

NHS ELECTRONIC STAFF RECORD

ESR-NHS0263 - GUIDE TO ESRBI CERTIFICATIONS ANALYSIS DASHBOARD

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Owner:	Development and Operations Team
Author:	Matt Madya
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Approvals:

Name	Chris Moorley
Title	Head of Development & Operations

DOCUMENT CONTROL

CHANGE RECORD

Date	Author	Version	Change Reference
09/10/2017	Chris Holroyd	0.1	Initial draft
10/10/2017	Matt Madya	1.0	Initial Release
02/12/2019	Matt Madya	2.0	Removed the restricted classification. No change to content.
22/03/2021	Matt Madya	3.0	Annual Review
01/04/2022	Matt Madya	4.0	Annual Review
27/10/2023	Matt Madya	5.0	Annual Review
01/02/2024	Matt Madya	6.0	Updated following new ESRBI developments
01/09/2025	Matt Madya	7.0	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

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CONTENTS

DOCUMENT CONTROL	2
CHANGE RECORD	2
REVIEWERS	2
DISTRIBUTION	2
CONTENTS	3
Design Assumptions.....	4
Examples	4
Certifications Analysis Dashboard	5
Prompts.....	5
Delegate Status on Certification	6
Course Compliance	7
Certification History	8
Certification Details.....	9
Data Quality	10
Competence delivered by two or more Certifications.....	11

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.

Certifications Analysis Dashboard

Description

The NHS Certifications Analysis Dashboard is designed to provide users with intelligence around the setup of available certifications and information of the delegates subscribed to them.

Allocation

This dashboard is available to the following URPs:

XXX BI Administration

XXX Learning Administration

XXX Administrator Self Service (Payroll Approvals Not Required) *(Excludes Certification Details)*

XXX Administrator Self Service (Payroll Approvals Required) *(Excludes Certification Details)*

XXX Manager Self Service (Payroll Approvals Not Required) *(Excludes Certification Details)*

XXX Manager Self Service (Payroll Approvals Required) *(Excludes Certification Details)*

XXX Supervisor Self Service *(Excludes Certification Details)*

XXX Supervisor Self Service (Limited Access) *(Excludes Certification Details)*

Prompts

Organisation

Employee Number

Delegate Name is LIKE

Role

Staff Group

Assignment Category

Assignment Status

Person Type

Occupation Code

Delegate Status on Certification

Description

This report shows the current status of each employee/assignment on certifications they are subscribed to. Certifications are returned based on the period start and end date.

Data Items

Delegate Name	Assignment Number
Employee Number	Position Title
Job Role	Organisation
Certification Name	Certification Progress
Subscription Status	Enrolment Date
Certified Date	Target Date
Certification Period Start Date	Certification Period End Date
Renewal Period	Expiry Date

Prompts

Effective Date

Certification Name

Certification Progress

Course

Example Screenshot

The screenshot displays the NHS Certifications Analysis Dashboard. The top navigation bar includes links for Home, Catalog, Favorites, Dashboards, New, Open, and Signed In As. The main header shows 'NHS Electronic Staff Record - Business Intelligence'. Below this, the 'Delegate Status on Certification' report is selected, with tabs for Course Compliance, Certification History, and Certification Details. The report includes a search filter section with dropdown menus for Organisation Name, Employee Number, Delegate Name (with a 'LIKE (pattern match)' prompt), Role, Staff Group, Assignment Category, Person Type, Occupation Code, Assignment Status, Effective Date, Certification Name, and Course. An 'Apply' button and a 'Reset' button are also present. The main data table lists two entries for 'Blogs, Mr. Joe', both with Employee Number '00000000' and Organisation '000 ESR Organisation'. The first entry is for '000 ESR Awareness Level 1 - Certification' with a status of 'Active' and a certification progress of 'Completed'. The second entry is for '000 ESR Awareness Level 1 - Certification' with a status of 'Completed' and a certification progress of 'Completed'. The table columns are: Delegate Name, Assignment, Employee Number, Position Title, Job Role, Organisation, Certification Name, Certification Progress, Subscription Status, Enrolment Date, Certified Date, Target Date, Certification Period Start Date, Certification Period End Date, Renewal Period, and Expiry Date.

Delegate Name	Assignment	Employee Number	Position Title	Job Role	Organisation	Certification Name	Certification Progress	Subscription Status	Enrolment Date	Certified Date	Target Date	Certification Period Start Date	Certification Period End Date	Renewal Period	Expiry Date
Blogs, Mr. Joe	00000000	00000000	Management	Senior Manager	000 ESR Organisation	000 ESR Awareness Level 1 - Certification	Active	Certified	28/09/2017	05/10/2017	09/10/2017	04/10/2017	09/10/2017		05/10/2018
Blogs, Mr. Joe	00000000	00000000	Management	Senior Manager	000 ESR Organisation	000 ESR Awareness Level 1 - Certification	Completed	Certified	07/06/2017	05/10/2017	10/10/2017	05/10/2017	10/10/2017		05/10/2018

Course Compliance

Description

This report is designed to show the status of each person against each course of each certification they are subscribed to. This is similar to the above but includes component details (including course status).

Data Items

Delegate Name	Employee Number
Position Title	Job Role
Organisation	Certification Name
Course Name	Certification Progress
Course Status	Performance Status
Certified Date	Target Date
Certification Period Start Date	Certification Period End Date
Renewal Period (Days)	Renewal Due

Prompts

Effective Date

Certification Name

Certification Progress

Course

View Selector

None

Example Screenshot

The screenshot displays the NHS Electronic Staff Record - Business Intelligence dashboard. The 'Course Compliance' tab is selected, showing a table of certification data for 'Blogs, Mr. Joe'. The table includes columns for Delegate Name, Employee Number, Position Title, Job Role, Organisation, Certification Name, Course Name, Certification Progress, Course Status, Performance Status, Certified Date, Target Date, Certification Period Start Date, Certification Period End Date, Renewal Period (Days), and Renewal Due. The data shows four rows of certification records, with the first row having a yellow background and the others having a white background. The Certification Progress column shows 'Active', 'Cancelled', 'Cancelled', and 'Completed' respectively. The Course Status column shows 'Active', 'Active', 'Completed', and 'Completed' respectively. The Performance Status column shows 'Incomplete', 'Passed', 'Completed', and 'Completed' respectively. The Certified Date, Target Date, Certification Period Start Date, and Certification Period End Date are all listed for each row. The Renewal Period (Days) and Renewal Due date are also listed for each row.

Delegate Name	Employee Number	Position Title	Job Role	Organisation	Certification Name	Course Name	Certification Progress	Course Status	Performance Status	Certified Date	Target Date	Certification Period Start Date	Certification Period End Date	Renewal Period (Days)	Renewal Due
Blogs, Mr. Joe	00000000	Management	Senior Manager	000 ESR Organisation	000 ESR Awareness Level 1 - Certification	000 ESR Awareness	Active	Active	Incomplete	24/08/2017	07/10/2017	02/10/2017	07/10/2017		07/10/2017
Blogs, Mr. Joe	00000000	Management	Senior Manager	000 ESR Organisation		000 ESR Awareness	Cancelled	Active	Passed	04/10/2017	09/10/2017	04/10/2017	09/10/2017		04/10/2017
Blogs, Mr. Joe	00000000	Management	Senior Manager	000 ESR Organisation		000 ESR Awareness	Cancelled	Completed	Completed	04/10/2017	09/10/2017	04/10/2017	09/10/2017		04/10/2017
Blogs, Mr. Joe	00000000	Management	Senior Manager	000 ESR Organisation		000 ESR Awareness	Completed	Completed	Completed	18/07/2017	16/10/2017	18/07/2017	16/10/2017		

Certification History

Description

Report to show the history of each person on each component of each certification they are subscribed to. The report will show the details of each time they played the course throughout each renewal/certification period.

Data Items

Delegate Name	Position Title
Employee Number	Organisation
Job Role	Course Name
Certification Name	Certification Progress
Course Status	Performance Status
Enrolment Date	Target Date
Certified Date	Certification Period Start Date
Certification Period End Date	Renewal Period
Renewal Due	

Prompts

Enrollment Date Between

Certification Name

Course

View Selector

None

Example Screenshot

The screenshot shows the 'NHS Certifications Analysis Dashboard' with the 'Certification History' tab selected. The dashboard includes a navigation bar at the top with links like Home, Catalog, Favorites, Dashboards, New, Open, and Signed In As. Below the navigation bar, there are tabs for Delegate Status on Certification, Course Compliance, Certification History, and Certification Details. The main content area is titled 'NHS Electronic Staff Record - Business Intelligence' and contains a filter section with various dropdowns and date pickers. The filter section includes fields for Organisation Name, Employee Number, Delegate Name (with a LIKE pattern match), Role, Staff Group, Assignment Category, Person Type, Occupation Code, Assignment Status, Enrolment Date (with a date range), Certification Name, and Course. There are 'Apply' and 'Reset' buttons at the bottom of the filter section. Below the filter section is a table with the following columns: Delegate Name, Employee Number, Position Title, Job Role, Organisation, Certification Name, Course Name, Certification Progress, Component Status, Performance Status, Enrolment Date, Target Date, Certified Date, Certification Period Start Date, Certification Period End Date, Renewal Period, and Renewal Due. The table contains three rows of data for 'Blogs, Mr. Joe'.

Delegate Name	Employee Number	Position Title	Job Role	Organisation	Certification Name	Course Name	Certification Progress	Component Status	Performance Status	Enrolment Date	Target Date	Certified Date	Certification Period Start Date	Certification Period End Date	Renewal Period	Renewal Due
Blogs, Mr. Joe	00000000	Management	Senior Manager	000 ESR Organisation	000 ESR Awareness Level 1 - Certification	000 ESR Awareness	Canceled	Active		27/04/2017	22/04/2017	27/04/2017	17/04/2017	22/04/2017		
Blogs, Mr. Joe	00000000	Management	Senior Manager	000 ESR Organisation	000 ESR Awareness	000 ESR Awareness	Completed	Completed	Completed	17/04/2017	17/05/2017	27/04/2017	17/04/2017	17/05/2017		27/05/2017
Blogs, Mr. Joe	00000000	Management	Senior Manager	000 ESR Organisation	000 ESR Awareness	000 ESR Awareness	Completed	Completed	Completed	27/04/2017	27/05/2017	27/04/2017	27/04/2017	27/05/2017		27/05/2017

Certification Details

Description

Report is designed to provide the details of each certification that is available within the OLM Catalogue.

Data Items

Certification Name	Course Name
Start Date	Certification Competence Name
End Date	Certification Competency Level Attached
Target Days	Certification Competency Renewal Period
Renewal Period (Days)	Auto Enrol Opt Out
Validity Period	Learning Certification Competency Update Setting
Validity Period Starts From	Created By
Component Name	Created Date
Component Start Date	Last Updated By
Component End Date	Last Updated Date

Prompts

Certification Name

Certification Competence Name

Certification Competency Level Attached

Created By

Course

View Selector

None

Example Screenshot

NHS Certifications Analysis Dashboard

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

Delegate Status on Certification | Course Compliance | Certification History | **Certification Details**

NHS Electronic Staff Record - Business Intelligence

Effective Date: 06/10/2017 | Certification Name: (All Column Values) | Course: (All Column Values) | Certification Competence Name: (All Column Values) | Certification Competency Level Attached: (All Column Values) | Created By: (All Column Values)

Apply | Reset

Certification Name	Start Date	End Date	Target Days	Renewal Period (Days)	Validity Period	Validity Period Starts From	Course Name	Certification Competence Name	Certification Competency Level Attached	Created By
000 NHS ESR - Raising Awareness	01/01/2015	01/01/2018		1096 Day(s)	1096 Day(s)	From certification due date	000 ESR Awareness - Assessment	NHS ESR 000 ESR Awareness - Assessment		000 Blogs01 Blogs, Mr. Joe
000 NHS ESR - Raising Awareness	01/01/2015		1095		1095 Day(s)	From learner completion date	000 ESR Awareness - Assessment	NHS ESR 000 ESR Awareness - Assessment		000 Blogs01 Blogs, Mr. Joe
000 NHS ESR - Raising Awareness	01/06/2016		5		1095 Day(s)	From learner completion date	000 ESR Awareness - Assessment	NHS ESR 000 ESR Awareness - Assessment	1 - Assessed	000 Blogs01 Blogs, Mr. Joe
000 NHS ESR - Raising Awareness	20/07/2016		30		1095 Day(s)	From learner completion date	000 ESR Awareness - Assessment	NHS ESR 000 ESR Awareness - Assessment		000 Blogs01 Blogs, Mr. Joe
000 NHS ESR - Raising Awareness	20/08/2016		30		1095 Day(s)	From learner completion date	000 ESR Awareness - Assessment	NHS ESR 000 ESR Awareness - Assessment		000 Blogs01 Blogs, Mr. Joe

Data Quality

Description

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

Competence delivered by two or more Certifications

Description

This analysis is designed to show details where a Certification Competency is being delivered by more than one Certification.

Data Items

Certification Name	End Date

Example Screenshot

Competence delivered by two or more Certifications

Certification Competence Name	Certification Name	Start Date	End Date
NHS CSTF Safeguarding Adults (Version 2) - Level 1 - 3 Years	000 Safeguarding Vulnerable Adults and Children (Version 2)-Level 1 - 3 Years	07/12/2020	
	000 Safeguarding Vulnerable Adults and Children (Version 2)-Level 2 - 3 Years	11/12/2020	
NHS CSTF Safeguarding Children (Version 2) - Level 1 - 3 Years	000 Safeguarding Vulnerable Adults and Children (Version 2)-Level 1 - 3 Years	07/12/2020	
	000 Safeguarding Vulnerable Adults and Children (Version 2)-Level 2 - 3 Years	11/12/2020	
NHS MAND Patient Safety - Level 1 - No Specified Renewal	000 Patient Safety Level 1 - Essentials for all staff	09/01/2023	
	000 Patient Safety Level 1 - Essentials for boards and senior leadership teams	09/01/2023	

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