

Competence Requirements and Learning Automatic Subscription and Enrolment

Introduction

This fact sheet covers the use of competence requirements, and the Learning automatic subscription and enrolment process for learning in ESR.

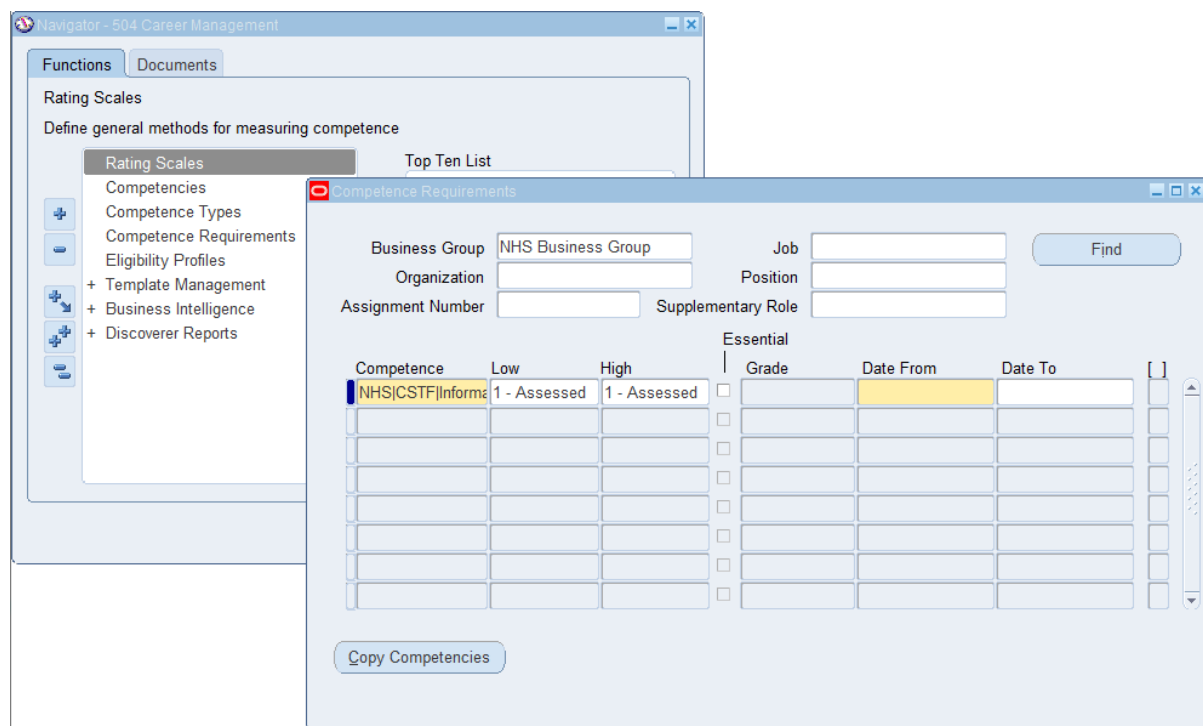
Managing competencies and competence requirements correctly has a direct impact on key areas of functionality such as:

- Learning Automatic Subscription and Enrolment
- Competence Requirements panel on Learner Homepage
- Self Service Compliance and Competency forms

Competencies set as requirements must match with the competencies added to learning events for Learning Automatic Subscription and Enrolment and Find Learning to work correctly.

Competence Requirements

Created using the Career Management User Responsibility Profile (URP)



Competence	Low	High	Essential	Grade	Date From	Date To
NHS CSTF Informz	1 - Assessed	1 - Assessed	<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Competence Requirements are updated via a centrally run overnight process, with any changes available the following day.

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Cascading of Requirements

Level	Competency
Business Group	Requirements will be inherited by all positions
Organisation	Inherited by positions within the selected Organisation only, they are not cascaded through the organisation hierarchy
Job	Inherited by any positions with the selected Job defined in the Organization and Job section of the Position Details
Position	Requirements defined at position level are unique and are not cascaded
Supplementary Role	Employees who have the supplementary role against their person record. No requirements are inherited or cascaded.
Assignment	Requirements defined at assignment level are unique and are not inherited from requirements set at any other level.

Please note the following:

- **Competencies set at Business Group cannot be removed at position level.**
- **Competencies set at a higher level Organisation in an Organisation hierarchy will not cascade to all Organisations beneath.**

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Competency requirements are set as follows

Level	Value	Competency
Business Group	NHS Business Group	NHS CSTF Fire Safety - 1 Year
Organisation	504 Ward 10	NHS CSTF Equality, Diversity and Human Rights - 1 Year
Job	Nursing and Midwifery Registered Staff Nurse	NHS CSTF Infection Prevention and Control - Level 1 - 1 Year
Position	84696 Staff Nurse	NHS CSTF Information Governance - 1 Year

User View

Organisation **504 Ward 10**
 Job **Nursing and Midwifery Registered|Staff Nurse**
 Position **84696|Staff Nurse**

Awaiting Approval

or any additional assignments, select assignment from drop down and press Go

20055707 - Staff Nurse Compliance Percentage **16.7%**

Required Competencies Only

TIP To view required competencies only, tick the checkbox and press Go

[Export](#) [Printable Page](#) [Refresh](#)

Details: Competency Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status
> NHS CSTF Equality, Diversity and Human Rights - 1 Year	1 - Assessed	1 - Assessed	Y	30-Apr-2017	
> NHS CSTF Fire Safety - 1 Year	1 - Assessed	1 - Assessed	Y	30-Jun-2015	
> NHS CSTF Infection Prevention and Control - Level 1 - 1 Year	1 - Assessed	1 - Assessed	N	18-Jul-2019	
> NHS CSTF Information Governance - 1 Year	1 - Assessed	1 - Assessed	Y	31-May-2015	

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Auditing Competence Requirements

Compliance Dashboard - Positions Without Requirements

This returns all positions that do not have a competency requirement defined. The parameters allow the display of positions without specific or multiple competencies.

Organisation	Staff Group	Job Role	Position	Position Title	Date From	Hiring Status
504 Haemochem Pathology			84267	Medical Lab Assistant - Chemical Pathology	01/01/1951	Active
504 Haemochem Pathology			84399	Medical Lab Assistant(+3 disc points) - Chemical Pathology	01/01/1951	Active
504 Haemochem Pathology			84657	Medical Lab Assistant(+ 1 disc point) - Chemical Pathology	01/01/1951	Active
504 Haemochem Pathology			84758	Medical Lab Assistant(+ 2 disc points) - Chemical Pathology	01/01/1951	Active
504 Microbiology			84203	Medical Lab Assistant - Microbiology	01/01/1951	Active
504 Microbiology			84447	Medical Lab Assistant(+ 3 disc points) - Microbiology	01/01/1951	Active
504 Pathology			84259	Medical Lab Assistant - Histopathology	01/01/1951	Active
504 Pathology General			84094	Medical Lab Assistant(+ 3 disc points) - General Pathology	01/01/1951	Active
504 Pathology General			84831	Medical Lab Assistant(+ 1 disc point) - General Pathology	01/01/1951	Active
504 Pathology General			84858	Medical Lab Assistant - General Pathology	01/01/1951	Active

Assistance from NHS Central Team

Request a new service assistance in updating Competence Requirements.

The screenshot shows the 'Self Service Center' interface. At the top, there is a search bar containing the word 'Competencies'. Below the search bar, the results are displayed as a list of items. Each item has a 'Report an Issue' button and a 'Request a Service' button. The 'Request a Service' button for the first item, 'Mass Update - Competencies', is highlighted with a red rectangular box. Other items include 'Notifications \ Competencies' and 'Learning Management \ Competencies'.

Note - Where an organisation is requesting both a competence history load and a competence requirements load, it is recommended to request the competence history load first. This will ensure that a learner is not unnecessarily subscribed/enrolled onto learning when their competence requirements are assessed against their existing competence profile.

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Learning Automatic Subscription and Enrolment

Learning Automatic Subscription and Enrolment will attempt to enrol or subscribe learners onto learning objects which has competencies with it to meet their competence requirements e.g. Classes and Learning Certifications.

Triggers

The process runs based on the following triggers:

- Changes to the Person or Assignment Record
 - Person (Employee or Applicant at Offer Accepted) – Add Supplementary Role
 - Applicant – change of Application status to Offer Accepted
 - New Hire – new employee assignment (primary or secondary)
 - Hire Applicant – new employee assignment (primary or secondary)
 - Employee Assignment Changes
 - Position
 - Organisation
 - Job
- Change in Competence Requirements at any level
- Competence - 30 days or less to expiry

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How the Process Works

When a triggering event occurs the following will happen:



- Any person affected by the triggering event will have all of their outstanding competence requirements assessed.
- Any that are already going to be met by existing subscriptions / enrolments will be skipped.
- For each of the remaining requirements a search will be carried out to find the learning objects that will meet the competence requirement, and will take account of:
 - Any opt outs defined at the Trust Level or against the individual learning objects being searched.
 - Learner Access restrictions
 - Course prerequisites
- Where an object has been opted out, the learner does not have access to the course, or does not meet the restrictions then these will be removed from the options available.
- Each available option found for the person will be captured to enable reporting.

Note: This process runs throughout the day

Note: By default all Learning Catalogue objects are included in the process. It is possible to change this in the Organisation Trust Level Settings. It is recommended that this is not changed as this is not managed by Learning Administrators.

Individual Catalogue objects can be removed from the process by changing the Auto Enrol Opt Out setting.

Additional Information

Auto Enrol Opt Out	
Prevent Unsubscribing	

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Rules

- Enrolment will only occur where there is ONE suitable option found that will award the competency. This must be a Learning Path, a Learning Certification, or a Course with a single e-Learning Class.
- Where a person is subscribed to a Learning Certification they will also be enrolled onto each associated course that consists of a single e-Learning class.
- Where a person is subscribed to a Learning Path they will also be enrolled onto each course where the following is true
 - The component containing the course is part of a section that is defined as 'All Components Mandatory'
 - The course in the component consists of a single e-Learning class
- Where a Learning Certification contains more than one course and each course is made up of a single e-Learning class then the learner will be subscribed and enrolled on each course.
- Where a Learning Certification has options for completion or contains classroom based offerings then the learner will be subscribed but will have to enrol on to the associated class(es).

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Notifications

- Where learners are successfully subscribed/enrolled by the process they will receive standard learning notifications.
- All Learners, who have been processed and who still have outstanding requirements not met by current enrolments, will be sent a notification to prompt them to review their compliance status.
- A person will receive a notification where the following is true:
 - They have been identified by the automatic learning enrolment process
 - They have outstanding Competence Requirements not met by current enrolments (including any auto enrolments carried out by the process).
 - Their person record is linked to an active ESR user account.

Example Notifications are displayed below:

Subscribed and enrolled by the Automatic Subscription and Enrolment Process

Worklist >

You have successfully subscribed to the certification.

Information

This notification does not require a response.

OK Reassign Request Information

From **Joshi, Neela**
To **Joshi, Neela**
Sent **18-Jul-2017 14:56:47**
ID **347296**

Worklist >

You have successfully enrolled in the class.

Information

This notification does not require a response.

OK Reassign Request Information

Your subscription into the certification **Certification Members**
Member
000 Infection Prevention and Control

From **Joshi, Neela**
To **Joshi, Neela**
Sent **20-Jul-2017 15:00:07**
ID **347436**

You have successfully enrolled in the class below.

Class Name: **000 Infection Prevention and Control Assessment - Level 1**
Enrollment No: **12153**
Delivery Mode: **Online e-Learning**
Expiration Date:
Your Enrollment Status is: **Confirmed**

Please keep a copy of this information for your reference.

OK Reassign Request Information

Return to Worklist
 Display next notification after my response

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Change in Competence Requirements not met by current enrolments

Worklist >

i Information
This notification does not require a response.

Competence Requirements Change

To: Leese, Vivian
Sent: 18-Jun-2018 13:08:21
ID: 346880

A change has been made that may have affected your competence requirements. Please review these by logging into ESR and accessing the My Learning page. Any gaps in your competency profile will be identified and you can search for available learning to update your record.

[Portal Landing Page](#)

[Return to Worklist](#)
 Display next notification after my response

[OK](#) [Reassign](#) [Request Information](#)

[OK](#) [Reassign](#) [Request Information](#)

Competency Expiry Notifications

- The automatic learning subscription and enrolment process will also take place as part of the Expiry Notification functionality.
- As part of the 1 month and short notice expiry events the automatic learning enrolment process will perform a Competence Assessment on the employee, however only the Competence expiring will be checked and available learning events identified to renew this.
- In the following scenarios the existing 1 month notification and short notice notification sent to the employee would be updated to include the available options to regain the Competence.
- If the person is already enrolled in learning that will award the expiring Competence, then the Competence Assessment is not required and will not be performed.

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Learner enrolled by the process

Worklist >

i Information
This notification does not require a response.

Competence Expiry - 1 Month

[OK](#) [Reassign](#) [Request Information](#)

To **Leese, Vivian**
Sent **18-Jun-2019 13:08:21**
ID **346880**

The Human Resources Management System which stores your Electronic Staff Record has identified that your NHS[CSTF]Infection Prevention and Control - Level 1 - 1 Year| expiry date is due to expire on 18-Jul-2019.

Your line Manager has been notified

This competence can be renewed by completing the following learning which you have been enrolled onto

504 Infection Control

You can review your existing learning by logging into ESR and accessing the My Learning page

[Portal Landing Page](#)

[Return to Worklist](#)
 Display next notification after my response

[OK](#) [Reassign](#) [Request Information](#)

Learner already enrolled on required learning

Worklist >

i Information
This notification does not require a response.

Competence Expiry - 1 Month

[OK](#) [Reassign](#) [Request Information](#)

To **Leese21, Vivian**
Sent **18-Jun-2019 13:08:21**
ID **346880**

The Human Resources Management System which stores your Electronic Staff Record has identified that your NHS[CSTF]Infection Prevention and Control - Level 1 - 1 Year| expiry date is due to expire on 18-Jul-2019.

Your line Manager has been notified

This competence can be renewed by reviewing your existing learning enrolments on the My Learning page.

You can review your existing learning by logging into ESR and accessing the My Learning page

[Return to Worklist](#)
 Display next notification after my response

[OK](#) [Reassign](#) [Request Information](#)

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Options available to complete

Worklist >

i Information
This notification does not require a response.

Competence Expiry - 1 Month

[OK](#) [Reassign](#) [Request Information](#)

To **Leese, Vivian**
Sent **18-Jun-2019 13:08:21**
ID **346880**

The Human Resources Management System which stores your Electronic Staff Record has identified that your NHS[CSTF]Infection Prevention and Control - Level 1 - 1 Year| expiry date is due to expire on 18-Jul-2019.
Your line Manager has been notified

This competence can be renewed by completing one of the following learning objects

504 Infection Control
504 Infection Control - Classroom based

You can review your existing learning by logging into ESR and accessing the My Learning page

[Portal Landing Page](#)

[Return to Worklist](#)
 Display next notification after my response

[OK](#) [Reassign](#) [Request Information](#)

No learning available

Worklist >

i Information
This notification does not require a response.

Competence Expiry - 1 Month

[OK](#) [Reassign](#) [Request Information](#)

To **Leese, Vivian**
Sent **18-Jun-2019 13:08:21**
ID **346880**

The Human Resources Management System which stores your Electronic Staff Record has identified that your NHS[CSTF]Infection Prevention and Control - Level 1 - 1 Year| expiry date is due to expire on 18-Jul-2019.
Your line Manager has been notified

This competence can be renewed by completing one of the following learning objects

No suitable learning has been found in the catalogue - Contact your Learning Administrator

You can review your existing learning by logging into ESR and accessing the My Learning page

[Portal Landing Page](#)

[Return to Worklist](#)
 Display next notification after my response

[OK](#) [Reassign](#) [Request Information](#)

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Learning Certifications Report

- All auto subscription and enrolment activities can be reported on using the NHS Competence Auto Enrol Report.
 - Submit periodically to see the action taken by the auto subscription and enrolment process or to investigate issues
- Issue types are categorised by
 - Auto Enrolled
 - No User Account
 - No action required
 - Outstanding Requirements with no learning available
 - Outstanding Requirements with learning available

Viewing the Report

Reports

- Standard Reports
- Ad Hoc Reports
- Submit Request**
- View Request

Search ESR

Search for employees and applicants

Search ESR Top Ten List

Submit a New Request

What type of request do you want to run?

Single Request
This allows you to submit an individual request.

Request Set
This allows you to submit a pre-defined set of requests.

OK

Reports

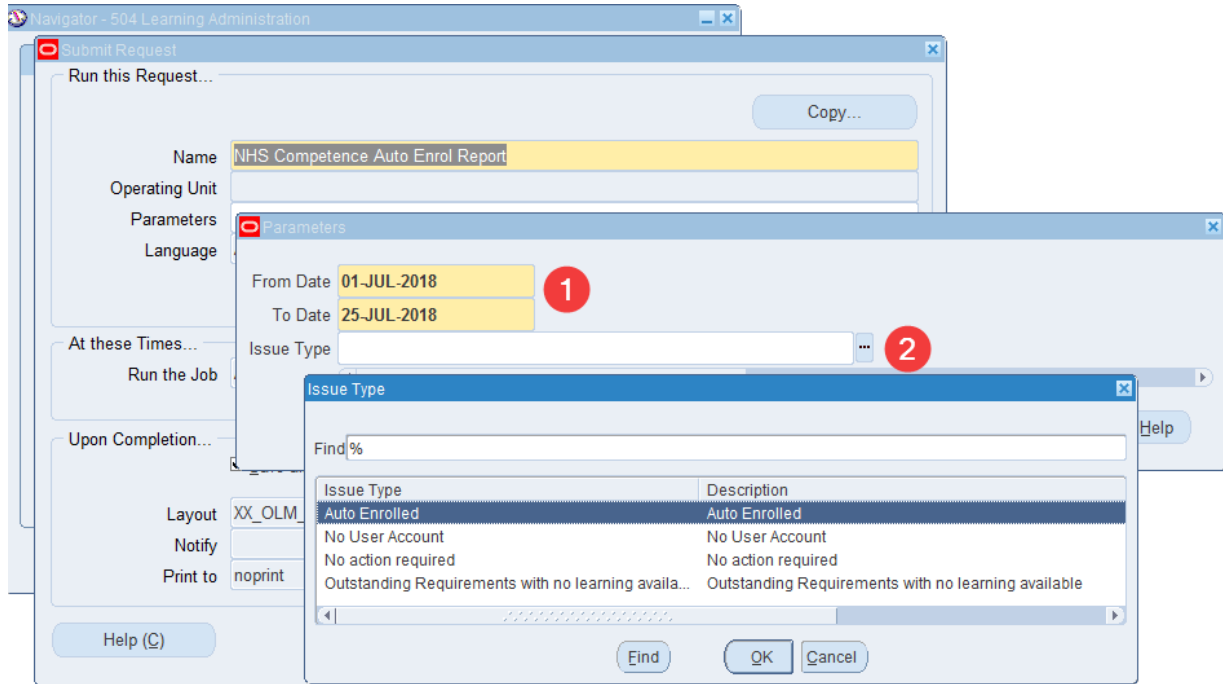
Find %

Name	Applicati
NHS Competence Auto Enrol Report	Custom
NHS Competence Bulk Replace Process	Custom
NHS Competence Bulk Upload Process	Custom
NHS Dynamic to Static Assignment Set Conversion(Non Payroll)	Custom
NHS Enrolment Detail Report	Custom
NHS Percentage Competence Requirement Report	Custom
NHS End Date/Close Course, Offering, Class	Human
Attendance Signature Sheet Report	Learning
Enrolment Cancellation and Automatic Waitlisting	Learning
Learner Sign-In Sheet	Learning
OLM Certification Report	Learning
OLM Chat Report	Learning
OLM Course Evaluation Report	Learning

Find OK Cancel

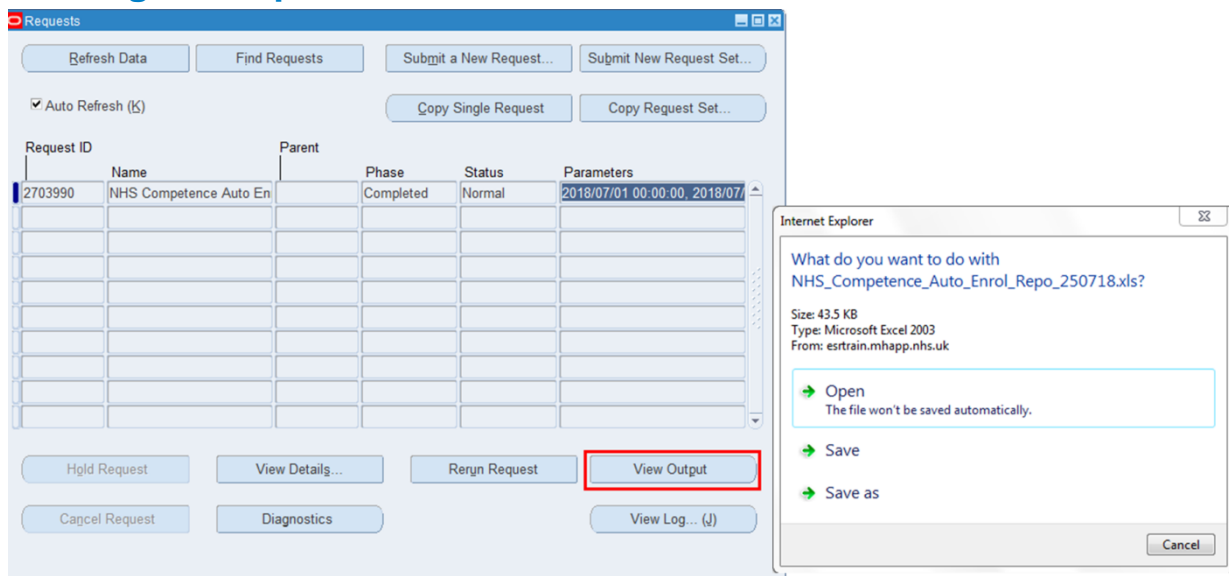
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Parameters



- 1 – Enter the dates for the range that you wish to report on
- 2 – Select issue type or leave blank to see all values

Viewing the Report



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Example Messages

Competence	Learning Object	Learning Name	Issue Type	Message Type	System Message
NHS CSTF Infection Prevention and Control - Level 2 - 1 Year	Already Enrolled		No action required	Current enrolments will meet outstanding requirements	Already enrolled in a learning option that will provide this competence.
	Person Missing User Account		No User Account	Added back to queue for re-processing	
NHS CSTF Infection Prevention and Control - Level 1 - 1 Year	Certification Enrolment	504 Infection Control	Auto Enrolled	Auto subscribed onto certification 504 Infection Control to meet this requirement	
NHS CSTF Infection Prevention and Control - Level 1 - 1 Year	Cert Class Booking	000 Infection Prevention and Control eAssessment - Level 1	Auto Enrolled	Auto enrolled onto class 000 Infection Prevention and Control eAssessment - Level 1 to meet this requirement	You have successfully enrolled in the class.
NHS CSTF Fire Safety - 1 Year	No Available Learning		Outstanding Requirements with no learning available	No learning objects are available to meet this requirement	
NHS CSTF Infection Prevention and Control - Level 1 - 1 Year	Course	504 Infection Control - Classroom	Outstanding Requirements with learning available	Learner can enrol on course 504 Infection Control - Classroom to meet this requirement	Single learning option available for this competence requirement.