

NHS ELECTRONIC STAFF RECORD

ESR-NHS0222 - GUIDE TO ESRBI COMPLIANCE DASHBOARD

Information Classification: PUBLIC

Owner:	Development and Operations Team
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DOCUMENT CONTROL

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09/05/2016	Matt Madya	1.0	Initial Release
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30/05/2022	Matt Madya	26.0	Updated following new ESRBI developments
06/06/2023	Matt Madya	27.0	Updated following new ESRBI developments
25/08/2023	Matt Madya	28.0	Updated following new ESRBI developments
01/07/2024	Matt Madya	29.0	Annual Review
12/02/2025	Matt Madya	30.0	Updated following new ESRBI developments
30/04/2025	Matt Madya	31.0	Updated following new ESRBI developments
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DISTRIBUTION

Copy No.	Name	Location
1	Library Master	Project Library
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Design Assumptions

The following design assumptions have been made and can be applied to all analyses and dashboards:

1. All analyses have an export button to enable the user to export to their format of choice.
2. All analyses have an 'Add to Briefing Book' button enabled to allow the user to group national analyses together into a board-report type document.
3. All dashboards are designed on a screen resolution of 1024 x 768 pixels to prevent horizontal scroll bars being displayed (except where wide tables of data are required).

Examples

Where applicable, the examples included in this document contain fictional data only. The names and other personal details are fictional although look realistic enough to provide a useful example.

Compliance Dashboard

Description

This dashboard is designed to provide users with intelligence around compliance levels within the organisation.

Allocation

This dashboard is available to the following URPs:

XXX Administrator Self Service (Payroll Approvals Not Required)
XXX Administrator Self Service (Payroll Approvals Required)
XXX Career Management
XXX BI Administration
XXX HR Administration
XXX HR Administration (With RA)
XXX HR Management
XXX Learning Administration
XXX Manager Self Service (Payroll Approvals Not Required)
XXX Manager Self Service (Payroll Approvals Required)
XXX Supervisor Self Service
XXX Supervisor Self Service (Limited Access)

Index

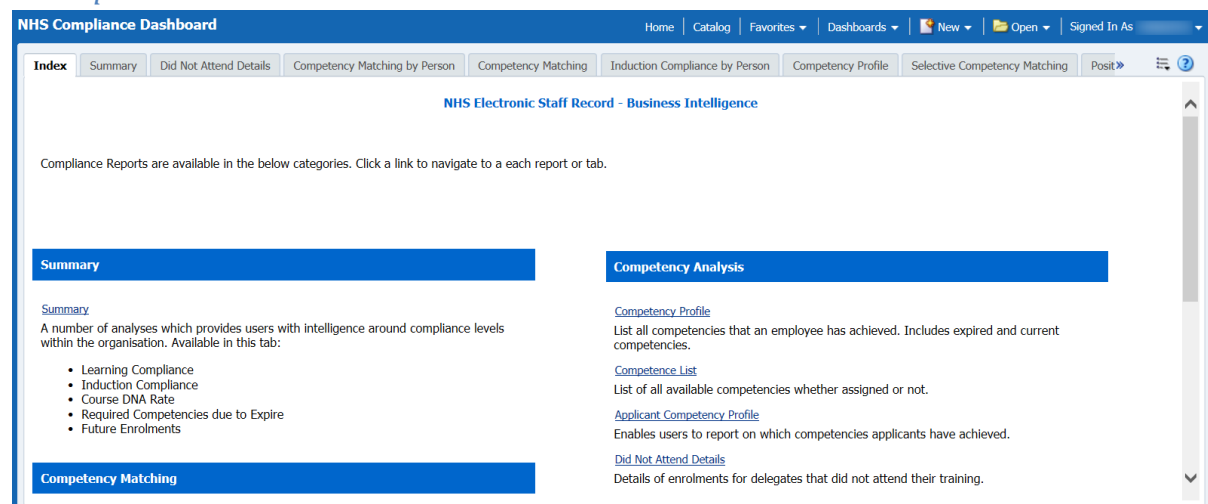
Description

Compliance reports are available in four different categories below:

- Summary
- Competency Analysis
- Competency Matching
- Competency Requirements

From this tab users can click on links provided to navigate to reports.

Example Screenshot



Overview Tab

Prompts

Organisation(s)

Person Type(s) (Default: Employee, Employee and Applicant)

Employee Person Type

Assignment Category

Assignment Number

Assignment Status

Staff Group

Primary Assignment Only

Organisation Level 1-13

Employee Location

Job Role

Supplementary Role

Learning Compliance

Description

This analysis is designed to show the number of competencies obtained as a percentage of those required grouped by Staff Group, Competency Name or Organisation Level 1-13. Please note that this analysis uses complex calculations and therefore may take longer to run than other analyses. Limiting the analysis to specific frameworks may increase the speed of the analysis. Users have the option to exclude Open Ended Sickness Absence (Long Term) based on the Absence Start Date.

Prompts

Competency Framework(s) (Default: MAND,LOCAL,KSF,LANG)

Competency (Default All)

Effective Date

Exclude Open Sickness Absence - Start Date

Employee Hire Date

Essential

Data Items

Title	Description
Staff Group	Staff Group linked to Job in Position
Assignment Count	Count of Distinct Assignment Number
Competencies Required	The number of competencies required for each position
Competencies Achieved	The number of competencies that are: • In date • Have a level matching or above that of the requirement • Or the achieved level is null • Or the required level is null
Compliance %	Competencies Achieved / Competencies Required * 100
Competence Name	
Competence Name with Essential Flag	
Organisation Level 1-13	
Employee Location	

Filters

Include required competencies only.

Where multiple achievements of the same competency have been recorded, retrieve only the latest.

Include requirements where the required start date is less than or equal to the current date.

Include requirements where the required end date is greater than or equal to the current date or is null.

Example Screenshot

Learning Compliance

Effective Date (Historical Dates Only) 13/06/2018 00:00:00 Competencies (All Column Values)

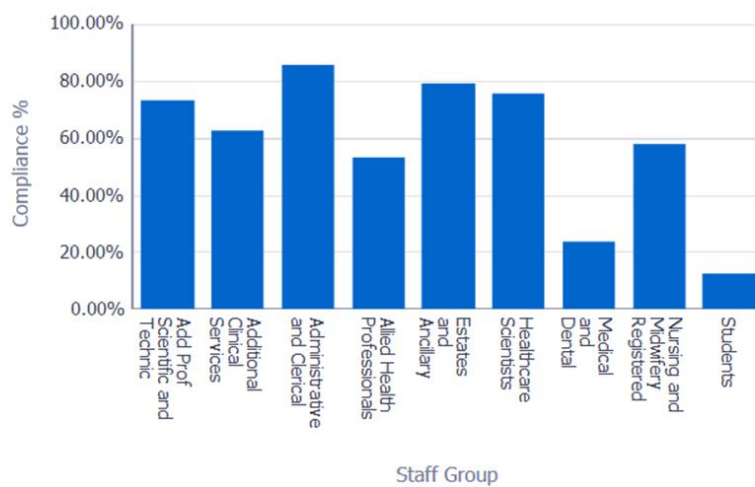
Competency Framework(s) KSF;LANG;LOCAL;M Employee Hire Date <= 13/06/2018 00:00:00

Exclude Open Sickness Absence - Start Date <= Essential --Sele

Assignment Count	Required	Achieved	Compliance %
4142	63817	46005	72.09%

Group By Staff Group

View as Column Graph



Actions

Click -> Navigate to Learning Compliance by Person

Induction Compliance

Description

The Induction Compliance analysis enables a user to select a number of competencies from a list of competency requirements, the start date the analysis should begin from and the number of months an employee should have achieved the competency based on their latest start date. The analysis provides two percentages:

- 'Req. Compliance %'. This is the number of competencies required out of the competencies selected in the list that employees have achieved.
- 'Full Compl %'. This is the number of assignments that have achieved all of the competencies selected that they require.

Prompts

*Induction Competencies

Within 'x' months (Default: 6)

Hire Date >= (Default: Today – 12 months)

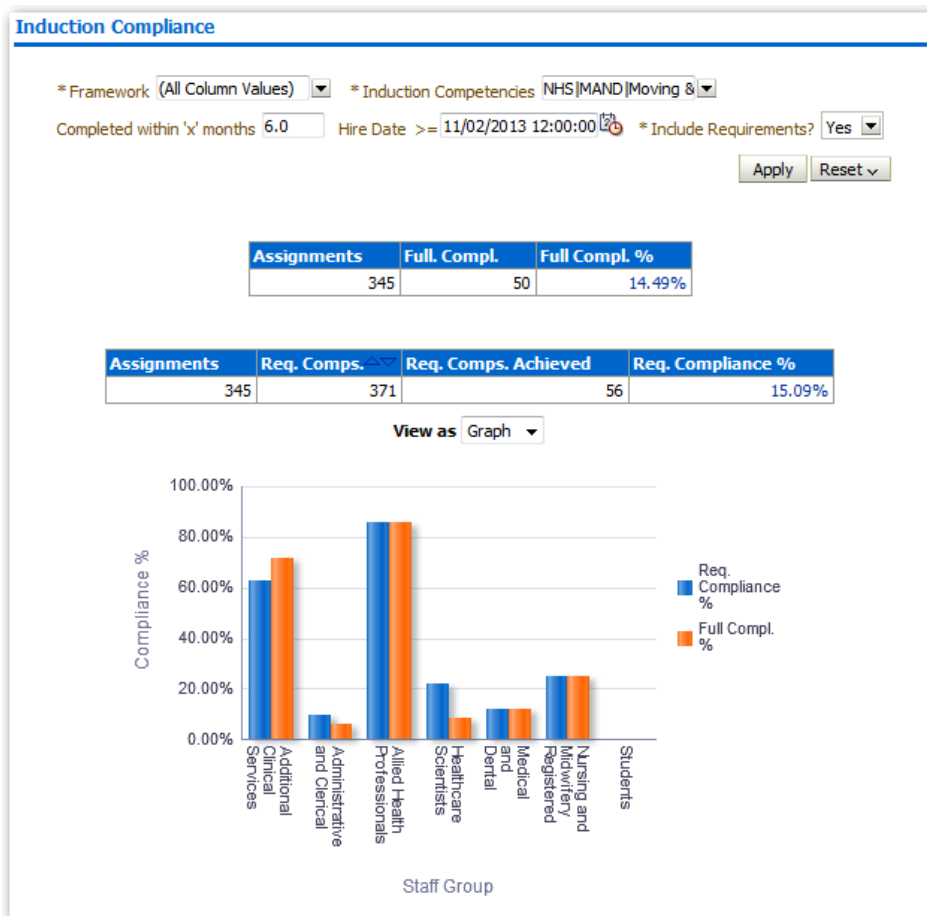
*Framework

*Include Requirements? (Yes/No)

Data Items

Title	Description
Assignments	Number of Assignments
Full Compliance	Number of assignments that have achieved all required competencies selected
Full Compliance %	$100 * (\text{Number of assignments that have achieved all required competencies selected}) / (\text{Number of assignments})$
Required Competencies	Number of Competencies Required
Required Competencies Achieved	Competencies Achieved
Compliance %	$100 * (\text{Competencies Achieved}) / (\text{Competencies Required})$

Example Screenshot



Actions

Click -> Navigate to Induction Compliance by Person

Required Competencies due to Expire

Description

This analysis is designed to show users a list of competencies against staff that are required and are due to expire within the next month.

Data Items

Last Name	Competence
First Name	Expiry Date
Title	Future Enrolment Date
Organisation	

Filters

Include required competencies only.

Sort by Expiry Date Ascending, then by Surname, First name.

Example Screenshot

Competence Valid Until Between 18/08/2015 12:00:00 - 30/09/2015 12:00:00

Assignment Number (All Column Values) Competency (All Column Values)

Apply Reset

Assignment Number	Last Name	First Name	Title	Organisation	Competency	Expiry Date	Future Enrolment Date
20055651	007Lawrence	Mary	Mrs.	504 Ward 9	NHS CSTF Fire Safety - 1 Year	31/08/2015	
20055651	007Lawrence	Mary	Mrs.	504 Ward 9	NHS CSTF Moving and Handling - Level 1 - 1 Year	31/08/2015	
20055561	008Lewis	Sarah	Miss	504 Ward 9	NHS CSTF Information Governance - 1 Year	31/08/2015	
20055529	008Steele	Kerry	Mrs.	504 Ward 9	NHS CSTF Fire Safety - 1 Year	31/08/2015	
20055529	008Steele	Kerry	Mrs.	504 Ward 9	NHS CSTF Moving and Handling - Level 1 - 1 Year	31/08/2015	
20055419	Ayres02	Pamela	Mrs.	504 Ward 7	NHS CSTF Fire Safety - 1 Year	31/08/2015	
20055419	Ayres02	Pamela	Mrs.	504 Ward 7	NHS CSTF Moving and Handling - Level 1 - 1 Year	31/08/2015	
20055673	Ayres05	Pamela	Mrs.	504 Ward 7	NHS CSTF Information Governance - 1 Year	31/08/2015	
20055665	Ayres11	Pamela	Mrs.	504 Ward 7	NHS CSTF Fire Safety - 1 Year	31/08/2015	
20055665	Ayres11	Pamela	Mrs.	504 Ward 7	NHS CSTF Moving and Handling - Level 1 - 1 Year	31/08/2015	

Rows 1 - 10

[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

Course DNA Rate

Description

This analysis is designed to show the DNA rate of staff in the organisation on a number of courses.

Data Items

Title	Description
Staff Group	Staff group associated with the job role in position
Course Name Enrolment Count	Name of the course Number of Enrolments excluding Enrolment Status = 'Withdrawn'
DNA Count	Number of enrolments with status of 'Did Not Attend'

Prompts

Class Date Between (Default between first day of month 3 months ago, and last day of last month)

DNA Rate Limit % (Default 5)

Course

Filters

Exclude Online e-Learning.

Include enrolments where class start date is between the from and to date Prompts.

Column Selectors

Group by Course or Staff Group (Default: Staff Group).

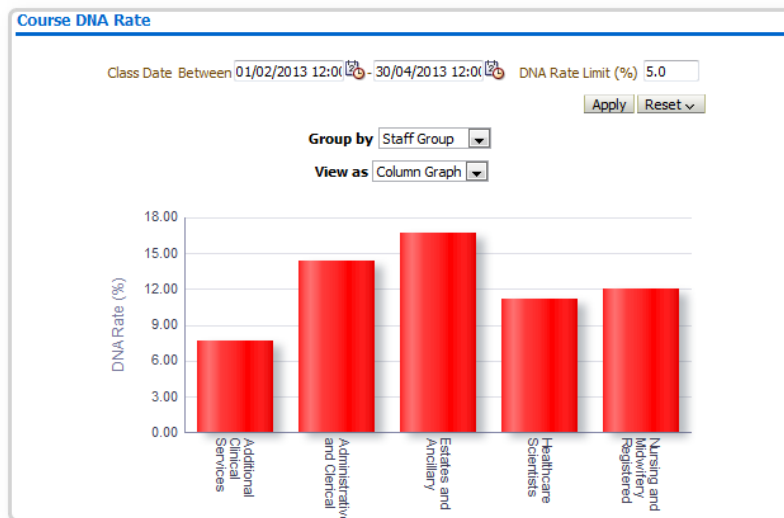
View Selectors

View as Pie Graph, Bar Graph, Column Graph or Table (Default: Column Graph).

Formatting

Red flag or change colour to red when DNA rate is above the rate set in Prompts.

Example Screenshot



Future Enrolments

Description

This analysis is designed to show a list of enrolments on future classes either for all staff, or for the staff included in the supervisor hierarchy if accessed via SSHR.

Prompts

Class Start Date Between

Data Items

Course Name
Class Start Date
Employee Name

Filters

Restrict to classes occurring within the next month (prompt is available to update this).

DNA Detail Tab

Description

This tab is designed to give the details of each enrolment to the user. By default the data is restricted to 'DNA' enrolments only, however users can change this using the prompt provided.

Prompts

Starting Organisation
Class Date Between
Enrolment Status
Course
Person Type
Employee Person Type(s)
Staff Group
Job Role
Supplementary Role

Actions

Click -> Employee Email Address or Supervisor Email Address to generate email template

Data Items

Employee Number	Organisation
Course Name	Organisation Level 1-13
First Name	Supervisor Name
Last Name	Supervisor Email Address
Class Start Date	Employee Email Address
Class End Date	Staff Group
Enrolment Status	Position Title

Competency Matching by Person Tab

Description

This analysis is designed to show the number of competency requirements that are applicable to each person against the number of competencies each person has achieved, with a percentage. Users have the option to exclude Open Ended Sickness Absence (Long Term) based on the Absence Start Date.

Prompts

Organisation
Job Role
Competency Framework
Competency
Effective Date
Assignment Number
Effective Date

Exclude Open Sickness Absence - Start Date
Employee Hire Date
Supplementary Role
Employee Location

Column Selectors

Organisation Level 1-13 (X 4)
Staff Group
Occupation Code
Pay Scale
Position Title

Actions

Navigate to ESR Self Service (available to self-service users only)

Data Items

Title	Description
Staff Group	
Employee Number	
Assignment Number	
Employee Name	
Assignment Number	
Required	Number of competency requirements applicable
Achieved	Number of competencies achieved with the correct level
Compliance %	Achieved / Required * 100
Organisation Level (1-13)	

Example Screenshot

Effective Date (Historical Dates Only) 18/01/2016 12:00:00  Exclude Open Sickness Absence - Start Date <= 

Competencies (All Column Values)  Competency Framework(s) KSF;LANG;LOCAL;MA  Employee Hire Date <= 18/01/2016 

Group by  Organisation and  and 

Employee Number	Assignment Number	Employee Name	Organisation		Required	Achieved	Compliance %
12345678	12345678	Jones, Miss. Lily	504 Ward 9		22	2	9.09%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		13	13	100.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		24	8	33.33%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		25	12	48.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		20	1	5.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		13	0	0.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		14	0	0.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		13	13	100.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		21	2	9.52%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		14	0	0.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		22	11	50.00%
12345678	12345678	Jones, Miss. Lily	504 Ward 9		25	13	52.00%

Actions

Click Assignment Number -> Navigate to Competency Matching

Competency Matching Tab

Competency Matching

Description

This analysis is designed to show the detail of matching competency requirements against the competencies a person has achieved.

Prompts

Organisation

Job Role

Competency Framework

Competency

Effective Date

Assignment Number

Employee Number

Employee Location

Display Requirement Source?

Employee Hire Date

Area of Work

Supplementary Role

Data Items

Title	Description
Employee Number	
Assignment Number	
Employee Name	
Email Address	
Supervisor Name	
Supervisor Email Address	
Supervisor Employee Number	
Organisation Level 1-13	
Hire Date	Hire Date based on Employee Latest Start Date
Position Title	
Position Name	
Competency Name	
Level Required	Low Level Rating on Competency Requirements form
Competency Match	If the person has achieved the competency at the correct level (or the level is null) then show a green cell with 'Match'. If the person has achieved it but at a lower level, then leave the cell red with 'Lower Level'. Otherwise the cell is red.
Expiry Date	Expiry date of the competency if they have it – whether it is current or expired.
Requirement Inherited From	Where the requirement was inherited from. If this is null, the requirement was set against the position.
Future Enrolment Date	
Date Last Awarded	
Area of Work	
Staff Group	
Employee Location	

Pay Grade	
-----------	--

Column Selector

Organisation Level 1-13 (X4)

Position Title

Position Name

Occupation Code

Job Role

Hire Date (based on Employee Latest Start Date)

Example Screenshot

Group by and and

Employee	Assignment	Employee Name	Organisation	Competency	Level Required	Competency Match	Expiry Date	Level Achieved	Date Last Awarded	Future Enrolment Date	Req. Inherited From
20055417	20055417	007Lane, Mrs. Sarah	504 Ward 9	NHS(JCSTF)Equality, Diversity and Human Rights - 3 Years]	1 - Assessed	Match	31/10/2016	1 - Assessed			NHS Business Group
20055417	20055417	007Lane, Mrs. Sarah	504 Ward 9	NHS(JCSTF)Fire Safety - 1 Year]	1 - Assessed		31/07/2015	1 - Assessed			NHS Business Group
20055417	20055417	007Lane, Mrs. Sarah	504 Ward 9	NHS(JCSTF)Information Governance - 1 Year]	1 - Assessed		30/06/2015	1 - Assessed			NHS Business Group
20055417	20055417	007Lane, Mrs. Sarah	504 Ward 9	NHS(JCSTF)Moving and Handling - Level 1 - 1 Year]	1 - Assessed		31/07/2015	1 - Assessed			NHS Business Group
20055651	20055651	007Lawrence, Mrs. Mary	504 Ward 9	NHS(MAND)Equality, Diversity and Human Rights - 3 Years]	1 - Assessed	Match	31/10/2016	1 - Assessed			NHS Business Group
20055651	20055651	007Lawrence, Mrs. Mary	504 Ward 9	NHS(JCSTF)Fire Safety - 1 Year]	1 - Assessed	Match	31/08/2015	1 - Assessed			NHS Business Group
20055651	20055651	007Lawrence, Mrs. Mary	504 Ward 9	NHS(JCSTF)Information Governance - 1 Year]	1 - Assessed		31/07/2015	1 - Assessed			NHS Business Group
20055651	20055651	007Lawrence, Mrs. Mary	504 Ward 9	NHS(JCSTF)Moving and Handling - Level 1 - 1 Year]	1 - Assessed	Match	31/08/2015	1 - Assessed			NHS Business Group
20055651	20055651	007Lawrence, Mrs. Mary	504 Ward 9	NHS(MAND)Equality, Diversity and Human Rights - 3 Years]	1 - Assessed						NHS Business Group
20055462	20055462	007Lewis, Miss Sarah	504 Ward 9	NHS(JCSTF)Equality, Diversity and Human Rights - 3 Years]	1 - Assessed	Match	30/04/2017	1 - Assessed			NHS Business Group
20055462	20055462	007Lewis, Miss Sarah	504 Ward 9	NHS(JCSTF)Fire Safety - 1 Year]	1 - Assessed		30/06/2015	1 - Assessed			NHS Business Group
20055462	20055462	007Lewis, Miss Sarah	504 Ward 9	NHS(JCSTF)Information Governance - 1 Year]	1 - Assessed		31/05/2015	1 - Assessed			NHS Business Group
20055462	20055462	007Lewis, Miss Sarah	504 Ward 9	NHS(JCSTF)Moving and Handling - Level 1 - 1 Year]	1 - Assessed		30/06/2015	1 - Assessed			NHS Business Group
20055462	20055462	007Lewis, Miss Sarah	504 Ward 9	NHS(MAND)Equality, Diversity and Human Rights - 3 Years]	1 - Assessed						NHS Business Group

Non-Required Competencies

Description

This analysis is designed to return all non-required competencies against all assignments. Alternatively the Compliance Matrix can be used however it is designed to run for specific competencies only as opposed to this analysis which return all non-required competencies per assignment.

Data Items

Title	Description
Employee	
Employee Name	
Email	
Supervisor Name	
Supervisor Email Address	
Supervisor Employee Number	
Competency	
Expiry Date	Expiry date of the competency if they have it – whether it is current or expired.
Competency Match	Only Non-Requirement Competency shown
Level Achieved	
Date Last Awarded	
Assignment	
Organisation Name	
Competence Date From	

Example Screenshot

Employee	Assignment	Employee Name	Email	Organisation Name	Competency	Competency Match	Expiry Date	Level Achieved	Date Last Awarded
12345678	12345678	Blogs, Mr. Joe	joe.blogs@nhs.net	000 NHS ESR Organisation	NHS CSTF Fire Safety - 1 Year	Non-Requirement Competency	16/02/2020	0 - Not Assessed	16/02/2019
12345678	12345678	Blogs, Mr. Joe	joe.blogs@nhs.net	000 NHS ESR Organisation	NHS CSTF Fire Safety - 1 Year	Non-Requirement Competency	31/03/2020	0 - Not Assessed	
12345678	12345678	Blogs, Mr. Joe	joe.blogs@nhs.net	000 NHS ESR Organisation	NHS CSTF Fire Safety - 1 Year	Non-Requirement Competency	13/06/2020	1 - Assessed	17/07/2017
12345678	12345678	Blogs, Mr. Joe	joe.blogs@nhs.net	000 NHS ESR Organisation	NHS CSTF Fire Safety - 1 Year	Non-Requirement Competency	05/02/2020	1 - Assessed	05/02/2019
12345678	12345678	Blogs, Mr. Joe	joe.blogs@nhs.net	000 NHS ESR Organisation	NHS CSTF Fire Safety - 1 Year	Non-Requirement Competency	06/02/2020	1 - Assessed	06/02/2019
12345678	12345678	Blogs, Mr. Joe	joe.blogs@nhs.net	000 NHS ESR Organisation	NHS CSTF Fire Safety - 1 Year	Non-Requirement Competency	07/02/2020	1 - Assessed	07/02/2019
12345678	12345678	Blogs, Mr. Joe	joe.blogs@nhs.net	000 NHS ESR Organisation	NHS CSTF Fire Safety - 1 Year	Non-Requirement Competency	13/02/2020	1 - Assessed	13/02/2019
12345678	12345678	Blogs, Mr. Joe	joe.blogs@nhs.net	000 NHS ESR Organisation	NHS CSTF Fire Safety - 1 Year	Non-Requirement Competency	14/02/2020	1 - Assessed	14/02/2019
12345678	12345678	Blogs, Mr. Joe	joe.blogs@nhs.net	000 NHS ESR Organisation	NHS CSTF Fire Safety - 1 Year	Non-Requirement Competency	21/02/2020	1 - Assessed	21/02/2019
12345678	12345678	Blogs, Mr. Joe	joe.blogs@nhs.net	000 NHS ESR Organisation	NHS CSTF Fire Safety - 1 Year	Non-Requirement Competency	29/02/2020	1 - Assessed	01/03/2019





 Rows 1 - 10
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Induction Compliance by Person Tab

Description

The Induction Compliance analysis enables the user to select a number of competencies from a list of competency requirements, the start date the analysis should begin from and the number of months an employee should have achieved the competency by based on their latest start date.

Prompts

*Induction Competencies

Staff Group

Job Role

Within 'x' months (Default: 6)

Hire Date >= (Default: Today – 12 months)

*Framework

*Include Requirements? (Yes/No)

Data Items

Employee Number	Competencies Required
Last Name	Achieved
First Name	Staff Group
Title	Hire Date
Organisation	Assignment Number
Competencies Achieved	Compliance %

Example Screenshot

Organisation(s) (All Column Values) * Framework CSTF * Induction Competencies NHS|CSTF|Equality, U Assignment Category Fixed Term Temp;Nor
Staff Group(s) (All Column Values) Person Type Employee;Employee z Employee Person Type (All Column Values) Within 'x' months 6.0 Hire Date >= 18/08/2010 12:00:00
Employee Location (All Column Values) Primary Assignments Only -Select- * Include Requirements? Yes
[Return](#)

Employee Number	Assignment Number	Last Name	First Name	Title	Organisation	Staff Group	Hire Date	Comps. Req.	Achieved	Compliance %
20101413	20101413	Beardmore	Nigel	Mr.	504 Ward 2	Nursing and Midwifery Registered	01/07/2015	4	0	0.00%
20101323	20101323	Bradley01	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/04/2014	4	2	50.00%
20101324	20101324	Bradley02	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/05/2014	4	1	25.00%
20101325	20101325	Bradley03	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/06/2014	4	4	100.00%
20101326	20101326	Bradley04	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/07/2014	4	4	100.00%
20101327	20101327	Bradley05	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/08/2014	4	4	100.00%
20101328	20101328	Bradley06	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/09/2014	4	4	100.00%
20101329	20101329	Bradley07	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/01/2014	4	2	50.00%
20101330	20101330	Bradley08	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/02/2014	4	2	50.00%
20101331	20101331	Bradley09	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/03/2014	4	2	50.00%
20101332	20101332	Bradley10	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/04/2014	4	4	100.00%
20101333	20101333	Bradley11	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/05/2014	4	4	100.00%
20101334	20101334	Bradley12	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/06/2014	4	4	100.00%
20101335	20101335	Bradley13	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/07/2014	4	4	100.00%
20101336	20101336	Bradley14	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/08/2014	4	4	100.00%
20101337	20101337	Bradley15	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/09/2014	4	4	100.00%
20101338	20101338	Bradley16	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/01/2014	4	4	100.00%
20101339	20101339	Bradley17	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/02/2014	4	4	100.00%
20101340	20101340	Bradley18	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/03/2014	4	4	100.00%
20101341	20101341	Bradley19	Derek	Mr.	504 Anaesthetics	Medical and Dental	01/04/2014	4	4	100.00%

Competency Profile Tab

Description

This analysis is designed to list all competencies that an employee has achieved. It includes expired and current competencies.

Prompts

Organisation(s)
Staff Group(s)
Assignment Category
Person Type(s)
Employee Person Type(s)
Assignment Status
Occupation Code
Job Role
Primary Assignments Only
Assignment Number
Supplementary Role
Employee Location
Employee Number
Employee Name
Competence Framework
Competency
* Effective Date (Historical Dates Only)
Active Competencies Only? (default: No)
Restrict to non-valid CSTF Competencies Only (Default: No)

Column Selectors

Org L1-13
Staff Group
Job Role

Data Items

Employee Number	Awarded By Title
Assignment Number	Competency
Last Name	Level Achieved
First Name	Date From
Title	Date To
Position	Organisation
Latest Start Date	Last Updated By
Date Last Awarded	Awarded By
Org Level 1-13	Supervisor Name
Employee Email Address	Supervisor Email Address

Example Screenshot

Employee Number Employee Name Competence Framework (All Column Values) Competency (All Column Values)

* Effective Date (Historical Dates Only) 25/05/2016 12:00:00 ☒ Active Competencies Only? ☐ Yes ☒ No

Employee Number	Last Name	First Name	Title	Position	Organisation	Latest Start Date	Competency	Date From	Date To	Level Achieved	Date Last Awarded
20055417	007Lane	Sarah	Mrs.	84278 Staff Nurse Band 5 N6A Surgery	504 Ward 9	01/01/2001	NHS ESR Fire Safety - 1 Year	01/10/2013		1 - Assessed	
20055417	007Lane	Sarah	Mrs.	84278 Staff Nurse Band 5 N6A Surgery	504 Ward 9	01/01/2001	NHS ESR Fire Safety - 1 Year	01/11/2013	31/10/2016	1 - Assessed	
20055417	007Lane	Sarah	Mrs.	84278 Staff Nurse Band 5 N6A Surgery	504 Ward 9	01/01/2001	NHS ESR Fire Safety - 1 Year	01/03/2014	28/02/2015	1 - Assessed	
20055417	007Lane	Sarah	Mrs.	84278 Staff Nurse Band 5 N6A Surgery	504 Ward 9	01/01/2001	NHS ESR Fire Safety - 1 Year	01/07/2014	30/06/2015	1 - Assessed	
20055417	007Lane	Sarah	Mrs.	84278 Staff Nurse Band 5 N6A Surgery	504 Ward 9	01/01/2001	NHS ESR Fire Safety - 1 Year	01/07/2014	30/06/2015	1 - Assessed	
20055417	007Lane	Sarah	Mrs.	84278 Staff Nurse Band 5 N6A Surgery	504 Ward 9	01/01/2001	NHS ESR Fire Safety - 1 Year	01/08/2014	31/07/2015	1 - Assessed	
20055651	007Lawrence	Mary	Mrs.	84278 Staff Nurse Band 5 N6A Surgery	504 Ward 9	01/01/2001	NHS ESR Fire Safety - 1 Year	01/11/2013	31/10/2016	1 - Assessed	
20055651	007Lawrence	Mary	Mrs.	84278 Staff Nurse Band 5 N6A Surgery	504 Ward 9	01/01/2001	NHS ESR Fire Safety - 1 Year	01/03/2014		0 - Not Assessed	
20055651	007Lawrence	Mary	Mrs.	84278 Staff Nurse Band 5 N6A Surgery	504 Ward 9	01/01/2001	NHS ESR Fire Safety - 1 Year	01/07/2014	30/06/2015	1 - Assessed	

Selective Competency Matching Tab

Selective Competency Matching Summary

Description

This analysis is designed to allow the user to select a number of competencies and return a grouping percentage where each competency has been achieved. Where the *Based on Requirements* prompt has been set to 'Yes', a percentage based on requirements is returned. Where it has been set to 'No', an Overall Percentage is returned.

Prompts

Competencies

Number of Days to Define Expiring Soon (Days)

Based on Requirements? (default: Yes)

Data Items

Organisation Level 1-13	Supervisor Employee Number
Organisation	Employee Location Name
Staff Group	Competency Percentage
Supervisor	

Example Screenshot

Summary

Group by: Org L1 | Org L4 |

Org L1	Org L4	Equality, Diversity and Human Rights - 3 Years	Fire Safety - 1 Year	Health, Safety and Welfare - 1 Year	Infection Prevention and Control - Level 1 - 1 Year	Information Governance - 1 Year	Moving and Handling - Level 1 - 1 Year	Resuscitation - Level 1
504 ESR Hospitals NHS Trust	504 Midwifery Team	95.45%	18.18%	0.00%	0.00%	19.70%	17.68%	0.00%
504 ESR Hospitals NHS Trust	504 A & E Department	100.00%	32.14%	0.00%	0.00%	53.57%	21.43%	0.00%
504 ESR Hospitals NHS Trust	504 Acute Nurse Management	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%
504 ESR Hospitals NHS Trust	504 Anaesthetics	95.00%	18.33%	0.00%	0.00%	18.33%	18.33%	0.00%
504 ESR Hospitals NHS Trust	504 Breast Screening	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%	0.00%
504 ESR Hospitals NHS Trust	504 Human Resources	100.00%	37.50%	0.00%	0.00%	43.75%	18.75%	0.00%
504 ESR Hospitals NHS Trust	504 Psychology	100.00%	46.15%	0.00%	0.00%	50.00%	26.92%	0.00%
504 ESR Hospitals NHS Trust	504 Team Midwifery	100.00%	28.57%	0.00%	0.00%	71.43%	14.29%	0.00%
504 ESR Hospitals NHS Trust	504 Trust Board	100.00%	41.18%	0.00%	0.00%	60.29%	19.12%	0.00%
504 ESR Hospitals NHS Trust	504 Ward 1	93.75%	31.25%	0.00%	0.00%	50.00%	12.50%	0.00%
504 ESR Hospitals NHS Trust	504 Ward 10	100.00%	19.35%	0.00%	0.00%	35.48%	18.55%	0.00%

Selective Competency Matching Detail

Description

This analysis is designed to allow the user to select a number of competencies and return employee details where each competency is either Not Required (grey cell), Required, Expiring Soon (including expiry date) or a Match (to competency requirements). A RAG status is assigned to the cell colour of the results. The Future Enrolment Date is included against each result where populated.

Prompts

Organisation(s)

Staff Group(s)

Assignment Category

Person Type(s)

Employee Person Type(s)

Assignment Status

Position Title

Occupation Code

Job Role

Primary Assignments Only

Assignment Number

Supplementary Role

Exclude Open Ended Absence - Start Date <=

Employee Number

Employee Name Competencies

Competency Framework

Number of Days to Define Expiring Soon (Days)

Based on Requirements? (default: Yes)

Effective Date (default: Current Date)

Employee Hire Date <= (Excludes Employees where Latest Start Date is Greater than the date entered)

Data Items

Title	Description
Assignment Number	
Employee Name	
Position Title	
Organisation Level 1-13	
Supervisor	
Supervisor Employee Number	
Competency Match	Title of the Competency selected and match status.
Expiry Date	Included when result is Match or Expiring Soon
Future Enrolment Date	Included where populated
Position Number	
Hire Date	
Staff Group	

Assignment Status	
FTE	
Assignment Category	
Role	
Email Address	
Pay Step Date	
Employee Location	
Assignment Category	
Pay Scale	
Date of Pay Affecting Pay Step	

Conditional Formatting

RAG Status is set against the results cells. The Amber (Expiring Soon) results can be set using the Number of Days to Define Expiring Soon (Days) Prompt.

Example Screenshot

Detail

Group by Organisation

Assignment Number	Employee Name	Position Title	Position Number	Hire Date	Organisation	Equality, Diversity and Human Rights - 3 Years	Health, Safety and Welfare - 1 Year	Information Governance
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Match (10-MAY-18)	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Match (30-DEC-18)	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Match (20-MAY-17)	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Expiring Soon (17-JAN-16)	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Match (03-APR-17)	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Match (01-JUN-18)
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Match (30-DEC-18)	Required	Match (03-JUN-17)
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Match (21-APR-17)	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required
23456789	Jones, Miss Lily	Analyst	23456789	01/01/1900	504 Organization	Required	Required	Required

Position Competency Requirements Tab

Description

The analysis returns a detail view of all positions and the competency requirements set against them. It allows users to filter for specific positions, competencies and competency frameworks.

Prompts

Effective Date

Position Number

Occupation Code

Area Of Work

Competence Full Name

Competence Framework

Level Inherited From

Role

Hiring Status

Restrict to non-valid CSTF Competencies Only (Default: No)

Data Items

Position Name	Position Number
Area of Work	Occupation Code
Competence Full Name	Competence Framework
Competence Date From	Competence Date To
Low Rating	High Rating
Essential	Inherited From
Level Inherited From	Role
Staff Group	Organisation
Pay Grade	Organisation Level 1-13
Hiring Status	

View Selector

View (Requirements by Position/Requirements Only)

Example Screenshot

View Requirements by Position

Position Name	Position Number	Area Of Work	Occupation Code	Competence Full Name	Competence Framework	Competence Date From	Competence Date To	Low Rating
231995 01 Staff Nurse Band 6 N2C Maternity		Maternity	N2C	NHS CSTF Equality, Diversity and Human Rights - 3 Years	CSTF	01/01/1951		1 - Assessed
231995 01 Staff Nurse Band 6 N2C Maternity		Maternity	N2C	NHS CSTF Fire Safety - 1 Year	CSTF	01/01/1951		1 - Assessed
231995 01 Staff Nurse Band 6 N2C Maternity		Maternity	N2C	NHS CSTF Information Governance - 1 Year	CSTF	01/01/1951		1 - Assessed
231995 01 Staff Nurse Band 6 N2C Maternity		Maternity	N2C	NHS CSTF Moving and Handling - Level 1 - 1 Year	CSTF	01/01/1951		1 - Assessed
231995 01 Staff Nurse Band 6 N2C Maternity		Maternity	N2C	NHS MAND Equality, Diversity and Human Rights - 3 Years	MAND	01/01/1951		
231996 01 Staff Nurse Band 7 N2C Maternity		Maternity	N2C	NHS CSTF Equality, Diversity and Human Rights - 3 Years	CSTF	01/01/1951		1 - Assessed
231996 01 Staff Nurse Band 7 N2C Maternity		Maternity	N2C	NHS CSTF Fire Safety - 1 Year	CSTF	01/01/1951		1 - Assessed
231996 01 Staff Nurse Band 7 N2C Maternity		Maternity	N2C	NHS CSTF Information Governance - 1 Year	CSTF	01/01/1951		1 - Assessed
231996 01 Staff Nurse Band 7 N2C Maternity		Maternity	N2C	NHS CSTF Moving and Handling - Level 1 - 1 Year	CSTF	01/01/1951		1 - Assessed
231996 01 Staff Nurse Band 7 N2C Maternity		Maternity	N2C	NHS MAND Equality, Diversity and Human Rights - 3 Years	MAND	01/01/1951		
231997 02 Staff Nurse Band 6 N2C Maternity		Maternity	N2C	NHS CSTF Equality, Diversity and Human Rights - 3 Years	CSTF	01/01/1951		1 - Assessed
231997 02 Staff Nurse Band 6 N2C Maternity		Maternity	N2C	NHS CSTF Fire Safety - 1 Year	CSTF	01/01/1951		1 - Assessed
231997 02 Staff Nurse Band 6 N2C Maternity		Maternity	N2C	NHS CSTF Information Governance - 1 Year	CSTF	01/01/1951		1 - Assessed
231997 02 Staff Nurse Band 6 N2C Maternity		Maternity	N2C	NHS CSTF Moving and Handling - Level 1 - 1 Year	CSTF	01/01/1951		1 - Assessed
231997 02 Staff Nurse Band 6 N2C Maternity		Maternity	N2C	NHS MAND Equality, Diversity and Human Rights - 3 Years	MAND	01/01/1951		
231998 02 Staff Nurse Band 7 N2C Maternity		Maternity	N2C	NHS CSTF Equality, Diversity and Human Rights - 3 Years	CSTF	01/01/1951		1 - Assessed
231998 02 Staff Nurse Band 7 N2C Maternity		Maternity	N2C	NHS CSTF Fire Safety - 1 Year	CSTF	01/01/1951		1 - Assessed
231998 02 Staff Nurse Band 7 N2C Maternity		Maternity	N2C	NHS CSTF Information Governance - 1 Year	CSTF	01/01/1951		1 - Assessed

Competency Requirements Matrix Tab

Description

The analysis returns a list of positions showing where each position has or does not have the competency set as a requirement.

Prompts

Effective Date

Position Number

Occupation Code

Area Of Work

* Competence Full Name

Competence Framework

Level Inherited From

Role

Hiring Status

Data Items

Position Number	Occupation Code
Position Name	Job

Example Screenshot

Group by Organisation and and and OK

Organisation	Position Number	Position Name	Area Of Work	Occupation Code	Job	NHS CSTF Moving and Handling - Level 1 - 2 Years	NHS CSTF Moving and Handling - Level 2 - 2 Years	NHS CSTF Moving and Handling - Level 2 - 3 Years
000 NHS Organisation	1039321	000000 Business Analyst A28 Information Technology Education	G2D		Administrative and Clerical Officer			
000 NHS Organisation	1055905	000000 Business Analyst A28 Information Technology Education	S1E		Allied Health Professionals Physiotherapist			
000 NHS Organisation	10902550	000000 Business Analyst A28 Information Technology Education	G2D		Administrative and Clerical Clerical Worker			
000 NHS Organisation	1091816	000000 Business Analyst A28 Information Technology Education	S1G		Allied Health Professionals Radiographer - Therapeutic			
000 NHS Organisation	1092868	000000 Business Analyst A28 Information Technology Education	S1G		Allied Health Professionals Radiographer - Therapeutic			
000 NHS Organisation	1092905	000000 Business Analyst A28 Information Technology Education	S1G		Allied Health Professionals Radiographer - Therapeutic			
000 NHS Organisation	1100764	000000 Business Analyst A28 Information Technology Education	S1G		Allied Health Professionals Radiographer - Therapeutic			
000 NHS Organisation	11228612	000000 Business Analyst A28 Information Technology Education	NQA		Nursing and Midwifery Register Nurse Manager			
000 NHS Organisation	1135506	000000 Business Analyst A28 Information Technology Education	S2P		Add Prof Scientific and Techn Pharmacist			
000 NHS Organisation	1135520	000000 Business Analyst A28 Information Technology Education	S4P		Add Prof Scientific and Techn Technician			
000 NHS Organisation	1146696	000000 Business Analyst A28 Information Technology Education	G0A		Administrative and Clerical Board Level Director			
000 NHS Organisation	11501007	000000 Business Analyst A28 Information Technology Education	N9A		Additional Clinical Services Healthcare Assistant			
000 NHS Organisation	11521109	000000 Business Analyst A28 Information Technology Education	G2C		Administrative and Clerical Clerical Worker			
000 NHS Organisation	11645028	000000 Business Analyst A28 Information Technology Education	G2A		Administrative and Clerical Clerical Worker			
000 NHS Organisation	11721892	000000 Business Analyst A28 Information Technology Education	G2D		Administrative and Clerical Researcher			

Positions Without Requirements Tab

Description

This analysis returns all positions that do not have a competency or a selection of competencies set as requirements against them (or higher levels) or a selection of competencies set as requirements where some have additional requirements set but not all. The analysis also allows users to filter for specific competencies, organisation, job role or staff group.

Prompts

Mode

Competence(s)

Organisation

Job Role

Staff Group

Effective Date

Data Items

Organisation	Position Number
Staff Group	Position Title
Role	Date From
Hiring Status	Organisation Level 1-13

Example Screenshot

Mode Competence(s) Organisation Job Role Staff Group

Effective Date

Group by Organisation and Staff Group and Job Role and

Organisation	Staff Group	Job Role	Position	Position Title	Date From	Hiring Status
000 NHS ESR Organisation	Medical and Dental	Specialty Registrar	16697053	Specialty Registrar (GPST) 7A6G9/030/GPST/003	01/12/2014	Active
000 NHS ESR Organisation	Medical and Dental	Specialty Registrar	16699473	Specialty Registrar (GPST) 7A6G9/002/GPST/004	01/12/2014	Active
000 NHS ESR Organisation	Medical and Dental	Specialty Registrar	16699474	Specialty Registrar (GPST) 7A6G9/002/GPST/005	01/12/2014	Active
000 NHS ESR Organisation	Medical and Dental	Specialty Registrar	16699475	Specialty Registrar (GPST) 7A6G9/002/GPST/006	01/12/2014	Active
000 NHS ESR Organisation	Medical and Dental	Specialty Registrar	16699476	Specialty Registrar (GPST) 7A6G9/002/GPST/007	01/12/2014	Active
000 NHS ESR Organisation	Medical and Dental	Specialty Registrar	16699477	Specialty Registrar (GPST) 7A6G9/002/GPST/001	01/12/2014	Active
000 NHS ESR Organisation	Medical and Dental	Specialty Registrar	16699478	Specialty Registrar (GPST) 7A6G9/002/GPST/002	01/12/2014	Active
000 NHS ESR Organisation	Medical and Dental	Specialty Registrar	16699479	Specialty Registrar (GPST) 7A6G9/002/GPST/003	01/12/2014	Active
000 NHS ESR Organisation	Medical and Dental	Specialty Registrar	16699480	Specialty Registrar (GPST) 7A6G9/040/GPST/003	01/12/2014	Active
000 NHS ESR Organisation	Medical and Dental	Specialty Registrar	16699481	Specialty Registrar (GPST) W033/052/GPST/002	01/12/2014	Active

Rows 1 - 10

[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

Actions

Click -> Position Number to navigate to Position Competency Requirements

Competence List Tab

Description

This analysis is designed to return a list of all available competencies whether assigned or not.

Prompts

Trust Identifier

Framework

Family Group

Competence Name

Data Items

Trust Identifier	Proficiency Rating Scale
Competence Framework	Certification Required
Competence Name	Primary Evaluation Method
Family Group	Renewal Period
Competence Description	Renewal Period Units
Valid Date From	Behavioural Indicator
Valid Date To	

Example Screenshot

Trust Identifier Framework Family Group Competence Name

Trust Identifier	Competence Framework	Competence Name	Family Group	Competence Description	Valid Date From	Valid Date To	Proficiency Rating Scale	Certification Required	Primary Evaluation Method	Renewal Period
NHS	MAND	Adult Basic Life Support - 1 Year		Adult Basic Life Support - 1 Year Renewal Period	01/01/1951	31/12/4712		No		1
NHS	MAND	Adult Basic Life Support - 2 Years		Adult Basic Life Support - 2 Years	01/01/1951	31/12/4712		No		2
NHS	MAND	Adult Basic Life Support - 3 Years		Adult Basic Life Support - 3 Years	01/01/1951	31/12/4712		No		3
NHS	MAND	Adult Basic Life Support - No Renewal		Adult Basic Life Support - No Renewal	01/01/1951	31/12/4712		No		
NHS	MAND	Aseptic Non Touch Technique - 1 Year		Aseptic Non Touch Technique - 1 Year	01/01/1951	31/12/4712		No		1
NHS	MAND	Aseptic Non Touch Technique - 2 Years		Aseptic Non Touch Technique - 2 Years	01/01/1951	31/12/4712		No		2
NHS	MAND	Aseptic Non Touch Technique - 3 Years		Aseptic Non Touch Technique - 3 Years	01/01/1951	31/12/4712		No		3
NHS	MAND	Aseptic Non Touch Technique - No Specified Renewal		Aseptic Non Touch Technique - No Specified Renewal	01/01/1951	31/12/4712		No		
NHS	MAND	Blood Transfusion - 1 Year		Blood Transfusion - 1 Year	01/01/1951	31/12/4712		No		1
NHS	MAND	Blood Transfusion - 2 Years		Blood Transfusion - 2 Year Renewal Period	01/01/1951	31/12/4712		No		2
NHS	MAND	Blood Transfusion - 3 Years		Blood Transfusion - 3 Years	01/01/1951	31/12/4712		No		3
NHS	MAND	Blood Transfusion - No Renewal		Blood Transfusion - No Renewal	01/01/1951	31/12/4712		No		

Applicant Competency Profile Tab

Description

This analysis enables users to report on which competencies applicants have achieved.

Prompts

Applicant Number

* Application Status

Staff Group

Person Type

Effective Date (Historical Only) (Default: Current Date)

Data Items

Applicant Number	Date From
Applicant Name	Date To
Organisation	Proficiency Level
Position Title	Date Last Awarded
Staff Group	Awarded By
Assignment Last Updated Date	Title
Competency	

Example Screenshot

Applicant Number: --Select Value-- * Application Status: Offer Accepted Staff Group: (All Column Values)

Person Type: Applicant;Ex-employee and Applicant Effective Date (Historical Only): 18/04/2018 00:00:00

Apply Reset

Applicant Number	Applicant Name	Organisation	Position Title	Staff Group	Assignment Last Updated Date	Competency	Date From	Date To	Proficiency Level	Date Last Awarded
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	09/11/2006	NHS MAND Understanding ESR	13/07/2015	12/07/2016		13/07/2015
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	09/11/2006	NHS MAND Understanding ESR	16/06/2017	16/06/2018	1 - Assessed	16/06/2017
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	09/11/2006	NHS MAND Understanding ESR	16/06/2017		1 - Assessed	16/06/2017
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	05/12/2008	NHS MAND Understanding ESR	09/08/2005			09/08/2005
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	12/09/2013	NHS MAND Understanding ESR	27/08/2009		1 - Level 1	
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	12/09/2013	NHS MAND Understanding ESR	27/08/2009		2 - Level 2	
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	12/09/2013	NHS MAND Understanding ESR	27/08/2009		3 - Level 3	
12345678	Blogs, Mr. Joe	000 NHS Organisation	Administrator	Medical and Dental	12/09/2013	NHS MAND Understanding ESR	03/12/2010		2 - Level 2	

Compliance Matrix Tab

Description

This Compliance Matrix analysis is similar to the Selective Competency Matching analysis but allows users to include Non-Requirement Competencies (Blue cell) and the ability to see when the person's competency expired, if they are no longer in date. The Compliance Matrix also has separate columns for future booking dates and expiry dates.

Prompts

Organisation(s)
 Staff Group(s)
 Assignment Category
 Person Type(s)
 Employee Person Type(s)
 Assignment Status
 Occupation Code
 Role
 Primary Assignments Only
 Assignment Number
 Effective Date
 Latest Start Date >=
 * Competencies

Data Items

Employee Name	Job Role
Assignment Number	Occ Code
Position	Assignment Status
Organisation	Competency Full Name
Organisation Level 1-13	Matching Status
FTE	Competence Date To
Staff Group	Future Enrolment Date
Employee Latest Start Date	Supervisor Name
Employee Email Address	Supervisor Email Address

Example Screenshot

			NHS CSTF Equality, Diversity and Human Rights - 1 Year			NHS CSTF Fire Safety - 1 Year			NHS CSTF Health, Safety and Welfare - 1 Year			NHS CSTF Infection Prevention and Control - Level 1 - 1 Year		
Assignment Number	Position	Organisation	Matching Status	Competence Date To	Future Enrolment Date	Matching Status	Competence Date To	Future Enrolment Date	Matching Status	Competence Date To	Future Enrolment Date	Matching Status	Competence Date To	Future Enrolment Date
20055150	84696 Director of Nursing NOA Administration	504 Trust Board	Not Required	30/06/2017		Non-Requirement Competence	01/03/2019		Not Required			Not Required		
20055198	84696 Director of Nursing NOA Administration	504 Trust Board	Not Required	30/06/2017		Non-Requirement Competence	01/03/2019		Not Required			Not Required		
20055202	84696 Director of Nursing NOA Administration	504 Trust Board	Not Required	31/10/2016		Non-Requirement Competence	01/03/2019		Not Required			Not Required		
20055222	84696 Director of Nursing NOA Administration	504 Trust Board	Not Required	31/10/2016		Not Required	31/08/2015		Not Required			Not Required		
20055241	84696 Director of Nursing NOA Administration	504 Trust Board	Not Required	31/10/2016		Not Required	31/05/2015		Not Required			Not Required		
20055248	84696 Director of Nursing NOA Administration	504 Trust Board	Not Required	31/10/2016		Not Required	30/04/2015		Not Required			Not Required		

Applicant Competency Matching Tab

Description

This analysis is designed to show the detail of matching competency requirements against the competencies an applicant has achieved. The analysis is similar to the employee compliance matching analysis but filters to persons with an 'Applicant Flag' only.

Prompts

Competencies

Competency Framework(s)

Effective Date (Historical Dates Only)

Display Requirement Source? (Default: Yes)

Data Items

Title	Description
Applicant Number	
Employee Number	
Applicant Name	
Person Type	
Application Status	
Email Address	
Organisation Name	
Competency Name	
Level Required	
Competency Match	If the applicant has achieved the competency at the correct level (or the level is null) then show a green cell with 'Match'. If the applicant has achieved it but at a lower level, then leave the cell red with 'Lower Level'. Otherwise the cell is red.
Expiry Date	Expiry date of the competency if they have it – whether it is current or expired.
Level Achieved	
Date Last Awarded	
Future Enrolment Date	
Requirement Inherited From	

Column Selector

Organisation Level 1-13

Area of Work

Staff Group

Employee Location

Pay Grade

Position Title

Position Name

Occupation Code

Example Screenshot

Competency	Level Required	Competency Match	Expiry Date	Level Achieved	Date Last Awarded	Future Enrolment Date	Req. Inherited From
NHS CSTF Equality, Diversity and Human Rights - 3 Years	1 - Assessed						NHS Business Group
NHS CSTF Fire Safety - 2 Years	1 - Assessed						NHS Business Group
NHS CSTF Health, Safety and Welfare - 3 Years	1 - Assessed						NHS Business Group
NHS CSTF Infection Prevention and Control - Level 1 - 3 Years	1 - Assessed						NHS Business Group
NHS CSTF Information Governance (Wales) - 2 Years	1 - Assessed						NHS Business Group
NHS CSTF Moving and Handling - Level 1 - 2 Years	1 - Assessed						NHS Business Group
NHS CSTF Resuscitation - Level 1 - 3 Years	1 - Assessed						NHS Business Group
NHS CSTF Safeguarding Adults - Level 1 - 3 Years	1 - Assessed						NHS Business Group
NHS CSTF Safeguarding Children - Level 1 - 3 Years	1 - Assessed						NHS Business Group
NHS CSTF Violence and Aggression (Wales) - Module A - No Specified Renewal	1 - Assessed						NHS Business Group
NHS CSTF Equality, Diversity and Human Rights - 3 Years	1 - Assessed	Match	01/05/2021	1 - Assessed	01/05/2018		NHS Business Group
NHS CSTF Fire Safety - 2 Years	1 - Assessed	Match	29/06/2020	1 - Assessed	01/05/2018		NHS Business Group
NHS CSTF Health, Safety and Welfare - 3 Years	1 - Assessed	Match	26/04/2021	1 - Assessed	26/04/2018		NHS Business Group
NHS CSTF Infection Prevention and Control - Level 1 - 3 Years	1 - Assessed	Match	01/05/2021	1 - Assessed	01/05/2018		NHS Business Group
NHS CSTF Information Governance (Wales) - 2 Years	1 - Assessed	Match	25/06/2020	1 - Assessed	27/04/2018		NHS Business Group
NHS CSTF Moving and Handling - Level 1 - 2 Years	1 - Assessed	Match	29/06/2020	1 - Assessed	01/05/2018		NHS Business Group

Benchmarking

Description

This tab returns Competency Matching % benchmarking figures at Trust, Region, Country and National levels, which can be compared against figures at Manager / Team level.

Calculations

Benchmarking Competency Matching %:

Benchmarking Competencies Achieved (All) / Benchmarking Competencies Required (All) *100

Non-Benchmarking Competency Matching %:

Competencies Achieved (All) / Competencies Required (All) *100

Note: The data returned is effective as at the last day of the previous month in line with Benchmarking data refresh cycle. For example if the report is run in February, the data returned is effective as at the end of January.

Prompts

Staff Group

Area of Work

Job Role

Occupation Code (Initial)

Employee Person Type
Assignment Category
Assignment Status
Organisation Type
Month

Column Selectors (Detail Views only)

Staff Group
Job Role
Area of Work
Employee Category
Assignment Category

Summary

Description

This analysis provides a summary view of Competency Matching % benchmarking figures at Trust, Region, Country and National levels, which can be compared against figures at Manager / Team level.

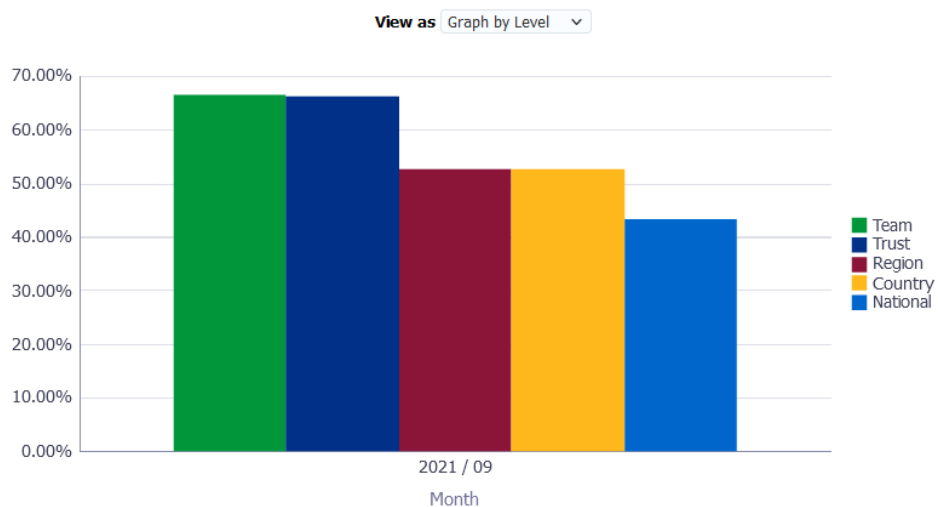
Data Items

Title	Description
Month	
Team	Competency Matching % at Manager / Team level (Supervisor hierarchy apply)
Trust	Competency Matching % at Trust level
Region	Competency Matching % at Region level
Country	Competency Matching % at Country level
National	Competency Matching % at National level

View Selectors

View as Graph by Level, Graph by Month or Table (Default Graph by Level)

Example Screenshot



Benchmarking Detail

Description

This analysis provides a detail view of Competency Matching % benchmarking figures at Trust, Region, Country and National levels, which can be compared against figures at Manager / Team level using the Non-Benchmarking Detail analysis available within the page.

Data Items

Title	Description
Month	
Trust	Competency Matching % at Trust level
Region	Competency Matching % at Region level
Country	Competency Matching % at Country level
National	Competency Matching % at National level

Example Screenshot

Group by

	2021 / 09			
	Trust	Region	Country	National
Add Prof Scientific and Technic	75.00%	51.25%	51.31%	42.62%
Additional Clinical Services	67.43%	59.30%	59.31%	46.65%
Administrative and Clerical	64.13%	52.72%	53.77%	42.60%
Allied Health Professionals	74.64%	60.18%	60.19%	49.62%
Estates and Ancillary	83.12%	51.85%	51.85%	50.15%
Healthcare Scientists	76.88%	57.05%	57.05%	47.14%
Medical and Dental	34.81%	6.39%	7.03%	15.21%
Nursing and Midwifery Registered	67.26%	59.29%	59.29%	48.77%
Students	33.33%	29.66%	29.66%	36.72%

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Non-Benchmarking Detail

Description

This analysis provides a detail view of Competency Matching % benchmarking figures at Manager / Team level, which can be compared against figures at Trust, Region, Country and National levels using the Benchmarking Detail analysis available within the page.

Data Items

Title	Description
Month	
Team	Competency Matching % at Manager / Team level (Supervisor hierarchy apply)

Example Screenshot

Group by Staff Group ▼

	2021 / 09
Team	
Add Prof Scientific and Technic	75.00%
Additional Clinical Services	67.88%
Administrative and Clerical	64.90%
Allied Health Professionals	74.64%
Estates and Ancillary	83.12%
Healthcare Scientists	76.88%
Medical and Dental	34.81%
Nursing and Midwifery Registered	67.26%
Students	33.33%

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