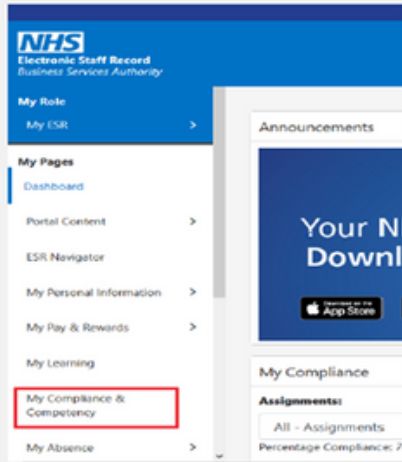
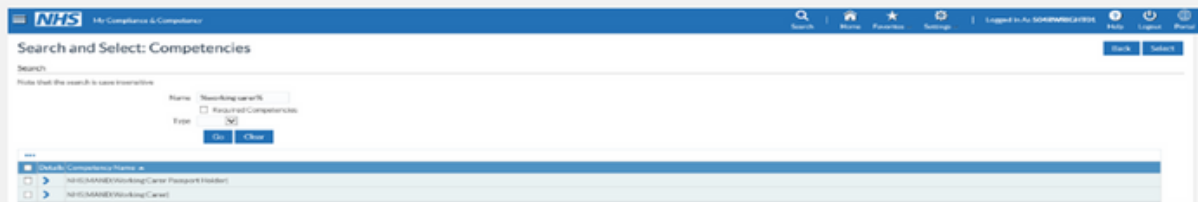


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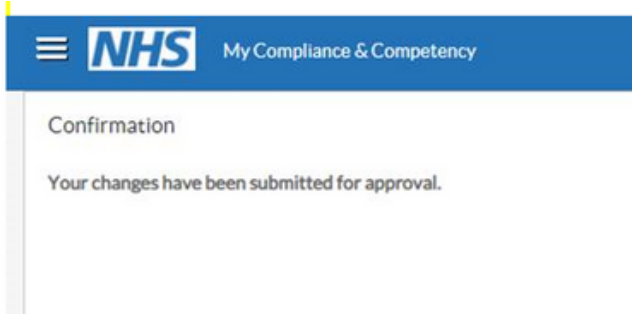
## Option 1 : Employee Self Service User Requests Competency



1. Open the **My Compliance & Competency** page using the navigation on the left hand side of the ESR Portal
2. Assuming you do not already have the competency then press **Add Competencies**
3. Press **Find Competencies** and then use the search term **%working carer%** - tick the box next to the correct competency and press **Select**
4. Amend the Start Date of the competency if required to match when you became a carer and press **Apply**
5. The request to add the competency will be sent for approval



After pressing **Apply** as above in section 4, on the next screen press **Review** and **Submit**, then on the following screen press **Submit**. You should then see the below confirmation



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## Approving Requests

The supervisor receives a notification and an email to approve the request. They then have 8 days to respond otherwise the request times out and the employee will need to re-submit.

1. From the Portal select the Notifications icon

The screenshot shows the NHS Electronic Staff Record portal. At the top, there is a search bar and a 'Vivian Lasso' button. Below this, a notification for 'Competency Profile for Wright, Ricardo' is displayed. The notification includes the following details:

- From:** Nigel Wright
- To:** Ricardo Wright
- On:** 16 Apr 2023 14:10:00
- On:** 16 Apr 2023 14:10:00
- ID:** 162812467

The notification also includes a 'Summary' section with the following information:

- Profile Name:** Nigel, DR Wright, R
- Profile Status:** Active

Below the summary, there is a table of 'New Competencies' with the following columns: 'Competency Name', 'Status', 'Action', 'Start Date', and 'End Date'. The table contains one entry:

Competency Name	Status	Action	Start Date	End Date
162812467 (Rating Case)	Approved		16 Apr 2023	

At the bottom of the notification, there is an 'Action History' section with a table showing the following columns: 'Action', 'Status', 'Start', 'End', 'To', and 'From'. The table contains one entry:

Action	Status	Start	End	To	From
162812467 (Rating Case)	Approved	16 Apr 2023			

2. Find and open the notification requesting the competence to approve it.

