

Electronic Staff Record

Learning Management Access Levels

What is a User Responsibility Profile (URP)?

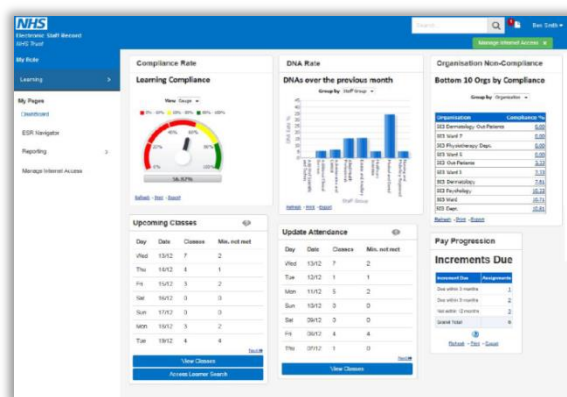
A User Responsibility Profile is commonly known as a URP. A URP controls 'What' a user can access in the system and relates directly to their role within ESR. A URP can be at National or Local level. Access to URPs is controlled by the NHS employing organisation, and usually by the workforce team. The three main URPs that relate to ESR Learning Management are Learning Administration, Learning Instructor and Class Administrator.

Learning Administration URP

The Learning Administration URP provides users access to all information relating to the course catalogue. [New certifications](#), [courses](#), [classes](#) and [learning paths](#) can be set up and existing ones maintained. Delegate lists are maintained via this URP and users can book employees directly onto classes. It should be noted that this URP provides the user with access to view employee details including assignment and addresses details and allows Learning and Compliance related BI reports to be run.

Learning Dashboard

Learning administrators will have access to the [Learning Dashboard](#). The Learning Dashboard provides access to a number of additional portlets as described in the table below.



Portlet	Description
Compliance Rate	This portlet displays a gauge showing learning compliance
DNA Rate	This portlet displays a summary of the number of DNAs by staff group as a default
Organisation Non-Compliance	This portlet displays a list of the bottom 10 Organisations by percentage compliance
Upcoming Classes	This portlet displays the total number of classes scheduled for the next 7 days including the current date, and how many of these classes are yet to meet their minimum number of attendees
Update Attendance	This portlet displays the total number of classes held in the previous 7 days including the current date, and the number of classes where the minimum attendance requirement has not been met

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Learning Instructor URP

The [Learning Instructor responsibility](#) allows instructors to have certain administration rights over the classes that they are booked to teach. To use the URP, first the Learning Administrator must create the instructor as a [‘resource’](#) and then attach them to the classes they are required to administer as a [‘resource booking’](#). Instructors can then use the URP to:

- Update the enrolment status of learners on allocated classes
- Run reports in BI
- Create attendance signing-in sheets
- Moderate chats/forums if :
 - the chats/forums are linked to classes available in the Learning Instructor URP.
 - the instructor has been booked as an ‘Internal Trainer’ resource for the chat/forum and this can be at Class or Category level.

Please note that the Learning Instructor responsibility requires Smartcard access where implemented. Smartcard requirement can be removed via an SR. Please note this will only work if the user requesting the removal of the Smartcard requirement has access to no other core URPs that require a Smartcard to access them.

Class Administration URP

The [Class Administration URP](#) allows a user to administer enrolments against classes to which they have been given access; the user can also schedule classes within the catalogue. The Learning Administration URP retains rights to set up courses and offerings, but once set up the management of classes within the offering, via [OLM Data Groups](#), can be undertaken by holders of this URP. Class Administrators can then perform the following actions:

- Update the enrolment status of learners on allocated classes.
- Book learners onto classes.
- Create new classes.
- Run reports in BI.
- Create attendance signing-in sheets.
- Can [email](#) class attendees directly from ESR.



Overview of the Learning Administration, Learning Instructor & Class Administrator URPs

	Learning Administrator	Learning Instructor	Class Administrator
Smartcard Required?	✓*	✓*	✓*
Can update enrolments?	✓	✓	✓
Can add new enrolments to a class?	✓	✗	✓
Access to the Catalog?	✓	✗	✓
Ability to ‘Notify’ those enrolled?	✓	✗	✓
Access to BI?	✓	✓	✓
Set up required other than allocation of URP?	✗	✓	✓
Can create own registers?	✓	✓	✓
Access to Chats & Forums?	✓	✓	✗
Access to employee assignment & personal information?	✓	✗	✗

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*A Smartcard is not a requirement but an IBM Service Request must be raised to remove this level of security. Please note this will only work if the user requesting the removal of the smartcard requirement has access to no other core URPs that require a smartcard to access them.

User Guides

[Career Management](#)

[External Learner Administration](#)

[Learning Management : Captivates](#)

[OLM e-learning](#)

[Oracle Learning Management \(OLM\)](#)

Next Steps.

Firstly, you need to contact your NHS ESR Functional Account Manager who can help advise on which of the options is most suitable for you to progress. Your ESR Functional Account Manager details can be found on the ESR Hub. Details for your regional contacts can be found via the links below:-

- [London](#)
- [South of England](#)
- [Midlands and East of England](#)
- [North of England](#)
- [Wales](#)



Your organisation will need to decide how they want to take this forward, especially if you haven't got any form of ESR Learning Management implemented.