

Option 2 : Supervisor Allocates Competency

Allocating the competency to those in your hierarchy can be done using any one of Manager, Supervisor or Administrator self service user responsibility profiles



My Pages

Dashboard

ESR Navigator

Talent Profile

Organisation Chart

My Team Personal Information

My Team Career Information

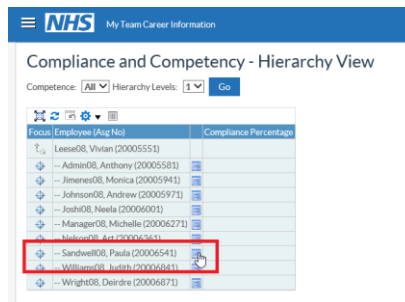
Learning

Appraisals and Reviews

Compliance and Competency

1. Go to the Manager Dashboard and select the Compliance and Competency option under **My Team Career Information**

2. Choose the person you wish to allocate the competency to



3. Assuming that the person does not already have the competency then press **Add Competencies**

4. Press **Find Competencies** and then use the search term %working carer % - tick the box next to the correct competency and press **Select**

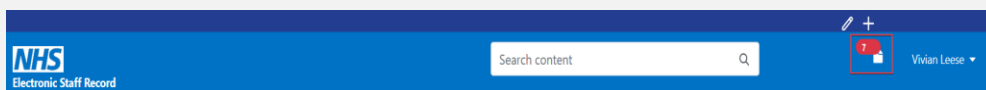
5. Amend the Start Date of the competency if required to match when you became a carer and press **Apply**

6. Press the **Review and Submit** button to check the information. If everything is correct then press **Submit**

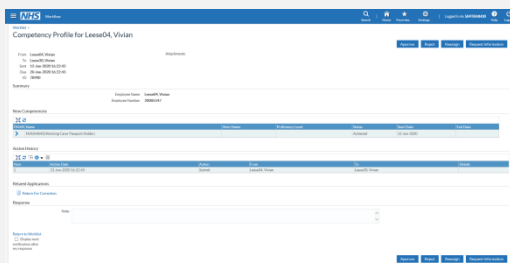
Approving Requests

The supervisor receives a notification to approve the request (and email if the Organisation has a secure email server e.g. they are using NHS.net). 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



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



Where can I obtain further support and guidance?



View the online education support [here](#)