance



Viewing your training compliance

1. Locate the 'My Compliance' portlet on the ESR portal

NHS Electronic Staff Record

Search content

Accessibility 5

Manage Internet Access

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 Compliance
Assignments: All - Assignments
Percentage Compliance: 100%

Information: The following competencies are within 3 months or less to expiry. Please ensure you undertake the appropriate action before they expire.

Competency Name	Status
<input checked="" type="radio"/> Corporate Governance at the N...	
<input type="radio"/> Driving for Work - 1 Year	

Play Search View

1

My Personal Information
Name: [dropdown]
Please expand to view your personal information. Select 'Update My Contact Details' to amend some of your details.

My Appraisal And Reviews
Assignment: [dropdown]
Last Appraisal Date: 29 April 2021
View My Appraisals

My Total Reward Statements
Tax year: 2019 - 2020
Total Reward Statements
View My TRS

My Employment
View Details

Please expand to view your employment information summary. Click the 'View More Information' button to see more details.

My Annual Leave

Local Links

2. Select 'view my compliance'

Competency Name	Status
<input checked="" type="radio"/> Corporate Governance at the N...	
<input type="radio"/> Driving for Work - 1 Year	

Play Search View

1

View My Compliance

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3. You will then see the below screen with your training compliance information

Compliance and Competency Back

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.

TIP 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
Employee Number

[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

Go Compliance Percentage **100.0%**

Required Competencies Only

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

Export	Printable Page	Rows 1 to 20						
Details	Competency Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
>	914 LOCAL Bribery, Fraud and Corruption - 3 Years			Y	17-Sep-2022			
>	914 LOCAL Corporate Governance at the NHSBSA			Y	18-Sep-2021			
>	914 LOCAL Data Security Awareness Level 1 - 1 Year			Y	04-Mar-2022			
>	914 LOCAL Display Screen Equipment - 3 Years			Y	10-Dec-2023			
>	914 LOCAL Diversity and Inclusion - 3 Years			Y	17-Sep-2022			
>	914 LOCAL Driving for Work - 1 Year			Y	18-Sep-2021			

4. Below shows you what each colour next to your competencies mean

- 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

If you need any additional help please contact ESR.workforceinformation@boltonft.nhs.uk

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