

NHS ELECTRONIC STAFF RECORD

ESR-NHS0229 - GUIDE TO ESRBI LEARNING ADMINISTRATION DASHBOARD

Information Classification: PUBLIC

| | |
|----------------|---------------|
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DOCUMENT CONTROL

CHANGE RECORD

| Date | Author | Version | Change Reference |
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| 01/02/2024 | Matt Madya | 22.0 | Updated following new ESRBI developments |

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DISTRIBUTION

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

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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.

Learning Administration Dashboard

Description

This dashboard is designed to provide the user with intelligence around Learning Administration.

Allocation

This dashboard is available to the following URPs:

XXX BI Administration

XXX Learning Administration

XXX Class Administration

XXX Learning Instructor (only Delegate Status, Class Listing and Sign-In Sheet analyses are available to this URP)

Please note that Learning Instructor and Class Administration URPs only see classes (and delegates) with whom they are associated.

Prompts

Course

Class Status

Enrolment Status

Class Start Date Between

Category

Sub-Category

Delivery Mode

Class Title

Staff Group

Organisation

Assignment Category

Assignment Status

Enrolment Status

Organisation Levels 1-13

Index

Description

Learning reports are available in four different categories below:

- Class Management
- Learning History
- Analysis
- e-Learning
- Apprenticeships

From this tab users are able to click on links provided to navigate to each report.

Example Screenshot

The screenshot displays the NHS Learning Administration Dashboard. At the top, there is a navigation bar with the title "NHS Learning Administration Dashboard" and several menu items: Home, Catalog, Favorites, Dashboards, New, Open, and Signed In As. Below this is a secondary navigation bar with tabs: Index, Sign-In Sheet, Class Delegate List, Class Listing, Class Planning, Costing, Course Listing, Delegate Status, e-Learning Tests, Employees w/o Specific Course, and Historical Classes / Enrolment. The main content area is titled "NHS Electronic Staff Record - Business Intelligence". A message states: "Learning Reports are available in the below categories. Click a link to navigate to each report." There are two main sections: "Class Management" and "Analysis".

Class Management

- [Class Listing](#)
List of classes along with number of enrolled delegates, and cancellation risk
- [Course Listing](#)
NEW: A list of all current courses and their details (e.g. competencies assigned, waitlist setting etc)
- [Sign-In Sheet](#)
Printable report that allows delegates to sign when attending a course
- [Candidate Status on Class](#)
A list of staff and their status on classes within a specific period.
- [Class Delegate List](#)
A list of delegates for classes within the specified period.
- [Classes / Enrolments not Updated](#)

Analysis

- [Learning Monitoring](#)
Count of enrollments by monitoring characteristics (Gender, Ethnic Origin etc)
- [Delegate Status Analysis](#)
A list of courses with the number of enrolments at each status
- [Percentage Trained on Course](#)
The percentage of staff that have attended a specific course.
- [Employees without Specific Course](#)
List of staff that have not completed a specific course.
- [Costing](#)
A comparison of budgeted and actual class costs
- [Study Leave](#)
Study Leave either increasing or decreasing within a user defined period.

Sign-In Sheet

Description

This tab provides users with an exportable Class Sign-In Sheet. Users are able to select a date range for classes and an Enrollment Status of their choice (Default: Confirmed).

Data Items

| | |
|-----------------|------------------|
| Employee Number | Delegate Name |
| Position | Organisation |
| Email | Telephone |
| Role | Staff Group |
| Course | Date |
| Time | Enrolment Status |
| Location | Class Name |

Prompts

*Class Date Between

Course

Class

*Enrolment Status (Default: Confirmed)

Example Screenshot

* Class Date Between - Course * Enrollment Status

Note: This sheet has been updated to enable users to select multiple classes. Data may be exported using the 'Export' link beneath the list of delegates.

Col 1: Col 2: Col 3: Col 4:

Table Style

Class

| Emp/Apppl No. | Delegate Name | Position | Signature |
|---------------|----------------------|--------------------------------|-----------|
| 20109581 | Miller01, Mr. Andrew | Staff nurse - general medicine | |
| 20109583 | Miller03, Mr. Andrew | Staff nurse - general medicine | |
| 20109586 | Miller06, Mr. Andrew | Staff nurse - general medicine | |
| 20109589 | Miller09, Mr. Andrew | Staff nurse - general medicine | |
| 20109590 | Miller10, Mr. Andrew | Staff nurse - general medicine | |

Course Calendar

Description

This tab provides users with an exportable Course Calendar. The analysis shows Courses and numbers of Booked or Available Places for associated Classes running over a period of time, defaulted to current month but with option to change to any period.

Data Items

| Title | Description |
|--------|-------------|
| Course | |

| | |
|----------------------|-----------------------|
| Course | Delivery Mode |
| Title | Start Date |
| End Date | Start Time |
| End Time | Primary Trainer |
| Primary Venue | Title |
| First Name | Last Name |
| Preffered Name | Internal/Customer |
| Organisation | Role |
| Position Title | Supervisor |
| Customer Name | Address |
| Phone Number | Contact Full Name |
| Email | Places |
| In Certification | Enrolment Status Name |
| Special Requirements | |

Prompts

- Date Between
- In Certification
- Learner Group
- Long Term Absence Type
- Long Term Absence >= (Days)

Column Selectors

None

Example Screenshot

The screenshot displays the 'Class Delegate List' tab in the NHS Learning Administration Dashboard. The interface includes a top navigation bar with options like Home, Catalog, Favorites, Dashboards, and a user profile section. Below the navigation, there's a breadcrumb trail and a filter section with dropdown menus for Category, Sub-Category, Course, Delivery Mode, and Class. A date range filter is set to 'Date Between 01/10/2017 12:00:00' and '31/10/2017 12:00:00'. There are also checkboxes for 'In Certification' and 'Learner Group'. Below the filters, there are 'Apply' and 'Reset' buttons. The main content area shows a table with the following columns: Primary Category, Primary Sub-Category, Course, Delivery Mode, Title, Start Date, Start Time, End Time, End Date, Primary Trainer, Primary Venue, Title, First Name, Last Name, Preferred Name, Internal / Customer, and a final column with the number 12. The table contains several rows of data, all showing '000 Management Skills Programme' as the course and 'Online e-Learning' as the delivery mode.

Class Listing

Description

This tab provides users with a detailed Class List defined by the Class Start Date prompt available within the Dashboard Prompts

Data Items

| | |
|-------------------------|---------------------|
| Course | Delivery Mode |
| Primary Venue | Internal Delegates |
| Customers | All Delegates |
| Places Remaining | Cancellation Reason |
| Class Cancellation Risk | Event Status |
| Category | Sub-Category |
| Title | Primary Trainer |
| Start Date | End Date |
| Start Time | End Time |
| Enrolment Start Date | Enrolment End Date |
| Maximum Attendees | Minimum Attendees |
| Enable Learner Access | Last Updated By |
| Offering Name | Last Updated Date |
| OLM Data Group | |

Assumptions

- The Internal, External and Total Delegate counts are made up of delegates where the current enrolment status is 'Completed', 'Not Completed' or 'Confirmed'.
- Non Online e-Learning Classes will be selected where the class start date falls between Class Start Date Prompts.
- Online e-Learning Classes will be selected where the Class From Date is Less than the To Date Prompt and the Class End Date is Greater than the From Date Prompt.

Cancellation Risk colour is calculated as below:

- Red Delegates = 0 or < Minimum Delegates
- Amber No. Delegates Between Minimum and 75% of Maximum
- Green Between 75% of Maximum and Maximum
- None Other (e.g. No. Delegates = Maximum)

Prompts

- Event Status
- Competency
- *Exclude National? (default: Yes)
- Restrict to Closed for Enrollment with Available Spaces
- Enrollment Status to include in 'All Delegates Count'

Example Screenshot

NHS Learning Administration Dashboard Home Catalog Favorites Dashboards New Open Signed In As

Index Sign-In Sheet Class Delegate List **Class Listing** Class Planning Costing Course Listing Delegate Status e-Learning Tests Employees w/o Specific Course Historical Classes / Enrolme

NHS Electronic Staff Record - Business Intelligence

Category --Select Value-- Sub-Category --Select Value-- Course --Select Value-- Delivery Mode NULL;Classroom;Co

Class Title --Select Value-- Event Status --Select Value-- Class Start Date Between 01/10/2017 12:00:00 - 31/10/2017 12:00:00

Competency --Select Value-- * Exclude National? Yes

Apply Reset

| Course | Delivery Mode | Title | Start Date | Start Time | End Time | Primary Venue | Maximum Attendees | Minimum Attendees | Internal Delegates | Customers | All Delegates Count | Places Remaining |
|---------------------------------|---------------|----------------------------|------------|------------|----------|---------------|-------------------|-------------------|--------------------|-----------|---------------------|------------------|
| 000 Management Skills Programme | Classroom | 000 How to Chair a Meeting | 02/10/2017 | 09:30 | 12:30 | | | 15 | | 12 | 0 | 12 |
| 000 Management Skills Programme | Classroom | 000 How to Chair a Meeting | | 13:00 | 17:00 | | | 6 | | 3 | 0 | 3 |
| 000 Management Skills Programme | Classroom | 000 How to Chair a Meeting | | 13:30 | 16:00 | | | 12 | | 8 | 0 | 8 |
| 000 Management Skills Programme | Classroom | 000 How to Chair a Meeting | 03/10/2017 | 09:30 | 12:30 | | | 9 | | 8 | 0 | 8 |
| 000 Management Skills Programme | Classroom | 000 How to Chair a Meeting | | 13:00 | 14:30 | | | 15 | | 7 | 0 | 7 |
| 000 Management Skills Programme | Classroom | 000 How to Chair a Meeting | | | | | | | | 0 | 0 | 0 |
| 000 Management Skills Programme | Classroom | 000 How to Chair a Meeting | | | | | | | | 0 | 0 | 0 |

Class Planning

Description

This analysis shows the number of assignments that require a competency (and have not currently achieved it) alongside the number of spaces available on classes in the future that would award that competency.

Note: This analysis excludes e-Learning and is only useful where organisations have populated the 'Maximum Attendees' against each class. Users are able to click on the number of spaces available to see the classes for which there are spaces available.

Data Items

| | |
|--------------------------|------------------|
| Competency | Required (Count) |
| Available Places (Count) | Ratio |

Prompts

Competency

Number of Days to Look Forward (based on Class Start Date)

Column Selectors

None

Action Links

When clicking on the available places total, users are navigated to the Supply of Competencies Detail analysis which shows the available classes and spaces which will deliver the competency.

Example Screenshot

NHS Learning Administration Dashboard

Home | Catalog | Favorites | Dashboards | New | Open | Signed In As

Index | Sign-In Sheet | Class Delegate List | Class Listing | **Class Planning** | Costing | Course Listing | Delegate Status | e-Learning Tests | Employees w/o Specific Course | Historical Classes / Enrolme

NHS Electronic Staff Record - Business Intelligence

Competency: NHS|CSTF|Fire Safe | Number of days to look forward: 90

Apply | Reset

This analysis shows the number of assignments that require a competency (and have not currently achieved it) alongside the number of spaces available on classes in the future that would award that competency.

Note: This analysis excludes e-Learning and is only useful where organisations have populated the 'Maximum Attendees' against each class.

Click on the number of spaces available to see the classes for which the spaces are available.

| Competency | Required | Available Places | Ratio |
|---|----------|------------------|-------|
| NHS CSTF Fire Safety - 1 Year | 153 | 51 | 3.00 |
| NHS CSTF Fire Safety - 2 Years | 1111 | 83 | 13.39 |
| NHS CSTF Health, Safety and Welfare - 3 Years | 1049 | 46 | 22.80 |

Refresh | Print | Export | Add to Briefing Book

Class Enrolment Method

Description

This analysis shows the different methods used to enrol learners onto classes over a period of time. It is designed to help Learning Administrators promote self-enrolment via Employee Self Service.

Data Items

| Title | Description |
|--|--|
| Total Enrolment Count | |
| Auto Enrolment | Number of enrolments made by Auto Enrol |
| Learning Administration | Number of enrolments made by Learning Administrators |
| Class Administration | Number of enrolments made by Class Administrators |
| Employee Self Service | Number of enrolments made via Employee Self Service |
| Manager, Supervisor and Administrator Self Service | Number of enrolments made via Manager, Supervisor and Administrator Self Service |
| Auto Enrolment % | Number of enrolments made by Auto Enrol / Total Enrolment Count * 100 |
| Learning Administration % | Number of enrolments made by Learning Administrators / Total Enrolment Count * 100 |
| Class Administration % | Number of enrolments made by Class Administrators / Total Enrolment Count * 100 |
| Employee Self Service % | Number of enrolments made via Employee Self Service / Total Enrolment Count * 100 |
| Manager, Supervisor and Administrator Self Service % | Number of enrolments made via Manager, Supervisor and Administrator Self Service / Total Enrolment Count * 100 |

Prompts

Organisation

Staff Group

Job Role

Person Type

Employee Person Type

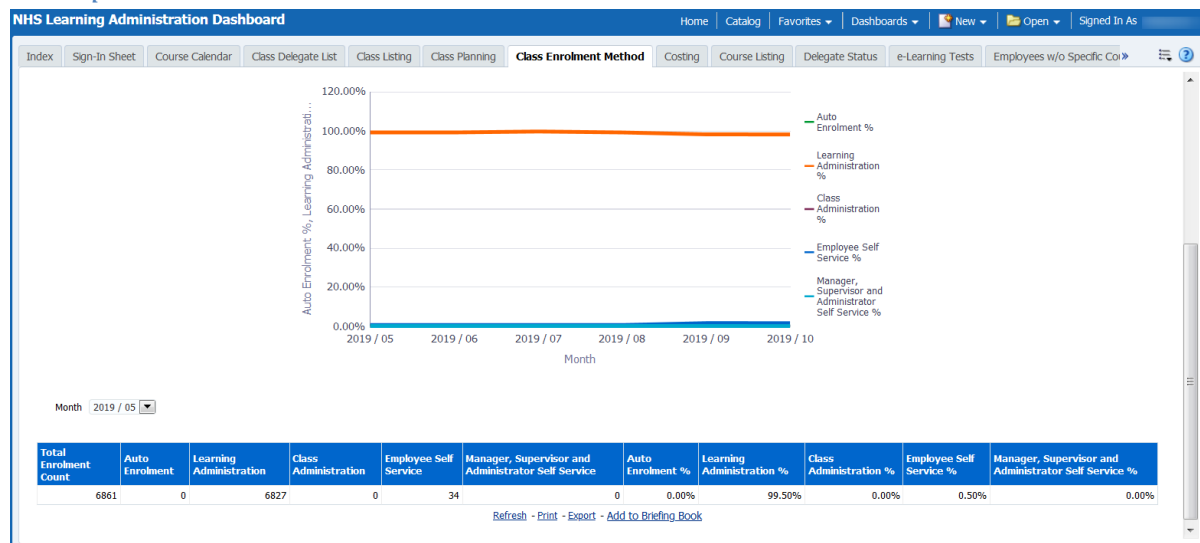
Enrolment Date Between

View Selectors

Line Graph (Default)

Bar Graph

Example Screenshot



Costing

Description

This report provides authorised reporting users with information in order to compare budgeted and actual costs of training at course and class level and to view the costs of training in terms of resources used and student attendance.

Data Items

| | |
|-----------------------|---------------------|
| Course | Sponsor |
| Budget Cost | Actual Cost |
| National Funding Body | Local Funding Body |
| Funding Amount | Class Type |
| Class Title | Class Status |
| Sponsor | Start Date |
| End Date | Budget Cost (class) |
| Actual Cost (class) | Class Resource Cost |
| Price | |

Prompts

Enrolment Status

Class Status

Class Start Date Between

Column Selectors

None

Example Screenshot

NHS Learning Administration Dashboard Home Catalog Favorites Dashboards New Open Signed In As

Index Sign-In Sheet Class Delegate List Class Listing Class Planning **Costing** Course Listing Delegate Status e-Learning Tests Employees w/o Specific Course Historical Classes / Enrolmen

NHS Electronic Staff Record - Business Intelligence

Category --Select Value-- Sub-Category --Select Value-- Course --Select Value-- Delivery Mode --Select Value-- Class --Select Value--

Enrollment Status --Select Value-- Class Status --Select Value-- Class Start Date Between 01/10/2017 12:00:00 - 31/10/2017 12:00:00

Apply Reset

| Course | Sponsor | Budget Cost | Actual Cost | National Funding Body | Local Funding Body | Funding Amount | Class Type | Class Title | Class Status | Sponsor | Start Date | End Date | Budget Cost | Actual Cost | Class Res Cost |
|---------------------------------|--------------------|-------------|-------------|-----------------------|--------------------|----------------|------------|----------------------------|--------------|--------------------|------------|------------|-------------|-------------|----------------|
| 000 Management Skills Programme | NHS Business Group | | | | | | SCHEDULED | 000 How to Chair a Meeting | Canceled | NHS Business Group | 05/10/2017 | 05/10/2017 | | | |
| 000 Management Skills Programme | NHS Business Group | | | | | | SCHEDULED | 000 How to Chair a Meeting | Canceled | NHS Business Group | 06/10/2017 | 06/10/2017 | | | |
| 000 Management Skills Programme | NHS Business Group | | | | | | SCHEDULED | 000 How to Chair a Meeting | Canceled | NHS Business Group | 11/10/2017 | 11/10/2017 | | | |
| 000 Management Skills Programme | NHS Business Group | | | | | | SCHEDULED | 000 How to Chair a Meeting | Full | NHS Business Group | 09/10/2017 | 09/10/2017 | | | |
| 000 Management Skills Programme | NHS Business Group | | | | | | SCHEDULED | 000 How to Chair a Meeting | Full | NHS Business Group | 16/10/2017 | 16/10/2017 | | | |
| 000 Management Skills Programme | NHS Business Group | | | | | | SCHEDULED | 000 How to Chair a Meeting | Full | NHS Business Group | 17/10/2017 | 17/10/2017 | | | |
| 000 Management Skills Programme | NHS Business Group | | | | | | SCHEDULED | 000 How to Chair a Meeting | Full | NHS Business Group | 23/10/2017 | 23/10/2017 | | | |
| 000 Management Skills Programme | NHS Business Group | | | | | | SCHEDULED | 000 How to Chair a Meeting | Full | NHS Business Group | 24/10/2017 | 24/10/2017 | | | |

Course Listing

Description

The course listing report provides learning administrators with a list of all current courses and their details (e.g. competencies assigned, waitlist setting etc).

Data Items

| | |
|---------------------------|------------------------|
| Course | Start Date |
| End Date | Competency |
| Proficiency Level | Status |
| Competency Update Setting | Course Code |
| Auto-Enrollment Opt Out | Deactivate Waitlisting |
| Primary Category | Primary Sub-Category |
| Creation Date | Creation By |
| Last Updated Date | Last Updated By |

Prompts

- Auto-Enrollment Opt Out
- Deactivate Waitlisting
- Competency
- Competency Update Setting
- Include Historic Courses
- Show only Courses with no Classes within period
- Class Start Date Between

Column Selectors

None

Example Screenshot

| Course | Start Date | End Date | Competency | Proficiency Level | Status | Competency Update Setting | Course Code | Auto Enrollment Opt Out | Deactivate Waitlisting | Primary Category | Primary Sub-Category |
|---------------------------------|------------|----------|--------------------------------|-------------------|--------|---|-------------|-------------------------|------------------------|-------------------|----------------------|
| 000 Management Skills Programme | 01/01/2010 | | NHS CSTF Fire Safety - 1 Year | 1 - Assessed | | Notification, Automatic Update without Approval | FIRE2 | | Yes | Health & Safety F | |
| 000 Management Skills Programme | 01/01/2010 | | NHS CSTF Fire Safety - 1 Year | 1 - Assessed | | | FIRE1 | | | Health & Safety F | |
| 000 Management Skills Programme | 01/01/2010 | | NHS CSTF Fire Safety - 2 Years | 1 - Assessed | | Notification, Automatic Update without Approval | FIRE2 | | Yes | Health & Safety F | |
| 000 Management Skills Programme | 01/01/2010 | | NHS CSTF Fire Safety - 2 Years | 1 - Assessed | | | FIRE1 | | | Health & Safety F | |

Delegate Status

Description

This analysis is designed to provide HR staff, Trainers and Managers with information about the status of the course, class or classes selected. Users can choose whether to include empty classes or not. **Please note:** This analysis updates overnight.

Prompts:

Course(s)
 Date Between
 Learner Group
 Include Empty Classes? (default: No)

Column Selectors:

Group by Course or Class

Assumptions:

- Non Online e-Learning Classes will be selected where the class start date falls between the between the Date Prompts.
- Online e-Learning Classes will be selected where the date first played falls between the Date Prompts.

Data Items

| | |
|--------|--------|
| Course | Places |
| Class | Status |

Example Screenshot

The screenshot shows the 'NHS Learning Administration Dashboard' with the 'Delegate Status' report selected. The report is titled 'NHS Electronic Staff Record - Business Intelligence'. The filters are set as follows: Organisation(s) (All Column Values), Staff Group (All Column Values), Job Role(s) (All Column Values), Assignment Category (All Column Values), Assignment Status (All Column Values), * Course(s) (All Column Values), * Include Empty Classes? No, Learner Group (--Select Value--), and Date Between 01/07/2017 12:00:00 to 05/10/2017 12:00:00. The report is grouped by Course. The table below shows the data for the '000 Management Skills Programme'.

| Course | Places | | | | | | |
|---------------------------------|-----------|-----------|------------------|----------------|-----------|------------|-----------|
| | Completed | Confirmed | Course Cancelled | Did Not Attend | Requested | Waitlisted | Withdrawn |
| 000 Management Skills Programme | 1 | | | | | | 1 |
| 000 Management Skills Programme | 2 | | | | | | |
| 000 Management Skills Programme | 4 | 2 | | | | | |
| 000 Management Skills Programme | 1 | | | | | | |
| 000 Management Skills Programme | | 2 | | | | | |
| 000 Management Skills Programme | 2 | | | | | | 4 |

e-Learning Tests

Description

The e-Learning Test report provides Class Trainers with a summary of delegate's scores from online tests. Classes are returned where the Date First Played falls between the available Date Prompt.

Data Items

| | |
|-------------------|-------------------|
| Category | Sub-Category |
| Course | Class |
| Delegate Name | Employee Number |
| Organisation | Job Role |
| Enrollment Status | Enrolled Date |
| Test Date | Date First Played |
| Last Attempt Date | Player Status |
| Time | Mastery Score |
| Attempts | Score |

Prompts

Training Centre

Delegate Name is LIKE

Date between

Column Selectors

None

Example Screenshot

| Category | Sub-Category | Course | Class | Delegate Name | Employee Number | Organisation | Job Role | Enrollment Status | Enrolled Date | Test Name |
|-----------|--------------|---------------------------------|----------------------------|----------------|-----------------|----------------------|---------------------------------|-------------------|---------------|----------------------------|
| Induction | | 000 Management Skills Programme | 000 How to Chair a Meeting | Blogs, Mr. Joe | 00000000 | 000 ESR Organisation | Officer | Completed | 01/09/2017 | 000 ESR Emergency Response |
| Induction | | 000 Management Skills Programme | 000 How to Chair a Meeting | Blogs, Mr. Joe | 00000000 | 000 ESR Organisation | Specialty Registrar | Completed | 30/08/2017 | 000 ESR Emergency Response |
| Induction | | 000 Management Skills Programme | 000 How to Chair a Meeting | Blogs, Mr. Joe | 00000000 | 000 ESR Organisation | Specialty Registrar | Completed | 02/09/2017 | 000 ESR Emergency Response |
| Induction | | 000 Management Skills Programme | 000 How to Chair a Meeting | Blogs, Mr. Joe | 00000000 | 000 ESR Organisation | Clerical Worker | Completed | 04/09/2017 | 000 ESR Emergency Response |
| Induction | | 000 Management Skills Programme | 000 How to Chair a Meeting | Blogs, Mr. Joe | 00000000 | 000 ESR Organisation | Clerical Worker | Completed | 04/09/2017 | 000 ESR Emergency Response |
| Induction | | 000 Management Skills Programme | 000 How to Chair a Meeting | Blogs, Mr. Joe | 00000000 | 000 ESR Organisation | Healthcare Science Practitioner | Completed | 04/09/2017 | 000 ESR Emergency Response |
| Induction | | 000 Management Skills Programme | 000 How to Chair a Meeting | Blogs, Mr. Joe | 00000000 | 000 ESR Organisation | Officer | Completed | 04/09/2017 | 000 ESR Emergency Response |

Employees Without a Specific Course

Description

This report provides authorised reporting users with details of employees who have not attended a specific Course(s).

Note: The Employee Course Completions report enables users to view employees that have not yet completed a number of courses. This report is designed to enable users to view who hasn't completed all of the course(s) selected.

Prompts:

Course

Date Between

Column Selectors:

Org Level (default: Org L2)

Org Level (Default: Org L13)

Org Level

Data Items

| | |
|-----------------|------------|
| Employee Number | Last Name |
| First Name | Title |
| Staff Group | Role |
| Organisation | Org L1-13 |
| Position Title | Supervisor |

Example Screenshot:

NHS Learning Administration Dashboard

Home | Catalog | Favorites | Dashboards | New | Open | Signed In As

Index | Sign-In Sheet | Class Delegate List | Class Listing | Class Planning | Costing | Course Listing | Delegate Status | e-Learning Tests | **Employees w/o Specific Course** | Historical Classes / Enrol

NHS Electronic Staff Record - Business Intelligence

Organisation(s) (All Column Value) | Staff Group(s) (All Column Values) | Assignment Category Fixed Term Temp:N | Assignment Status NULL:Activa Up:Acti

Next | Apply | Reset

* Course(s) 000 Care Certificate | Date Between 01/07/2017 12:00:00 - 04/10/2017 12:00:00

Apply | Reset

Group by Org L2 and Org L13 and

| Employee Number | Title | Last Name | First Name | Organisation | Org L2 | Org L13 | Staff Group | Position Title | Role | Supervisor |
|-----------------|-------|-----------|------------|----------------------|------------------------|------------------------|--|-------------------------|------|----------------|
| 00000000 | Mr | Blogs | Joe | 000 ESR Organisation | 000 Trust Organisation | 000 Board Organisation | Add Prof Scientific and Technic Management | Advanced Practitioner | | Blogs, Mrs. Jo |
| 00000000 | Mr | Blogs | Joe | 000 ESR Organisation | 000 Trust Organisation | 000 Board Organisation | Add Prof Scientific and Technic Management | Clinical Psychologist | | Blogs, Mrs. Jo |
| 00000000 | Mr | Blogs | Joe | 000 ESR Organisation | 000 Trust Organisation | 000 Board Organisation | Add Prof Scientific and Technic Management | Pharmacist | | Blogs, Mrs. Jo |
| 00000000 | Mr | Blogs | Joe | 000 ESR Organisation | 000 Trust Organisation | 000 Board Organisation | Add Prof Scientific and Technic Management | Specialist Practitioner | | Blogs, Mrs. Jo |
| 00000000 | Mr | Blogs | Joe | 000 ESR Organisation | 000 Trust Organisation | 000 Board Organisation | Add Prof Scientific and Technic Management | Technician | | Blogs, Mrs. Jo |

Historical Classes/Enrolments Not Updated

Description

This analysis lists classes and the number of enrolments against each that have not been updated to a correct status post-event. By clicking on the class name, the employee detail is shown in the adjacent analysis.

Data Items

| | |
|------------|----------------------|
| Class Name | Number of Enrolments |
| Start Date | Employee Number |
| End Date | Delegate Name |
| Status | Enrolment Status |

Table Prompt

Class Name

View Selector

None

Example Screenshot

The screenshot displays the NHS Learning Administration Dashboard. The main content area is titled 'NHS Electronic Staff Record - Business Intelligence' and shows the 'Historical Classes / Enrolments not Updated' analysis. The interface includes a navigation bar with options like 'Home', 'Catalog', and 'Dashboards'. Below the navigation, there are search filters for 'Course', 'Class Status', 'Enrolment Status', and 'Class End Date'. A table of class data is shown, with columns for Title, Start Date, End Date, Event Status, and Enrolments. A class named '000 How to Char a Meeting' is selected, and its details are shown in a separate table, including Employee Number, Delegate Type, Delegate Name, and Enrolment Status.

| Title | Start Date | End Date | Event Status | Enrolments |
|---------------------------|------------|------------|--------------|------------|
| 000 How to Char a Meeting | 01/07/2014 | 31/07/2017 | Normal | 436 |
| 000 How to Char a Meeting | 30/07/2014 | 31/07/2017 | Normal | 1 |
| 000 How to Char a Meeting | 01/08/2014 | 01/08/2017 | Normal | 460 |
| 000 How to Char a Meeting | 01/09/2014 | 01/09/2017 | Normal | 482 |
| 000 How to Char a Meeting | 01/11/2016 | 01/07/2017 | Normal | 1163 |
| 000 How to Char a Meeting | 07/07/2017 | 07/07/2017 | Normal | 9 |
| 000 How to Char a Meeting | 10/07/2017 | 10/07/2017 | Normal | 11 |
| 000 How to Char a Meeting | 12/07/2017 | 12/07/2017 | Full | 11 |
| 000 How to Char a Meeting | 12/07/2017 | 12/07/2017 | Normal | 1 |

| Employee Number | Delegate Type | Delegate Name | Enrolment Status |
|-----------------|---------------|----------------|------------------|
| 00000000 | Employee | Blogs, Mr. Joe | Confirmed |

Actions

None

Learning Record (All Delegates)

Description

This worksheet provides users with information regarding classes attended for all delegates based on when the learning took place (rather than current employment status). Where the class was e-Learning then the Date Last Played is used, where the delegate was an external learner then Completion Date is used otherwise the analysis is based on Class End Date.

- For Shared Training Centre (STC) Providers, the Learning Record report will include enrolees from the STC Customer. For enrolees from the STC Customer it will only display the classes that are run by the STC Provider, not the enrolee's entire learning history.
- When the report is run by a STC Customer, the report will include learning records that their employees have completed with the STC Provider.

Data Items

| | |
|----------------------------|------------------------|
| Delegate Name | Employee Number |
| Organisation | Staff Group |
| Supervisor | Mobile Phone Number |
| Category | Sub-Category |
| Class Name | Delivery Mode |
| Class Start Date | Course |
| Class End Date | Date Placed |
| Duration | Status Changed By |
| Enrollment Status | In Certification |
| Date Status Changed | Supplier |
| Customer | Person Type |
| Actual Termination Date | Cost External (£) |
| Cost Student (£) | Date First Played |
| e-Learning Completion Date | Player Status |
| Player Time | Mastery Score |
| Score | Special Requirements |
| Enrollment ID | External Learning Flag |
| Primary Trainer | Moved to History |
| Primary Venue Name | Change Reason |
| Org Levels 1-13 | Applicant Number |

Prompts

Customer
Course(s)
Delivery Mode
Enrolment Status
Delegate Name is LIKE (pattern match)
Employee Number
Person Type

- Organisation
- Staff Group
- Primary Category
- Primary Sub-Category
- Learner Group
- External Learning
- * Date Between

Column Selectors

None

Example Screenshot

The screenshot shows the 'NHS Learning Administration Dashboard' with the 'Learning Record (All Delegates)' page active. The dashboard includes a navigation menu with options like 'Home', 'Catalog', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As'. Below the navigation, there are several tabs: 'Listing', 'Class Planning', 'Costing', 'Course Listing', 'Delegate Status', 'e-Learning Tests', 'Employees w/o Specific Course', 'Historical Classes / Enrolments not Updated', and 'Learning Record (All Delegates)'. The main content area is titled 'NHS Electronic Staff Record - Business Intelligence' and features a search bar with various filters: 'Course(s)', 'Delivery Mode', 'Delegate Name is LIKE (pattern match)', 'Employee Number', 'Person Type', 'Organisation', 'Customer', 'Staff Group', 'Primary Category', 'Primary Sub-Category', 'Learner Group', and 'External Learning'. A date range filter is set to '* Date Between 01/09/2017 12:00:00 - 04/10/2017 12:00:00'. There are 'Apply' and 'Reset' buttons. Below the search bar is a table with the following columns: Delegate Name, Employee Number, Organisation, Staff Group, Supervisor, Mobile Phone Number, Category, Sub-Category, Class Name, Delivery Mode, Class Start Date, and Course. The table contains several rows of data, all for 'Blogs, Mr. Joe' (Employee Number 000000000) at '000 ESR Emergency Response Add Prof Scientific and Technic', supervised by 'Blogs, Mrs. Jo' (Employee Number 07700000000). The records show different class names and delivery modes, with start dates ranging from 04/08/2016 to 18/09/2017.

| Delegate Name | Employee Number | Organisation | Staff Group | Supervisor | Mobile Phone Number | Category | Sub-Category | Class Name | Delivery Mode | Class Start Date | Course |
|----------------|-----------------|--|-------------|----------------|---------------------|--------------------|----------------------|----------------------------|-------------------|------------------|--------|
| Blogs, Mr. Joe | 000000000 | 000 ESR Emergency Response Add Prof Scientific and Technic | | Blogs, Mrs. Jo | 07700000000 | Customer Relations | Equality & Diversity | 000 How to Chair a Meeting | Online e-Learning | 04/08/2016 | 000 Ma |
| Blogs, Mr. Joe | 000000000 | 000 ESR Emergency Response Add Prof Scientific and Technic | | Blogs, Mrs. Jo | 07700000000 | Customer Relations | Equality & Diversity | 000 How to Chair a Meeting | Online e-Learning | 04/08/2016 | 000 Ma |
| Blogs, Mr. Joe | 000000000 | 000 ESR Emergency Response Add Prof Scientific and Technic | | Blogs, Mrs. Jo | 07700000000 | Customer Relations | Equality & Diversity | 000 How to Chair a Meeting | Online e-Learning | 04/08/2016 | 000 Ma |
| Blogs, Mr. Joe | 000000000 | 000 ESR Emergency Response Add Prof Scientific and Technic | | Blogs, Mrs. Jo | 07700000000 | Customer Relations | Equality & Diversity | 000 How to Chair a Meeting | Online e-Learning | 04/08/2016 | 000 Ma |
| Blogs, Mr. Joe | 000000000 | 000 ESR Emergency Response Add Prof Scientific and Technic | | Blogs, Mrs. Jo | 07700000000 | Customer Relations | Equality & Diversity | 000 How to Chair a Meeting | Online e-Learning | 05/04/2017 | 000 Ma |
| Blogs, Mr. Joe | 000000000 | 000 ESR Emergency Response Add Prof Scientific and Technic | | Blogs, Mrs. Jo | 07700000000 | Health & Safety | Fire Training | 000 How to Chair a Meeting | Classroom | 18/09/2017 | 000 Ma |

Monitoring

Description

This analysis is designed to show summary counts of learning enrolments grouped by a range of protected characteristics including Gender, Ethnic Origin and Disability. Users will be prompted to select a course using the Course prompt and a Date range.

Data Items

| | |
|--------------------|---------------------|
| Gender | Disability |
| Ethnic Origin | Assignment Category |
| Employee Category | Age Band |
| Sexual Orientation | Religious Belief |
| Staff Group | Organisation |
| Job Role | Org L1-7 |
| Course | Delivery Mode |

Prompts

Organisation(s)
 Staff Group
 Job Role(s)
 Assignment Category
 Assignment Status
 Course(s)
 Delivery mode
 Date Between
 Group by

Action Links

None

Example Screenshot

NHS Learning Administration Dashboard

Home | Catalog | Favorites | Dashboards | New | Open | Signed In As

«Class Planning | Costing | Course Listing | Delegate Status | e-Learning Tests | Employees w/o Specific Course | Historical Classes / Enrolments not Updated | Learning Record (All Delegates) | **Monitoring** »

NHS Electronic Staff Record - Business Intelligence

Organisation(s) (All Column Values) | Staff Group (All Column Values) | Job Role(s) (All Column Values) | Assignment Category (All Column Values) | Assignment Status (All Column Values)

Next | Apply | Reset

Course(s) --Select Value-- | Delivery Mode --Select Value-- | Date Between 01/07/2017 12:00:00 - 04/10/2017 12:00:00

Apply | Reset

Group by Gender and

| Course | Female | Male | Grand Total |
|---------------------------------|--------|------|-------------|
| 000 Management Skills Programme | 1 | | 1 |
| 000 Management Skills Programme | 2 | | 2 |
| 000 Management Skills Programme | 6 | | 6 |
| 000 Management Skills Programme | 1 | | 1 |
| 000 Management Skills Programme | | 1 | 1 |
| 000 Management Skills Programme | | 2 | 2 |
| 000 Management Skills Programme | 3 | | 3 |

Online Test Analysis

Description

The Employee Online e-Learning Test Analysis report provides Class Trainers with a summary of delegate's scores from online tests.

Data Items

| | |
|--------------------------|------------------------|
| Category | Sub-Category |
| Course | Mastery Score |
| Maximum Score | Minimum Score |
| Standard Deviation | Total Learners |
| Learners Passed | Learners Failed |
| Learners Completed | Learners Incomplete |
| Learner Average Time | Learner Average Score |
| Total Number of Attempts | Average Score |
| Total Time | Questions Attempted |
| Questions Correct | Questions Incorrect |
| Questions Skipped | Class |
| Test Name | First Performance Date |
| Last Performance Date | |

Prompts

Test Name

Column Selectors

None

Example Screenshot

| Category | Sub-Category | Course | Mastery Score | Maximum Score | Minimum Score | Standard Deviation | Total Learners | Learners Passed | Learners Failed | Learners Completed | Learners Incomplete | Learner Avge. Time | Learner Avge. Score |
|-------------------|--------------|---------------------------------|---------------|---------------|---------------|--------------------|----------------|-----------------|-----------------|--------------------|---------------------|--------------------|---------------------|
| Health and Safety | | 000 Management Skills Programme | 80.0 | 100.0 | 0.0 | 16.6 | 6233 | 5953.0 | 857.0 | 0.0 | 637.0 | 00:05:34 | 80.0 |
| Health and Safety | | 000 Management Skills Programme | 80.0 | 100.0 | 20.0 | 17.7 | 22 | 21.0 | 2.0 | 0.0 | 1.0 | 00:03:41 | 83.0 |
| Health and Safety | | 000 Management Skills Programme | | | | 0.0 | 3 | 0.0 | 0.0 | 3.0 | 0.0 | 00:02:28 | |
| Health and Safety | | 000 Management Skills Programme | | 100.0 | 100.0 | 0.0 | 1 | 1.0 | 0.0 | 0.0 | 0.0 | 00:19:11 | 100.0 |

Player Performance Summary

Description

The Player Performance Summary worksheet provides Learning Administrators with a summary of the variance of results achieved on e-learning courses they offer.

Data Items

| | |
|--------------------|----------------------|
| Course | Name |
| Mastery Score | Minimum Score |
| Maximum Score | Average Player Score |
| Standard Deviation | Average Time |
| Longest Time | Total Learners |
| Total Performances | |

Prompts

Player Status

Column Selectors

None

Example Screenshot

The screenshot displays the NHS Learning Administration Dashboard interface. At the top, there is a navigation bar with options like Home, Catalog, Favorites, Dashboards, New, Open, and Signed In As. Below this, a breadcrumb trail shows the current location: e-Learning Tests > Employees w/o Specific Course > Historical Classes / Enrolments not Updated > Learning Record (All Delegates) > Monitoring > Online Test Analysis > Player Performance Summary.

The main content area is titled "NHS Electronic Staff Record - Business Intelligence". It features several filter dropdown menus: Person Type, Organisation, Staff Group, Job Role, Course, Category, Player Status (set to "Passed;Completed"), and Learner Group. A date range filter is set to "Date Between 01/09/2017 12:00:00 - 04/10/2017 12:00:00". There are "Apply" and "Reset" buttons below the filters.

The data is presented in a table with the following columns: Course, Name, Mastery Score, Minimum Score, Maximum Score, Average Player Score, Standard Deviation, Average Time, Longest Time, Total Learners, and Total Performances. The table contains 10 rows of data for the course "000 Management Skills Programme 000 How to Chair a Meeting".

| Course | Name | Mastery Score | Minimum Score | Maximum Score | Average Player Score | Standard Deviation | Average Time | Longest Time | Total Learners | Total Performances |
|---------------------------------|----------------------------|---------------|---------------|---------------|----------------------|--------------------|--------------|--------------|----------------|--------------------|
| 000 Management Skills Programme | 000 How to Chair a Meeting | 80.0 | 100.0 | 100.0 | 100.0 | 0.0 | 01:27:45 | 00:17:33 | 1 | 1 |
| 000 Management Skills Programme | 000 How to Chair a Meeting | 80.0 | 80.0 | 80.0 | 80.0 | 0.0 | 00:03:18 | 00:03:18 | 1 | 1 |
| 000 Management Skills Programme | 000 How to Chair a Meeting | 80.0 | 100.0 | 100.0 | 100.0 | 0.0 | 00:01:00 | 00:01:00 | 1 | 1 |
| 000 Management Skills Programme | 000 How to Chair a Meeting | 80.0 | 80.0 | 80.0 | 80.0 | 0.0 | 00:06:49 | 00:06:49 | 1 | 1 |
| 000 Management Skills Programme | 000 How to Chair a Meeting | 80.0 | 80.0 | 80.0 | 80.0 | 0.0 | 00:10:08 | 00:05:04 | 1 | 1 |
| 000 Management Skills Programme | 000 How to Chair a Meeting | 80.0 | 80.0 | 80.0 | 80.0 | 0.0 | 00:03:01 | 00:03:01 | 1 | 1 |
| 000 Management Skills Programme | 000 How to Chair a Meeting | 80.0 | 80.0 | 80.0 | 80.0 | 0.0 | 00:08:49 | 00:08:49 | 1 | 1 |
| 000 Management Skills Programme | 000 How to Chair a Meeting | 80.0 | 80.0 | 80.0 | 80.0 | 0.0 | 00:04:04 | 00:04:04 | 1 | 1 |

Player Status Analysis

Description

The Player Status Analysis report provides a summary to learning administrators of the number of enrolments at a specific status on the e-Learning courses they offer.

Data Items

| | |
|---------------|-----------------|
| Course | Learning Object |
| Player Status | |

Prompts

Course

Learner Group

Column Selectors

None

Example Screenshot

NHS Learning Administration Dashboard

Home | Catalog | Favorites | Dashboards | New | Open | Signed In As

Employees w/o Specific Course | Historical Classes / Enrolments not Updated | Learning Record (All Delegates) | Monitoring | Online Test Analysis | Player Performance Summary | **Player Status Analysis**

NHS Electronic Staff Record - Business Intelligence

Person Type: --Select Value-- | Organisation Name: --Select Value-- | Staff Group: --Select Value-- | Job Role: --Select Value-- | Category: --Select Value--

Course: --Select Value-- | Enrollment Status: --Select Value-- | Learner Group: --Select Value-- | Date Between: 01/03/2018 00:00:00 - 19/04/2018 00:00:00

Apply | Reset

| Course | Learning Object | Completed | Failed | Incomplete | Not Attempted | Passed | Withdrawn |
|--------------------------------|--------------------------------|-----------|--------|------------|---------------|--------|-----------|
| 000 Management Skils Programme | 000 Introduction to Management | 1 | | | | 7 | |
| 000 Management Skils Programme | 000 Introduction to Management | | | | | 4 | |
| 000 Management Skils Programme | 000 Introduction to Management | 1 | | | | 1 | |
| 000 Management Skils Programme | 000 Introduction to Management | | | | | 1 | |
| 000 Management Skils Programme | 000 Introduction to Management | | | 1 | | 1 | |
| 000 Management Skils Programme | 000 Introduction to Management | 2 | | 3 | 9 | 1 | |
| 000 Management Skils Programme | 000 Introduction to Management | 1 | | | | | |
| 000 Management Skils Programme | 000 Introduction to Management | 1 | | | | | |
| 000 Management Skils Programme | 000 Introduction to Management | 1 | | | | | |
| 000 Management Skils Programme | 000 Introduction to Management | | | | | 2 | |
| 000 Management Skils Programme | 000 Introduction to Management | | | | | 2 | |
| 000 Management Skils Programme | 000 Introduction to Management | 1 | | | | | |
| 000 Management Skils Programme | 000 Introduction to Management | | | | | | 1 |

Selective Course Completions

Description

This analysis is designed to be a replication of the 'Employee Course Completions' report from Discoverer. Simply select the courses you wish to report on along with a date range, and the report returns a row for each person with the date they completed the course along with assignment details effective as at today's date.

Data Items

| | |
|-------------------|----------------------------|
| Employee Number | Assignment Number |
| Employee Name | Assignment Category |
| Assignment Status | Position |
| Staff Group | Organisation |
| Job Role | Course |
| Org L1-13 | Employee Latest Start Date |
| Pay Grade | Email Address |

Prompts

Course(s)

Date Between

Action Links

None

Example Screenshot

NHS Learning Administration Dashboard

Home | Catalog | Favorites | Dashboards | New | Open | Signed In As

Historical Classes / Enrolments not Updated | Learning Record (All Delegates) | Monitoring | Online Test Analysis | Player Performance Summary | Player Status Analysis | **Selective Course Completions**

NHS Electronic Staff Record - Business Intelligence

Organisation(s) (All Column Values) | Staff Group(s) (All Column Values) | Assignment Category Fixed Term Temp;h | Assignment Status [NULL;Acting Up;Acti] * Course 000 Adolescent Heal

Job Role (All Column Values) * Date Between 01/01/2018 00:00:00 - 31/03/2018 00:00:00

Next | Apply | Reset

This analysis is designed to be a replication of the 'Employee Course Completions' report from Discoverer. Simply select the courses you wish to report on along with a date range, and the report returns a row for each person with the date they completed the course along with assignment details effective as at today's date.

Org Level Grouping Org L2 | Org L3 | --Select Value--

Apply | Reset

| Employee Number | Assignment | Employee Name | Assignment Category | Assignment Status | Position | Organisation | Job | Staff Group | Org L2 | Org L3 |
|-----------------|------------|----------------|---------------------|-------------------|--|----------------------|------------------|--------------------|------------------|------------------|
| 12345678 | 12345678 | Blogs, Mr. Joe | Permanent | Active Assignment | 000000[Business Analyst[A2B]Information Technology | 000 NHS Organisation | Business Analyst | Medical and Dental | 000 Organisation | 000 Organisation |
| 12345678 | 12345678 | Blogs, Mr. Joe | Permanent | Active Assignment | 000000[Business Analyst[A2B]Information Technology | 000 NHS Organisation | Business Analyst | Medical and Dental | 000 Organisation | 000 Organisation |
| 12345678 | 12345678 | Blogs, Mr. Joe | Permanent | Active Assignment | 000000[Business Analyst[A2B]Information Technology | 000 NHS Organisation | Business Analyst | Medical and Dental | 000 Organisation | 000 Organisation |

Study Leave

Description

This page of the dashboard provides the capability to analyse employee study leave and provide details of absence due to study decreasing or increasing leave and associated training record history. Depending on the user prompt selection, either the decreasing or increasing analysis will display.

Data Items

| | |
|-----------------------------|-----------------------------------|
| Employee Name | Employee Number |
| Staff Group | Absence Type |
| Absence Reason | Absence Start Date |
| Absence End Date | Calendar Days Lost |
| Study Leave Allocation | Number of Days Taken |
| Number of Days Remaining | Course Name |
| Successfully Attended | Failure Reason |
| Competencies Gained | Proficiency Level Name |
| Course Exam Fee Amount | Course Exam Fee Amount Percentage |
| Study Allocation Start Date | Course Venue |
| Course Location | |

Prompts

Employee Number

Employee Name

Absence Start Date

Absence End Date

*Absence (*Study Leave*) Type (required)

Column Selectors

None

Example Screenshot

The screenshot shows the NHS Learning Administration Dashboard with the 'Study Leave' section active. The dashboard includes navigation tabs, search filters, and a table of study leave records.

NHS Learning Administration Dashboard

Home | Catalog | Favorites | Dashboards | New | Open | Signed In As

← Kases / Enrolments not Updated | Learning Record (All Delegates) | Monitoring | Online Test Analysis | Player Performance Summary | Player Status Analysis | Selective Course Completions | **Study Leave** | ?

NHS Electronic Staff Record - Business Intelligence

Organisation Name (All Column Values) | Staff Group(s) (All Column Values) | Employee Name(s) (All Column Values) | Employee Number(s) (All Column Values)

* Absence Date From 01/10/2016 | * Absence Date To 30/09/2017 | * Absence Type Study Decreasing Bal Study Increasing Bal

Apply | Reset

Study Leave Decreasing

| Employee Name | Employee Number | Staff Group | Absence Type | Absence Reason | Absence Start Date | Absence End Date | Calendar Days Lost | Study Leave Allocation | Number of Days Taken | Number of Days Remaining | Course Name | Successfully Attended | Failure Reason | Competencies Gained | Proficiency Level Name | Course Exam Fee Amount | Course Exam Fee Amount Pct | Study Allocat Start Date |
|----------------|-----------------|-----------------------------|----------------------|----------------|--------------------|------------------|--------------------|------------------------|----------------------|--------------------------|-------------|-----------------------|----------------|---------------------|------------------------|------------------------|----------------------------|--------------------------|
| Blogs, Mr. Joe | 00000000 | Administrative and Clerical | Study Decreasing Bal | Study Leave | 03-Oct-2016 | 07-Oct-2016 | 5 | 0 | 5 | -5 | | | | | | | | 7/10/20 12:00:0 AM |
| Blogs, Mr. Joe | 00000000 | Administrative and Clerical | Study Decreasing Bal | | 28-Nov-2016 | 29-Nov-2016 | 2 | 0 | 2 | -2 | | | | | | | | 29/11/2 12:00:0 AM |

Percentage Trained on Course

Description

This analysis returns the number of primary assignments (as at today) that have completed a course, or one of a number of courses. Select a course using the prompts above and a date range for when employees should have completed the course. Selecting multiple courses will mean the analysis returns the number of assignments that have completed any of those courses.

Data Items

| Title | Description |
|----------------------------|---|
| Headcount Completed | |
| Headcount Not Completed | |
| Percentage (Completed) | Headcount of Employees who have completed a course / Total Headcount * 100 |
| Percentage (Not Completed) | Headcount of Employees who haven't completed a course / Total Headcount * 100 |

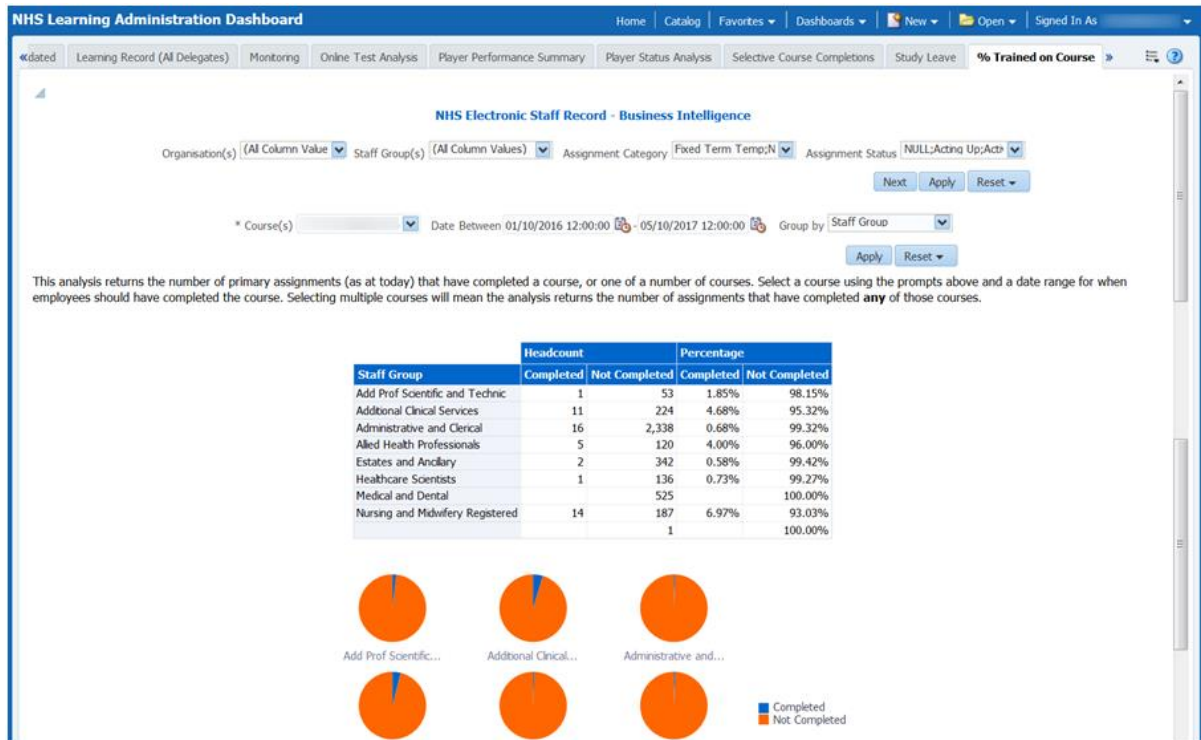
Prompts

Organisation(s)
Staff Group
Job Role(s)
Assignment Category
Assignment Status
Course(s)
Date Between
Group by

Action Links

None

Example Screenshot



Individual Learning Path

Description

This analysis allows users to analyse the subscriptions and status of course enrolment of an individual learner subscribed on Learning Paths.

Data Items

| | |
|-----------------------|-------------------------------|
| Learning Path Name | Completion Type |
| Start Date | Course |
| End Date | Course Completion Target Date |
| Learning Path Section | |

Prompts

- * Learning Path Name
- * Subscription Status
- * Path Section
- Learner Name

Column Selectors

None

Example Screenshot

NHS Learning Administration Dashboard

Home | Catalog | Favorites | Dashboards | New | Open | Signed In As

e-Learning Tests | Learning Record (All Delegates) | Online Test Analysis | Player Performance Summary | Player Status Analysis | Production Summary | Study Leave | **Individual Learning Path**

NHS Electronic Staff Record - Business Intelligence

* Learning Path Name (All Column Values) | * Subscription Status (All Column Values) | * Path Section (All Column Values) | Learner Name (All Column Values)

Apply | Reset

| Learning Path Name | Start Date | End Date | Learning Path Section | Completion Type | Course | Course Completion Target Date |
|--|-------------|----------|---------------------------|-------------------------------|--------------------------------|-------------------------------|
| 000 INDUCTION DAY COURSES FOR NEW STARTERS | 01-Jan-2012 | | 000 Induction Day Courses | One or More Courses Mandatory | 000 Core Communications Skills | |
| 000 INDUCTION DAY COURSES FOR NEW STARTERS | 01-Jan-2012 | | 000 Induction Day Courses | One or More Courses Mandatory | 000 Core Communications Skills | |
| 000 INDUCTION DAY COURSES FOR NEW STARTERS | 01-Jan-2012 | | 000 Induction Day Courses | One or More Courses Mandatory | 000 Core Communications Skills | |
| 000 INDUCTION DAY COURSES FOR NEW STARTERS | 01-Jan-2012 | | 000 Induction Day Courses | One or More Courses Mandatory | 000 Core Communications Skills | |
| 000 INDUCTION DAY COURSES FOR NEW STARTERS | 01-Jan-2012 | | 000 Induction Day Courses | One or More Courses Mandatory | 000 Core Communications Skills | |
| 000 INDUCTION DAY COURSES FOR NEW STARTERS | 01-Jan-2012 | | 000 Induction Day Courses | One or More Courses Mandatory | 000 Core Communications Skills | |
| 000 INDUCTION DAY COURSES FOR NEW STARTERS | 01-Jan-2012 | | 000 Induction Day Courses | One or More Courses Mandatory | 000 Core Communications Skills | |
| 000 INDUCTION DAY COURSES FOR NEW STARTERS | 01-Jan-2012 | | 000 Induction Day Courses | One or More Courses Mandatory | 000 Core Communications Skills | |
| 000 INDUCTION DAY COURSES FOR NEW STARTERS | 01-Jan-2012 | | 000 Induction Day Courses | One or More Courses Mandatory | 000 Core Communications Skills | |
| 000 INDUCTION DAY COURSES FOR NEW STARTERS | 01-Jan-2012 | | 000 Induction Day Courses | One or More Courses Mandatory | 000 Core Communications Skills | |
| 000 INDUCTION DAY COURSES FOR NEW STARTERS | 01-Jan-2012 | | 000 Induction Day Courses | One or More Courses Mandatory | 000 Core Communications Skills | |

Learning Path Subscriptions

Description

This analysis allows users to analyse the subscriptions and status of course enrolments of those people subscribed on a Learning Path.

Data Items

| | |
|--------------------------|-----------------------------------|
| Learning Path Name | Job Role |
| Learning Path Start Date | Subscription Status |
| Learning Path End Date | Completion Target Days |
| Title | Expected Completion Date |
| First Name | Completion Date |
| Last Name | Total Courses in Sections |
| Organisation | Total Mandatory Courses |
| Staff Group | Total Mandatory Courses Completed |
| Email Address | |

Prompts

- Category
- Sub Category
- Learning Path Name
- Learner Group
- * Subscription Date Between

Column Selectors

None

Example Screenshot

NHS Learning Administration Dashboard

Home | Catalog | Favorites | Dashboards | New | Open | Signed In As

Learning Record (All Delegates) | Online Test Analysis | Player Performance Summary | Player Status Analysis | Production Summary | Study Leave | Individual Learning Path | **Learning Path Subscriptions**

NHS Electronic Staff Record - Business Intelligence

Category (All Column Values) | Sub Category (All Column Values) | Learning Path Name (All Column Values) | Learner Group All

* Subscription Date Between -

Apply | Reset

| Learning Path Name | Learning Path Start Date | Learning Path End Date | Title | First Name | Last Name | Organisation | Staff Group | Job Role | Subscription Status | Completion Target Days | Expected Completion Date | Completion Date | Total Courses in Sections | Total Mandatory Courses | Total Mandatory Courses Completed |
|--|--------------------------|------------------------|-------|------------|-----------|--------------------------|------------------------------|------------------|---------------------|------------------------|--------------------------|-----------------|---------------------------|-------------------------|-----------------------------------|
| 000 INDUCTION DAY COURSES FOR NEW STARTERS | 01/01/2012 | | | Mr Joe | Blogs | 000 NHS ESR Organisation | Additional Clinical Services | Business Analyst | Active | | | | 6 | 1 | 0 |
| 000 INDUCTION DAY COURSES FOR NEW STARTERS | 01/01/2012 | | | Mr Joe | Blogs | 000 NHS ESR Organisation | Administrative and Clerical | Business Analyst | Active | | | | 6 | 1 | 0 |
| 000 INDUCTION DAY COURSES FOR NEW STARTERS | 01/01/2012 | | | Mr Joe | Blogs | 000 NHS ESR Organisation | Administrative and Clerical | Business Analyst | Completed | | 09/05/2012 | 30/09/2015 | 6 | 1 | 1 |

Learning Objects Listing

Description

This analysis return a list of local learning objects associated with current (open ended) courses.

Data Items

| | |
|----------------------------------|---------------------|
| Course | Mime Type |
| Learning Object Name | Author |
| Identifier | Starting URL Exists |
| Parent Learning Object Exists | Starting URL |
| Published Status | Open in New Window |
| Tracking Type | Creation Date |
| Duration | Created By |
| Description | Last Updated Date |
| Objectives | Last Updated By |
| Audience | Course Start Date |
| Hardware / Software Requirements | Course End Date |
| Mastery Score | Local / STC |

Prompts

Identifier

Learning Object Name

Created By

Last Updated By

Course

Course Start Date Between

Example Screenshot

| Course | Learning Object Name | Identifier | Parent Learning Object Exists | Published Status | Tracking Type | Duration | Description | Object |
|-------------------------|----------------------|------------|-------------------------------|------------------|---------------|---------------|---|---------|
| 000 NHS Child Programme | NHS Child Programme | 4123907 | N | Y | SCORN 1.2 | 20 minutes | The Child Programme is a population surveillance programme that standardises the way primary school children are measured | |
| 000 NHS Child Programme | NHS Child Programme | 4123907 | N | Y | SCORN 1.2 | 30 mins | The Child Programme is a population surveillance programme that standardises the way primary school children are measured | The C |
| 000 NHS Child Programme | NHS Child Programme | 4123907 | N | Y | SCORN 1.2 | 30-40 minutes | The Child Programme is a population surveillance programme that standardises the way primary school children are measured | |
| 000 NHS Child Programme | NHS Child Programme | 4123907 | Y | Y | SCORN 1.2 | 20 minutes | The Child Programme is a population surveillance programme that standardises the way primary school children are measured | |
| 000 NHS Child Programme | NHS Child Programme | 4123907 | Y | Y | SCORN 1.2 | 20 minutes | The Child Programme is a population surveillance programme that standardises the way primary school children are measured | |
| 000 NHS Child Programme | NHS Child Programme | 4123907 | Y | Y | SCORN 1.2 | 30 Mns | The Child Programme is a population surveillance programme that standardises the way primary school children are measured | |
| 000 NHS Child Programme | NHS Child Programme | 4123907 | Y | Y | SCORN 1.2 | 30 mins | The Child Programme is a population surveillance programme that standardises the way primary school children are measured | The C |
| 000 NHS Child Programme | NHS Child Programme | 4123907 | Y | Y | SCORN 1.2 | 30 mins | The Child Programme is a population surveillance programme that standardises the way primary school children are measured | |
| 000 NHS Child Programme | NHS Child Programme | 4123907 | Y | Y | SCORN 1.2 | 30-40 minutes | The Child Programme is a population surveillance programme that standardises the way primary school children are measured | |
| 000 NHS Child Programme | NHS Child Programme | 4123907 | Y | Y | SCORN 1.2 | 40 Mns | The Child Programme is a population surveillance programme that standardises the way primary school children are measured | This in |
| 000 NHS Child Programme | NHS Child Programme | 4123907 | Y | Y | SCORN 1.2 | 40 mins | The Child Programme is a population surveillance programme that standardises the way primary school children are measured | |
| 000 NHS Child Programme | NHS Child Programme | 4123907 | Y | Y | SCORN 1.2 | 40 minutes | The Child Programme is a population surveillance programme that standardises the way primary school children are measured | |
| 000 NHS Child Programme | NHS Child Programme | 4123907 | Y | Y | SCORN 1.2 | 50 mins | The Child Programme is a population surveillance programme that standardises the way primary school children are measured | |

Apprenticeships Summary

Description

Available on this tab are a number of summary analyses designed to provide high level information of employees undertaking Apprenticeship at a specified report effective date or period. The data returned is for employees whose EIT Apprenticeship details are populated in ESR and does not include those on an Apprentice Job Role which is no longer valid. Organisations are therefore advised to record Apprenticeships data using the Assignment EIT Apprenticeship functionality available in ESR to ensure apprenticeships are being reported correctly. Please note that this tab is also available in the NHS Staff in Post Dashboard.

Prompts

Effective Date

Apprentice Type

Status

Restrict to Current Employment (Yes: Optional)

Include Leavers for Previous Two Years (Yes: Optional)

Summary

Description

This analysis is designed to show FTE, Headcount (Default) and Headcount percentage of employees undertaking Apprenticeship at a specified report effective date grouped by Staff Group, Organisation Levels 1-13, Pay Grade, Age Band and a number of EIT Apprenticeship fields.

Data Items

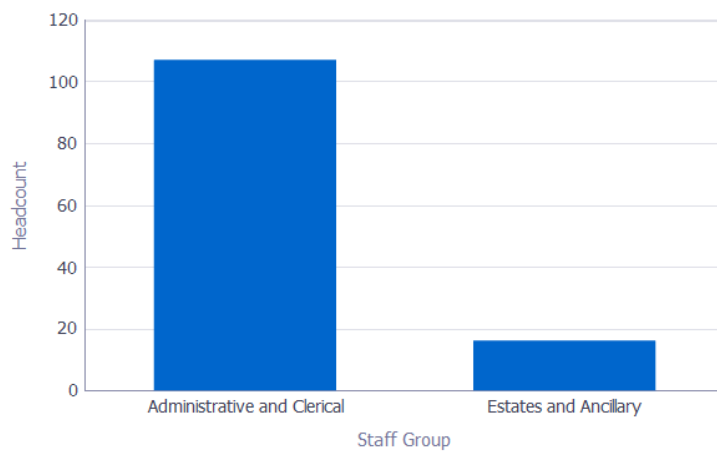
| | |
|----------------------------|----------------------|
| Staff Group | Apprenticeship Level |
| Organisation Level(s) 1-13 | Framework Standard |
| Staff Group | FTE |
| Pay Grade | Headcount |
| Age Band | Headcount % |
| Apprentice Status | |
| Apprentice Type | |
| Main Training Provider | |

View Selector

View as Column Graph (Default) or Table

Example Screenshot

Group by and Measure View as



Apprenticeships Trending by Status

Description

This analysis is designed to show the number of Apprenticeships on a monthly basis as at the last day of the month, defaulted to one year ago from the last day of previous month.

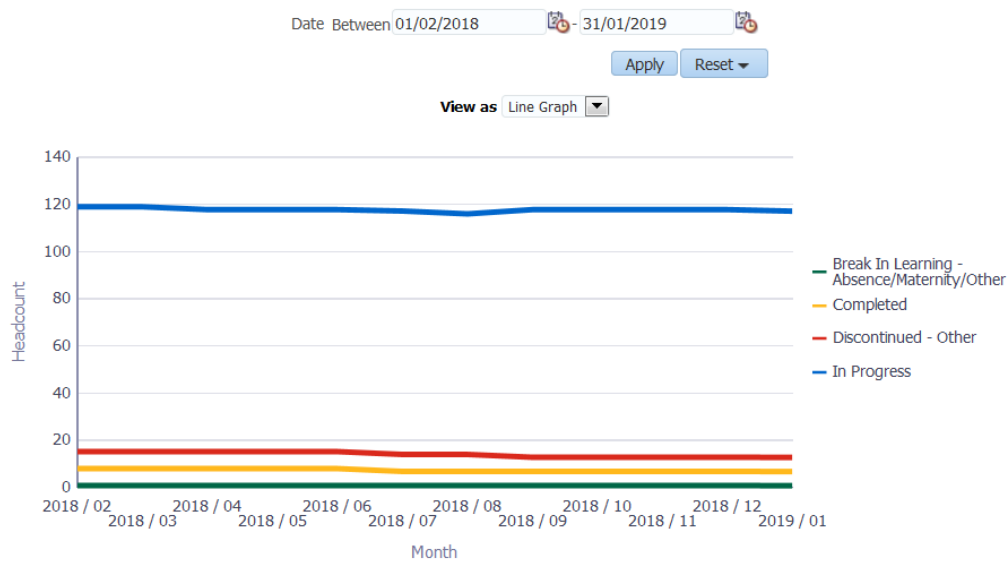
Data Items

| | |
|-------------------|-------|
| Apprentice Status | Month |
| Headcount | |

View Selector

View as Line Graph (Default) or Pivot Table

Example Screenshot



Apprenticeships Detail

Description

The Apprenticeships detail analysis returns a list of employees undertaking Apprenticeship within the Organisation. Only employees whose EIT Apprenticeship details are populated in ESR are returned and does not include those on an Apprentice Job Role which is no longer valid. Organisations are therefore advised to record Apprenticeships data using the Assignment EIT Apprenticeship functionality available in ESR to ensure apprenticeships are being reported correctly. Please note that this tab is also available in the NHS Staff in Post Dashboard.

Data Items

| | |
|---------------------|-------------------------|
| Employee Number | Position Title |
| Assignment Number | FTE |
| Last Name | Contract Hours |
| First Name | Pay Grade |
| Gender | Organisation Level 1-13 |
| Email Address | Cost Centre Org L1-12 |
| Assignment Category | Apprentice Type |

| | |
|--------------------------|----------------------------|
| Assignment Status | Apprenticeship Level |
| Primary Assignment | Framework Standard |
| Supervisor Name | Status |
| Supervisor Email Address | Start Date |
| Staff Group | Proposed End Date |
| Role | Actual End Date |
| Occupation Code | Main Training Provider |
| Area of Work | EPA Centre |
| Location Name | Age Band |
| Position Number | Employee Latest Start Date |

Prompts

Effective Date

Apprentice Type

Status

Restrict to Current Employment (Yes: Optional)

Include Leavers for Previous Two Years (Yes: Optional)

Column Selector

Organisation Level 1-13

Cost Centre Org L1-12

Example Screenshot

| Apprentice Type | Apprenticeship Level | Framework Standard | Status | Start Date | Proposed End Date | Actual End Date | Main Training Provider | EPA Centre | Age Band |
|------------------------------|----------------------|--|--|------------|-------------------|-----------------|------------------------|------------|------------|
| Existing Employee - New Role | Level 2 | IT, Software, Web & Telecoms Professionals | Completed - Recruited by Host Organisation | 22/05/2017 | 22/11/2018 | 20/06/2018 | 10001000 | | <=20 Years |
| Existing Employee - New Role | Level 2 | IT, Software, Web & Telecoms Professionals | Completed - Recruited by Host Organisation | 19/06/2017 | 19/12/2018 | 07/01/2018 | 10001000 | | <=20 Years |
| | Level 3 | Health Informatics | In Progress | 08/01/2018 | 07/06/2019 | | 10001000 | | <=20 Years |
| Existing Employee - New Role | Level 2 | IT, Software, Web & Telecoms Professionals | Completed - Recruited by Host Organisation | 14/12/2015 | 14/06/2017 | 17/05/2017 | 10001000 | | 21-25 |
| Existing Employee - New Role | Level 2 | IT, Software, Web & Telecoms Professionals | In Progress | 05/02/2018 | 05/08/2019 | | 10001000 | | 21-25 |
| Existing Employee - New Role | Level 2 | Business and Administration | Completed - Recruited by Host Organisation | 23/02/2015 | 23/08/2016 | 29/04/2016 | 10001000 | | 26-30 |
| | Level 2 | Business and Administration | In Progress | 04/12/2017 | 04/06/2019 | | 10001000 | | 46-50 |
| Existing Employee - New Role | Level 2 | Business and Administration | Completed - Recruited by Host Organisation | 27/02/2017 | 27/08/2018 | 26/01/2018 | 10001000 | | 21-25 |
| Existing Employee - New Role | Level 2 | Business and Administration | Completed - Recruited by Host Organisation | 18/04/2016 | 18/10/2017 | | 10001000 | | <=20 Years |
| Existing Employee - New Role | Level 2 | IT, Software, Web & Telecoms Professionals | Completed - Recruited by Host Organisation | 02/03/2015 | 02/09/2016 | 23/09/2016 | 10001000 | | <=20 Years |

Employee Details

Description

This tab provides the user with a range of information relating to a specific employee as defined by the available prompts.

Note: Leavers can be returned up to 2 years prior to current date.

Prompts

Employee Name *

Assignment Number *

Employee Details

Description

This analysis is designed to show various Employee details as part of the Employee Details Dashboard Page.

Data Items

| | |
|----------------------|------------------------------|
| Employee Name | Employee Address Line1 |
| Assignment Number | Employee Address Line2 |
| Organisation | Employee Address Line3 |
| First Name | Employee Address City |
| Last Name | Employee Address Region1 |
| Email Address | Employee Address Region2 |
| Work Phone | Employee Address Region3 |
| Home Phone | Employee Address Postal Code |
| Mobile Phone | Employee Address Country |
| Position Title | |
| Pay Grade | |
| Assignment Category | |
| FTE / Contract Hours | |
| Supervisor | |
| Location | |
| Latest Start Date | |

Example Screenshot

Employee Details

| | |
|-----------------------------|--------------------------------|
| Employee Number | 20055417 |
| Assignment Number | 20055417 |
| Organisation | 504 Ward 9 |
| First Name | Sarah |
| Last Name | 007Lane |
| Email Address | |
| Work Phone | |
| Home Phone | |
| Mobile Phone | |
| Position Title | |
| Pay Grade | NHS XR05 Review Body Band 5 |
| Assignment Category | Permanent |
| FTE / Contract Hours | 1.00 / 37.50 Week |
| Supervisor | |
| Location | 504 ESR Hospital |
| Latest Start Date | 01/01/2001 |

| | |
|-------------------------------------|----------------|
| Employee Address Line1 | 100 ESR Street |
| Employee Address Line2 | |
| Employee Address Line3 | |
| Employee Address City | Warwick |
| Employee Address Region1 | |
| Employee Address Region2 | |
| Employee Address Region3 | |
| Employee Address Postal Code | CV1 1AB |
| Employee Address Country | United Kingdom |

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Prompts

None

Actions

None

Professional Registration Body

Description


This analysis is designed to show an Employees Professional Registration Details.

Data Items

| | |
|--------------------------------|-------|
| Professional Registration Body | Match |
|--------------------------------|-------|

Example Screenshot

Professional Registrations

| Register and Membership Body | Match |
|------------------------------|---|
| General Dental Council |  |

Prompts

None

Actions

None

Appraisal Reviews

Description

This analysis is designed to show an Employees Appraisal Details.

Data Items

| | |
|------------------------|---------------------|
| Review Type | Appraisal Date |
| Period End Date | Next Appraisal Date |
| Passed Through Gateway | Period Start Date |

Example Screenshot

Appraisal Reviews

| Review Type | Appraisal Date | Period End Date | Next Appraisal Date | Passed Through Gateway | Period Start Date |
|-----------------------|----------------|-----------------|---------------------|------------------------|-------------------|
| Performance Appraisal | 23/09/2015 | 23/09/2015 | 23/09/2016 | | 23/09/2014 |
| Performance Appraisal | 27/10/2016 | 23/09/2016 | 27/10/2017 | Y | 23/09/2015 |
| Review | 05/02/2013 | 05/02/2013 | 05/02/2014 | Yes | 01/06/2012 |
| Review | 23/09/2015 | 10/03/2015 | 24/09/2016 | yes | 01/06/2015 |
| Review | 04/07/2017 | 04/07/2017 | 04/07/2018 | Y | 01/06/2012 |
| Review | 22/08/2018 | 23/07/2018 | 23/07/2019 | | 04/07/2017 |

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Prompts

None

Actions

None

Compliance Matching

Description

This analysis is designed to show an Employees Compliance Information.

Data Items

| | |
|------------------|----------------|
| Competency | Level Required |
| Competency Match | Expiry Date |
| Level Achieved | |

Example Screenshot

Compliance Matching

| Competency | Level Required | Competency Match | Expiry Date | Level Achieved |
|---|----------------|----------------------------|-------------|----------------|
| NHS CSTF Equality, Diversity and Human Rights - 3 Years | 1 - Assessed | Match | 27/09/2020 | 1 - Assessed |
| NHS CSTF Fire Safety - 2 Years | 1 - Assessed | Required | | |
| NHS CSTF Health, Safety and Welfare - 3 Years | 1 - Assessed | Match | 27/09/2020 | 1 - Assessed |
| NHS CSTF Infection Prevention and Control - Level 1 - 3 Years | 1 - Assessed | Required | | |
| NHS CSTF Information Governance (Wales) - 2 Years | 1 - Assessed | Required | | |
| NHS CSTF Moving and Handling - Level 1 - 2 Years | 1 - Assessed | Required | | |
| NHS CSTF Resuscitation - Level 1 - 3 Years | 1 - Assessed | Match | 27/09/2020 | 1 - Assessed |
| NHS CSTF Safeguarding Adults - Level 1 - 3 Years | 1 - Assessed | Match | 27/09/2020 | 1 - Assessed |
| NHS CSTF Safeguarding Adults - Level 2 - 3 Years | | Non-Requirement Competency | 27/09/2020 | 1 - Assessed |
| NHS CSTF Safeguarding Children - Level 1 - 3 Years | 1 - Assessed | Match | 17/01/2021 | 1 - Assessed |

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Prompts

None

Actions

None

Enrolments

Description

This analysis is designed to show an Employees Enrolment Information.

Data Items

| | |
|------------------|-----------------|
| Course | Start Date |
| Enrolment Status | Completion Date |
| Delivery Mode | |

Example Screenshot

Enrolments

Enrollment Status (All Column Values) ▼

Apply

Reset ▼

| Course | Delivery Mode | Enrollment Status | Start Date ▲ ▼ | Completion Date |
|----------------------------|----------------------|-------------------|----------------|-----------------|
| 504 Information Governance | Classroom (physical) | Completed | 01/03/2018 | 01/03/2018 |
| 504 Information Governance | Classroom (physical) | Completed | 01/03/2018 | 01/03/2018 |
| 504 Information Governance | Classroom (physical) | Completed | 01/03/2018 | 01/03/2018 |
| 504 Information Governance | Classroom (physical) | Completed | 01/03/2018 | 01/03/2018 |
| 504 Information Governance | Classroom (physical) | Completed | 01/03/2018 | 01/03/2018 |
| 504 Information Governance | Classroom (physical) | Completed | 01/03/2018 | 01/03/2018 |
| 504 Information Governance | Classroom (physical) | Completed | 01/03/2018 | 01/03/2018 |
| 504 Information Governance | Classroom (physical) | Completed | 01/03/2018 | 01/03/2018 |
| 504 Information Governance | Classroom (physical) | Completed | 01/03/2018 | 01/03/2018 |
| 504 Information Governance | Classroom (physical) | Completed | 01/03/2018 | 01/03/2018 |

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Prompts

Enrollment Status

Actions

None

Certifications

Description

This analysis is designed to show an Employees Certification Details.

Data Items

| | |
|----------------------|---------------------------|
| Certification Name | Progress of Certification |
| Certification Status | Target Date |

Example Screenshot

Certifications

| Certification Name | Certification Status | Progress of Certifications | Target Date |
|----------------------------|----------------------|----------------------------|-------------|
| NHS ESR Certification 2018 | Subscribed | Expired | 31/08/2018 |
| NHS ESR Certification 2018 | Subscribed | Expired | 31/08/2018 |
| NHS ESR Certification 2018 | Subscribed | Expired | 31/08/2018 |

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Prompts

None

Actions

None

Learning Paths

Description

This analysis is designed to show an Employees Learning Path Information.

Data Items

| | |
|---------------------|---------------------------------|
| Learning Path | Learning Path Completed Courses |
| Subscription Status | Start Date |

Example Screenshot

Learning Path

| Learning Path Name | Subscription Status | Learning Path Completed Courses | Start Date |
|--------------------|---------------------|---------------------------------|-------------|
| NHS ESR Training | Active | 1.0 | 31-Aug-2018 |
| NHS ESR Training | Active | 1.0 | 31-Aug-2018 |
| NHS ESR Training | Active | 1.0 | 31-Aug-2018 |

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Prompts

None

Actions

None

Qualifications

Description

This analysis is designed to show an Employees Qualifications Details.

Data Items

| | |
|---------------------|------------------------|
| Qualification Type | Start Date |
| Qualification Title | Qualification End Date |
| Establishment | |

Example Screenshot

Qualifications

| Qual Type | Qual Title | Qual Status | Establishment | Qual Start Date | Qual End Date |
|----------------|------------|-------------|---------------|-----------------|---------------|
| Masters Degree | Science | Attained | | | |

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Prompts

None

Actions

None

Objectives

Description

This analysis is designed to show an Employees Objectives Information.

Data Items

| | |
|----------------|--------------|
| Objective Name | Target Date |
| Start Date | Complete (%) |

Example Screenshot

Objectives

| Objective Name | Start Date | Target Date | Complete (%) |
|-----------------|------------|-------------|--------------|
| 504 Objective 1 | 01/02/2018 | 01/02/2024 | |
| 504 Objective 2 | 01/02/2018 | 01/02/2024 | |
| 504 Objective3 | 01/02/2018 | 01/02/2024 | |
| | | | |

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Prompts

None

Actions

None

Previous Employment

Description

This analysis is designed to show an Employees Previous Employment Information.

Data Items

| | |
|---------------|----------|
| Employer Name | End Date |
| Start Date | |

Example Screenshot

Previous Employment

| Employer Name | Start Date | End Date |
|----------------------|------------|------------|
| 000 ESR Medical Team | 01/01/2018 | 31/12/2018 |
| 000 ESR Medical Team | 01/01/2018 | 31/12/2018 |
| 000 NHS Medical Team | 01/01/2018 | 31/12/2018 |
| 000 NHS Medical Team | 01/01/2018 | 31/12/2018 |

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Prompts

None

Actions

None

Job History

Description

This analysis is designed to show an Employees Job History.

Data Items

| | |
|----------|-------------|
| Job Role | Change Date |
|----------|-------------|

Example Screenshot

Job History

| Job Role | Change Date |
|-----------------|-------------|
| Analyst | 02/10/2002 |
| Analyst | 02/10/2002 |
| Clerical Worker | 02/10/2002 |
| Clerical Worker | 02/10/2002 |

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Prompts

None

Actions

None

Did Not Attend Details

Prompts

Organisation(s)

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

Job Role

Staff Group

Supplementary Role

Organisation Level 1-13

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 | Name of the course |
| Enrolment Count | 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)

Enrolment Statuses (Default: Did Not Attend)

DNA Rate Limit % (Default 5)

Filters

Include non-"Online e-Learning" only.

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.

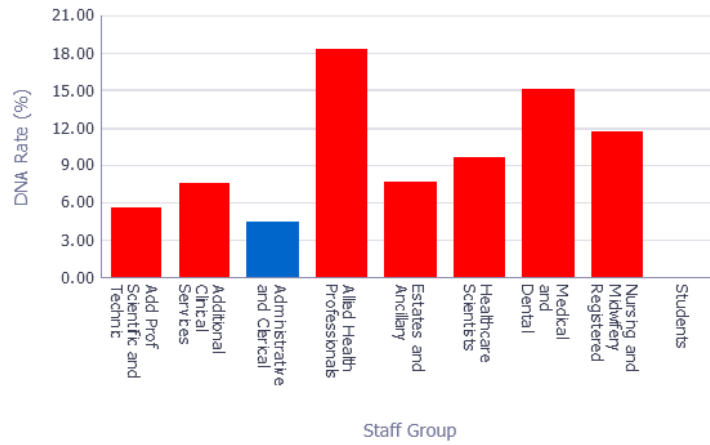
Example Screenshot

DNA Rate

Class Date Between 01/10/2023 00:00 - 31/12/2023 00:00 Enrollment Status(es) Did Not Attend DNA Rate Limit (%) 5.0

Group by Staff Group

View as Column Graph



Future Enrolments

Description

This analysis is designed to show a list of staff enrolled on courses with future class start dates in the period. Default: between current date and last day of next month.

Prompts

Class Start Date Between

Data Items

| |
|-------------------|
| Employee Name |
| Organisation Name |
| Course Name |
| Class Start Date |

Filters

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

DNA Detail

Description

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

Data Items

| | |
|------------------------|--------------------------|
| | |
| Course Name | Supervisor Name |
| First Name | Supervisor Email Address |
| Last Name | Enrolment Status |
| Email Address | Class Start Date |
| Position Title | Class End Date |
| Organisation | Change Reason |
| Organisation Level1-13 | Enrolment ID |

Data Quality

Description

Available on this tab are analyses designed to help users identify learning related data quality issues.

Prompts

Course(s)

Delivery Mode

Enrolment Status

Organisation

Staff Group

Person Type

Delegate Name is LIKE (pattern match)

Employee Number

* Class Date Between

Employees booked on two or more classes in the same offering

Description

This analysis is designed to show the details of those employees booked on two or more classes in the same offering.

Data Items

| | |
|-----------------|------------------|
| Employee Number | Offering Name |
| Delegate Name | Class |
| Email | Enrolment Status |
| Telephone | |

Example Screenshot

Employees booked on two or more classes in the same offering

| Employee Number | Delegate Name | Email | Telephone | Offering Name | Class | Enrollment Status |
|-----------------|----------------|-------------------|--------------|--------------------------------|---|-------------------|
| 01234567 | Blogs, Mrs. Jo | jo.blogs@nhs.net | 01234 567890 | 000 ESR Information Governance | 000 ESR Information Governance: ESR House, 29/11/2019 | Confirmed |
| | Blogs, Mrs. Jo | jo.blogs@nhs.net | 01234 567890 | 000 ESR Information Governance | 000 ESR Information Governance: ESR House, 29/11/2019 | Waitlisted |
| 12345678 | Blogs, Mr. Joe | joe.blogs@nhs.net | 01234 567890 | 000 ESR Information Governance | 000 ESR Information Governance: ESR House, 29/11/2019 | Confirmed |
| | Blogs, Mr. Joe | joe.blogs@nhs.net | 01234 567890 | 000 ESR Information Governance | 000 ESR Information Governance: ESR House, 29/11/2019 | Confirmed |
| | Blogs, Mr. Joe | joe.blogs@nhs.net | 01234 567890 | 000 ESR Information Governance | 000 ESR Information Governance: ESR House, 29/11/2019 | Confirmed |
| | Blogs, Mr. Joe | joe.blogs@nhs.net | 01234 567890 | 000 ESR Information Governance | 000 ESR Information Governance: ESR House, 29/11/2019 | Confirmed |
| | Blogs, Mr. Joe | joe.blogs@nhs.net | 01234 567890 | 000 ESR Information Governance | 000 ESR Information Governance: ESR House, 29/11/2019 | Confirmed |
| | Blogs, Mr. Joe | joe.blogs@nhs.net | 01234 567890 | 000 ESR Information Governance | 000 ESR Information Governance: ESR House, 29/11/2019 | Confirmed |
| | Blogs, Mr. Joe | joe.blogs@nhs.net | 01234 567890 | 000 ESR Information Governance | 000 ESR Information Governance: ESR House, 29/11/2019 | Confirmed |
| | Blogs, Mr. Joe | joe.blogs@nhs.net | 01234 567890 | 000 ESR Information Governance | 000 ESR Information Governance: ESR House, 29/11/2019 | Confirmed |

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