


UN3450 1 of 4 5 <sup>th</sup> June 2024	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	ESR Education Schedule (Webinar) – July 2024	
<b>Purpose</b>	To inform ESR users of the Education events scheduled in July 2024.	
<b>Intended Audience</b>	All ESR users	

### SUBJECT

Further to UN3442 please find below the schedule for the delivery of education events in July 2024. These sessions are offered to all Employing Authorities at no additional charge as part of the ongoing ESR contract.

### DETAIL

Following the continued success of the standard webinar sessions, we are pleased to announce that the online sessions in July 2024 are as follows:

#### Standard Webinar Events

- ESR BI - Creating BI Content
- ESR BI - Customising National BI Content
- HR - New Starters
- HR - Assignment Changes and Leavers
- OLM - Creating Catalogue Content
- OLM - Enrolments and Subscriptions
- Recruitment - Manage Vacancies
- Recruitment - Manage Applicants

Each Webinar will last between 1 ½ and 2 hours and is limited to 20 attendees to enable delegates to ask questions. Questions will be answered during the session where possible, any questions not answered will be followed up after the event.

Detailed joining instructions will be provided following registration.

#### Ad-Hoc Webinar Events

In addition to the standard webinars we will also be offering ad-hoc sessions in July, a separate notice will be issued providing more details.


#### Regional Face-to-Face Training

We continue to work with Organisations to schedule regional face-to-face (classroom) training. If this training is being provided in your region your Organisations will be contacted to notify you of availability and how to enrol on the courses.

Please see UN3418 for details of how to register an expression of interest.


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NOT PROTECTIVELY MARKED

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## ACTION REQUIRED


To register for an event please access the [ESR Events Calendar](#) on the ESR Hub.



The screenshot shows the ESR website interface. At the top, there's a blue navigation bar with the NHS logo and 'Business Services Authority' text. Below this is a search bar and a 'Login to ESR' button. The main content area has a large blue banner with the text 'Welcome to ESR' and an illustration of three people. Below the banner, there are two main sections: 'ESR Events Calendar' (highlighted with a red box) and 'Looking for help?'. On the right side, there are two notification boxes: 'Notification of ESR unavailability' and 'ESR Service Status'.

Places will be allocated on a first come, first serve basis and nominations may be restricted to 2 delegates per Employing Authority to help ensure a fair allocation of available places where there is high demand for an event. All places will be confirmed by e-mail within 5 working days.

**PLEASE NOTE:** If you have a confirmed booking and are no longer able to attend an event please email [esr.is-esrcoursereg@nhs.net](mailto:esr.is-esrcoursereg@nhs.net) as soon as possible in order that your place can be re-allocated.

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**SCHEDULE  
JULY 2024**

<b>STANDARD WEBINARS - ONLINE</b>	<b>DATE</b>	<b>TIME</b>
Recruitment - Manage Vacancies	02/07/2024	10:00am – 11:30am
Recruitment - Manage Applicants	02/07/2024	2:00pm – 3:30pm
HR - New Starters	03/07/2024	10:00am – 12:00am
HR – Assignment Changes and Leavers	03/07/2024	2:00pm – 4:00pm
OLM - Creating Catalogue Content	09/07/2024	10:00am – 12:00am
OLM - Enrolments and Subscriptions	09/07/2024	2:00pm – 4:00pm
ESR BI – Creating BI Content	10/07/2024	10:00am – 12:00am
ESR BI – Customising National BI Content	10/07/2024	2:00pm – 4:00pm

**Prerequisite: ESR Familiarisation.**


As part of the registration process you will be asked which of the following prerequisite statements apply to the person attending the event:

1. I am a new ESR User and will complete the ESR Familiarisation e-Learning prior to this event.
2. ESR Familiarisation not required - I have some experience of using ESR and can navigate around the system.

If statement 1 applies **please remember** to complete the [ESR Familiarisation](#) e-Learning on the ESR Hub prior to attending the event.

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**FURTHER INFORMATION**

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](mailto:esr.is-esrcoursereg@nhs.net)

**NEXT UPDATE**

The next communication regarding the ESR Education Schedule will be issued in July 2024.