Lead Employer Mandatory Training

Shared Training Centre

Shared Training Centre Guide

What is a Shared Training Centre

The Shared Training Centre functionality within ESR, allows a NHS Organisation to act as a supplier of training for a number of other NHS Organisations, in a provider/customer relationship.

The functionality will enable the Learning Administrator within the NHS Organisation providing the training to enrol learners from the NHS Organisations that they are in a Shared Training Centre agreement with onto classes that the provider organisation has set up within their OLM catalogue.

How to use a Shared Training Centre

Log into your local Host Trust ESR and navigate to the class (which has already been created)that you wish to add 096 Doctors in Training to.
Click Update. In the Administration section expand the Show Customer Information Section and click on the magnifying glass by STC Level.

Search in the STC level by entering % and select Go and then the options should appear below.
From the list choose **Listed Trusts only**.
Click the **Quick Select** button.

In the Customer field type 096 and click Go. Then click the Quick Select button.

Once completed click the Apply button.

Doctors-in-Training should now be able to see the course you have added in ESR so if you direct them to it, they can sign up.

**This information is also available from the ESR Hub
Please ensure you are logged into ESR first before accessing the Hub.**