

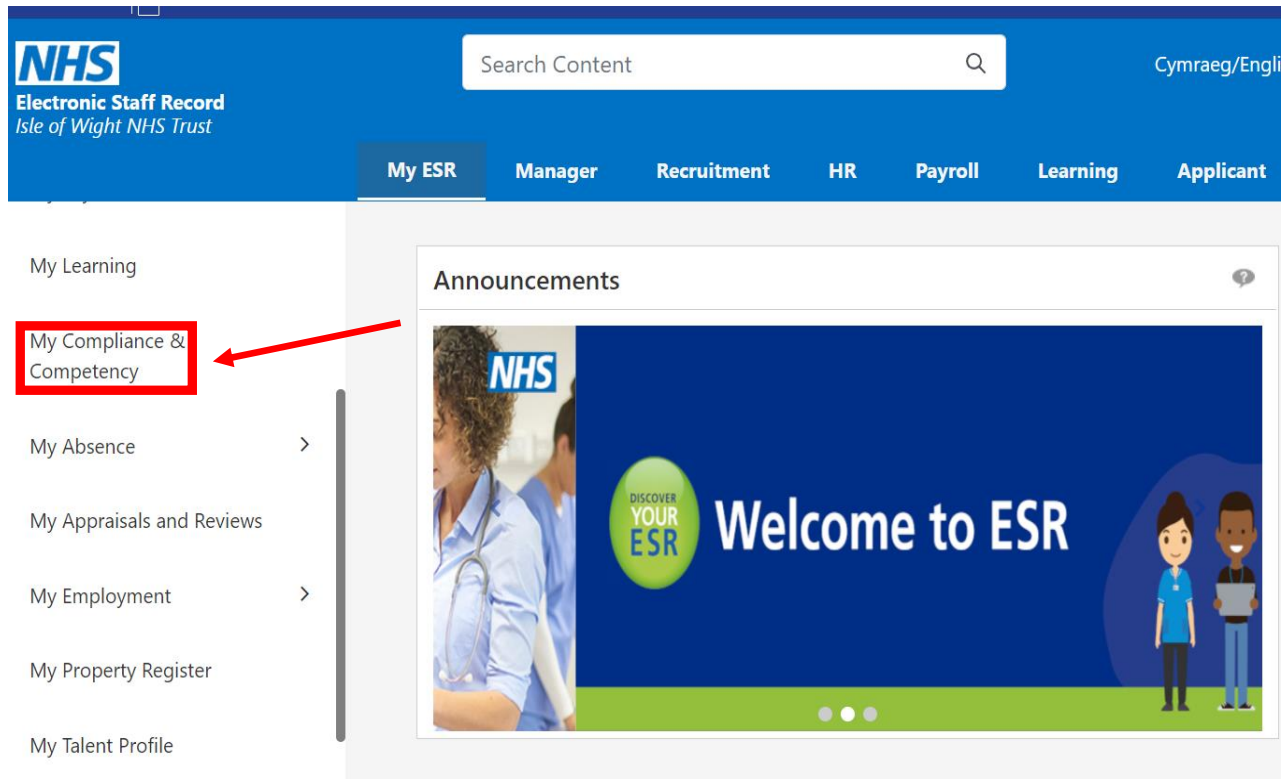
Safeguarding Adults Level 3 Self-Declaration e-Learning Module

How to complete/renew your mandatory Safeguarding Adults Level 3 Self-Declaration module via ESR e-Learning.

This competency can be signed-off in one of 2 ways; via a classroom training session or via a self-declaration e-Learning module (valid one year). The declaration module should only be completed by staff members that have previously undertaken SAL3 training and are already compliant. The purpose of the module is to confirm (declare) that you are compliant.

It is important to note that the competency that you are looking to sign off is attached to the '**Certification**' on ESR, not to the course. This is important because it is possible to complete the training without achieving the competency if the course is not accessed correctly. You must ensure that you are 'Subscribed' to the correct certification and that you 'Renew' the certification if you are repeating it.

The recommended process for correctly accessing the training is described below:



If you experience any difficulties using this guide or any issues related to the training element of ESR, please contact us here; iownt.esrtraining@nhs.net

Log-in to your ESR portal and click the **My Compliance & Competency** link in the left-hand menu

In the Compliance & Competency screen, look for the **NHS/MAND/Safeguarding Adults Level 3 – 3 Years** competency, as indicated below

Required Competencies Only

 **TIP** To view required competencies only, tick the checkbox and press Go

Export Printable Page ...		Rows 1 to 23						
Details	Competency Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
>	NHS CSTF Preventing Radicalisation - Basic Prevent Awareness - 3 Years	0 - Not Assessed	0 - Not Assessed		07-Apr-2025			
>	NHS CSTF Resuscitation - Level 2 - Adult Basic Life Support - 1 Year	0 - Not Assessed			17-Jan-2024			
>	NHS CSTF Safeguarding Adults - Level 1 - No Specified Renewal	0 - Not Assessed	0 - Not Assessed		No Expiry			
>	NHS CSTF Safeguarding Adults - Level 2 - 3 Years	0 - Not Assessed	0 - Not Assessed		10-Jun-2024			
>	NHS CSTF Safeguarding Children - Level 1 - No Specified Renewal	0 - Not Assessed	0 - Not Assessed		No Expiry			
>	NHS CSTF Safeguarding Children - Level 2 - 3 Years	0 - Not Assessed	0 - Not Assessed		04-Aug-2023			
>	NHS MAND Duty of Candour - No Renewal			Y	No Expiry			
>	NHS MAND Hand Hygiene - No Renewal				No Expiry			
>	NHS MAND Mental Capacity Act - 3 Years				04-Aug-2023			
>	NHS MAND Safeguarding Adults Level 3 - 3 Years			N				

Now click on the **magnifying glass icon** to the far right along the same line.

This will take you to the next ESR screen where you will see the Certification Name – Click on the **Details** icon.



Learning



Course Catalogue



Learning History

Competence Name NHS|MAND|Safeguarding Adults Level 3 - 3 Years|

Level Any

Certifications

Certifications that will give you the competence. Click Details to Subscribe to Certificate.

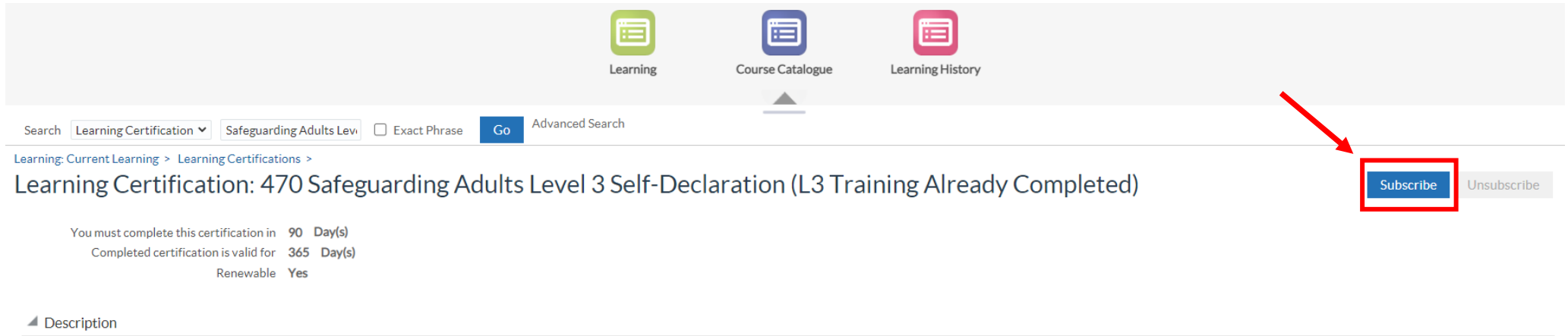
Certification Name	Valid Period	Certification Status	Progress	Competence Level	Details	Renew
470 Safeguarding Adults Level 3 Self-Declaration (L3 Training Already Completed)	365 Day(s)					

Courses

Courses that will give you the competence. Click Details to see classes available for the offering. The Class Details button will only be enabled where there is a single class available for enrolment.

Course Name	Offering Name	Delivery Mode	Enrolled on a Class	Competence Level	Offering Details
470 Safeguarding Adults Level 3 Classroom	470 Safeguarding Adults Level 3 - Classroom	Classroom	No		

The resulting screen will give you the option to **Subscribe** to the SAL3 Self-declaration certification – please click the **Subscribe** button.



Learning Course Catalogue Learning History

Search Learning Certification Safeguarding Adults Lev Exact Phrase Go Advanced Search

Learning: Current Learning > Learning Certifications >

Learning Certification: 470 Safeguarding Adults Level 3 Self-Declaration (L3 Training Already Completed)

Subscribe Unsubscribe

You must complete this certification in 90 Day(s)
Completed certification is valid for 365 Day(s)
Renewable Yes

Description

This e-Learning module is a self-declaration form that staff should complete annually. Staff should only complete this if they are deemed compliant with Safeguarding Adults Level 3 training.

Components

Course Name	Course Sequence
470 000 Safeguarding Adults Level 3 Self-Declaration	1

You will now see a screen that confirms you have 90 days to complete the certification and that it is valid for 365 days. Now click the Finish button.



Learning Course Catalogue Learning History

Search Learning Certification Safeguarding Adults Lev Exact Phrase Go Advanced Search

Learning: Current Learning > Learning Certifications > Learning Certification >

Subscribe: 470 Safeguarding Adults Level 3 Self-Declaration (L3 Training Already Completed)

Back Finish

You must complete this certification in 90 Day(s)
Completed certification is valid for 365 Day(s)
Renewable Yes

Description

This e-Learning module is a self-declaration form that staff should complete annually. Staff should only complete this if they are deemed compliant with Safeguarding Adults Level 3 training.

You will now see a screen that confirms you have successfully subscribed and you now have to enrol on the course itself – please click the **Enrol** button.

Learning: Current Learning > Learning Certifications >

Confirmation
1. You have subscribed successfully.
2. You can now select the classes to enrol in for Mandatory Courses.

Learning Certification: 470 Safeguarding Adults Level 3 Self-Declaration (L3 Training Already Completed)

Learner Home

Skip Enrolments

Certification Information

You began this certification period on: 01-Dec-2022
You must complete this certification by: 01-Mar-2023
You can renew your certification again: 01-Mar-2023
Subscription Number: 34658597
Renewable: Yes

Description:
This e-Learning module is a self-declaration form that staff should complete annually. Staff should only complete this if they are deemed compliant with Safeguarding Adults Level 3 training.

Delivered Competencies

Competency	Proficiency Level
NHS[MAND]Safeguarding Adults Level 3 - 3 Years	

Mandatory Courses

All courses in this section are mandatory.
Select one class for each course below to enrol in.

470 000 Safeguarding Adults Level 3 Self-Declaration

Select	Class	Type	Language	Location	Class Start Date	Duration
<input type="radio"/>	470 000 Safeguarding Adults Level 3 Self-Declaration 18623849		English		15-Nov-2022	

Enrol

Learning: Current Learning > Learning Certifications >

Confirmation
You are enrolled in all the selected classes of the certification 470 Safeguarding Adults Level 3 Self-Declaration (L3 Training Already Completed).

Learning Certification: 470 Safeguarding Adults Level 3 Self-Declaration (L3 Training Already Completed)

Learner Home

Back

-- Select an Action -- Go

You have until 01-MAR-2023 to take this certification.

Certification Information

You began this certification period on: 01-Dec-2022
You must complete this certification by: 01-Mar-2023
You can renew your certification again: 01-Mar-2023
Subscription Number: 34658597
Renewable: Yes

Description:
This e-Learning module is a self-declaration form that staff should complete annually. Staff should only complete this if they are deemed compliant with Safeguarding Adults Level 3 training.

Delivered Competencies

Competency	Proficiency Level
NHS[MAND]Safeguarding Adults Level 3 - 3 Years	

Mandatory Courses

All courses in this section are mandatory.
You have completed 0 out of 1 courses in this section.

Course	Course start date	Choose class/Play
470 000 Safeguarding Adults Level 3 Self-Declaration	15-Nov-2022	

Now click the **Learner Home** icon to return you to your My Learning screen.

By default, you should have been returned to the **Certifications tab** and the table will confirm the name of the certification and that you are subscribed to it.

You are now able to click on the **Play** button for this certification to launch the relevant e-Learning module.

The screenshot shows a learning management system interface. At the top, there are navigation icons for Learning, Course Catalogue, and Learning History. Below these are tabs for Current Learning, Requested Learning, and Forums and Chats. A search bar is present with a dropdown menu set to 'Course' and a 'Go' button. The main content area has tabs for E-Learning Enrolments, Enrolments, Certifications (highlighted in red), Learning Paths, and External Learning. The Certifications tab displays a table of certifications. The row for '470 Safeguarding Adults Level 3 Self-Declaration (L3 Training Already Completed)' is highlighted in red, and its 'Play' button is also highlighted in red and pointed to by a red arrow.

Announcements

- National Coronavirus (COVID-19) e-Learning and Resources
- You have 2 new notifications.

Competence Requirements

Click "Search" to find certifications, courses and learning paths with the required competence

Competence Name	Expiry Date	Search
NHS CSTF Resuscitation - Level 1 - 3 Years	17-Feb-2023	

Show Key

Compliance and Competency

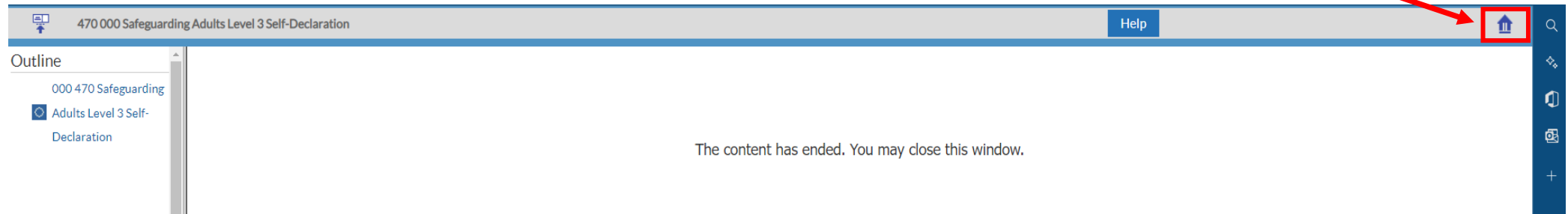
E-Learning Enrolments Enrolments **Certifications** Learning Paths External Learning

Certifications

If any Certification have expired then press the Renew button to allow the related course to be played.

Certification Name	Progress	Certification Status	Last Completed	Renew Date	Renew	Move to History	Unsubscribe	Play
470 Resuscitation Level 1 - 1 Year Certification	Completed	Certified	17-Feb-2022	17-Feb-2022				
470 Mental Capacity Act Certification	Completed	Certified	12-Aug-2022	12-Aug-2022				
470 Domestic Abuse (Children) Learning Certification	Active	Renewing		07-Feb-2023				
470 Safeguarding Adults Level 1 (3 Years) - Certification	Completed	Certified	27-Oct-2022	27-Oct-2022				
470 Safeguarding Adults Level 3 Self-Declaration (L3 Training Already Completed)	Active	Subscribed		01-Mar-2023				
470 Moving and Handling - Level 1 (3 Years) - Certification	Completed	Certified	26-Oct-2022	26-Oct-2022				
470 Fire Safety Level 1 (3 Years) - Certification	Completed	Certified	20-Oct-2022	20-Oct-2022				
470 Preventing Radicalisation - Basic Prevent Awareness - Certification	Completed	Certified	03-Nov-2022	03-Nov-2022				
470 Health, Safety And Welfare Level 1 - Certification	Completed	Certified	14-Oct-2022	14-Oct-2022				
470 Data Security Awareness Level 1 - Certification	Completed	Certified	04-May-2022	04-May-2022				

N.B. Once you have successfully completed the module, please DO NOT FORGET to click the blue home icon (top, right-hand corner) – this saves your completion!



Finally, clicking the blue home icon will return you to your certification tab and the SAL3 Self-declaration certification will show as completed.

