

Enrolling an Employee on a Training Course

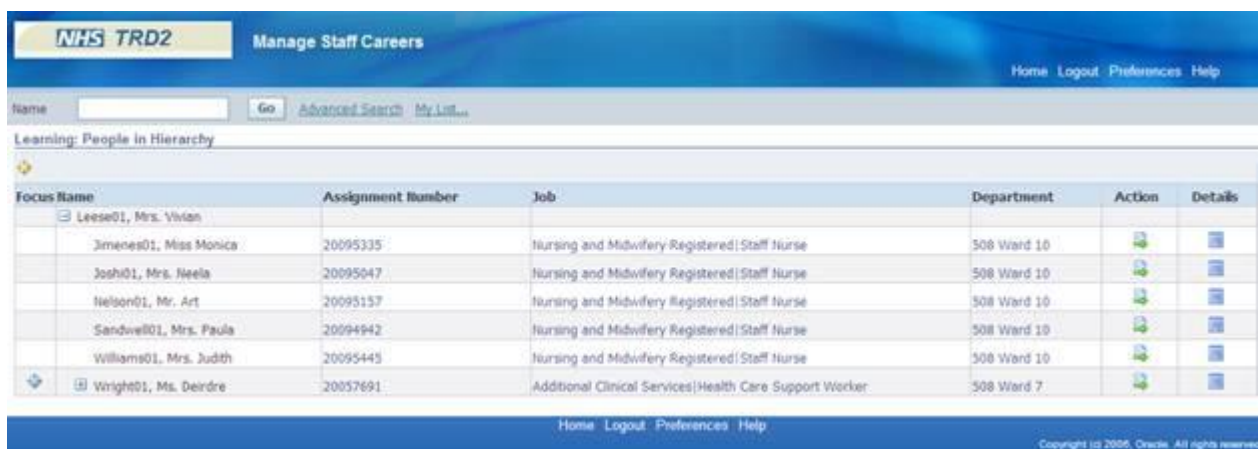
As a manager, you can enrol an employee on a training course.

Enrolling an Employee on a Training Course

NHS ESR xxx Manager Self Service

N > Manage Staff Careers > Learning

1. Click the **Learning** link within the **Manage Staff Careers** area.



NHS TRD2 Manage Staff Careers Home Logout Preferences Help

Name [Advanced Search](#) [My List...](#)

Learning: People in Hierarchy

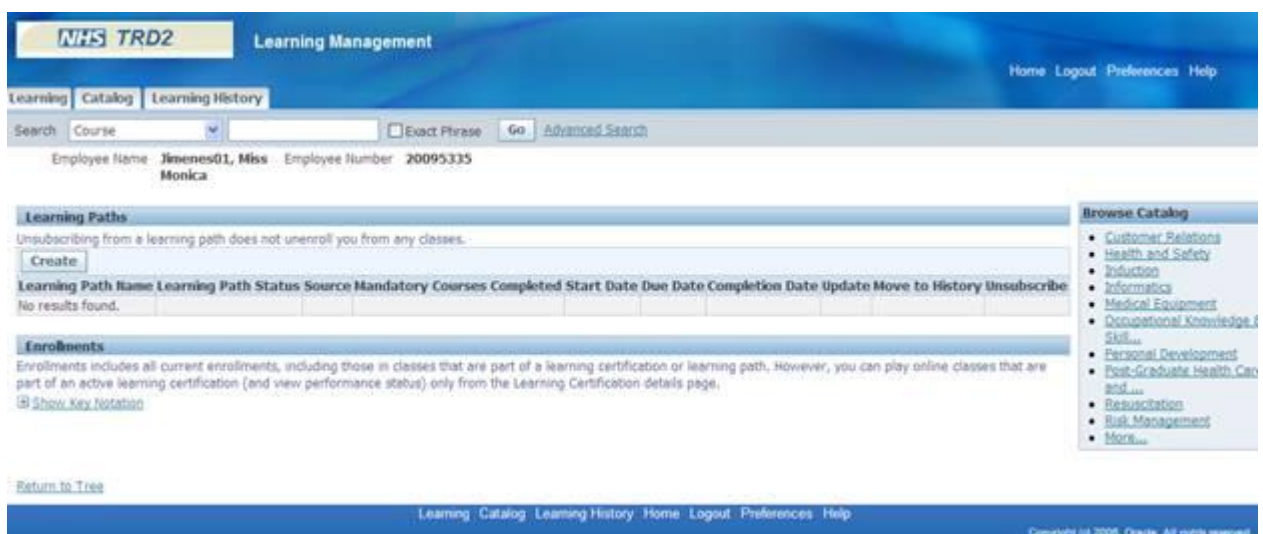
| Focus Name | Assignment Number | Job | Department | Action | Details |
|-------------------------|-------------------|---|-------------|--------|---------|
| Leese01, Mrs. Vivian | | | | | |
| Jimenes01, Miss Monica | 20095335 | Nursing and Midwifery Registered Staff Nurse | 508 Ward 10 | | |
| Josh01, Mrs. Neela | 20095047 | Nursing and Midwifery Registered Staff Nurse | 508 Ward 10 | | |
| Nelson01, Mr. Art | 20095157 | Nursing and Midwifery Registered Staff Nurse | 508 Ward 10 | | |
| Sandwell01, Mrs. Paula | 20094942 | Nursing and Midwifery Registered Staff Nurse | 508 Ward 10 | | |
| Williams01, Mrs. Judith | 20095445 | Nursing and Midwifery Registered Staff Nurse | 508 Ward 10 | | |
| Wright01, Ms. Deirdre | 20057691 | Additional Clinical Services Health Care Support Worker | 508 Ward 7 | | |

Home Logout Preferences Help

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This screen shows everyone who has you allocated as their Supervisor in ESR. Any indirect reports can also be accessed by clicking the blue arrow against the relevant employee.

2. Click the **Action** icon for the appropriate employee.



NHS TRD2 Learning Management Home Logout Preferences Help

Learning Catalog Learning History

Search Course Exact Phrase [Advanced Search](#)

Employee Name **Jimenes01, Miss Monica** Employee Number **20095335**

Learning Paths
Unsubscribing from a learning path does not unenroll you from any classes.

| Learning Path Name | Learning Path Status | Source | Mandatory Courses | Completed | Start Date | Due Date | Completion Date | Update | Move to History | Unsubscribe |
|--------------------|----------------------|--------|-------------------|-----------|------------|----------|-----------------|--------|-----------------|-------------|
| No results found. | | | | | | | | | | |

Enrollments
Enrollments includes all current enrollments, including those in classes that are part of a learning certification or learning path. However, you can play online classes that are part of an active learning certification (and view performance status) only from the Learning Certification details page.
[Show Key Notation](#)

[Return to Tree](#)

Learning Catalog Learning History Home Logout Preferences Help

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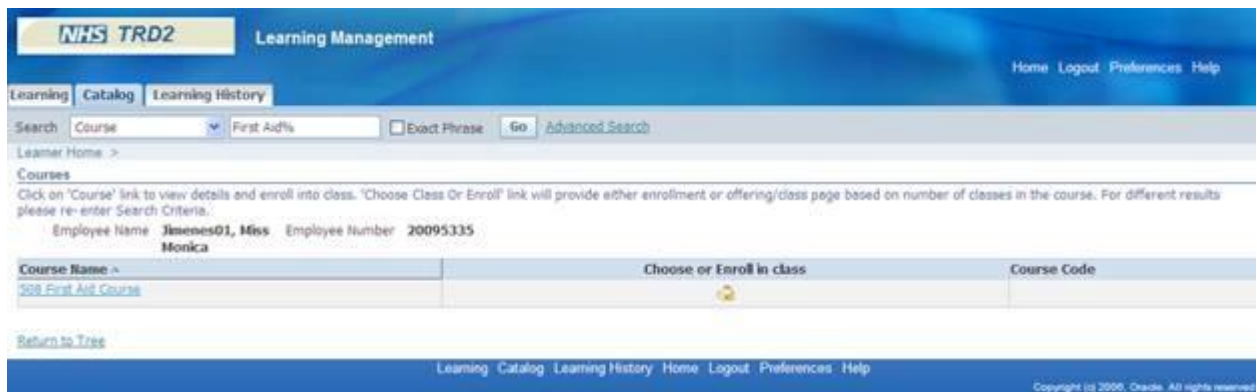
Browse Catalog

- Customer Relations
- Health and Safety
- Infection
- Information
- Medical Equipment
- Occupational Knowledge & Skills...
- Personal Development
- Post-Graduate Health Care
- Resuscitation
- Risk Management
- More...

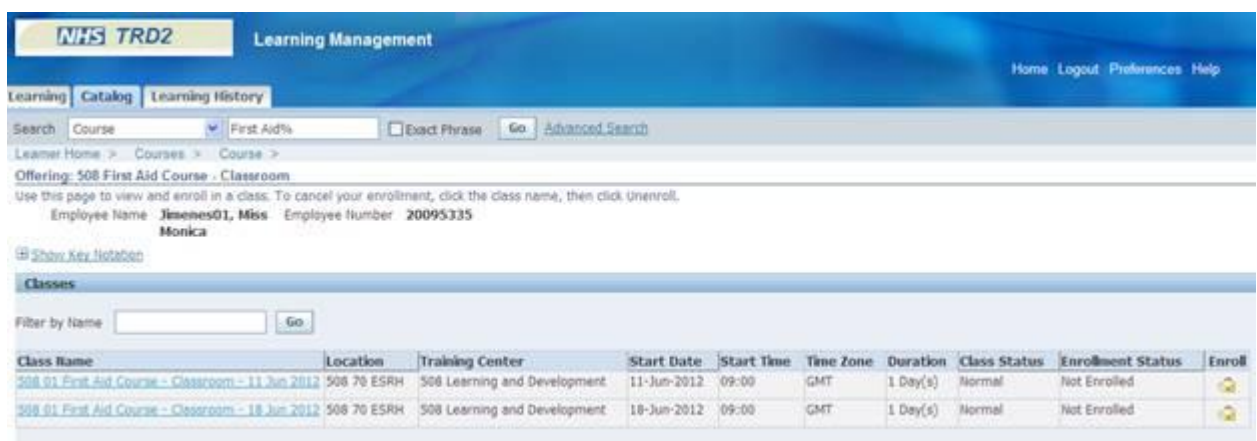
3. Search for all First Aid courses, for example, by entering **First Aid%** in the **Search** field.

You can also search for any type of course using the links in the **Browse Catalog** section

4. Click the **Go** button to start the search.



5. To find further information about a course you can select the course name. All associated Offerings (how the course is being delivered) will then be displayed.
6. To view all available Classes for the course, click the **Choose or Enroll in class** icon



7. Click the **Class Name** link for more information about the class. Alternatively, to go straight to the enrolment (if further information about the class is not needed), you can click the **Enroll** icon for a specific class. Only enrol on to courses with a **Class status** of **Normal**. A **Class Status** which says **Full** means there are no spaces available.

NHS TRD2 Learning Management Home Logout Preferences Help

Learning Catalog Learning History

Search Course First Aid% Exact Phrase Go Advanced Search

Catalog > Learner Home > Courses > Offering >
Class: 508 01 First Aid Course - Classroom - 18 Jun 2012

Use this page to view the class details, and enroll or unenroll. **Enroll**

| | | | |
|-----------------------|-------------------------------------|---------------------|---------------------------------|
| Employee Name | Jimenes01, Miss Monica | Employee Number | 20095335 |
| Course Name | 508 First Aid Course | Language | English (United Kingdom) |
| Delivery Mode | Classroom (physical) | Status | Normal |
| Class Start Date | 18-Jun-2012 09:00 | Class End Date | 18-Jun-2012 17:00 |
| Enrollment Start Date | 09-Jan-2006 00:00 | Enrollment End Date | |
| Duration | 1 Day(s) | Price | |
| Training Center | 508 Learning and Development | Time Zone | GMT |

Location Address

| | |
|----------------|------------------------------|
| Location | 508 70 ESRH |
| Description | ESR Hospital |
| Address Line 1 | Warwick Business Park |
| Address Line 2 | Warwick Road |
| Town | Warwick |
| County | Warwickshire |
| Post Code | CV34 6RZ |
| Country | United Kingdom |

Course Prerequisites

Further details about the course including the location are displayed.

8. Click the **Enroll** button to enrol the employee on the course.
9. Click the **Review** button to continue.

NHS TRD2 Learning Management Home Logout Preferences Help

Learning Catalog Learning History

Search Course First Aid% Exact Phrase Go Advanced Search

Catalog > Learner Home > Courses > Offering >
Enroll: 508 01 First Aid Course - Classroom - 18 Jun 2012

Employee Name **Jimenes01, Miss Monica** Employee Number **20095335** **Cancel** **Review**

[Show Key Notation](#)

Class Summary

| | |
|-----------------|--|
| Delivery Mode | Classroom (physical) |
| Course Name | 508 First Aid Course |
| Class Name | 508 01 First Aid Course - Classroom - 18 Jun 2012 |
| Start Date | 18-Jun-2012 09:00 |
| End Date | 18-Jun-2012 17:00 |
| Time Zone | GMT |
| Training Center | 508 Learning and Development |
| Location | 508 70 ESRH |
| Language | English (United Kingdom) |

Enrollment Details

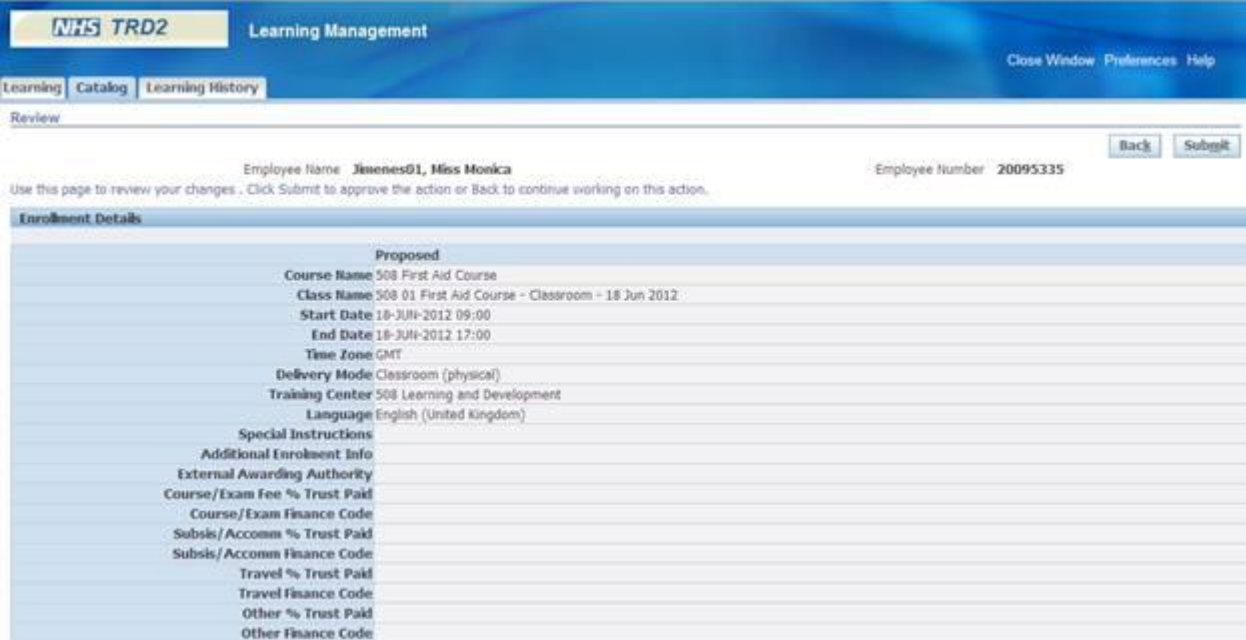
Special Instructions

[Return to Tree](#) **Cancel** **Review**

Learning Catalog Learning History Home Logout Preferences Help

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The Review page appears with a summary of the information you have entered.



NHS TRD2 Learning Management Close Window Preferences Help

Learning Catalog Learning History

Review

Employee Name: **Jimenes01, Miss Monika** Employee Number: **20095335** [Back](#) [Submit](#)

Use this page to review your changes. Click Submit to approve the action or Back to continue working on this action.

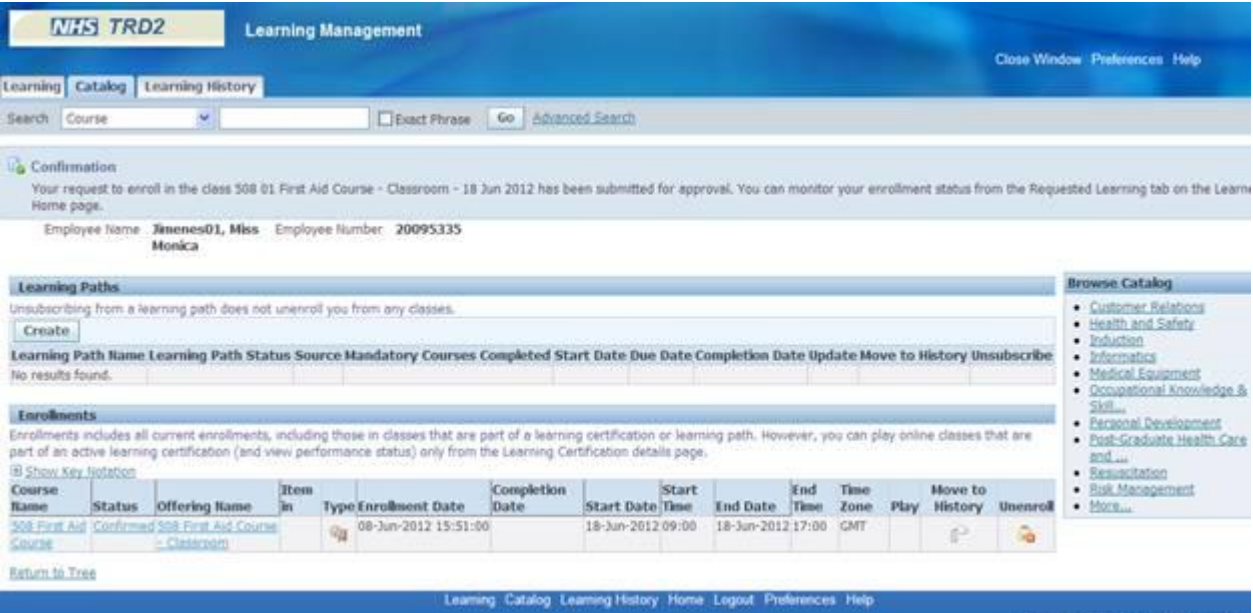
Enrollment Details

Proposed

Course Name: 508 First Aid Course
 Class Name: 508 01 First Aid Course - Classroom - 18 Jun 2012
 Start Date: 18-JUN-2012 09:00
 End Date: 18-JUN-2012 17:00
 Time Zone: GMT
 Delivery Mode: Classroom (physical)
 Training Center: 508 Learning and Development
 Language: English (United Kingdom)

Special Instructions
 Additional Enrollment Info
 External Awarding Authority
 Course/Exam Fee % Trust Paid
 Course/Exam Finance Code
 Subsis/Account % Trust Paid
 Subsis/Account Finance Code
 Travel % Trust Paid
 Travel Finance Code
 Other % Trust Paid
 Other Finance Code

10. After ensuring that the information is accurate, click the **Submit** button to apply your changes, updating the employee's record.



NHS TRD2 Learning Management Close Window Preferences Help

Learning Catalog Learning History

Search: Course Exact Phrase [Go](#) [Advanced Search](#)

Confirmation
 Your request to enroll in the class 508 01 First Aid Course - Classroom - 18 Jun 2012 has been submitted for approval. You can monitor your enrollment status from the Requested Learning tab on the Learning Home page.
 Employee Name: **Jimenes01, Miss Monika** Employee Number: **20095335**

Learning Paths
 Unsubscribing from a learning path does not unenroll you from any classes.
[Create](#)

| Learning Path Name | Learning Path Status | Source | Mandatory | Courses Completed | Start Date | Due Date | Completion Date | Update | Move to History | Unsubscribe |
|--------------------|----------------------|--------|-----------|-------------------|------------|----------|-----------------|--------|-----------------|-------------|
| No results found. | | | | | | | | | | |

Enrollments
 Enrollments includes all current enrollments, including those in classes that are part of a learning certification or learning path. However, you can play online classes that are part of an active learning certification (and view performance status) only from the Learning Certification details page.
[Show Key Notation](#)

| Course Name | Status | Offering Name | Item In | Type | Enrollment Date | Completion Date | Start Date | Start Time | End Date | End Time | Time Zone | Play | Move to History | Unenroll |
|----------------------|-----------|----------------------------------|---------|------|----------------------|-----------------|-------------------|------------|-------------------|----------|-----------|------|-----------------|----------|
| 508 First Aid Course | Confirmed | 508 First Aid Course - Classroom | | | 08-Jun-2012 15:51:00 | | 18-Jun-2012 09:00 | | 18-Jun-2012 17:00 | | GMT | | | |

[Return to Tree](#)

Learning Catalog Learning History Home Logout Preferences Help

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The employee's enrolment is confirmed.

11. Click the **Home** link to return to the Manager Self Service home page.