

NHS ELECTRONIC STAFF RECORD

ESR-NHS0229 - GUIDE TO ESRBI LEARNING ADMINISTRATION DASHBOARD

Information Classification: PUBLIC

Owner:	Development and Operations Team
Author:	Matt Madya
Creation Date:	May 2016
Last Updated:	February 2025
Version:	23.0

Approvals:

Name	Chris Moorley
Title	Head of Development and Operations

DOCUMENT CONTROL

CHANGE RECORD

Date	Author	Version	Change Reference
09/05/2016	Matt Madya	1.0	Initial Release
12/07/2016	Matt Madya	2.0	Updated following new ESRBI developments
24/11/2016	Matt Madya	3.0	Updated following new ESRBI developments
28/09/2017	Chris Holroyd	4.0	Updated following R36
02/05/2018	Matt Madya	5.0	Updated following R38
01/10/2018	Matt Madya	6.0	Updated following new ESRBI developments
08/02/2019	Matt Madya	7.0	Updated following new ESRBI developments
27/02/2019	Matt Madya	8.0	Updated following new ESRBI developments
10/06/2019	Matt Madya	9.0	Updated following new ESRBI developments
26/07/2019	Matt Madya	10.0	Updated following new ESRBI developments
01/10/2019	Matt Madya	11.0	Updated following new ESRBI developments
02/12/2019	Matt Madya	12.0	Updated following new ESRBI developments
01/06/2020	Matt Madya	13.0	Updated following new ESRBI developments
06/07/2020	Matt Madya	14.0	Updated following new ESRBI developments
04/09/2020	Matt Madya	15.0	Updated following new ESRBI developments
23/10/2020	Matt Madya	16.0	Updated following new ESRBI developments
12/02/2021	Matt Madya	17.0	Updated following new ESRBI developments
09/04/2021	Matt Madya	18.0	Updated following new ESRBI developments
17/09/2021	Matt Madya	19.0	Updated following new ESRBI developments
30/05/2022	Matt Madya	20.0	Updated following new ESRBI developments
06/06/2023	Matt Madya	21.0	Updated following new ESRBI developments
01/02/2024	Matt Madya	22.0	Updated following new ESRBI developments
12/02/2025	Matt Madya	23.0	Updated following new ESRBI developments

REVIEWERS

Name	Position
Charlotte Barnett	Assistant Development Advisor - BI
Chris Holroyd	Development Advisor - BI
James Haddon	Senior Development Advisor - BI, Reporting & Data Analysis
Pushpa Mistry	Assistant Development Advisor - HR/OLM/Self Service
Dionne Domingos	Development Advisor - Payroll and Pensions

DISTRIBUTION

Copy No.	Name	Location
1	Library Master	Project Library
2		

CONTENTS

DOCUMENT CONTROL	2
CHANGE RECORD	2
REVIEWERS	2
DISTRIBUTION	2
CONTENTS	3
Design Assumptions.....	5
Examples	5
Learning Administration Dashboard.....	6
Index.....	6
Sign-In Sheet	8
Course Calendar	8
Class Delegate List.....	9
Class Listing	10
Class Planning.....	13
Class Enrolment Method.....	13
Costing	15
Course Listing.....	17
Delegate Status	18
e-Learning Tests	19
Employees Without a Specific Course	20
Historical Classes/Enrolments Not Updated.....	21
Learning Record (All Delegates).....	22
Monitoring	24
Online Test Analysis	25
Player Performance Summary	26
Player Status Analysis	27
Selective Course Completions.....	28
Study Leave	29
Percentage Trained on Course.....	30
Individual Learning Path	31
Learning Path Subscriptions.....	32
Learning Objects Listing	33

Apprenticeships Summary	34
Summary	35
Apprenticeships Trending by Status	36
Apprenticeships Detail.....	36
Employee Details	37
Employee Details	38
Professional Registration Body	40
Appraisal Reviews	41
Compliance Matching	42
Enrolments.....	43
Certifications.....	44
Learning Paths.....	45
Qualifications	46
Objectives.....	47
Previous Employment	48
Job History.....	49
Did Not Attend Details	49
DNA Rate	50
Future Enrolments	52
DNA Detail.....	53
Data Quality	53
Employees booked on two or more classes in the same offering	54
OLM Data Group Staff List	54

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 Start Month	
Course Start Day of Month	
Course Start Day Name	
Booked Places	Number of confirmed enrolments for the class(es) associated with each Course
Available Places	Number of remaining places for the class(es) associated with each Course

Prompts

Course
 Delivery Mode
 Class Date Between

View Selector

Booked Places
 Available Places

Example Screenshot

View ▼

2019 / 09																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	
000 NHS ESR Information Governance																														1	
000 NHS ESR Information Governance																										1					
000 NHS ESR Information Governance																										11					7
000 NHS ESR Information Governance																															8
000 NHS ESR Information Governance																	2														
000 NHS ESR Information Governance																12					3										
000 NHS ESR Information Governance																											4				
000 NHS ESR Information Governance																															20
000 NHS ESR Information Governance																											20				
000 NHS ESR Information Governance						2																									
000 NHS ESR Information Governance																															8
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															
000 NHS ESR Information Governance																															

Rows 1 - 25
[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

Class Delegate List

Description

The Class Delegate List Report is used by the HR/Training team to determine the list of delegates attending the Class selected.

Data Items

Primary Category	Primary Sub-Category
------------------	----------------------

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 shows the 'Class Delegate List' tab in the NHS Learning Administration Dashboard. The interface includes a navigation menu at the top with options like 'Home', 'Catalog', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed In As'. Below the navigation is a breadcrumb trail: '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 / Enrolm...'. The main content area is titled 'NHS Electronic Staff Record - Business Intelligence'. It features a search filter section with dropdown menus for 'Category', 'Sub-Category', 'Course', 'Delivery Mode', and 'Class'. Below these are input fields for 'Date Between' (01/10/2017 12:00:00 to 31/10/2017 12:00:00), 'In Certification' (set to 'Se'), and 'Learner Group'. There are 'Apply' and 'Reset' buttons. The main data table has 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 O. The table contains several rows of data for '000 Management Skills Programme'.

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	O
Customer Relations	Customer Care	000 Management Skills Programme	Online e-Learning	How to Chair a Meeting	11/08/2016							Mr	Joe	Blogs	Internal Delegate	12
Customer Relations	Customer Care	000 Management Skills Programme	Online e-Learning	How to Chair a Meeting	16/08/2016							Mr	Joe	Blogs	Internal Delegate	12
Customer Relations	Customer Care	000 Management Skills Programme	Online e-Learning	How to Chair a Meeting	16/08/2016							Mr	Joe	Blogs	Internal Delegate	12
Customer Relations	Customer Care	000 Management Skills Programme	Online e-Learning	How to Chair a Meeting	16/08/2016							Mr	Joe	Blogs	Internal Delegate	12
Customer Relations	Customer Care	000 Management Skills Programme	Online e-Learning	How to Chair a Meeting	16/08/2016							Mr	Joe	Blogs	Internal Delegate	12
Customer Relations	Customer Care	000 Management Skills Programme	Online e-Learning	How to Chair a Meeting	16/08/2016							Mr	Joe	Blogs	Internal Delegate	12
Customer Relations	Customer Care	000 Management Skills Programme	Online e-Learning	How to Chair a Meeting	16/08/2016							Mr	Joe	Blogs	Internal Delegate	12
Customer Relations	Customer Care	000 Management Skills Programme	Online e-Learning	How to Chair a Meeting	16/08/2016							Mr	Joe	Blogs	Internal Delegate	12

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

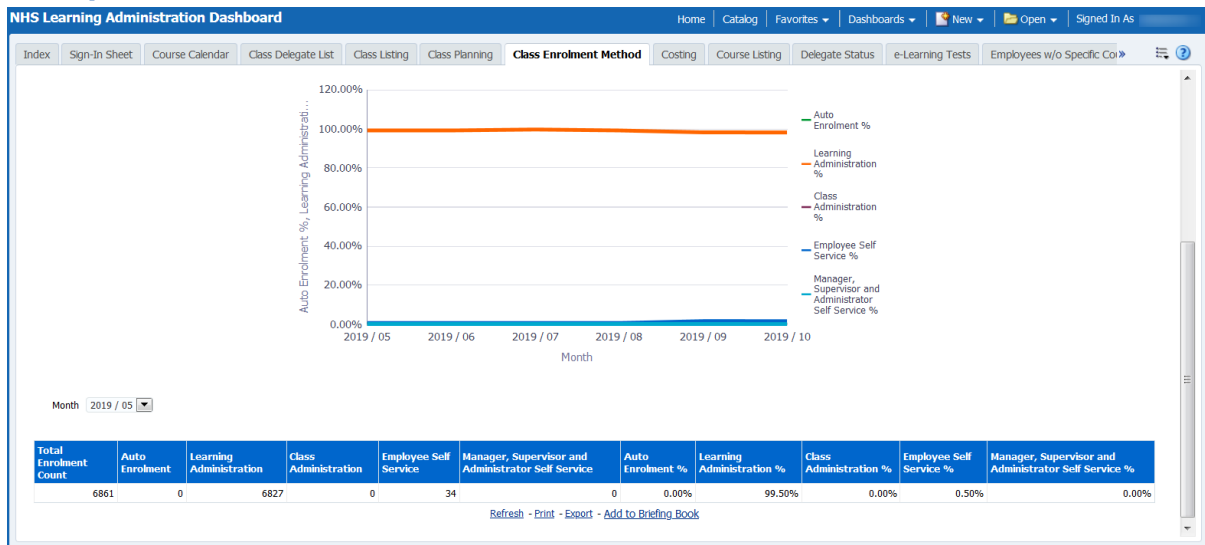
Enrolment Date Between

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
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

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

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) (All Column Values) | * Include Empty Classes? No | Learner Group --Select Value-- | Date Between 01/07/2017 12:00:00 - 05/10/2017 12:00:00

Apply | Reset

Group by Course

Course	Places						
	Completed	Confirmed	Course Canceled	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

NHS Learning Administration Dashboard

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

Class Delegate List | Class Listing | Class Planning | Costing | Course Listing | Delegate Status | e-Learning Tests | Employees w/o Specific Course | **Historical Classes / Enrolments not Updated**

NHS Electronic Staff Record - Business Intelligence

Course (All Column Values) | Class Status (All Column Values) | * Enrolment Status Confirmed | * Class End Date Between 01/07/2017 12:00:00 - 30/09/2017 12:00:00

Apply | Reset

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

Class Name

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

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

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 contains a search form with various filters: Course(s), Delivery Mode, Delegate Name (LIKE pattern match), Employee Number, Person Type, Organisation, Customer, Staff Group, Primary Category, Primary Sub-Category, Learner Group, External Learning, and a Date Between filter. The search results are displayed in 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 six rows of data, all for 'Blogs, Mr. Joe' (Employee Number 000000000) at '000 ESR Emergency Response Add Prof Scientific and Technic'. The records show different dates and delivery modes, such as 'Online e-Learning' and 'Classroom'.

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

The screenshot shows the 'Monitoring' section of the NHS Learning Administration Dashboard. The main content area is titled 'NHS Electronic Staff Record - Business Intelligence'. It features several filter prompts: Organisation(s) (All Column Values), Staff Group (All Column Values), Job Role(s) (All Column Values), Assignment Category (All Column Values), and Assignment Status (All Column Values). Below these are prompts for Course(s) (Set to '--Select Value--'), Delivery Mode (Set to '--Select Value--'), and Date Between (Set to 01/07/2017 12:00:00 to 04/10/2017 12:00:00). The 'Group by' section is set to Gender. A table displays the results for the '000 Management Skills Programme' course, grouped by Gender, with columns for Female, Male, and Grand Total.

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

NHS Learning Administration Dashboard

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

Course Listing | Delegate Status | e-Learning Tests | Employees w/o Specific Course | Historical Classes / Enrolments not Updated | Learning Record (All Delegates) | Monitoring | **Online Test Analysis**

NHS Electronic Staff Record - Business Intelligence

Category: --Select Value-- | Sub-Category: --Select Value-- | Course: --Select Value-- | Class: --Select Value-- | Test Name: (All Column Values)

Apply | Reset

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

NHS Learning Administration Dashboard

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

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

NHS Electronic Staff Record - Business Intelligence

Person Type: --Select Value-- Organisation: --Select Value-- Staff Group: --Select Value-- Job Role: --Select Value--

Course: --Select Value-- Category: --Select Value-- Player Status: Passed;Completed Learner Group: --Select Value--

Date Between: 01/09/2017 12:00:00 - 04/10/2017 12:00:00

Apply Reset

Course	Name	Mastery Score	Minimum Score	Maximum Score	Average Player Score	Standard Deviation	Average Time	Longest Time	Total Learners	Total Performances
000 Management Skils 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 Skils 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 Skils 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 Skils 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 Skils 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 Skils 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 Skils 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 Skils 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

NHS Learning Administration Dashboard

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

← Cases / 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

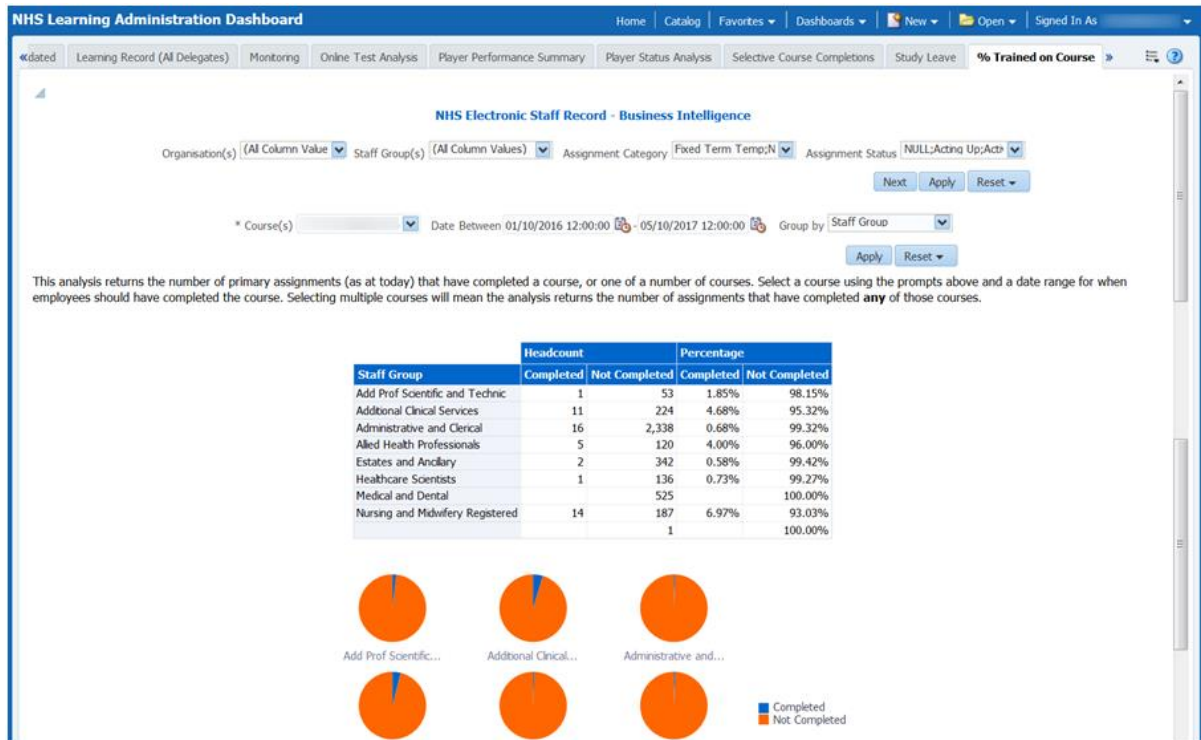
Prompts

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

The screenshot shows the 'Individual Learning Path' view in the NHS Learning Administration Dashboard. The title is 'NHS Electronic Staff Record - Business Intelligence'. There are filter dropdowns for Learning Path Name, Subscription Status, Path Section, and Learner Name, with 'Apply' and 'Reset' buttons. Below the filters is a table with the following columns: Learning Path Name, Start Date, End Date, Learning Path Section, Completion Type, Course, and Course Completion Target Date. The table contains 10 rows of data, all showing '000 INDUCTION DAY COURSES FOR NEW STARTERS' as the Learning Path Name, '01-Jan-2012' as the Start Date, '000 Induction Day Courses' as the Learning Path Section, 'One or More Courses Mandatory' as the Completion Type, and '000 Core Communications Skills' as the Course.

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

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

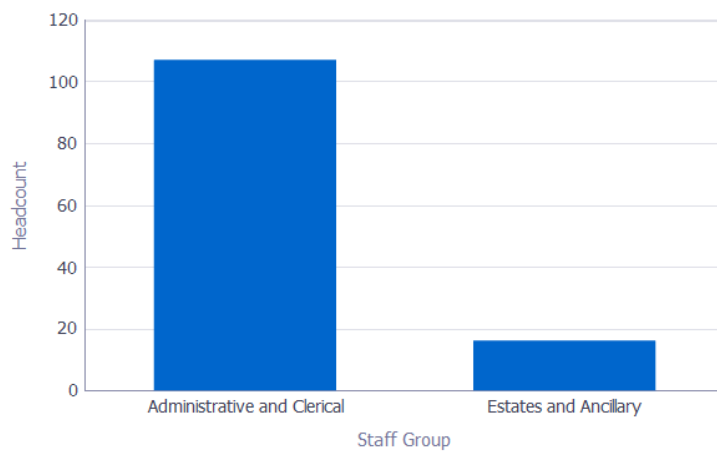
Staff Group	Apprenticeship Level
Organisation Level(s) 1-13	Framework Standard
Staff Group	FTE
Pay Grade	Headcount
Age Band	Headcount %
Apprentice Status	
Apprentice Type	
Main Training Provider	

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.

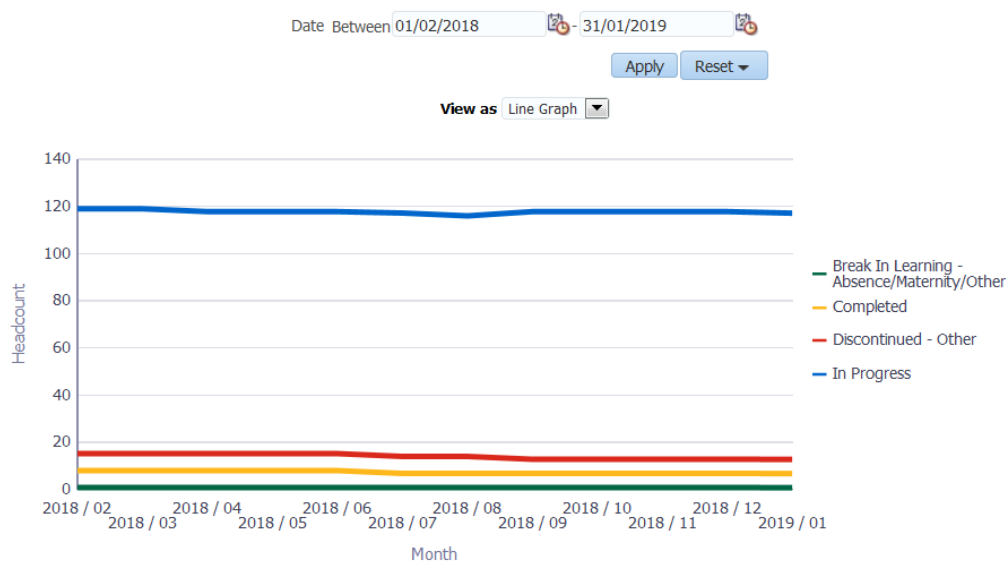
Data Items

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

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

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

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

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

 Rows 1 - 10

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

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

Rows 1 - 10

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

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

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

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

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

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			

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

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	

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

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

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

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

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

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

Course

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.

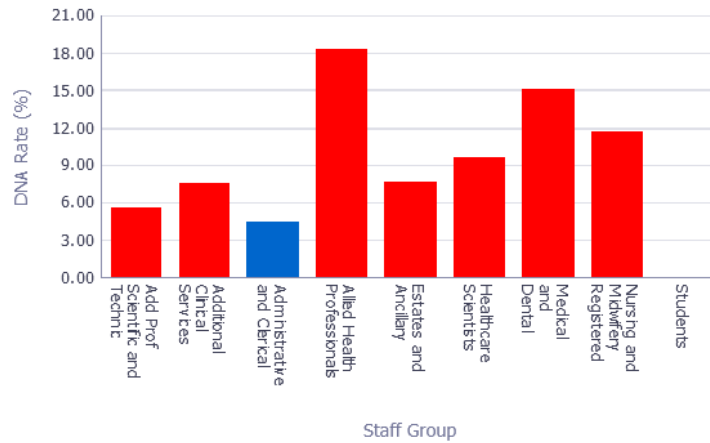
Example Screenshot

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.

Actions

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

Data Items

Employee Number	Staff Group
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

    Rows 1 - 10

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

OLM Data Group Staff List

Description

The OLM Data Group Staff List detail analysis returns a list of employees who are a member of any of the three OLM Data Groups created in ESR.

Data Items

Employee Number	Assignment Category
Assignment Number	Assignment Status
Last Name	Primary Assignment
First Name	Pay Scale
Title	FTE
Staff Group	Pay Step Date
Role	Fixed Term End Date
Occupation Code	Fixed Term End Reason
Position Number	Work at Home Flag
Position Title	OLM Data Group 1
Area Of Work	OLM Data Group 2
Organisation Name	OLM Data Group 3

Prompts

Organisation(s)

Staff Group(s)

Assignment Category(s) (Multi-select: default: exclude Bank, External Learner, Honorary and Locum)

Person Type(s) (Multi-select: default: Employee, Employee and Applicant)

Employee Person Type(s) (Multi-select: default: Employee, Employee and Applicant)

Assignment Status (Multi-select: default: exclude External Learner, Terminate Assignment and Terminate Process Assignment)

Occupation Code

Job Role

Pay Grade(s)

Job Sharer

Primary Assignments Only

Effective Date

Organisation Level 1-13

Cost Centre Org Level 1-12

Column Selector

Organisation Level 1-13

Cost Centre Org L1-12

Example Screenshot

Assignment Category	Assignment Status	Primary	Pay Scale	FTE	Pay Step Date	Fixed Term End Date	Fixed Term End Reason	Work at Home Flag	OLM Data Group 1	OLM Data Group 2	OLM Data Group 3
Permanent	Active Assignment	Y	XR07	0.67	15/12/2019			N	000 VCC Clinical Nursing	000 VCC Blood Fridge Access	
Permanent	Active Assignment	Y	XR06	1.00	23/02/2025			N	000 VCC Clinical Nursing		
Permanent	Active Assignment	Y	XR02	1.00	04/03/2025			N	000 VCC Clinical Nursing		
Permanent	Active Assignment	Y	XR08	1.00	02/06/2025			N	000 VCC Clinical Nursing		
Permanent	Active Assignment	Y	XR04	1.00	22/11/2024			N	000 WBS Clinical Training		
Permanent	Active Assignment	Y	XR08	1.00	09/01/2025			N	000 VCC Radiation		
Fixed Term Temp	Active Assignment	Y	XR07	0.40	04/09/2024	31/03/2024	Limited Term Project	N	000 Safeguarding		
Permanent	Active Assignment	Y	XR05	1.00	11/03/2025			N	000 People Management		
Permanent	Active Assignment	Y	XR10	1.00	13/03/2025			Y	000 Safeguarding		
Permanent	Active Assignment	Y	XR07	1.00	20/09/2025			N	000 VCC Clinical Nursing	000 VCC Radiation	000 VCC Blood Fridge Access
Fixed Term Temp	Active Assignment	Y	XR05	1.00	01/09/2025	31/03/2024	Covering Maternity Leave	N	000 People Management		
Permanent	Active Assignment	Y	XR04	0.80	23/04/2019			Y	000 WBS Clinical Training		
Permanent	Active Assignment	Y	XR04	1.00	05/10/2024			Y	000 WBS Clinical Training		
Permanent	Active Assignment	Y	XR06	1.00	01/03/2025			N	000 Health & Safety		