

# MY E-LEARNING GUIDE





# MY E-LEARNING PORTLET



From the Portal Homepage, you will see two Portlets: My e-Learning & My Compliance

You can Click and Play the course from My e-Learning . . .

My e-Learning

Show mandatory learning only

000 Health, Safety and Welfare Level 1

Play

Status: Not Attempted

Learner Homepage

Click Play to Play the training Course

Or Click on View My Compliance

My Compliance

Assignments:

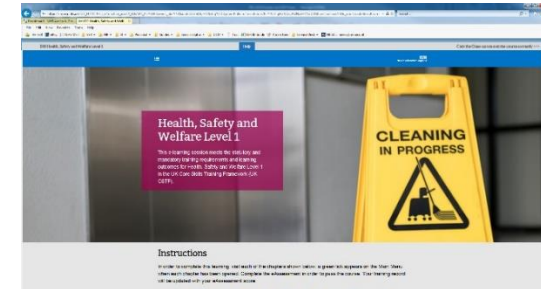
All - Assignments

Percentage Compliance: 100%

Information: You have one or more competencies within 3 months or less to expiry. Please expand the portlet to action these.

View My Compliance

Scenario 1 – The course will automatically Play



Scenario 2 – Learning Certifications Options Available. The "Renew and Play" button should be available for all required learning. If it is not, the training will not auto-record

Learning Certification Options Available

Your selected e-Learning course is attached to the following learning certification.

Please Note : In order for you to gain the competences attached to this e-Learning and certify, you must renew your learning certifications.

Certification Name	Certification Status	Due Date
503 Moving & Handling Refresher	Subscribed	14-Nov-2017

Cancel Play **Renew and Play**

If this button is not available, you will need to Renew the certification.

**IMPORTANT!!** – Always remember when exiting the course to use the e-Learning Home Button





# COMPETENCE REQUIREMENTS TABLE



The Competence Requirements table on your Learner Homepage will indicate what training you need to complete now or in the next 3 months.

You will want to **RENEW** when the Competence is **AMBER**

The diagram below will help you understand what the key means:

**SOLID RED** – You are not compliant and will need to Subscribe and Enrol to the course.

**RED/GREEN CORNER** – You are not compliant, but you are currently in progress with the course.

**SOLID YELLOW** – The competency will expire in 3 months' time. You will need to renew.

**YELLOW/GREEN CORNER** – You are not compliant, but you are currently in progress with the course.

Competence	Expiry
NHS MAND Infection Control - Level 1 - 3 Years	
... Prevent Awareness - 3 Years	
... Declaration of Intent - 10	29-Oct-2019
... Data Security Awareness - Level 1	15-Oct-2019



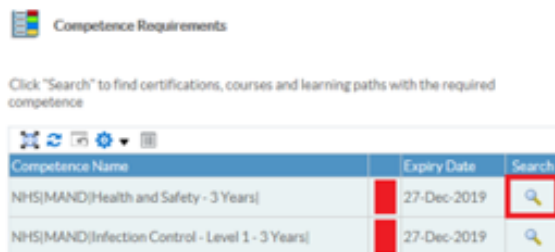
Email: [agcsu.esrsupport@nhs.net](mailto:agcsu.esrsupport@nhs.net)

# SUBSCRIBE AND ENROL

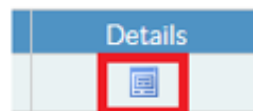
**Step 1. Go to your Learner Homepage**



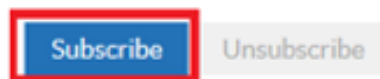
**Step 2. In the Competence Requirements Table, click the magnifying glass**



**Step 3. Click the Details Icon**



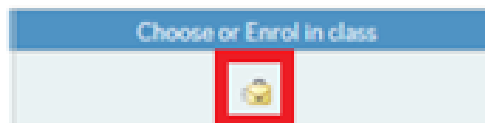
**Step 4. Click Subscribe**



**Step 5. Click Finish . . . but you are not finished yet!**



**Step 6. Click on the Golden Briefcase Icon**



**Step 7. Click Apply**



**Step 8. Click the Green Learner Icon**



**Step 9. You will then see the play button in the table of the enrolments tab!**



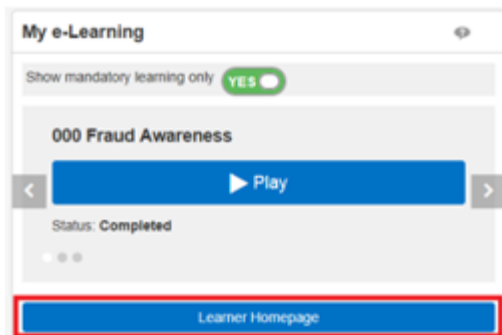
**Email: [agcsu.esrsupport@nhs.net](mailto:agcsu.esrsupport@nhs.net)**



# RENEW A CERTIFICATION



## Step 1. Go to your Learner Homepage



## Step 2. Click on the Certifications Tab



## Step 3. Click the Renew, Golden Briefcase Icon

Certifications

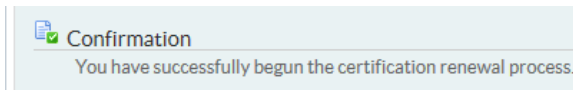
If any Certification have expired then press the Renew button to allow the related course to be played.

Certification Name	Progress	Certification Status	Last Completed	Renew Date	Renew
880 Health Safety & Welfare - Level 1 - 3 Year	Active	Subscribed		06-Dec-2019	
880 Fraud Awareness - 1 Year	Completed	Certified	12-Sep-2019	12-Aug-2020	
880 Safeguarding Children - Level 1 - 3 Year	Completed	Certified	23-Jan-2019	23-Dec-2021	
880 Moving & Handling - Level 1 - 3 Year	Completed	Certified	23-Jan-2019	23-Dec-2021	
880 Safeguarding Adults - Level 1 - 3 Year	Completed	Certified	23-Jan-2019	23-Dec-2021	
880 Conflict Resolution - Level 1 - 3 Year	Completed	Certified	23-Sep-2019	23-Dec-2021	
880 Data Security Awareness - Level 1 - 1 Year	Completed	Certified	12-Sep-2019	12-Aug-2020	
880 Display Screen Equipment Information & Training - 3 Year	Completed	Certified	14-Dec-2018	14-Dec-2018	
880 Equality, Diversity & Human Rights - Level 1 - 3 Year	Completed	Certified	23-Jan-2019	23-Dec-2021	
880 Mental Capacity - 3 Year	Completed	Certified	09-Oct-2019	09-Oct-2019	

## Step 4. Click Apply



## Step 5. You will see a confirmation message



## Step 6. Click the Green Learner Icon



## Step 7. You will then see the play button in the table of the enrolments tab!



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# COMPLIANCE & COMPETENCIES



## Understanding the Compliance Key

When you have clicked on the **Compliance and Competency** button, you may have noticed when looking at your compliance page some compliance Status's appear in different colours . . . so what does this mean?

Compliance and Competency

Compliance - All Competencies - Awaiting Approval

TIP To view compliance for any additional assignments, select assignment from drop down and press Go

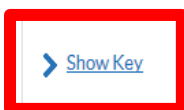
25728234 - HRSD44UNO Workforce O&A  Compliance Percentage 100.0%

Required Competencies Only

TIP To view required competencies only, tick the checkbox and press Go

Expand	Sortable Page	Details	Competence Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Final Learning	ESL
>			8801.LOCAL(Declaration of Interests)Core			Y	10 Feb-2020			
>			8801.LOCAL(Fire Marshall/Warden)General			Y	05-Apr-2020			
>			NHS(MAND)Conflict Resolution - 3 Years			Y	22 Jan-2022			
>			NHS(MAND)Data Security Awareness - Level 1			Y	11-Sep-2020			
>			NHS(MAND)Display Screen Equipment - 3 Years			Y	13 Dec-2021			
>			NHS(MAND)Equality, Diversity and Human Rights - 3 Years			Y	22-Jan-2022			
>			NHS(MAND)Fire Safety - 1 Year			Y	23-Jan-2020			
>			NHS(MAND)Food Awareness - 1 Year			Y	11-Sep-2020			
>			NHS(MAND)Health and Safety - 3 Years			Y	27 Dec-2019			
>			NHS(MAND)Infection Control - Level 1 - 3 Years			Y	27 Dec-2019			

Below the table you will see a "Show Key" hyperlink to help.



Hide

- Compliant with three months or more left
- Compliant with less than three months left
- Compliant, less than three months left, under way
- 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)
- Not Compliant, under way
- Has the competence but it is not required
- Does not have the competence and 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

## FAQ

Q. Why do I have competencies that appear in blue?

A. This means you are compliant in this certification, but it is not a requirement for your organisation.

Q. Do I need to keep these competencies in blue?

A. We would recommend keeping these competencies in your record, as it is an important part of your Learning and Development history.

Q. I am compliant in a certification which showing in blue, but the one required by my organisation is showing in red?

A. If this is the case, please email [agcsu.esrsupport@nhs.net](mailto:agcsu.esrsupport@nhs.net) and we will amend this for you.

Q. Why is a compliance showing in yellow?

A. Your current compliance is in certification, but it is due to expire in the next 3 months. You will need to renew this certification.

Q. Why is there a small green corner in the status?

A. This means you are currently working through the certification.

Email: [agcsu.esrsupport@nhs.net](mailto:agcsu.esrsupport@nhs.net)



# HINTS & TIPS

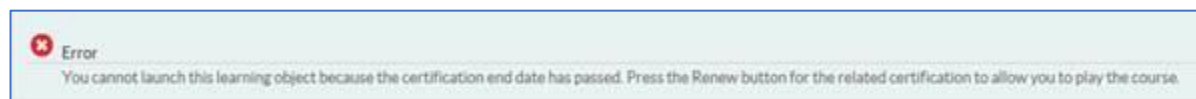


**You will receive workflow notifications informing you at the important stages of when training is due and when it is about to expire. Keep an eye out for these!**

Certification Details	
You can now renew the certification 000 Data Security Awareness - Level 1 - 1 Year, which (upon completion) will be valid for 365 days. To complete the certification, you may need to individually re-enrol in all the following certification courses:	
Course	Status
000 Data Security Awareness Level 1	Completed

**Certification Details Notification – This alert you that the course needs completing within 30 days. The course will not auto-record if you attempt to do it, before receiving this. Some staff get the first warning – complete the course, whilst it’s still green and then wonder why it doesn’t auto record.**

**If it has passed this time the following alert will appear:**



**You will need to Renew the Certification.**





# E-LEARNING TRAINING VIDEOS



Click on the links below for more e-Learning training:

➤ [Learner Homepage Overview](#)

[http://www.roadmapeducation.online/Roadmap\\_Guides/Employee\\_SS/ESS17/](http://www.roadmapeducation.online/Roadmap_Guides/Employee_SS/ESS17/)

➤ [How Do I Enrol on Training?](#)

[http://www.roadmapeducation.online/Roadmap\\_Guides/Employee\\_SS/ESS18/](http://www.roadmapeducation.online/Roadmap_Guides/Employee_SS/ESS18/)

➤ [How do I record External Learning?](#)

[http://www.roadmapeducation.online/Roadmap\\_Guides/Employee\\_SS/ESS33/](http://www.roadmapeducation.online/Roadmap_Guides/Employee_SS/ESS33/)

➤ [How do I manage my compliance and competency record?](#)

[http://www.roadmapeducation.online/Roadmap\\_Guides/Employee\\_SS/ESS20/](http://www.roadmapeducation.online/Roadmap_Guides/Employee_SS/ESS20/)

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