

NHS ELECTRONIC STAFF RECORD

ESR-NHS0235 - GUIDE TO ESRBI QUALIFICATIONS DASHBOARD

Information Classification: PUBLIC

Owner:	Development and Operations Team
Author:	Matt Madya
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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
16/08/2016	Matt Madya	2.0	Updated following new ESRBI developments
02/12/2019	Matt Madya	3.0	Updated following new ESRBI developments
22/03/2021	Matt Madya	4.0	Annual Review.
01/07/2024	Matt Madya	5.0	Annual Review

REVIEWERS

Name	Position
Charlotte Hampton	Assistant Development Advisor - BI
Chris Holroyd	Development Advisor - BI
James Haddon	Senior Development Advisor - BI, Reporting & Data Analysis
Sam Wright	Development Advisor - Workforce Information & Quality

DISTRIBUTION

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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.

Qualifications Dashboard

Description

This dashboard is designed to provide the user with intelligence around qualifications data held within ESR.

Allocation

This dashboard is available to the following URPs:

- XXX BI Administration
- XXX Career Management
- XXX Finance Reporting
- XXX Finance Reporting and Hub Mapping
- XXX HR Administration
- XXX HR Administration (With RA)
- XXX HR Management
- XXX Recruitment & Applicant Enrolment Administration
- XXX Recruitment & Applicant Enrolment Administration (With RA)
- XXX Learning Administration
- XXX Manager Self Service (Payroll Approvals Not Required)
- XXX Manager Self Service (Payroll Approvals Required)
- XXX Administrator Self Service (Payroll Approvals Not Required)
- XXX Administrator Self Service (Payroll Approvals Required)
- XXX Supervisor Self Service
- XXX Supervisor Self Service (Limited Access)

Prompts

- Organisation(s)
- Staff Group(s)
- Assignment Category
- Person Type(s)
- Employee Person Type(s)
- Qualification Type
- Effective Date (Default: Current Date)
- Location

Qualification Summary

Description

This analysis is designed to show Headcount, Employees with a recorded qualification, those without a recorded qualification and the percentage by headcount of both.

Note: Due to the way this analysis is built, Headcount Figures are shown to two decimal places rather than zero decimal places.

Data Items

Staff Group	
Headcount	
With Qualification	
Without Qualification	

View Selectors

None

Example Screenshot

Qualification Summary

	Headcount	With Qualification	%	Without Qualification	%
Main Staff Group					
Add Prof Scientific and Technic	48.00	3.00	6.25	45.00	93.75
Additional Clinical Services	152.00	38.00	25.00	114.00	75.00
Administrative and Clerical	304.00	55.00	18.09	249.00	81.91
Allied Health Professionals	66.00	3.00	4.55	63.00	95.45
Estates and Ancillary	27.00	4.00	14.81	23.00	85.19
Healthcare Scientists	50.00	4.00	8.00	46.00	92.00
Medical and Dental	12.00	0.00	0.00	12.00	100.00
Nursing and Midwifery Registered	460.00	65.00	14.13	395.00	85.87
Grand Total	1,119.00	172.00	15.37	947.00	84.63

Actions

None

Qualification Type

Description

This analysis is designed to show the number of qualifications grouped by qualification type.

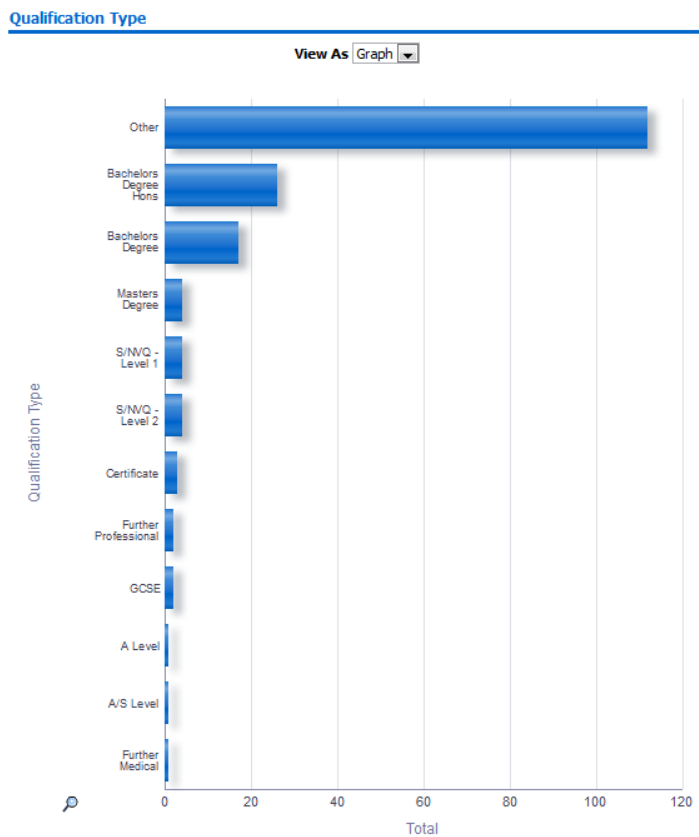
Data Items

Qualification Type	
Total	

View Selectors

Bar Graph (default) and Table

Example Screenshot



Actions

None

Qualification by Pay Grade

Description

This analysis is designed to show the number of qualifications grouped by pay grade. In table view, a headcount and headcount percentage figure is also provided.

Data Items

Title	Description
Pay Grade	Grouped by Agenda for Change Pay Bands
With Qualification	
Headcount	

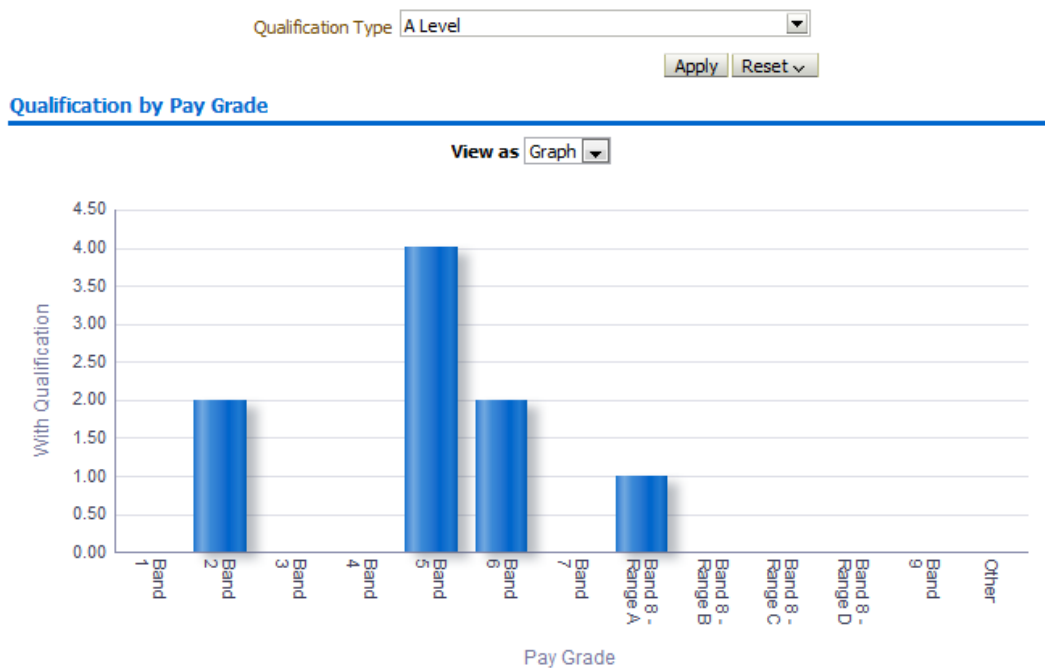
View Selectors

Bar Graph (default) and Table

Prompts

Qualification Type

Example Screenshot



Actions

None

Qualifications Detail

Description

This analysis provides a detail view at employee level of employee and qualification details

Data Items

Employee Number	Qualification Title
Last Name	Qualification Subject Area
First Name	Awarded Date
Title	Awarded Body
Role	Establishment
Organisation Name	Grade Attained
Qualification Type	

Prompts

Qualification Type (Ability to select SNVQ, Non-SNVQ or Both)

Employees without a Specific Qualification

Description

This analysis allows a user to select a qualification from the available prompt and show details of all employees without that specific qualification (negative reporting). By default, all qualifications are included

Data Items

Employee Number	Qualification Title
Last Name	Qualification Subject Area
First Name	Awarded Date
Title	Awarded Body
Role	Establishment
Organisation Name	Grade Attained
Qualification Type	

Prompts

Exclude Qualification Type

Qualifications Staff List

Description

This analysis provides a user with a complete Staff List including Qualification details.

Data Items

Employee Number	Pay Grade
Last Name	Organisation
First Name	Qualification Type
Title	Qualification Title
Assignment Number	Qualification Subject Area
Position Number	Awarded Date
Position Title	Grade Attained
Establishment	Awarding Body

Prompts

Qualification Type