# NHS ELECTRONIC STAFF RECORD

# ESR-NHS0270 ESR Learning Management Best Practice Guide

Information Classification: Restricted ESR organisation staff only

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# 1. DOCUMENT CONTROL

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## 1.2. REVIEWERS

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## 1.3. DISTRIBUTION

| Copy No. | Name | Location |
|---|---|---|
| 1 | Library Master | Programme Library |
| 2 | | |

# 2. CONTENTS

# 3. INTRODUCTION

This guide provides Learning Administrators with an overview of the functionality available to them within ESR and covers the Learning Management module as well as Career Management and the Inter Authority Transfer (IAT) process. Following this guidance will help to achieve:

- Reduced costs due to the use of free National e-Learning, a reduction in the unnecessary repetition of training for learners and maximisation of learning resources available to organisations.
- Reduced administrative burden due to efficient use of functionality designed to automate key tasks such as subscription and enrolment of learners, class creation, and sending course details.
- A clear understanding of what learners need to achieve for their role and information about how and when this needs to be taken.
- More efficient induction processes through the use of IAT to ensure that new starters have the requisite skills and undertake the appropriate training.

# 4. LEARNING MANAGEMENT OVERVIEW

The Learning Management component of ESR enables comprehensive control over all the activities associated with the learning and development of NHS staff. This includes the administration of available learning e.g. classroom based and e-Learning courses, and the recording and monitoring of learning achieved or in progress for individuals. Learning can be linked to national competence frameworks, so that attainment of, and progress towards those competencies can be updated and monitored.

## 4.1. BENEFITS

- Supports a blended approach to learning with organisations able to offer, in one place, a variety of learning methods and styles.
- Key metrics are available to Administrators on the Learning Dashboard.
- Free nationally approved, quality assured and centrally maintained e-Learning content as well as access to locally procured or created e-Learning available to play on PCs and mobile devices.
- Associate competencies with learning to automatically enrol employees onto relevant training and update their records on successful completion.
- Customisable emails delivered at key stages in a learning event.
- Automatic notifications to remind learners when refresher training is needed.
- Certifications enable learners to view the status of their compliance based learning and see if and when it needs to be renewed.
- Evaluations to record learner's views of learning undertaken to support continuous development and improvement in the learning offered.
- Learning paths provide personalised and targeted learning for groups of staff or individuals, created centrally, using self service or as part of the appraisal process.
- National competence frameworks to support monitoring of compliance levels against statutory and mandatory training.
- Reduction in staff undertaking unnecessary duplicate learning when transferred using the Inter Authority Transfer (IAT) and Multiple Employer Competence Update processes.
- Reports enable the demonstration of achievement and compliance for all staff within the organisation.
- Creation of tests to assess learner understanding, providing valuable feedback on whether business goals and workforce objectives are being served.

# 5. COMPETENCE MANAGEMENT

Management of competence requirements and competencies is key to the successful use of ESR for Learning Management and Self Service purposes.

Competencies within ESR provide the capability to manage and monitor learners' compliance. Competencies are maintained within defined national and local frameworks. A comprehensive suite of reports allows the status of development reviews to be monitored, as well as showing the status of competencies at local, regional or national level.

Managing competencies and competence requirements correctly has a direct impact on the following functionality:

- Learning Auto Enrolment
- My Compliance and Team Compliance Portlets
- Self Service Compliance and Competency forms
- IAT Competence Management
- My ESR Calendar and Team Actions Portlets
- ESR BI reports
- Appraisals
- Suitability Matching
- Compliance Rate and Organisation Non-Compliance Portlets

## 5.1. COMPETENCIES

### 5.1.1. Overview

ESR maintains a full suite of National Competence Frameworks including the Core Skills Training Framework (CSTF), Care Certificate Framework (CCF), Knowledge and Skills Framework (KSF), National Occupational Standards (NOS), National Workforce Competencies (NWC), Educator (EDU) and an agreed set of Mandatory Competence labels (MAND) controlled by the Learning Management NSIG.

Any nationally allocated competency will move with an employee as they move jobs around the NHS as part of the Inter Authority Transfer portable data set. This can help support regional streamlining initiatives by aligning employee statutory and mandatory training to nationally agreed frameworks.

Renewal periods against competencies can help identify training needs and prompt learners to ensure they remain compliant against any statutory or mandatory training. Learners, managers and role holders receive notifications when competencies are nearing expiry.

Organisations are also able to define local competencies for specific local needs.

Competencies are added to employee records by completing learning events associated with the competence, through appraisals or by direct addition to their record on approval from a supervisor. Fields held against competencies on an employee record give an audit trail of how competencies have been achieved.

### 5.1.2. Considerations

Organisations should use CSTF or other national competences where possible. Although organisations can create local competencies, national competencies should be used where possible to ensure skills are transferred via the Inter Authority Transfer (IAT) and Multiple Employer Competence processes and to maximise benefits and efficiencies.

If organisations are moving from a local framework to a national framework, processes are available to update or replace existing competencies held against employee records. It may also be possible to obtain central assistance in uploading competencies into ESR, this can be investigated by raising a Service Request.

Where competencies are to be awarded by learning events, Learning Administrators will need to know what competencies are held against which learning events as this will have an impact on related functionality such as Auto Enrolment and Learner searches. They will also need to consider whether additional approval is required from managers before these are added to an employee record.

### 5.1.3. Further Details

Enter and Maintain a Local Competence

Enter and Maintain a Competence Profile

Creating Rating Scales that can be applied to competencies and appraisals - Create a Rating Scale

Group Competence to Type

Add, End Date and Purge Competencies from Competence Profiles - NHS Competence Bulk Upload Process

Replace Competencies on NHS Competence Bulk Replace Process

Adding a Competence to a Learning Event

## 5.2. Competence Requirements

### 5.2.1. Overview

Competence Requirements are defined using the Career Management or Local Workstructures URPs. They can be defined at the following levels:

- Business Group - requirements will be inherited by all positions.
- Organisation - inherited by positions directly within that organisation.
- Job Role - inherited by any positions with that job role defined in their definition.
- Position - no inheritance, requirements are unique.
- Assignment - no inheritance, applied to assignments where the person has a system person type of 'Employee'.
- Supplementary Role - no inheritance, applied to people who have the associated role on their person record.

A process runs each night, which updates any changes in competence requirements made since the previous run.

### 5.2.2. Considerations

It may also be possible to obtain central assistance in defining competence requirements in ESR, this can be investigated by raising a Service Request.

Organisations will need to have processes in place to ensure that competence requirements are defined for new positions.

Requests for new supplementary roles to assist in defining requirements can be submitted directly to the HR and Self Service NSIG.

### 5.2.3. Further Details

Define Competence Requirements

## 5.3. IAT Competence Management

### 5.3.1. Overview

The IAT process gives organisations the ability to amend the competencies being received from the previous organisation; this is managed by holders of the 'Stat & Mand Competencies Ntf' role.

When an organisation requests an IAT for an applicant the competences from the NHS|MAND, NHS|CSTF, NHS|CCF and NHS|EDU frameworks are transferred to Stat & Mand Competencies Ntf role holder. The role holder can accept the competencies as transferred or edit them to match the position requirements for the applicant/employee.

Organisations can also create local versions of the role to help manage the workload. These are assigned on the Organisation DFF and apply to all organisations below it in the hierarchy. Notifications for applicants in Organisations in this hierarchy are then directed to the specified local role holder. Responsibility still lies with the 'Stat & Mand Competencies Ntf' role holder where local roles do not exist for an organisation.

All other National competencies are transferred as part of the PDS copy. Where a new record is created for a returning employee, local competencies can be transferred to the new record by performing an internal IAT.

### 5.3.2. Considerations

Statutory and Mandatory competencies are no longer transferred as part of the final PDS Copy where organisations have allocated the ‘Stat & Mand Competencies Ntf’ Role.

If the role holder does not action the form then no ‘Stat & Mand’ competencies are transferred.

Following the initial updates to Stat & Mand competencies, changes in the source organisation do not automatically update competencies in the target organisation, see 5.4.

### 5.3.3. Further Details

IAT Competence Management

## 5.4. Employee Competence Profiles Across Organisations

### 5.4.1. Overview

Employee competence profiles are synchronised when a national competence is added or updated, and where a person has multiple records across different organisations.

To qualify, the person must have a record separate from the one where the competence change was recorded.

This person record must have either an active assignment record or an active application record at status Offer Accepted.

Person matching is performed using a combination of NHS Unique Identifier OR NI Number and Date of Birth.

The process to generate notifications runs on a nightly basis.

### 5.4.2. Considerations

Organisations must have users in the ‘Multi-Employer Comp Update’ Role.

The process gives direct replication of a competency that an individual has achieved based on the course content and refresher period for the employer at which it was undertaken. They are informed if this has been rejected / accepted by their other employers.

Organisations have the option to accept it and manage the compliance period for that individual amending the end date should they see fit or reject the competency if they choose and add an alternative directly to the individuals Competence Profile based on the information received within the notification.

### 5.4.3. Further Details

Employee Competency Profiles Across Organisations

# 6. MANAGING ENROLMENTS

## 6.1. Learning Automatic Subscription and Enrolment

### 6.1.1. Overview

This process will automatically enrol staff onto learning that will meet outstanding competence requirements. The process runs throughout the day checking for changes in competence requirements, if learning is found that meets the criteria for auto enrolment then learners will be enrolled onto the learning and notified. If there is no learning available, then they will be notified about the next actions available to them. Learning Administrators are able to the monitor status of the Learning Automatic Subscription and Enrolment process using a 6i Report which can be exported to Excel for further analysis.

### 6.1.2. Considerations

Learners will only be auto enrolled where the associated competence is delivered by one learning event.

Learners will never be auto enrolled on classroom based courses although they may be subscribed onto the associated Learning Certification or Learning Path.

Where organisations do not want to use auto enrolment or wish to exclude certain objects from the process then they can opt out at:

- Organisational level (controlled by the Local Workstructures URP) or
- On an individual Learning Certification/Learning Path or Course level (controlled by Learning Administration URP)

### 6.1.3. Further Details

Further information on the rules that trigger the process, notifications delivered, running the report and opt out options are available in the User Manual.

[Learning Automatic Subscription and Enrolment]

## 6.2. Waitlisting

### 6.2.1. Overview

When a class becomes full, any further enrolments made on the class are placed on the Waitlist. Learners are informed about this during the enrolment where they are informed of their position on the waitlist and via a notification.

By default, if a space becomes available more than 7 days before the class start date, a learner on the waitlist will be enrolled onto the class and notified. The default value of 7 days can be overridden by using a different value in the Restrict Automatic Enrolment from Waitlist field on the Offering or Class.

They still have the option to withdraw if they have made other plans.

### 6.2.2. Considerations

Learning Administrators have the option to specify the number of days before the class starts during which time self service users are unable to withdraw from a class. This can:

- Limit non attendance (Waitlisted learners not given enough notification to cancel)
- Ensure class attendance is maximised (spaces freed by late withdrawals cannot be filled because of closeness to class start date).

To prevent infinite waitlists, Administrators can specify a maximum number of spaces on the waitlist.

Where organisations do not want to use waitlisting or wish to exclude certain classes from having a waitlist then they can opt out at:

- Course,Offering or Class level (controlled by Learning Administration or Class Administration URP)

Where the maximum number of spaces on the waitlist is reached or where waitlisting is disabled then:

No further enrolments can be added to the class.

### 6.2.3. Further Details

Further information on the class level settings - Create a Class

Notifications associated with Waitlisting - Workflow Notification Guide

## 6.3. Automated Meeting requests

### 6.3.1. Overview

Meeting requests are sent to learners enrolled onto courses directly from ESR. These are based on certain business triggers:

- A meeting request containing joining instructions will be sent to Learners when the enrolment status is updated to ‘Confirmed’.
- A meeting update of changes to class dates, times or primary venue will be sent to all Learners with a ‘Confirmed’ enrolment status.
- A meeting cancellation will be sent to Learners with a ‘Withdrawn’ enrolment status.If a class is cancelled a meeting cancellation will be sent to Learners with status of ‘Confirmed’, ‘Waitlisted’ and ‘Requested’.

Learning Administrators can add custom text to joining instruction emails. This is applied at offering level or class levelThe joining instructions email will also be generated if Self Service URP users enrol staff and their status is consequently updated to ‘Confirmed’.

### 6.3.2. Considerations

Meeting requests will not be generated retrospectively therefore delegates enrolled onto a class after the event has started will not receive them. In addition classes that are cancelled retrospectively will not trigger the generation of meeting requests.

All other learning notifications generated by ESR are also sent directly to learners and will also trigger an email. This includes notifications sent using the Notify functionality available via the Manage Classes form.

Emails are by default sent to the address held on a person’s HR Record (Office Details tab) unless changed on the single enrolment form. Bulk Enrolment will always use the email address on the HR record.

### 6.3.3. Further Details

Further information is available in the ESR Email Notification Guide and User Manual - Joining Instructions.

# 7. CATALOGUE ADMINISTRATION

## 7.1. LEARNING CERTIFICATIONS

### 7.1.1. Overview

A Learning Certification contains one or more component Courses that must be completed within a specific time period. Validity periods and renewal options can be set against Learning Certifications meaning that courses can be repeated without the need to recreate course items.

### 7.1.2. Considerations

National courses are not refreshed on an annual basis, if organisations require learners to complete national courses on a regular basis then they must be set up as courses in Learning Certifications. This logic would also apply to locally created e-Learning content.

Certification Set Up

Base completion of Certification on Number of Days. This means that the dates in the Learning Certification are dynamic based on when the learner subscribes.

The number of days entered for completion of a Learning Certification should be a realistic number of days in which to complete a piece of learning. Consideration should also be given to the learners taking the Learning Certification. For example, applicants may be subscribed at Offer Accepted Stage but may not be in a position to start the Learning Certification until they begin work.

Ensure that days to complete is less than the length that Learning Certification is valid for.

Ensure that the appropriate competency, with an expiry period matching the Certification validity period is added to the Learning Certification.

For maintaining compliance, the recommended setting is to allow learners to renew, "For a period before a certification expires" for learning which needs to be repeated. Setting this value to 90 days or more will ensure that an associated competence can be actioned from the My Compliance portlet when it is displayed here. If there is an expectation that learners may wish to review the learning outside of the compliance period, the setting can be changed to 'Immediately after learner completes'.

Subscribing and Enrolling Learners:

It is recommended that where possible Learning Auto Subscription and Enrolment or self enrolment via the Find Learning functionality is used. This will ensure that Competence expiry dates and Certification due dates displayed to the Learner are consistent with each other.

Course Changes:

Where there are changes to courses, it is recommended that new Learning Certifications are created rather than adding a new course to an existing Learning Certification.

### 7.1.3. Further Details

Create a Learning Certification

## 7.2. CLASS SCHEDULER

### 7.2.1. Overview

The Class Scheduler enables you to copy a given class and schedule the class going forward up to a maximum of 12 months, reducing the time taken to create recurring classes. Classes can be scheduled based on a weekly or monthly schedule and will:

Automatically change class start and end dates and enrolment start and end dates based on the schedule and class chosen.

Apply a consistent naming convention by allowing the Learning Administrator to provide the name for all classes which will be appended with the class date.

Allow or disallow classes being created on a bank holiday.

### 7.2.2. Considerations

Resources will not be copied, but Administrators can reduce time taken to add this to classes by using the Resource Checklist functionality.

Classes will not be created if they fall outside the parent offering dates.

Classes will not be created if they will create duplicates on the system.

### 7.2.3. Further Details

Class Scheduler

Resource Checklist

## 7.3. End Dating Course and Offerings and Closing Classes

### 7.3.1. Overview

By default the Catalogue search for Administrators will only display learning events which are classified as being Active, i.e. not end dated or end date in the future. Classes are only displayed where they have a status of Normal or Full.

It is expected that learning events are managed correctly as they occur. For example, when a Class has finished and the enrolments have been updated, the Class Status should be changed to Closed. This will ensure that the Class is not returned in the default searches used by Administrators. Where organisations have a number of classes with the incorrect status, a process available to Learning Administrators can be used which will ensure that learning events can be closed correctly.

The process, “NHS End Date/Close Course, Offering, Class”, allows an Administrator to enter an end date against up to ten Courses and or Offerings. When submitted, the Course(s) and relevant Offerings will be end dated and any open Classes will be given the status of Closed and will be end dated if the end date has not already been populated. Administrators are given the opportunity to review the changes that will be applied before submitting.

### 7.3.2. Considerations

Use ESR BI to identify learning events that should be end dated/closed.

Ensure that your organisation has processes in place to maintain the catalogue correctly.

### 7.3.3. Further Details

NHS End Date/Close Course, Offering, Class Process

## 7.4. Shared Training Centres

### 7.4.1. Overview

Shared Training Centre (STC) functionality allows an organisation to act as a host supplier of training for a number of other organisations, in a provider/customer relationship.

Shared training functionality allows for the learners in the customer organisation to use their own access to view the training offered by the provider organisation and request a place on the training.

The provider organisation is able to pick up manual enrolments by selecting the learners to enrol directly on to training offered to their customer organisations.

### 7.4.2. Considerations

Provider organisations must raise a support call to have a profile option set against their Learning Administration URP so that they can act as a Shared Training Provider.

Provider organisations must list all the Customer organisations they are providing training to against the Trust level organisation in Local Workstructures.

Customer organisations must list the Provider organisation(s) they are receiving training from against the Trust level organisation in Local Workstructures.

The setup needs to be in place at the Provider and Customer orgnaisations for the Shared Training Centre functionality to operate correctly.

The Shared Training Provider must have Learning Administrators within the STC Learning Administrator role.

Shared Training Provider must nominate which classes are shared to which Customer organisations using the STC fields on the required classes.

Learner Access settings override Shared Training

### 7.4.3. Further Details

Shared Training Centres

Class Settings

# 8. LEARNING MANAGEMENT URP ALLOCATION

There are three URPs that can utilise the Learning Management features within ESR:

- Learning Administration
- Class Administration
- Learning Instructor

## 8.1. Learning Administration

Gives users full access to the Learning Catalogue and associated functionality within ESR.

## 8.2. Class Administration

The Class Administration URP allows a user to administer enrolments against classes to which the user has been given access; the user can also schedule classes within the catalogue.

The Learning Administration URP retains rights to set up Courses and Offerings, but once set up the management of classes within the offering can be undertaken by holders of the secured URP. Organisations are able to decide locally how access is restricted, and are able to set up appropriate OLM Data Groups using the Local Systems and User Administration URP.

An Extra Information Type (EIT) on the individual's personal HR record details the OLM Data Groups the employee is associated with. Learning Administrators can then highlight specific Offerings within Courses that the employee will be able to update and amend.

## 8.3. Learning Instructor

The Learning Instructor URP enables users identified as an 'Internal Trainer' Resource type in ESR to:

- View/Update Enrolments
- View Class Details
- View the booked Resources
- View any Prerequisites
- View their booking history
- Manage Forums and Chats

## 8.4. Considerations

Organisations will need to decide whether all learning will be recorded by a specific central department, or whether access to learning will be devolved out to other areas of the organisation to manage.

Where access is devolved, they may wish to distribute the Learning Administration URP to these departments or utilise the additional security and restrictions to view person data provided by the Class Administration URP and/or the Learning Instructor URP.

To enable class attendance to be updated in a timely manner, give the Class Administration or Learning Instructor URPs to trainers to enable them to update attendance using the Update Attendance Portlet.

### 8.4.1. Further Details

Update Attendance Portlet

| **Learning Administration Functions** | **LA** | **CA** | **LI** |
|---|---|---|---|
| **Announcements** | Y | N | N |
| **Apprenticeship Details** | Y | N | N |
| **Assignment Set** | Y | N | N |
| **Business Intelligence** | Y | Y | Y |
| **Catalogue** | Y | Y | N |
| **Class History** | N | N | Y |
| **Competence Profile** | Y | Y | N |
| **Compliance Rate Portlet** | Y | Y | N |
| **Content** | Y | N | N |
| **Customers** | Y | N | N |
| **DNA Rate Portlet** | Y | Y | N |
| **Eligibility Profiles for Learner Groups** | Y | N | N |
| **Enrolments and Subscriptions** | Y | Y | N |
| **Forums and Chats**[1] | Y | Y | Y |
| **Instructor Home** | N | N | Y |
| **Learner Groups** | Y | N | N |
| **Learning History** | Y | Y | N |
| **Notifications** | Y | Y | Y |
| **OLM Data Groups** | Y | N | N |
| **Organisation Non Compliance** | Y | Y | N |
| **Pay Progression Portlet** | Y | N | N |
| **Performance Reviews** | Y | N | N |
| **Qualifications** | Y | Y | N |
| **Resources** | Y | Y | N |
| **Resource Bookings** | Y | Y | N |
| **Request Internet Access** | Y[2] | Y[2] | Y[2] |
| **Schools and Colleges** | Y | Y | N |
| **Search and view Learner** | Y | Y[3] | N |
| **Search ESR** | Y | Y | N |
| **Submit Request** | Y | N | Y |

| Learning Administration Functions | LA | CA | LI |
|---|---|---|---|
| **Supplementary Bookings** | N | N | Y |
| **Suppliers** | Y | N | N |
| **Upcoming Classes Portlet** | Y | Y | Y |
| **Update Attendance Portlet** | Y | Y | Y |
| **View Address** | Y | N | N |
| **View Assignment** | Y | N | N |
| **View Enter and Maintain** | Y | N | N |
| **View Phones** | Y | N | N |
| **View Request** | Y | N | Y |
| **View Supplementary Roles** | Y | Y | N |

1 Learning Administrators can create Category Forums and Chats, Learning Administrators and Class Administrators can create Class Forums and Chats, only Learning Instructors can moderate Forums and Chats.
2 Access to ESR BI.
3 Read only access to learning events to which the Class Administrator has not been given access.

## 8.5. Other Related URPs

Organisations may find it beneficial to assign the following URPs to Learning Administrators:

### Career Management URP

To set up and maintain Competencies and Competency Requirements and create Rating Scales.

### External Learner Administration URP

Required for the creation and administration of External Learners.

### 8.5.1. Further Details

Career Management

External Learners

# 9. PORTAL

## 9.1. Overview

The Learning Dashboard gives easy access to the following ESR BI reports:

- Compliance Rate - Learning Compliance
- DNA Rate - DNAs over the previous month
- Organisation Non-Compliance - Bottom 10 Orgs by Compliance
- Pay Progression - Displays the number of assignments with pay affecting increments

In addition, there are 2 available portlets

- Upcoming Classes - The Upcoming Classes portlet displays the total classes scheduled for the next 14 days including today and how many of these are yet to meet their minimum number of attendees. It also provides quick access to the Learner Search and the classes listed on the portlet.
- Update Attendance - Access to classes and enrolments within the last 14 days, enabling attendance to be marked as a class is completed. Learners who attend without enrolling beforehand can be added on the day.

## 9.2. Considerations

Access to the Portal is available to all Learning URP variants without the need for Smartcards. Raise an SR to remove the Smartcard mandate, enabling attendance at classes to be recorded on tablets and other mobile devices.

Additional BI Portlets can be added to the dashboard to meet local needs.

Assign trainers with Class Administration or Learning Instructor URPs to enable them to update enrolments.

## 9.3. Further Details

Learning Dashboard

Learning Dashboard e-Learning

Accessing ESR Over the Internet

Class Administration URP

Details of other Learning related Portlets available on other Dashboards

# 10. ESR BI

## 10.1. Overview

ESR BI provides Administrators with a comprehensive overview of Learning Events and all Learners. Several are available directly from the Learning Dashboard on the Portal, up to an additional three BI portlets can be added to this Dashboard based on national or local BI reports. These reports are also available on the Internet from any device.

Features such as Alerting give administrators the ability to deliver parts of analyses to the ESR BI Homepage and to an email address. These can be used to trigger Alerts if certain conditions are met e.g. setup an Alert to notify managers if any of their staff have a status of DNA against a class.

## 10.2. Considerations

Enable access to ESR BI over the Internet.

Review the National ESR BI reports and decide if local reports are required, if so, then speak to your Local BI Administrators.

## 10.3. Further Details

ESR BI over the Internet

### Learning Related BI Dashboards

Care Certificate Dashboard

Certifications Analysis Dashboard

Change Event Dashboard

Compliance Dashboard

Compliance Trending Dashboard

Education and Learning

Learning Administration Dashboard

# 11. ESR E-LEARNING

## 11.1. National e-Learning

### 11.1.1. Overview

ESR provides learners with a wide variety of free to use e-Learning viewable from the same catalogue as all other learning opportunities. National content is created and configured nationally, meaning there are no administrative burdens in testing, releasing and updating content. Content can be played in any desktop browsers, mobile phones and tablet devices.

Courses have been developed by a number of national content providers to ensure that the most up to date, relevant material is available to NHS staff undertaking e-Learning.

The courses cover a wide range of statutory and mandatory training, essential IT skills and clinical subjects.

Groups of organisations are also able to utilise restricted regional content. This is administered in the same way as National e-Learning courses but access to the content is restricted to specified VPDs based on nationally created Learner Groups.

### 11.1.2. Further Details

Creating an Offering Linked to a Learning Object

## 11.2. Local Offerings from National Learning Objects

### 11.2.1. Overview

Organisations are able to utilise National Learning Objects in local offerings. This means that centrally maintained e-Learning can be used in a number of different ways:

#### Certifications:

A local course can be created with two offerings. A local classroom based offering and a local offering based on a National Learning Object. When attached to a Learning Certification, this will give the learner two options to complete the Learning Certification.

#### Flexibility in Course Creation

Where National courses are set up with a number of learning objects, a learner can gain a completed status by completing all learning objects. Where an organisation has reviewed a National course and only requires a learner to complete a subset of the learning objects, they can create a local course for each required learning object and make available to learners using a Learning Path or Learning Certification.

#### Certification Only Options

If a class in a National course is set to Certification only and an organisation want learners to be able to complete the course outside of a Learning Certification then they may create their own offering and ensure that the Certification only check box on the Class is not selected.

The opposite also applies, if a class in a National course is not set to Certification only and an organisation only want learners to complete the course as part of a Learning Certification then they may create their own offering and ensure that the Certification only check box on the Class is selected.

### 11.2.2. Further Details

Create an Offering Linked to the Learning Object

## 11.3. LOCAL E-LEARNING

### 11.3.1. Overview

Organisations can use their own e-Learning, accessible to their organisation only, where they have specific learning needs not met by National e-Learning. The e-Learning can be purchased from third party providers or created in house.

### 11.3.2. Considerations

Organisations will need access to a web facing server. All organisations within NHS England can host their e-Learning on the NHS Learning Hub..

To ensure that information such as scores and completion status is recorded on ESR, the package should be SCORM compliant.

To work with ESR, a SCORM adapter must be installed on the server. This controls communication between the content and ESR.

### 11.3.3. Further Details

Setting up Local e-Learning

SCORM Adapters

ESR-NHS0167 - ESR e-Learning Content Guidance and Standards