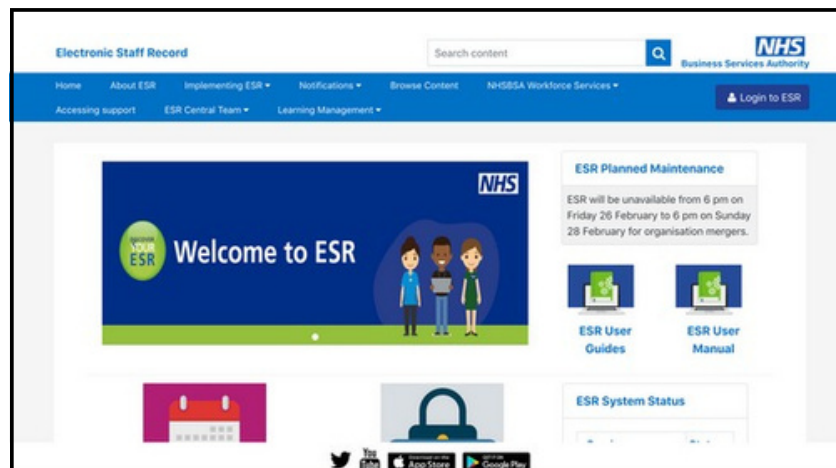


# Lead Employer Mandatory Training Supervisor Self Service

## **How to input Training completions on ESR**

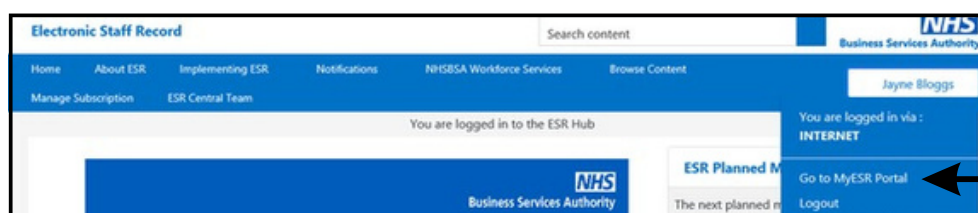
1. Log into the **MyESR** website: <https://my.esr.nhs.uk/>.  
You will be presented with the ESR Hub landing page.



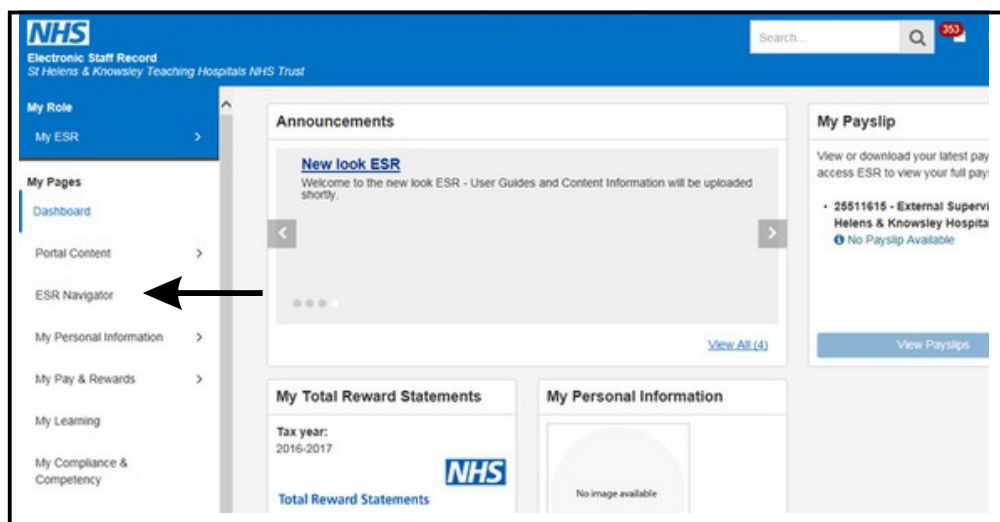
To login, click on the **Login to ESR** button.

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

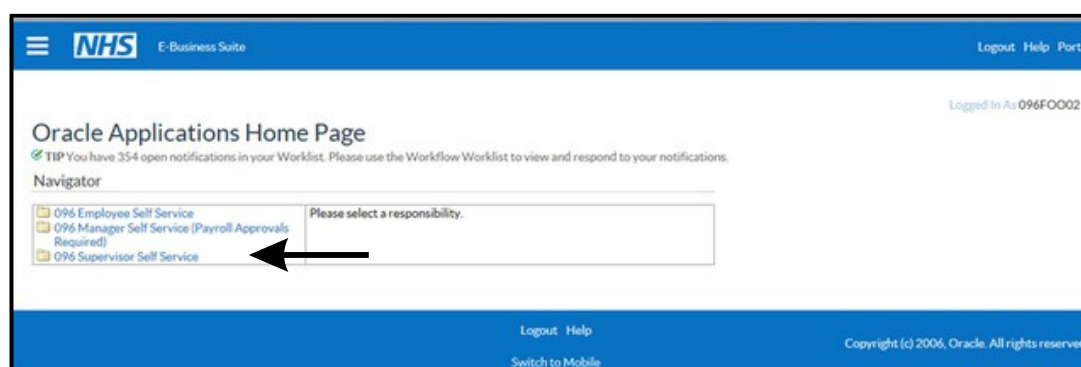
3. Once you are logged in, if you are not already choose the **Go to MyESR Portal** using the link on the right hand side.



## 4. Select **ESR Navigator**



## 5. Select **Supervisor Self Service**



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

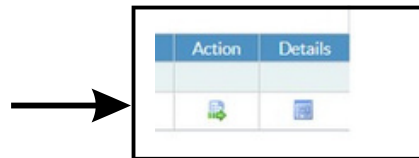


## 7. Select **People in Hierarchy**



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.



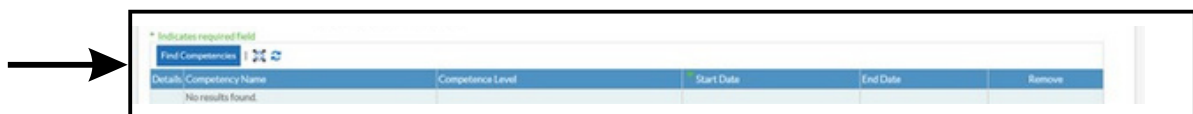
**If the Trainee is non-compliant follow the below steps,  
If the Trainee has an existing in date competency and has renewed early navigate to Scenario 2:**

### **Scenario 1: Trainee is Non Compliant**

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



2. Select **Find Competencies**



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 Competence Level

‘1 – Assessed’ for CSFT competencies

‘0 – Not Assessed’ for all other competencies

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

7. Click on **Review and Submit**

Review and Submit

8. Click on **Submit**

### Scenario 2: Trainee has an existing competency in date

- Find the relevant competency from the list of training the employee has completed
- Select Edit

Export	Printable Page	***	Rows 1 to 16					
Details	Competency Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
>	4097(MAND)Countering Fraud Within the NHS(Lore				No Expiry			
>	NHS(CSTF)Equality, Diversity and Human Rights - 3 Years	1 - Assessed	0 - Not Assessed	Y	19-Jun-2025			
>	NHS(CSTF)Fire Safety - 2 Years	1 - Assessed	0 - Not Assessed	Y	19-Jun-2024			
>	NHS(CSTF)Health, Safety and Welfare - 3 Years	1 - Assessed	0 - Not Assessed	Y	18-Jun-2025			
>	NHS(CSTF)Infection Prevention and Control - Level 1 - 3 Years	1 - Assessed	0 - Not Assessed	Y	02-Mar-2025			
>	NHS(CSTF)Information Governance and Data Security - 1 Year	1 - Assessed	0 - Not Assessed	Y	27-Feb-2024			

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

4. Select Apply

Cancel Apply