



Mersey and West Lancashire  
Teaching Hospitals  
NHS Trust

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.

The screenshot displays the 'Enrolment' administration page in ESR. It is divided into two main sections: 'Enrolment' and 'Administration'.

**Enrolment Section:**

- Enrolment Start Date:** 25-Jan-2022
- Enrolment End Date:** 01-Jun-2022
- Enable Learner Access:**
- Secure:**
- Learning Path only:**
- Certification only:**
- Minimum Attendees:** 0
- Maximum Attendees:** 1000
- Maximum Internal Attendees:** [Empty field]
- Waitlist Maximum Occupancy:** [Empty field]
- Withdrawal Restriction Period:** [Empty field]

**Administration Section:**

- Owner:** [Empty field]
- User Status:** [Dropdown menu]
- Sponsor:** 409 Mersey and West
- Supplier:** [Empty field]
- Hide Customer Information:** [Checked]
- STC Level:** [Empty field]
- Customer:** [Four empty fields]

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.

Search and Select: STC Level

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: STC Level | % | Go

Results

Select	Quick Select	STC Level	Description
<input type="radio"/>		Except listed trusts	Share to all customer trusts except those listed
<input checked="" type="radio"/>		Listed trusts only	Share to listed customer trusts only
<input type="radio"/>		Not shared	Internal employees only
<input type="radio"/>		Shared to all	Share to all customer trusts (no list required)

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

Search and Select: Customer

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Customer | 096 | Go

Results

Select	Quick Select	Customer	Description
<input type="radio"/>		096	Mersey and West Lancashire Teaching Hospitals NHS Trust (096)

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.**