UN3418 1 of 3 11th March 2023	Electronic Staff Record Programme USER NOTICE	NHS
Title	ESR Education – Regional Face-to-Face Training	
Purpose	To invite ESR users to host regional face-to-face training.	
Intended Audience	All ESR users	

SUBJECT
Expressions of interest to host regional face-to-face training.

DETAIL
Further to UN3394 the ESR Education Team are pleased to re-open expressions of interest from Organisations to host regional face-to-face training.

Regional face-to-face Education was introduced based on a series of user workshops concluding that this would be the preferred option for those wanting to attend classroom training. This then reduces the requirement for users to undertake extensive travel by sharing the learning between groups of Organisations in the locality.

It did however become clear from our experience of scheduling the initial round of courses, which commenced in February 2024, that there was some misunderstanding around the role of the host Organisation.

For clarity, please see the below guidance. You **MUST** agree to meeting these requirements to be considered as a host Organisation.

Host Organisation Responsibilities

When putting forward an expression of interest to act as a host Organisation for regional training you are agreeing to the following:

- You will act as a host for training across your region.

- You will be offered a proportion of the available capacity for internal attendees and will open the remaining allocation to external attendees from the region.

- You can provide a room for us to deliver the training which has a minimum capacity of 10 delegates, including the trainer. NOTE: The room does not have to provide training PCs as there is the option for delegates to use their own device.

- On confirmation that your Organisation is booked for regional training you will complete a declaration that commits your Organisation to acting as a host and this will be signed by an appropriate director (Finance, HR, Workforce).

It must be stressed that we **cannot** provide dedicated training to an individual Organisation.

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During the courses we will use a training environment that requires access to the Health and Social Care Network (HSCN). Connectivity checks will be provided to the host, and individual attendees if using their own device, on confirmation of the events taking place.

We can offer the following courses on a regional basis:

- ESR Business Intelligence (ESR BI) – Creating BI Content – 1 day
- ESR Business Intelligence (ESR BI) – Customising National BI Content – 1 day
- Oracle Learning Management (OLM) – Creating Catalogue Content – 1 day
- Oracle Learning Management (OLM) – Enrolments and Subscriptions – 1 day

It is important to note that the content offered in the classroom is the same curriculum as offered in our online webinars, with the addition of hands-on practice. For further details please see the ESR Events Calendar.

As the host for your region, we can offer you 2 consecutive days in your allocated month where we can provide any combination of the courses listed above.

ACTION REQUIRED

If you are interested in hosting regional training courses please provide your expression of interest as follows:

1. **Email -** esr.is-esrcoursereg@nhs.net
2. **Email Title -** Expression of Interest – Regional FTF Training
3. **Email Body -** please confirm:
   a. Your region, room capacity and availability
   b. Your contact details
   c. The courses you would like to be delivered at your site

There is a 6-week lead time to arrange the training therefore it is imperative you can meet the requirements set out in this notice before providing an expression of interest.

As courses will be scheduled on a first come, first served basis you must be committed to working with us to co-ordinate the training and be flexible in the dates you can accommodate.

You will initially be provided with the month we can deliver at your Organisation and be asked to provide the dates you have available in that period.

Failure to respond in a timely manner will result in your allocated month being offered to another Organisation and will require you to re-submit your interest to host.

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FURTHER INFORMATION

If you would like to discuss the role of the host Organisation further or should have any questions on the content of this notice please contact esr.is-esrcoursereg@nhs.net

If you would like to discuss our new Education programme further, please contact the IBM CRMs at esr.is-esrcrm@nhs.net or your Regional NHS Functional Account Manager.

Further communications will be issued to advertise how to enrol on regional training courses once host sites have been established.

NEXT UPDATE
None.