



# ELECTRONIC STAFF RECORD

## RN583 Guide to Enhancements and Changes Release 63.2.0.0

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# 1 **Introduction**

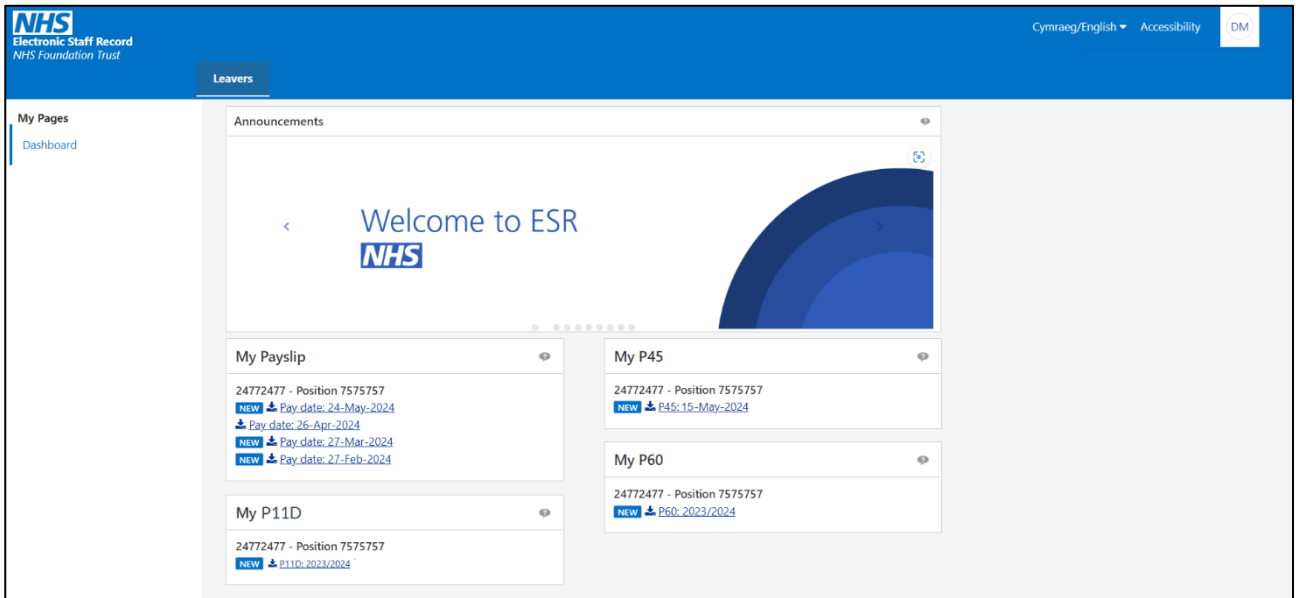
The purpose of this document is to provide details of the enhancements to the ESR system in Release 63.2.0.0. The details are grouped in functionality order.

**The changes to functionality outlined in this Release Notice are subject to successful testing. As is normal practice, any amendments to the content of the Release will be communicated in a revised Guide to Enhancement Notice.**

**NOTE:** All Employee data used in this publication is fictional. Any similarity with the names used in this publication with the names of actual persons is purely coincidental and not intentional.

## 2 Update to Leavers Dashboard

The Leavers Dashboard will now include a P11D Portlet to enable leavers to view P11Ds where available. It will also include an Announcements Portlet which will enable them to view national unauthenticated announcements and announcements (local and national) targeted to the Leavers Dashboard URP.



### **3      New National Subjective Code**

The following value has been added to the Subjective Code list of values effective from 01-Jan-1951:

- NHS6364 - Bank Dietitian Band 8a

## 4 Update to the Employment Checklist EIT

To employ an overseas national on the Worker and Temporary Worker immigration routes (including the Skilled worker or Health and Care visa routes), employers need to apply for a licence to sponsor individuals.

To support organisations in tracking an individual's sponsorship status, the following fields have been added to the Employment Checklist EIT to enable the recording of Certificate of Sponsorship Details.

- Certificate of Sponsorship Number
- Certificate of Sponsorship Expiry Date

Following the deployment of this change organisations will have access to this information in one place, this will streamline communication with the Home Office and enable organisations to monitor sponsored individuals effectively.

Navigation: XXX HR Administration > People > Enter and Maintain > Others > Extra Information > Employment Checklist Details

The screenshot shows a web form titled "Extra Person Information". The form contains various input fields for personal and employment details. A red rectangular box highlights two specific fields: "Certificate of Sponsorship Number" and "Certificate of Sponsorship Expiry Date". Other visible fields include "Residency Status", "Sponsorship Required", "Primary Sponsor Organisation Name", "Date Sponsorship Requested", "Date Sponsorship Received", "Date of Illegal Working Document Check", "Visa Type", "Visa Reference Number", "Visa Issue Date", "Visa Expiry Date", "Limited Leave to Enter Date", "Limited Leave to Remain Expiry", "Date of Medical", "Date of Medical Clearance", "OH Status", "EPP Clearance", "Date of Prof Reg Check - Recruitment", "Date of Prof Reg Check - New Joiner", "Date of Qualifications Check", "E-Rec Vacancy Ref", "IAT Consent", and "Latest IAT Consent Update". At the bottom of the form, there are four buttons: "OK", "Cancel", "Clear", and "Help".

## **Reporting**

The new fields are available to report on in ESRBI:

Subject Area: Human Resources - Person EIT Details

Folder: EIT Employment Checklist Detail

## 5 Addition to BABCP and BPS Professions

The following values have been added to the Profession field list of values available in the 'Extra Person Info Details' and 'Extra Position Info Details' form for the British Association for Behavioural and Cognitive Psychotherapies (BABCP) and British Psychological Society (BPS) registrants.

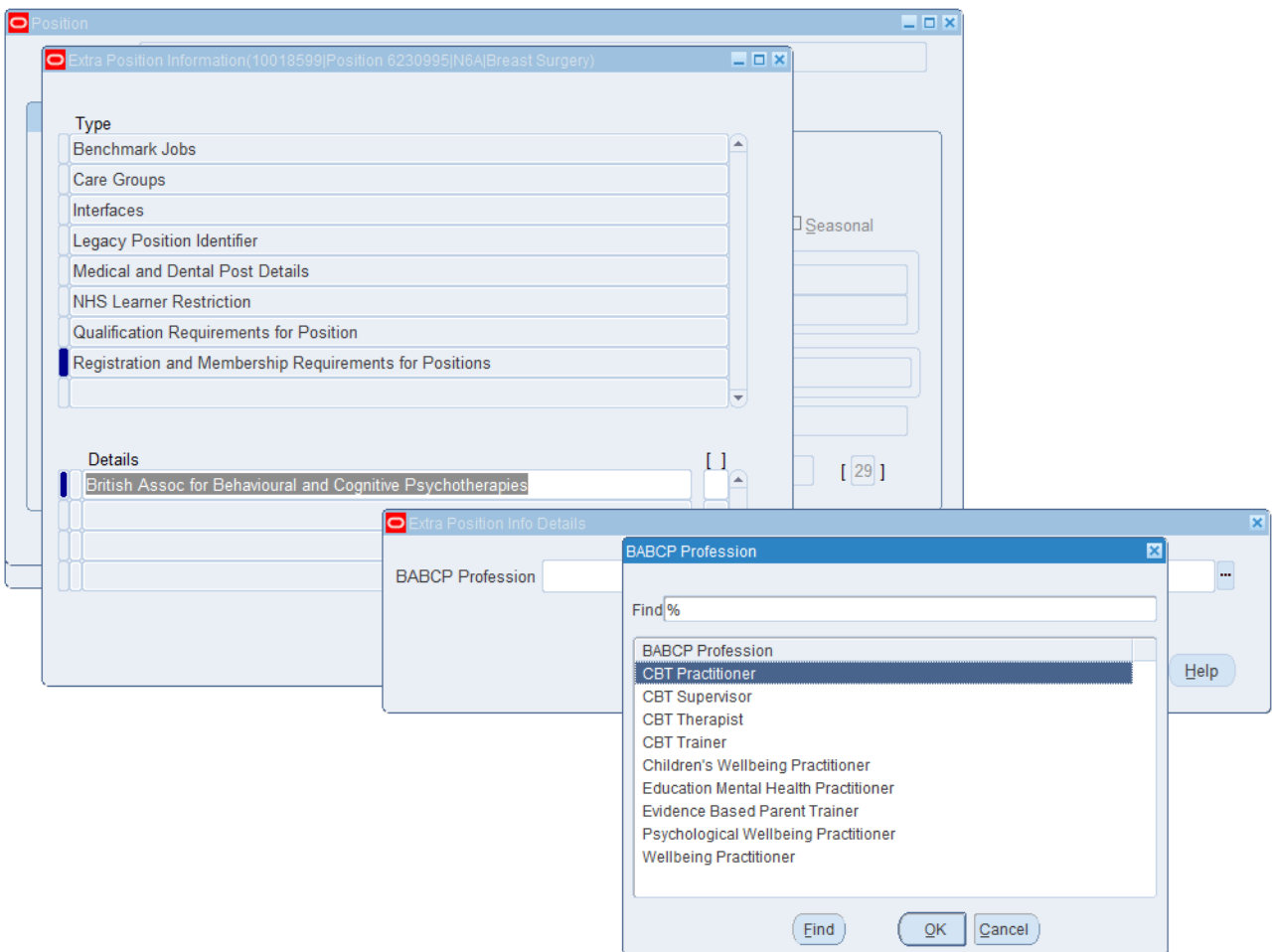
Navigation:

XXX HR Administration > People > Enter & Maintain > Others > Extra Information > Registrations and Memberships

XXX Local Workstructures Administration > Position > Description > Extra Information > Registration and Membership Requirements for Positions

### BABCP

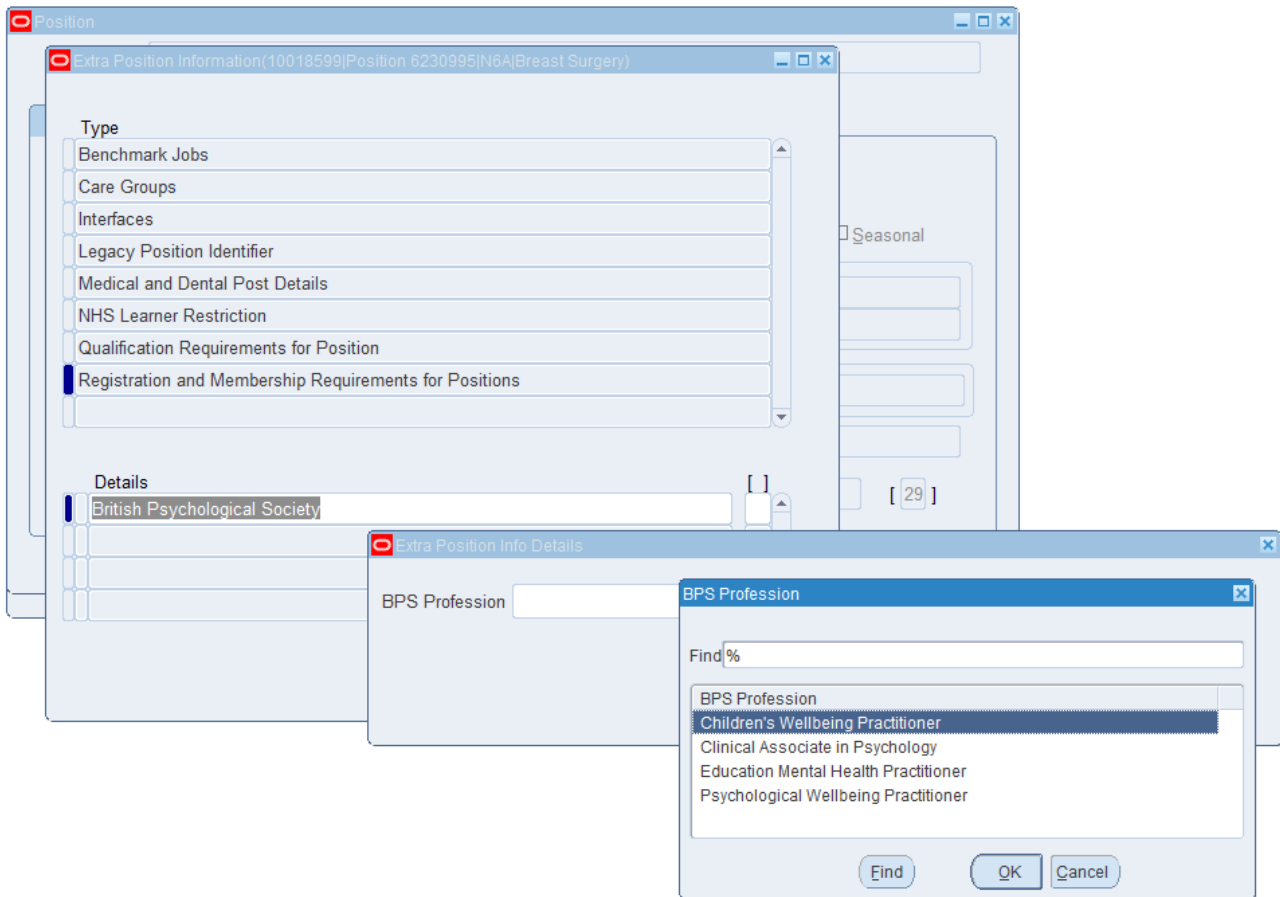
- CBT Practitioner
- CBT Trainer
- CBT Supervisor
- Wellbeing Practitioner
- Evidence Based Parent Trainer





**BPS**

- Clinical Associate in Psychology



These values are available in the following Subject Areas and Folders in ESRBI for reporting purposes:

Human Resources - Applicant EIT Details > EIT BABCP

Human Resources - Person EIT > EIT British Psychological Society

Human Resources - Applicant EIT Details > EIT Regs and Memships – All

Human Resources - Person EIT > EIT Regs and Memships – All

Human Resources - Applicant EIT Details > EIT British Psychological Society

Human Resources - Person EIT > EIT BABCP

Human Resources - Applicant Position EIT Details > EIT NHS Reg and Memship Post Reqts

Human Resources - Employment Position EIT Details > EIT NHS Reg and Memship Post Reqts

Human Resources - Position Analysis > EIT NHS Reg and Memship Post Reqts

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## 6 **New National Appraisal Template**

Following a pilot, a National Scope for Growth template has been added to ESR to support the Scope for Growth appraisal type.

Scope for Growth – aspirational career conversations is the NHS approach to supporting personal growth, career progression and developing talent right across health and care. It is designed to provide a framework for high-quality, inclusive career conversations that help draw out an individual's aspirations as well as their potential.

A Scope for Growth conversation supports those who want to develop within their current role, as well as those ready for the next step in their career. Scope for Growth will help us to understand, nurture and develop all our people by making the aspirations of everyone more visible. It is therefore an important aspect of Scope for Growth that the outcomes of all conversations are recorded so that conversations 'matter' and provide valuable data and insights.

- Good conversation outcome data will inform succession planning, development needs analysis and development planning.
- Understanding the profile of your workforce will help to assess the risk points and ensure any blockers for particular groups are addressed.
- Linking career conversation outcomes to the NHS Staff Survey to track how quality conversations impact results and lead to improvement.
- Including career conversation outcome data will strengthen workforce information by including the aspirations and untapped potential of people, making sure plans are future-focussed.

### **Why Scope for Growth?**

A consistent approach to career conversations will ensure greater visibility of the talent and aspirations of our people, supporting more diverse talent pipelines and succession plans for business critical roles at all levels and across all services in health and care. This approach, extensively researched and applied worldwide, recognises the role of happiness and well-being in success at work, identifying and utilising character strengths, human potential, personal responsibility, purpose and values. It focuses on maximising engagement to create personal learning and development, relevant for the individual and the health and care sector.

Scope for Growth supports The People Promise of 'We are always learning' and is integrated into the People Promise Exemplar retention programme

### **Benefits for our People**

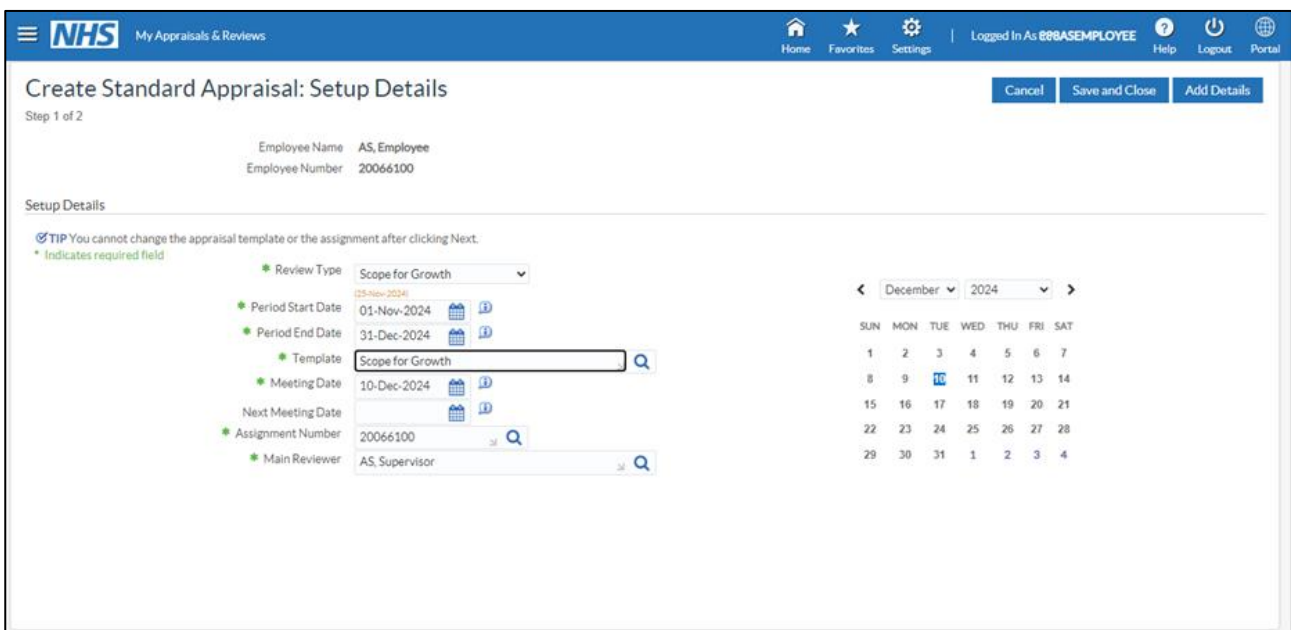
- An opportunity to have an in-depth, rounded, person centred conversation that will help maximise engagement in their role and future career, and create personal learning and career development opportunities.
- **A safe space** which allows people to discuss their strengths, future aspirations, and contribution to their

organisation.

- A way to **take control of their own development** and career by deepening and strengthening their skills in their current role, as well as being fully supported towards the next step of their career.
- **Real, practical career development steps** they can take to support their ability to flourish and grow.
- Early adopters have found measurable impact on improved engagement and a sense of belonging and increased intention to stay.

**Benefits for Organisations**

- Common standards and a **unified and consistent view on talent** within and across systems that mobilises the many, rather than a special few.
- A better **understanding of the workforce’s talent, aspirations, and skill sets**, and a clear understanding of how they can **support everyone on their specific career journey**.
- **Improved visibility of internal talent pipelines** and talent pools at all levels across the service.
- **Stronger, more diverse pipelines** into critical senior leadership roles and more opportunity to share talent between organisations, allowing for better integration and person-centred care.
- **Increased levels of engagement and motivation** among all our people at a time when we are faced with an immense challenge to overcome.



Example Template:

**NHS** My Appraisals & Reviews Home Favorites Settings | Logged In As **BBBASEMPLOYEE** Help Logout Portal

### Answer Questionnaire

[Cancel](#) [Apply](#)

Scope for Growth

Follow the instructions for completing the questionnaire below, then click Apply.

#### Scope for Growth

##### Outcome of conversation

Please select a value based on the outcome of your conversation

1. Depth  2. Breadth  3. Stretch/Complexity

##### Development Categories Agreed

Further to your conversation please select all categories agreed to support development.

Tick all that apply

- Work-based learning - secondment, stretch opportunity, shadowing
- Reflection - coaching, mentoring, action-learning
- Education - formal leadership or talent development programme

##### Development outline plan

Please use the space to provide a concise high level outline of the development plan agreed.

Test

##### Next role aspirations

Please provide details of Specific role or role/org type, internal or external to current organisation. Include retirement/sabbatical.

Test

##### Agreed timeframe for next role

Please select the most appropriate value

Under 1 year ▼

##### Is there a succession plan in place for your role

Please select the most appropriate value

Yes, 1-3 Years ▼

[Cancel](#) [Apply](#)