

Electronic Staff Record

Apprenticeships in ESR

Apprentice details can be recorded in ESR to identify the employees that are on apprenticeship schemes, their status and relevant dates.

The principle of including the information that is currently held is to ensure accurate recording of the apprenticeship details that is required to satisfy national reporting requirements for public sector organisations as well as enabling local monitoring of this data.

The Assignment EIT (Extra Information Type) has been included in both the Generic Inbound and Outbound Interfaces and has been included in the IAT Portable Data Set Copy and all rows (where applicable) will be transferred from the Source to the Target Employing Authority.



Link to User Manual:
[Enter and Maintain Apprenticeship Details](#)

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Process Flow for of Recording Apprenticeships in ESR



3 The Benefits of Recording Apprenticeships in ESR

Holding apprenticeship information within ESR enables the data to be linked to further workforce information and enables significant reporting potential, for example:

- Equality characteristics
- Salary information
- Reason for Leaving
- Future career (i.e. progression following completion of Apprenticeship)



National bodies will be able to report on NHS apprentice information through ESR, reducing the burden on organisations to provide this data via separate systems and submissions.

It is now possible to report on employees who have been specifically employed as an apprentice as well as those employees who are undertaking an apprenticeship whilst continuing in their existing post. These scenarios will be differentiated by the 'Apprentice Type' field.



Information will be transferred through the IAT process enabling organisations to inherit historical apprenticeship details for a new employee.



Using the EIT form allows you to record apprenticeship details to sit alongside an individual's employment information, which records a position that is relevant to the work being undertaken by the apprentice

Organisations can utilise ESR Business Intelligence (BI) to assist in meeting the statutory reporting requirements, in relation to apprenticeships, set out by the Department for Education. This includes the need to report on apprentices as a proportion of your overall trust headcount.

4 Who can access Apprenticeship Details?



The following User Responsibility Profiles (URPs) can access Apprenticeship Details:

- Learning Administration URP* > Manage Learners > Apprenticeship Details
- HR and Payroll URPs > Fastpath > Assignment Extra Information
- Recruitment URPs > Fastpath > Apprenticeship Details

** Smartcard may not be required if this is the only professional URP held*

Manager/Supervisor/Administrator Self-Service can see the Staff in Post Dashboard in Business Intelligence which gives them access to all the reports with the information restricted to their hierarchy.



6 Extra Information Type (EIT) Form



Further Assignment Information

Apprenticeship Level	Level 4
1 Framework / Standard	Associate Project Manager
2 Status	In Progress
Start Date	01-MAY-2023
Proposed End Date	31-JAN-2025
Actual End Date	
3 Main Training Provider (UKPRN)	10009956
4 EPA Centre	
5 Apprentice Type	Existing Employee - Same Role

OK Cancel

All the fields in this form can be updated/amended as required.



1. Framework/Standard

- This list of values is updated as new Standards are developed.

2. Status – select one:

- In Progress
- Complete (Reason)
- Discontinued (Reason)
- Break in Learning

3. Main Training Provider

The UKPRN is a numerical identifier of the Training Provider.

4. EPA (End Point Assessment) Centre should be added as soon as the information is confirmed.

5. Apprentice Type – select one:

- Existing Employee (New / Same Role)
- New Employee

7 Reporting



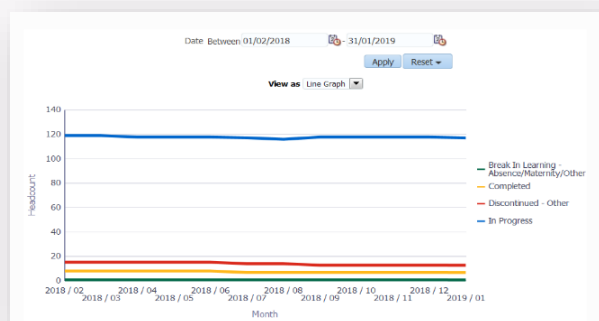
Learning Administration Dashboard Apprenticeships Summary

Shows the percentage of employees undertaking Apprenticeships grouped by Staff Group.



Apprenticeships Trending Dashboard

Shows the number of Apprenticeships monthly as at the last day of the month.



Staff in Post Dashboard In Progress Apprentices NI Category RAG Status

This analysis is designed to highlight green where an employee's NI Category is H and age is less than 25 years, and red where NI Category is not H (or is NULL) and age is less than 25.

Assignment Number	Employee Name	Organisation Name	Apprenticeship Type	Status	Age Band	NI Category is H
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Existing Employee - New Role	In Progress	21-25	No
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Existing Employee - New Role	In Progress	21-25	No
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Existing Employee - New Role	In Progress	21-25	No
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Existing Employee - New Role	In Progress	21-25	No
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12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Existing Employee - New Role	In Progress	21-25	No

Apprenticeships Detail

Apprenticeship Type	Apprenticeship Level	Framework Standard	Status	Start Date	Proposed End Date	Actual End Date	Main Training Provider	EPA Centre	Age Band	NI Number Category is H
Existing Employee - New Role	Level 2	IT, Software, Web & Telecoms Professionals	Completed - Recruited by Host Organisation	22/05/2017	22/11/2018	20/06/2018	10001000		<=20 Years	No
Existing Employee - New Role	Level 2	IT, Software, Web & Telecoms Professionals	Completed - Recruited by Host Organisation	19/06/2017	19/12/2018	07/01/2018	10001000		<=20 Years	No
	Level 3	Health Informatics	In Progress	08/01/2018	07/06/2019		10001000		<=20 Years	No
Existing Employee - New Role	Level 2	IT, Software, Web & Telecoms Professionals	Completed - Recruited by Host Organisation	14/12/2015	14/06/2017	17/05/2017	10001000		21-25	No
Existing Employee - New Role	Level 2	IT, Software, Web & Telecoms Professionals	In Progress	05/02/2018	05/08/2019		10001000		21-25	No
Existing Employee - New Role	Level 2	Business and Administration	Completed - Recruited by Host Organisation	23/02/2015	23/08/2016	29/04/2016	10001000		26-30	No
	Level 2	Business and Administration	In Progress	04/12/2017	04/06/2019		10001000		46-50	No
Existing Employee - New Role	Level 2	Business and Administration	Completed - Recruited by Host Organisation	27/02/2017	27/08/2018	26/01/2018	10001000		21-25	No
Existing Employee - New Role	Level 2	Business and Administration	Completed - Recruited by Host Organisation	18/04/2016	18/10/2017		10001000		<=20 Years	No
Existing Employee - New Role	Level 2	IT, Software, Web & Telecoms Professionals	Completed - Recruited by Host Organisation	02/03/2015	02/09/2016	23/09/2016	10001000		<=20 Years	No



Details of the reports available can be found in the ESR BI Guide to [Apprenticeships Summary](#) and [Apprenticeships Detail](#).