# Electronic Staff Record Programme

How to identify working carers

Identifying and supporting working carers, particularly with the additional pressures of responding to the COVID-19 pandemic, is a key focus of the NHS England & Improvement and Employers for Carers campaign to highlight the Working Carers Passport scheme.

To support this initiative two new competencies, which can be assigned to employees either by themselves, by managers or their HR team, have been added to ESR. Using competencies allows us to very quickly utilise existing functionality to enable employees to identify as a working carer or a holder of a working carer passport. Managers and HR teams can then work to ensure the support need is available to them.

Option 1 : Employee Self Service User Requests Competency
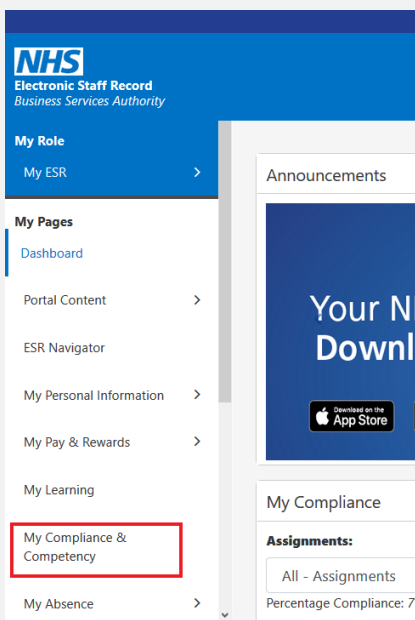
1. Open the **My Compliance & Competency** page using the navigation on the left hand side of the ESR Portal

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
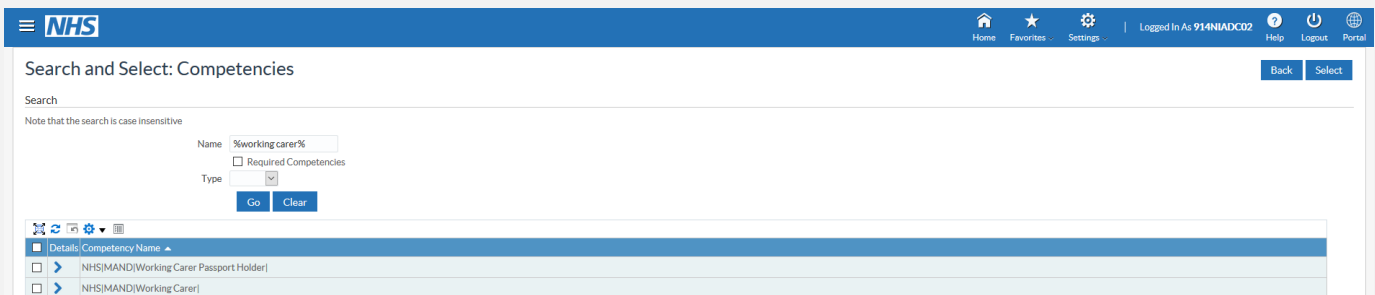
Where can I obtain further support and guidance?

[How to add a competency to your record](#)

Where can I obtain further information on NHS support for carers?

www.people.nhs.uk