Lead Employer Mandatory Training

Supervisor Self Service

How to input Training completions on ESR

1. Log into the **MyESR** website: **https://my.esr.nhs.uk/**.
You will be presented with the ESR Hub landing page.

To login, click on the **Login to ESR** button.

2. Log in with your **smartcard.**

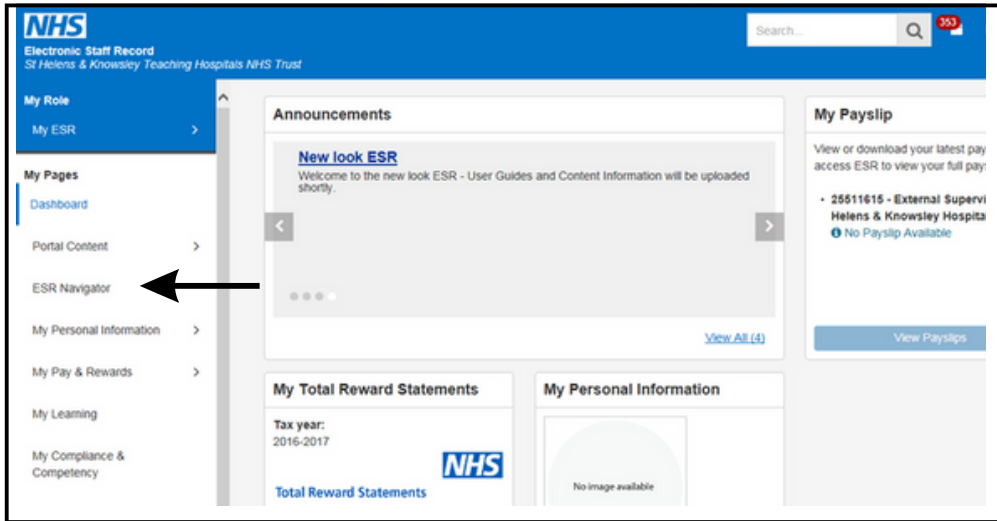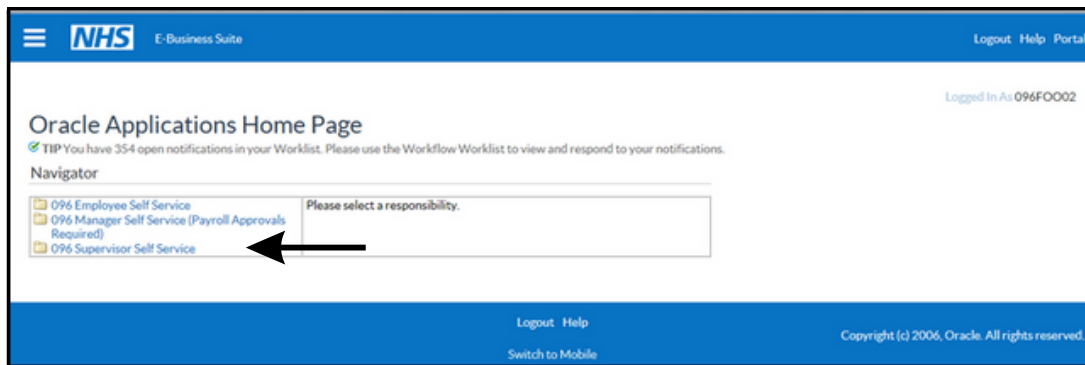3. Once you are logged in, if you are not already choose the **Go to MyESR Portal** using the link on the right hand side.
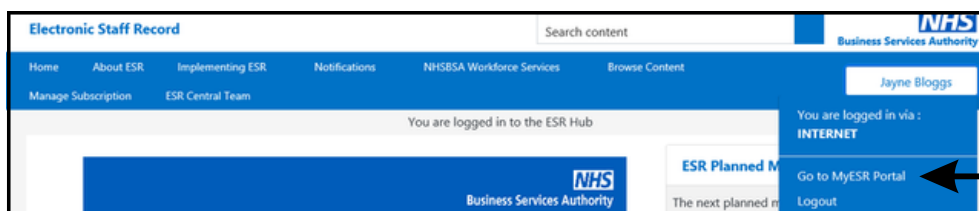
4. Select **ESR Navigator**

5. Select **Supervisor Self Service**

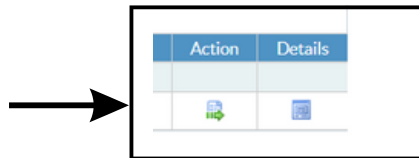## 6. Select **Compliance and Competency**

7. Select **People in Hierarchy**

8. Click on the **action** button next to the employee you wish to enter the information against.
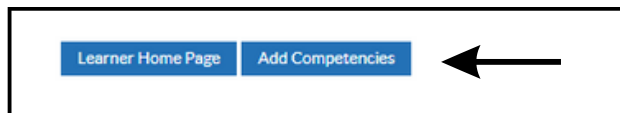
NOTE: If there is more than one person with access to the employees then you
may need to expand the selection by using the "+" icon next to their name.

Action	Details

If the Trainee is non-compliant follow the below steps,
If the Trainee has an existing in date competency and has renewed early navigate to Scenario 2:

Scenario 1: Trainee is Non Compliant

1. When the employees Compliance and Competency page loads select **Add Competencies**

| Learner Home Page | Add Competencies |

2. Select **Find Competencies**

Details	Competency Name	Competence Level	Start Date	End Date	Remove
	No results found.				

3. In the **Name** section add the appropriate competency from the list below (it is important you use the exact name as this narrows the search fields) Click **Go**

- NHS|CSTF|Equality, Diversity and Human Rights – 3 Years
- NHS|CSTF|Fire Safety – 2 Years
- NHS|CSTF|Health, Safety and Welfare – 3 Years
- NHS|CSTF|Infection Prevention and Control – Level 2 – 1 Year
- NHS|CSTF|Information Governance and Data Security – 1 Year
- NHS|CSTF|NHS Conflict Resolution (England) – 3 Years
- NHS|CSTF|Preventing Radicalisation – Prevent Awareness – 3 Years
- NHS|CSTF|Safeguarding Adults (Version 2) – Level 2 – 3 Years
- NHS|CSTF|Safeguarding Children (Version 2) – Level 2 – 3 Years
- NHS|CSTF|Safeguarding Children – Level 3 – 3 Years
- NHS|CSTF|Safeguarding Adults – Level 3 – 3 Years
- NHS|CSTF|Moving and Handling – Level 2 – 2 Years
- NHS|CSTF|Resuscitation – Level 2 – Adult Basic Life Support – 1 Year

4. The Competency will be listed below tick the check box and click **Select**

Note: You will be unable to locate the competency if this is already holding in the record. Navigate to Scenario 2 to amend the existing record

5. Add the Start Date and leave the end date as Blank. Select Apply

6. Click on **Review and Submit**

7. Click on **Submit**

Scenario 2: Trainee has an existing competency in date

1. Find the relevant competency from the list of training the employee has completed

2. Select Edit

3. Amend the date of the competency to reflect the new period of compliance

3. Select Apply