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

Electronic Staff Record		1.	Go to the Manager Dashboard and select the Compliance and Competency option under My Team Career Information		
Business Services Authority Manager	× .	2.	Choose the person you wish	The second secon	
My Pages	_		to allocate the competency to	Compliance and Competency - Hierarchy View	
Dashboard				試会で改ます目 Foous Employme (Ass No) Compliance Percentage	
ESR Navigator				Ŷ _{CD} Leese408, Vivian (20005551) ψ · - Admin08, Anthony (20005581) Ξ ψ · - Jimenex08, Monica (20005941) Ξ	
Talent Profile					
Organisation Chart					
My Team Personal Information	>			A Least Brook name (Proceed 1)	
My Team Career Information	~	3.	Assuming that the person does not already have the competency then press Add Competencies		
Learning					
Appraisals and Reviews		4.	Press Find Competencies and then use the % - tick the box next to the correct	e search term %working carer	
Compliance and Competency					
		5.	Amend the Start Date of the comp when you became a carer and pre	ess 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

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NHS Electronic Staff Record	Search content	۹	Vivian Leese 🔻
	E THES Teacher Teacher Competency Profile for Leese 04, Vivian		Q P + Q + Det Det De Constante Con
2. Find and open the notification requesting the competence to	In a same to a set a set of the s		
approve it.	linita hase → Linitanet/Annual Care Fragent Initial Assastinany H G T © + 2 Sub 200 (2010) For period parameters	Autor Team Indusculari Autor Inne Sant Innet Una	laten besten fetter Alteret Jacobiet Jacobiete
	Reaces		0
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Where can I obtain further support and guidance?