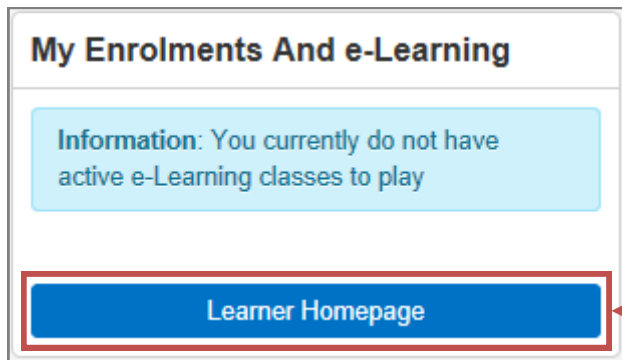


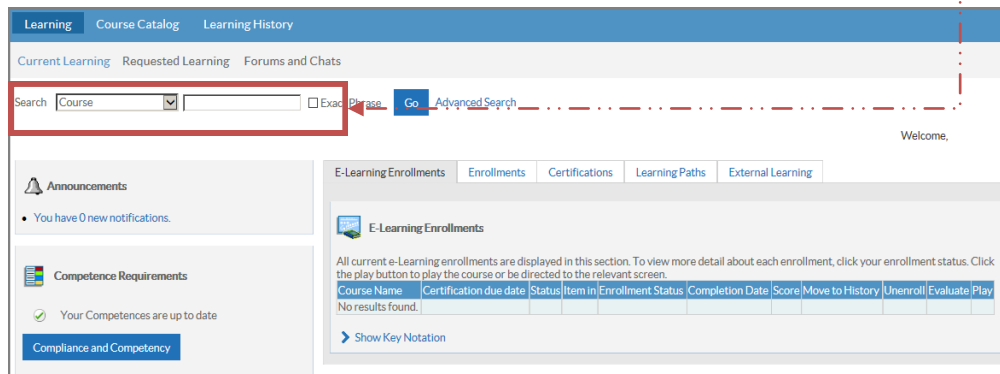
eLearning: How to subscribe pt1.

Employees can subscribe and then enrol onto and play eLearning content through ESR.

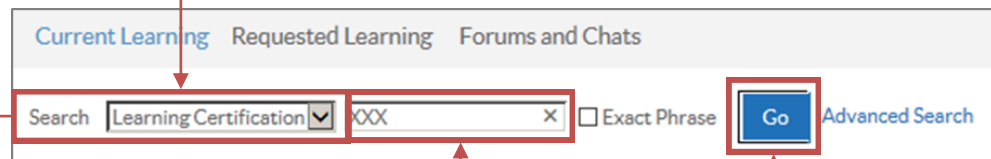
Navigation Path: My Enrolments and eLearning portal > Learner Homepage



1. Select the 'Learner Homepage' button.



2. The 'Current Learning' tab will be displayed. Select the drop down menu next to the search field



3. Enter your CCG identifier within the search box,.

4. Select the 'Go' button

Notes:

eLearning: How to subscribe pt2.

5. A list of available Certifications will be displayed, select the relevant link for the course you wish to subscribe to.

Search Exact Phrase [Advanced Search](#)
Learning: [Current Learning >](#)

Learning Certifications

Click the links to see details. For different results please re-enter Search Criteria.

Certification Name

- [Safeguarding Adults - Part A](#)
- [Safeguarding Adults - Part B](#)
- [Safeguarding Children & Young People Level 1](#)

Learning Course Catalog Learning History

Search Exact Phrase [Advanced Search](#)

Learning Certification: 880 Equality and Diversity - General Awareness

You must complete this certification in **30 Day(s)**
Completed certification is valid for **1095 Day(s)**
Renewable **Yes**

6. Information about the course and its content will be displayed.

Select the **'Subscribe'** button.

Learning Course Catalog Learning History

Search Exact Phrase [Advanced Search](#)

Learning: [Current Learning >](#) [Learning Certifications >](#) [Learning Certification >](#)

Subscribe: 880 Equality and Diversity - General Awareness

You must complete this certification in **30 Day(s)**
Completed certification is valid for **1095 Day(s)**
Renewable **Yes**

▼ Description

To be completed by all staff every 3 years. Please note, the information on Marriage and Civil Partnerships page 7- Module 1 General Awareness is currently out of date. Following the Marriage (Same Sex Couples) Act 2013, marriage between same sex couples became legal from 29th March 2014.

7. To confirm the subscription select **'Finish'** or to exit select the **'Back'** button

Notes:

eLearning: Enrol and Play pt1.

Employees can subscribe and then enrol onto and play eLearning content through ESR.

Navigation Path: My Enrolments and eLearning portal > Learner Homepage

My Enrolments And e-Learning

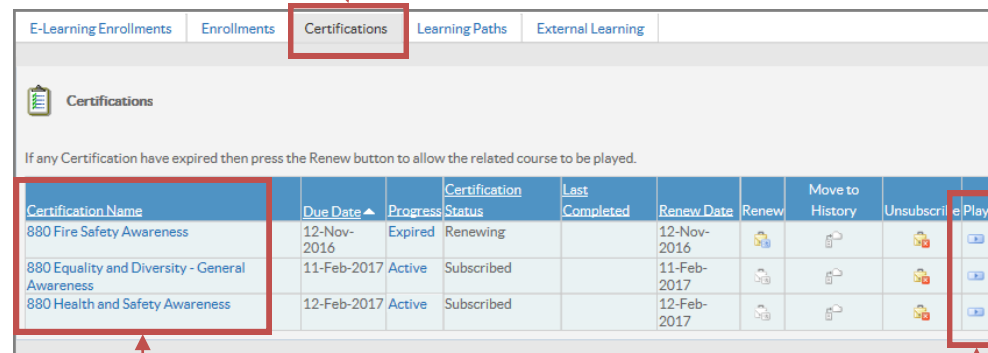
Information: You currently do not have active e-Learning classes to play

Learner Homepage

1. Select the 'Learner Homepage' button.

Notes:

2. Select the 'Certifications' TAB, a list of the certifications that you are currently subscribed to will be displayed,

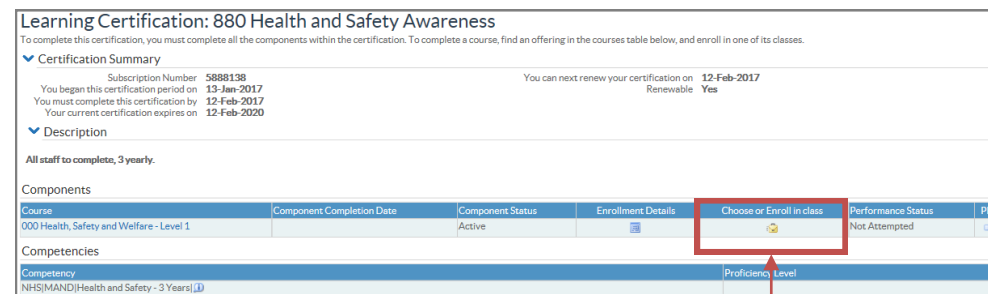


The screenshot shows the 'Certifications' tab selected in the ESR system. A table lists three certifications: '880 Fire Safety Awareness' (Expired), '880 Equality and Diversity - General Awareness' (Active), and '880 Health and Safety Awareness' (Active). The '880 Health and Safety Awareness' row is highlighted, and the 'Play' button in its row is circled in red.

Certification Name	Due Date	Progress	Certification Status	Last Completed	Renew Date	Renew	Move to History	Unsubscribe	Play
880 Fire Safety Awareness	12-Nov-2016	Expired	Renewing		12-Nov-2016				
880 Equality and Diversity - General Awareness	11-Feb-2017	Active	Subscribed		11-Feb-2017				
880 Health and Safety Awareness	12-Feb-2017	Active	Subscribed		12-Feb-2017				

4 Select the required Certification Name you wish to enrol onto.

3. If you have already enrolled at the time of subscription select the 'Play' button, if not go to step 5.



The screenshot shows the 'Learning Certification: 880 Health and Safety Awareness' page. It includes a 'Certification Summary' section with details like 'Subscription Number 5888138' and 'You can next renew your certification on 12-Feb-2017'. Below this is a 'Components' table with one row: '000 Health, Safety and Welfare - Level 1'. The 'Choose or Enroll in class' button in this row is circled in red.

Course	Component Completion Date	Component Status	Enrollment Details	Choose or Enroll in class	Performance Status	Play
000 Health, Safety and Welfare - Level 1		Active			Not Attempted	

5. Select the 'Briefcase' icon to view the available classes.

eLearning: Enrol and Play pt2.

Enroll: 000 Health, Safety and Welfare - Level 1

[Show Key Notation](#)

Cancel

Apply

Class Summary

Delivery Mode Online e-Learning
Course Name **000 Health, Safety and Welfare - Level 1**
Class Name **000 Health, Safety and Welfare - Level 1**
Language **English**

Enrollment Details

Special Instructions

Cancel

Apply

6. Information about the course and its content will be displayed within the **'Class Summary'** section.

Select the **'Apply'** button to confirm the enrolment or

Select the **'Cancel'** button to exit.

The confirmation message will be displayed at the top of the screen along with the course information

Learning Certification: 880 Health and Safety Awareness

Confirmation
You have successfully enrolled in the class 000 Health, Safety and Welfare - Level 1.
To complete this certification, you must complete all the components within the certification. To complete a course, find an offering in the courses table below, and enroll in one of its classes.

Certification Summary
Subscription Number: 5888138
Renewable: Yes
You began this certification period on: 13-Jan-2017
You must complete this certification by: 12-Feb-2017
You can next renew your certification on: 12-Feb-2017

Description
All staff to complete, 3 yearly.

Components

Course	Component Completion Date	Component Status	Enrollment Details	Choose or Enroll in class	Performance Status	Play
000 Health, Safety and Welfare - Level 1		Active			Not Attempted	

Competencies

Competency	Proficiency Level
NHSJ(MAND)Health and Safety - 3 Years	

7. Select the **'Play'** icon to launch the course