

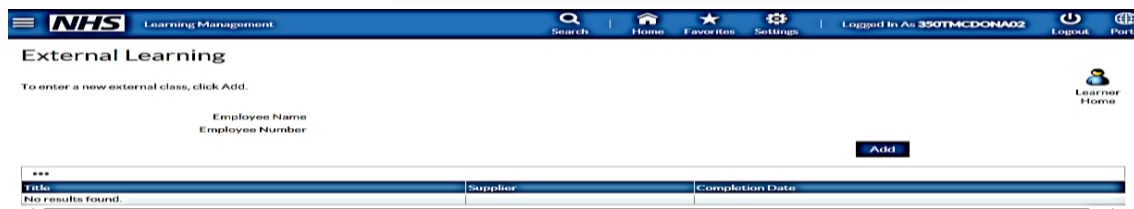
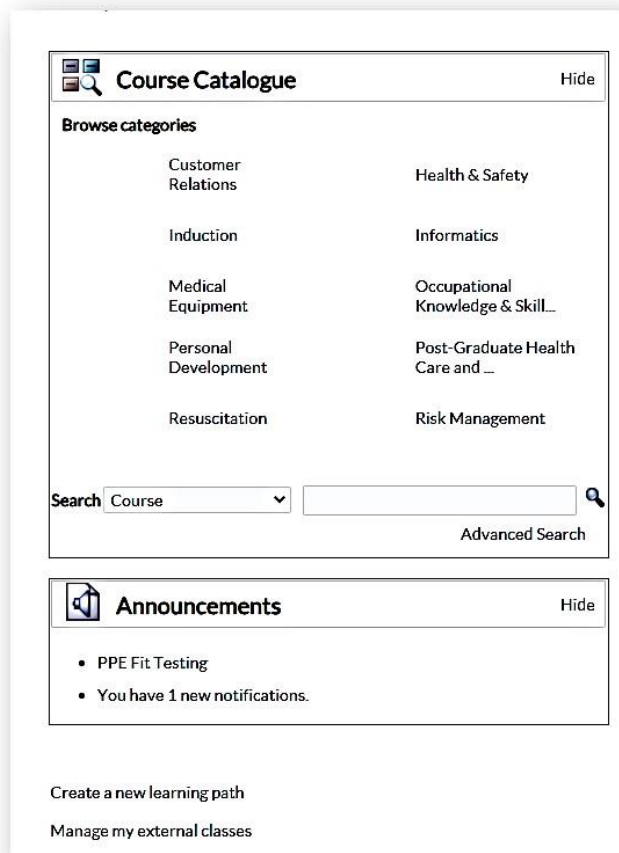
How to Record External Learning on ESR

External Learning is anything that is not normally recorded on ESR via a classroom or Elearning package. Such as Events, Conferences, coaching etc., a full drop-down list is available to select from.

To access External Learning from the Portal, click on My Learning from the left-hand side bar on the portal.



The Learning Homepage will be presented, clicking on external learning enables the end user to add external learning.



How to Record External Learning on ESR

Community and Mental Health Services

From here details of the event conference etc. can be entered along with the appropriate dates and supplier details. This then gets forwarded to your manager for approval, click on continue and add notes for your supervisor/manager.

Create External Learning Cancel Continue

Please enter the details of any completed or future external learning.

Employee Name **McDonald, Miss Theresa (Theresa)**
Employee Number **10523945**

* Indicates required field

* Title
* Completion Date
Equivalent Course
Duration
Award
Contact
Record Type
Additional Enrolment Info
Date Post-Event Interview Due
External Awarding Authority
Registration Date
* Supplier
Location
Training Type
Status

External Learning Review

Proposed
Title
Supplier
Location
Training Type
Duration
Duration Unit
Status
Completion Date

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

+

Approvers

Details	Approver	Status	Delete
>	Bradbury, Debra		

< Add Adhoc Approver >

Comments to Approver

Cancel Printable Page Back Submit

Click on submit and the training has been submitted to your supervisor for approval.



The manager must approve the external learning (From their notifications) before the training is added to the individuals record.