

How to check what training you require

This quick guide shows you how to check your training requirements through ESR.
 Please note in order to log on you must have a smart card.

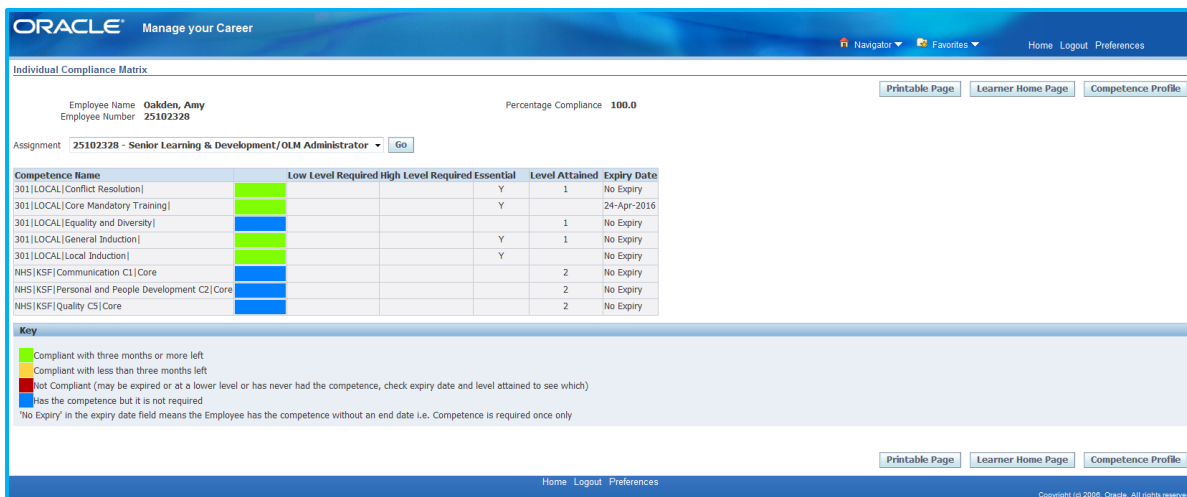
Log on to ESR. Select Employee Self Service from the left hand column



Under 'My Compliance & Competency' menu in the centre of the screen, select 'Compliance Matrix'



The below matrix will appear:



ORACLE Manage your Career

Employee Name: Oakden, Amy
 Employee Number: 25102328
 Percentage Compliance: 100.0





Assignment: 25102328 - Senior Learning & Development/OLM Administrator

Competence Name	Low Level Required	High Level Required	Essential	Level Attained	Expiry Date
301 LOCAL Conflict Resolution			Y	1	No Expiry
301 LOCAL Core Mandatory Training			Y	1	24-Apr-2016
301 LOCAL Equality and Diversity				1	No Expiry
301 LOCAL General Induction			Y	1	No Expiry
301 LOCAL Local Induction			Y	1	No Expiry
NHS KSF Communication C1 Core				2	No Expiry
NHS KSF Personal and People Development C2 Core				2	No Expiry
NHS KSF Quality CS Core				2	No Expiry

Key

- Compliant with three months or more left
- Compliant with less than three months left
- Not Compliant (may be expired or at a lower level or has never had the competence, check expiry date and level attained to see which)
- Has the competence but it is not required
- 'No Expiry' in the expiry date field means the Employee has the competence without an end date i.e. Competence is required once only

Your training will be colour coded. Green, amber and red courses are your mandatory training courses. Those courses marked amber or red need attention. You need to book onto your red coded course as soon as possible and ensure you have a place booked for your amber coded courses before the expiry date shown.

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