Did you know…

Next week, we begin the final stages of the transition from the Pro4 training system to the ESR Training Portlet.

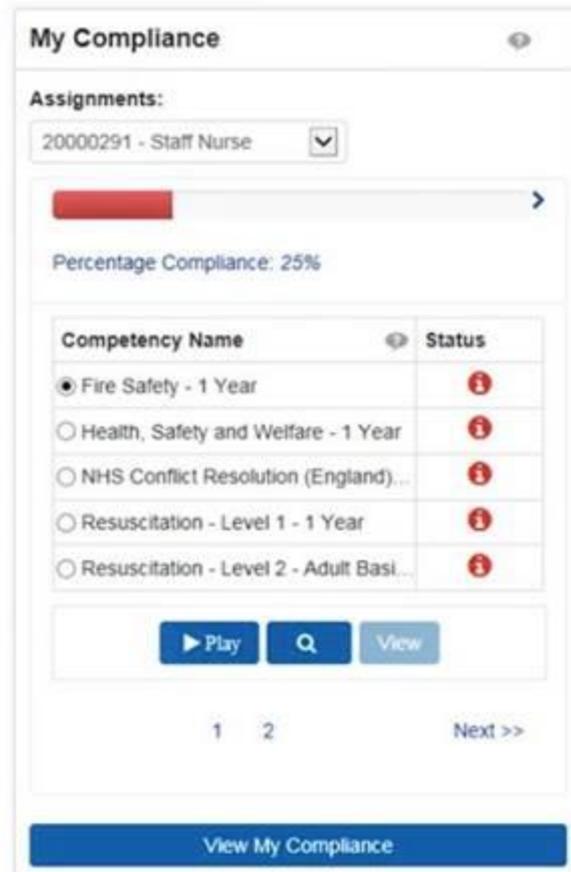This will entail the upload of three large documents of data:

1. **Competencies Held** (the competencies that you have already achieved and have had ticked-off in Pro4 currently)
2. **Competencies Required** (the competencies that you currently hold within your Pro4 mandatory training profile)
3. **Training History** will be uploaded in early December (the last 3 years of your training history – according to Pro4)

Although we anticipate that this will be a relatively smooth transition, the upload process will take most of next week and the training data will begin to align during the following week (w/b the 30th November). We sincerely apologise in advance for any inconvenience that this may cause you and ask for you patience whilst we correct any of the potential errors.

Here's what we can tell you and what you can expect over the coming weeks:

- The transition to ESR will initially focus on statutory and mandatory training.
- All existing course bookings that have been made via the Pro4 system will remain valid and these will be transferred into ESR in due course.
- ESR will generate notifications within your ESR Portlet and send emails to your inbox – Please ignore training-related notifications until further notice
- Mandatory training competencies will begin to show in your ESR Portlet, but with over 3000 staff, we do anticipate a few anomalies and potential glitches that will require time to correct.
- The Training Tracker e-Learning system will remain accessible during the transition period and into December. Mandatory modules completed on Training Tracker will be entered onto ESR
- Amendments to mandatory training profiles and related queries will be considered after the migration has taken place and is successfully operational.
- The Pro4Updates email address has now been renamed to: iownt.esrtraining@nhs.net

The '*My Compliance*' portlet on your ESR portal screen will begin to populate with mandatory training information and will eventually look like this:

The development of the ESR Training (My Compliance) Portlet will simplify how users identify their training requirements and find the appropriate learning from the ESR Portal Dashboard. This will make it a more streamlined process for the end-user as it will reduce the amount of questions and queries our team receives relating to statutory and mandatory training and e-Learning completions.

We would like to take this opportunity to remind you that we now have a dedicated ESR Training Portlet webpage on the Trust's Internet website and here you will find lots of useful information and help files. Please click **this link** to be taken there.

Please pass this on!

Development & Training