


UN2838 1 of 3 16 th JAN 2020	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule – March and April 2020	
Purpose	To inform ESR users of the Education Schedule for March and April 2020	
Intended Audience	All ESR users	

SUBJECT

Further to User Notice 2819 please find below the schedule for delivery of standard courses from 1st March to 30th April 2020, which the ESR Education Team is offering to all Employing Authorities at no additional charge as part of the ongoing ESR contract.

DETAIL

The ESR Education Team continually review the demand for the ESR Education courses offered and based on the nominations received for the previous schedule the most requested courses are reflected in the schedule for March and April 2020.

The courses offered are:

- ESR Business Intelligence – 2 days
- HR Core – 1 day
- Payroll Administration – 2 days
- System Administration – 1 day
- Recruitment – 1 day
- Oracle Learning Management – 2 days
- Self Service – 1 day


ESR Education offers a number of scheduled courses as agreed with the NHS Central Team each month at the following locations:

North – ESR Training Room Sheffield. Woodseats House, 764A Chesterfield Road, Sheffield S8 0SE

Midlands – ESR Training Room Warwick. Warwick Technology Park, CV34 6NZ

South – ESR Training Room Woking, St Andrew’s House, West Street. Woking, Surrey, GU21 6EB

ACTION REQUIRED

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For this schedule of training, nominations will only be accepted from **9:00am on Thursday 23rd January 2020**. As places are allocated on a ‘first come, first served’ basis, representatives of the National User Group have requested this timeframe to allow you the opportunity to first assess the training needs within your Employing Authority, before bookings are requested. Any nominations received prior to this date will not be accepted. In addition, nominations for each scheduled class may be restricted to 2 delegates per Employing Authority to help ensure a fair allocation of available places where there is high demand for a course.

To register for any of these courses, please follow the instructions below:

1. Nominations to be e-mailed to – ESR.IS-ESRCourseReg@nhs.net
2. Please title the e-mail – ESR Education Schedule Registration
3. Places can only be allocated when supplied with the delegate/s full name, e-mail address, Employing Authority name and Identifier (VPD).
4. Please include – Course title, date of course and location.

All places will be confirmed individually by e-mail within 5 working days.


FURTHER INFORMATION

Course fliers can be found on the ESR Infopoint within ESR Education>Training Courses>Course Fliers <https://www.infopoint.esr.nhs.uk/?q=node/1178>

Also, current course availability can be checked at all times within the ESR Infopoint > ESR Education>Current Availability <https://www.infopoint.esr.nhs.uk/?q=node/1484>

Please note these courses are intended for any new staff within your Employing Authority or those requiring “refresher” training.

If you have any questions, please email the ESR Education Team
ESR.IS-ESRCourseReg@nhs.net

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SCHEDULE
March to April 2020

COURSE	START DATE	END DATE	LOCATION
Recruitment	3 rd March	3 rd March	Sheffield
HR	4 th March	4 th March	Sheffield
ESR BI	10 th March	11 th March	Sheffield
Self Service	31 st March	31 st March	Sheffield
OLM	1 st April	2 nd April	Sheffield
ESR BI	21 st April	22 nd April	Sheffield
System Admin	23 rd April	23 rd April	Sheffield
ESR BI	3 rd March	4 th March	Woking
System Admin	5 th March	5 th March	Woking
Self Service	10 th March	10 th March	Woking
OLM	11 th March	12 th March	Woking
HR	17 th March	17 th March	Woking
HR	18 th March	18 th March	Woking
ESR BI	7 th April	8 th April	Woking
Recruitment	28 th April	28 th April	Woking
HR	29 th April	29 th April	Woking
Payroll Admin	30 th April	1 st May	Woking
Payroll Admin	5 th March	6 th March	Warwick
ESR BI	24 th March	25 th March	Warwick
System Admin	26 th March	26 th March	Warwick
Recruitment	7 th April	7 th April	Warwick
HR	8 th April	8 th April	Warwick
Self Service	21 st April	21 st April	Warwick
OLM	22 nd April	23 rd April	Warwick

NEXT UPDATE

The next communication regarding the ESR Education Schedule will be issued in March 2020.