

How to set up a Shared Training Centre (STC) in the Electronic Staff Record (ESR) for Host Trusts

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1.0 Introduction

Hello and welcome to the ESR Shared Training Centres (STC) Guide

Shared Training Centres (STC) are set up between groups of NHS organisations. One organisation agrees to act as a Training Provider, providing courses to one or more customer organisations and each of these 'Customer' organisations agrees to accept training from the Provider.

An organisation can be involved in any number of shared arrangements at any one time and in each arrangement may be acting as either the supplier or receiver of the training.

By entering an organisation's name as a Shared Training Provider the organisation is agreeing that certain employee details will be available to the Provider organisation to enable them to enrol staff on to training courses.

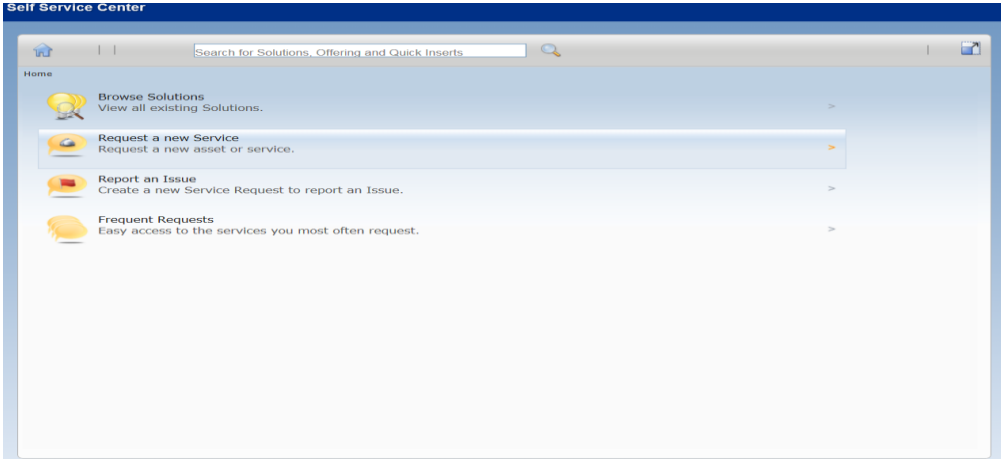
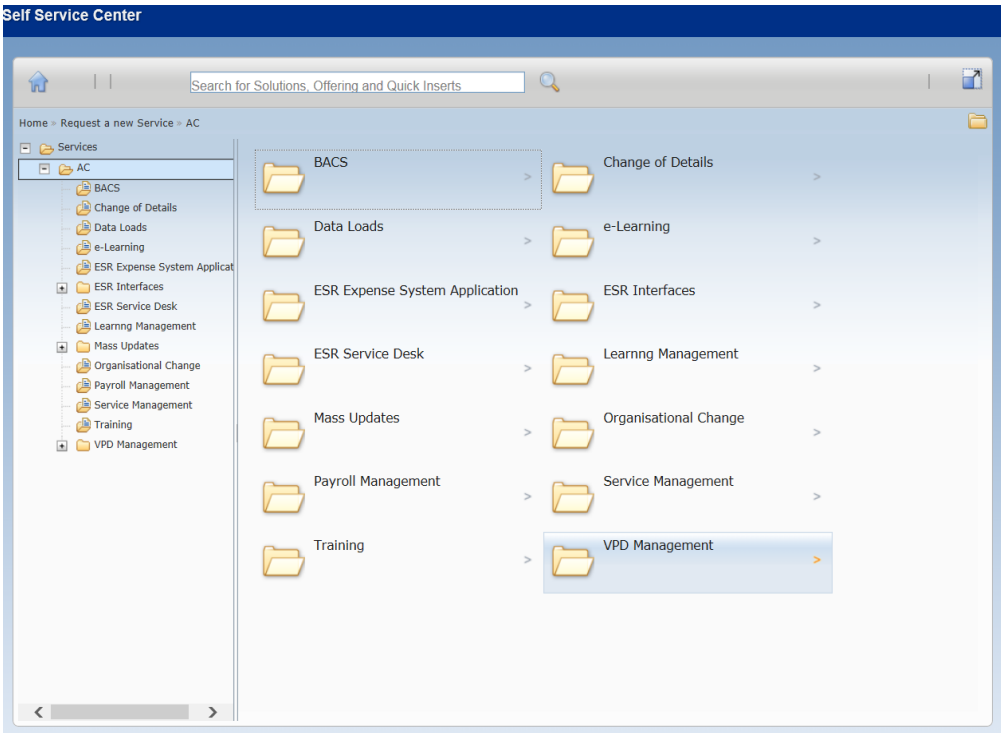
Only where this reciprocal agreement is in place (where the Provider names the Customer as a Customer and the Customer names the Provider as a Provider) will this sharing of data take place.

The arrangement is flexible and at the control of the organisations involved. This agreement can be terminated at any time by either the Customer organisation or the Provider organisation.

The instructions contained within this guide were taken from the ESR Online Manual, for the latest version visit: <https://my.esr.nhs.uk/esrusermanual/>

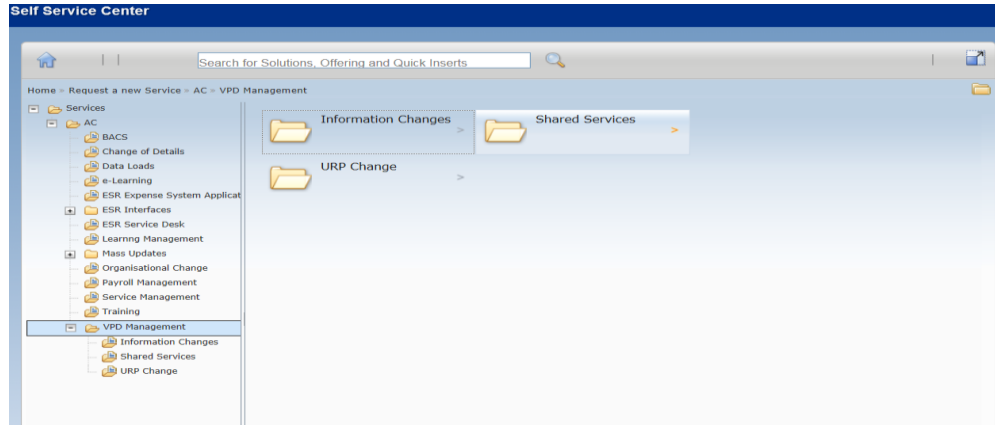
2.0 Enabling the STC function in ESR

If your trust has never utilised the STC functionality within ESR then you must first request that the STC function is turned on by the ESR central team, to do this follow the below steps, if your trust has used the STC function skip to **3.0**

Steps	Action
<p>Step 1</p>	<p>A member of staff who has the ability to raise a service request needs to log into the ESR service desk and select “Request a new service”</p> 
<p>Step 2</p>	<p>Click on AC then VPD Management</p> 

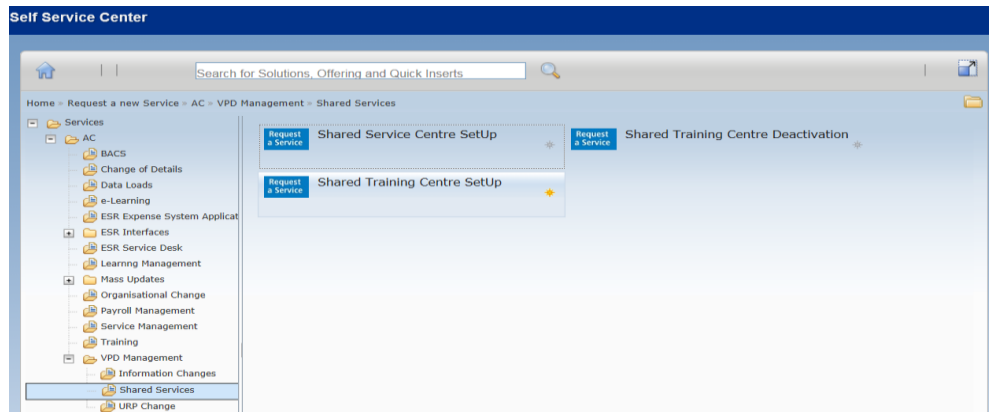
Step 3

Click on “Shared Services”



Step 4

Click on “Shared Training Centre Set Up”



Step 5

Complete the required fields & submit request

Shared Training Centre SetUp

Request a Service

Item: ESRSC30083

Comments: 0

Fulfillment Time: 10 Working Days

Last Update: 23/04/2017 19:50:41

Shared Training Centres (STCs) can be set up between groups of NHS organisations using ESR. This is an arrangement whereby one organisation agrees to act as a Training Provider, providing courses to one or more Training Customer organisations, who agree to accept training courses from the Provider. In order to set this up in ESR, the Training Provider organisation needs to have the functionality and access set up in ESR. This allows the Provider to select the VPDs of all organisations for whom they will be providing training. Each of the customer organisations must also list the providing organisation as 'Shared Training Provider' on the organisation special information type in workstructures. There should be formal documented arrangements between the organisations in addition to the system set up.

Request a Service

* Customer:

Provider:

Reported For:

Name:

Phone:

E-mail:

Reported By:

* Name:

* Phone:

* E-mail:

* Contact Method:

* Required By Date:

Offering Details

Comments and Ratings

User Provided Attachments

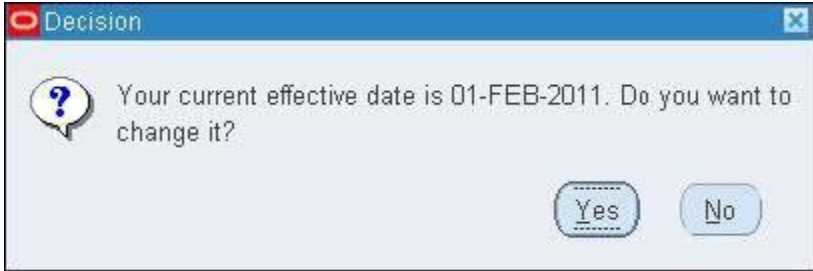
* VPD Number of Service Provider:

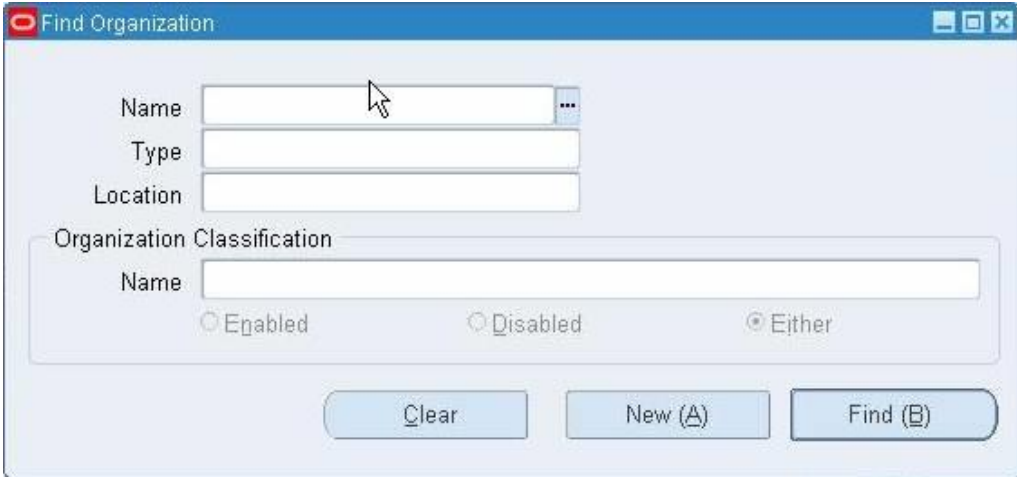
* VPD Name of Service Provider:

Step 6

Wait until ESR has confirmed the STC enablement before proceeding to 3.0 Setup as a STC provider

3.0 Setup as a STC Provider

Steps	Action
Step 1	<p>At NHS ESR programme security level:</p> <p>The Organisation that will act as the Shared Training Provider needs to raise an SR to:</p> <ul style="list-style-type: none"> Get a profile option set against their Learning Administration Responsibility (URP) so that they can act as a <u>Shared Training Provider</u>. This only has to be set once to enable the STC functionality for each URP and must be actioned at NHS ESR programme security level.
Step 2	<p>At Local security level:</p> <p>Use URP: XXX Local Workstructures NHS ESR (N) Organisations > Description Organisation</p> <p>Use the above Organisation Description navigation path which always takes you to the Organisation form via a Decision box for Effective Date change and then on to the Find Organisation form.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div>

<p>Step 3</p>	<p>Click the No button if the current effective date meets requirements. The Find Organisation form will open - go straight to Step 3.</p> <p>Or</p> <p>Click the Yes button if you want to change the date - the Alter Effective Date form will open. Follow the next step.</p>
<p>Step 4</p>	<p>Enter the effective date required and Click on the OK button.</p> <p>The Find Organisation form will open.</p> <p>You need to find the highest level Organisation which will have a Type value of Trust.</p> 
<p>Step 5</p>	<p>Click in the Type field and search for the value 'Trust'.</p>

Step 6

Click on the **Find (B)** button and the **Organisation** form will open, showing the Organisation details.

Make sure you have retrieved the highest level Organisation which should always be the Trust.

Name	Enabled
HR Organization	<input checked="" type="checkbox"/>
Training Center	<input type="checkbox"/>
	<input type="checkbox"/>

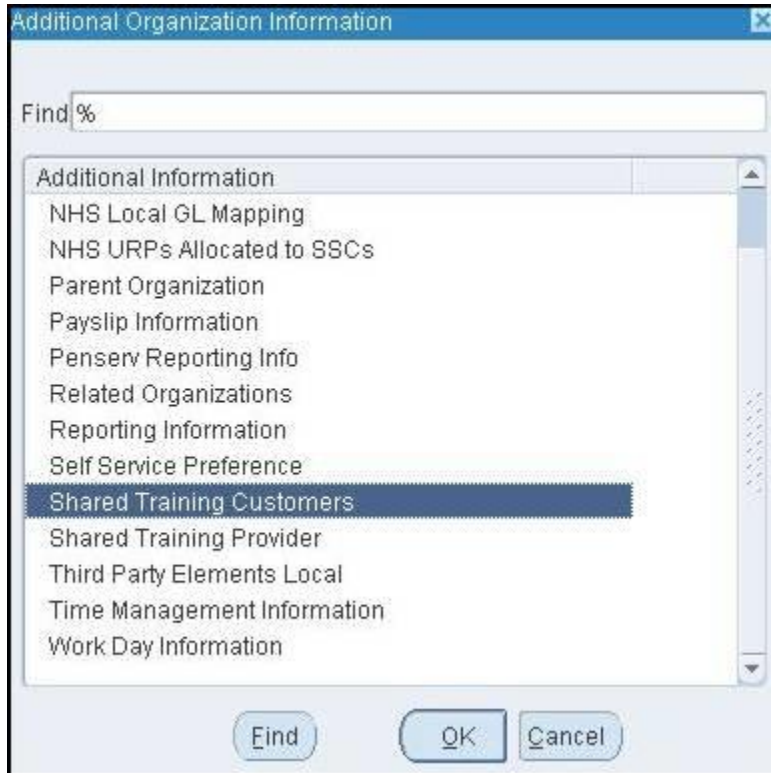
Step 7

Under **Organisation Classifications**, in the **Name** field make sure HR Organisation is selected.

Step 8

Click on the **Others** button.

The **Additional Organisation Information** navigation options list will open.



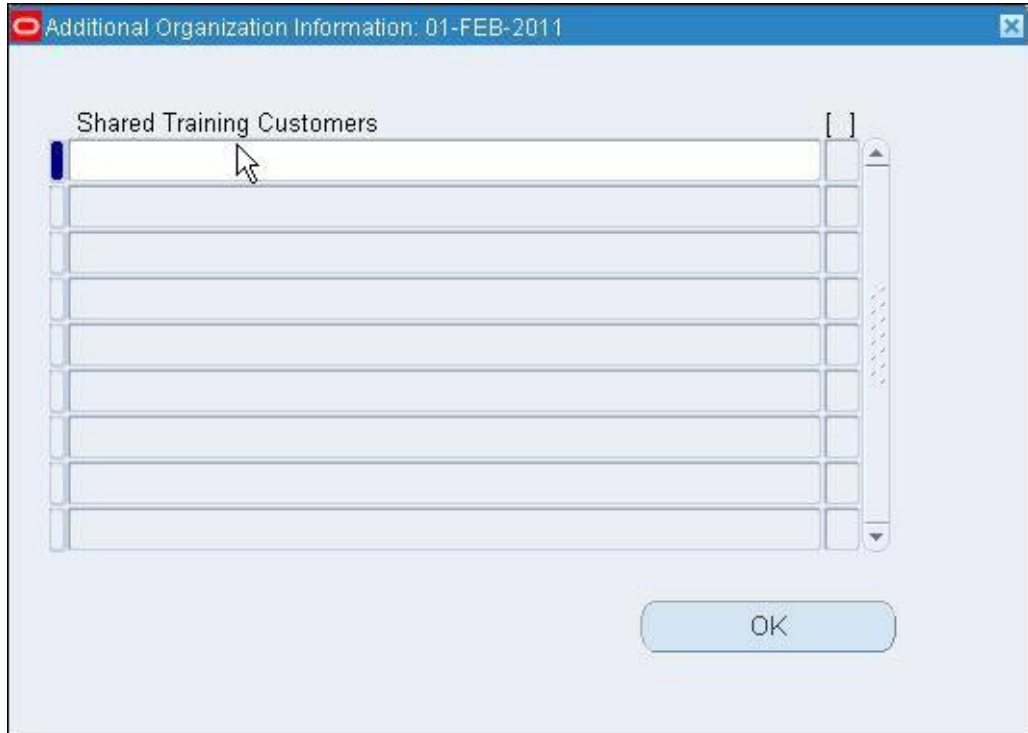
Step 9

Select Shared Training **Customers** from the List of values.

Step 10

Click on the **OK** button.



The **Additional Organisation Information** form will open.



Step 11

Click in the **Shared Training Customers** field and the **Shared Training Customers** box will open.



Step 12	Click on the  icon in the Employing Authority field and select the relevant Employing Authorities you wish to provide training to.
Step 13	Click OK to close the Shared Training Customers box.
Step 14	Click in the next blank row and repeat Steps 11 & 12 until all the Employing Authorities you wish to provide training to have been listed.
Step 15	Click on the  icon to Save the record.
Step 16	Click OK to close the Additional Organisation Information form.
Step 17	Click on the X to Close the form.