A Guide to Learning, Skills and Qualifications for Employees

Contents

Introduction

This guidance aims to support all employees of the University of Edinburgh, Edinburgh University Press, Edinburgh Innovations, and UoE Accommodation Ltd with the Learning, Skills and Qualifications apps and associated processes within People and Money.

People and Money is the centralised space for staff to browse, search, enrol and undertake learning as well as maintain records of personal/professional skills and qualifications.

There are two apps in People and Money:

University Learning Providers (departments and teams that design and provide learning for staff) manage staff learning opportunities in People and Money. Learning is your first place to look for learning opportunities, complemented by the different University Learning Provider websites and communications designed to keep you updated and provide direct links to learning events and resources.

The Learning app keeps a record of any learning completed using People and Money, or that you might add as external learning. You can also record your experience and career aims in the Skills and Qualifications app.

Details of Learning Providers that manage learning at the University of Edinburgh can be found here.

Please note that the system terminology uses American spelling, for example 'catalog, lisense etc. This document is written using British English.

Before you start

Everyone has access to the Learning, Skills and Qualifications apps in People and Money through 'Me'.

Before reading this guide, do take time to familiarise yourself with the People and Money User Guides for Learning, Skills and Qualifications and check the People and Money Updates webpage.

Why you should I use the Learning, and Skills and Qualifications Apps?

There are a number of reasons to use the Learning, and Skills and Qualifications apps:

- Browse, search and enrol on the latest University courses and learning offerings for staff
- Keep track of your learning progress and plan for your development
- Engage with learning that is relevant to your role, and expected by the University
- Record relevant learning you have completed outside of People and Money
- Hold all your essential and non-essential licences, certificates, and registration in one place
- Share other Skills and Qualification information to support your performance and career development needs as well as internal recruitment
- Support more meaningful continuous professional development conversations with your line manager

What you have access to	What you can do
- The self-service Learning app - The self-service Skills & Qualifications app - System notifications and e-mails via your employee account	- Search for available learning and enrol on to courses - Request new learning - View and record all your learning activities in one place - Acknowledge any assigned and/or recommended learning - Record your skills and qualifications received to date - Hold your essential and optional Licences, Certifications and Registrations

What learning is available in People and Money?

People and Money Learning holds the University staff learning catalogue - a searchable directory of learning opportunities available to employees - with thousands of in person, virtual or digital learning opportunities created delivered and managed by Learning Providers from across the University.

You may wish to access learning opportunities for lots of reasons, for example to support your onboarding and induction, to develop your own skills and career or to support your annual review process.

People and Money Learning manages the entire process of finding, enrolling on, and completing your learning – and builds a record of your participation.

The courses available can have different delivery modes, including:

- Scheduled instructor-led learning which will occur on certain dates, either face-to-face or via digital platforms such as Collaborate, Teams or Zoom
- Blended learning which can be a mixture of self-paced and instructor-led learning
- Self-paced offerings which are always available, or may have a required completion date
- Learning Communities which group content together and can signpost options

You can record external learning (learning that is currently not in the People and Money learning catalogue), for example to record learning you completed for your professional registrations. This information sits alongside the learning completed within the Learning Catalogue in your learning record.

Learning for new starts

Onboarding tasks sent through People and Money guide our new employees to complete expected learning and update their Skills and Qualifications. You will be automatically enrolled in some expected learning.

Finding learning opportunities

You can browse the catalogue using the topic list of available courses, simply by selecting Browse to explore themes of interest. Alternatively, you can use a keyword search to generate results.

The Manage My Learning user guide is a detailed step-by-step guide.

Enrolling on a course

When you have found a course and are ready to enrol, you will see an 'Enroll' button in the course details. You will then be directed to the available offerings. If there are no offerings, you can enrol on the course and the Learning Provider will notify you once there are offerings available for enrolment.

People and Money Learning offers access to learning information, meaning your line manager has real time access to view your activities. This does not replace the requirement for ongoing and meaningful conversations. Learning aims should be discussed with your line manager and agreed in advance of enrolment. This may occur as part of your annual review or at ongoing one to one conversation.

You can enrol on available courses in the learning catalogue. Some courses are self-paced, some are be instructor-led, and some courses are a blend of the two. There are no approval (justification) processes in place prior to enrolling.

Some courses might have in-built prerequisites, which you must satisfy before enrolling for a course.

If a course has a maximum capacity of attendees, once this has been reached, by enrolling, you will be added to the waiting list.

Line managers may assign or recommend learning to their direct reports.

The user guide 'Manage My Learning' has a detailed step-by-step guide.

Once you have enrolled on a course

Once successfully enrolled on a course, your personal learning record is updated to show the enrolment and you can view the content of the course, including any self-paced or pre-coursework, and participate in the offering's learning activities.

Once enrolled onto an instructor led or blended offering, you should add the session date(s) of the course to you Outlook Calendar by clicking 'add to calendar', the option will be downloaded, and you can accept the invitation in the Outlook Application.

Line Managers can see learning progress for their direct reports.

The user guide 'Manage My Learning' has a detailed step-by-step guide.

Waiting lists

Some courses have a maximum capacity for attendance. You can join a waiting list if the maximum capacity is reached and withdraw from the waiting list if you choose to. The waiting list automatically allocates a place on a course to the next person, when one becomes available. Please manage withdrawals in the Learning application, removing an event from your calendar does not automatically withdraw your enrolment.

It is good practice to regularly check Me> Learning to review your waitlist status and accept or decline a place if one becomes available to you.

The user guide 'Manage My Learning' has a detailed step-by-step guide.

Withdrawing from or cancelling a course

You may need to withdraw from or cancel attendance of a course or offering. Learning Providers may also cancel and withdraw learners. A line manager may also withdraw or cancel attendance of a course for individuals within their team. You will receive a notification if you have been withdrawn from learning

Please note that you may be assigned another offering for the same course you have booking on, which results in the previous enrolment being withdrawn.

The The user guide 'Manage My Learning' has a detailed step-by-step guide.

If you cannot withdraw yourself from a course you should ask your line manager in the first instance. Managers can withdraw learners from voluntary assignments but cannot withdraw a learner from a required assignment set by someone else.

Alternatively, you should contact the Learning Provider, details of this can be found in the course syllabus within the learning catalogue.

Completing courses and learning activities

Once enrolled, you will see the learning activities that are required to complete the course. You should undertake learning activities, which will be either self-paced, instructor-led or a mix of different types of learning.

You will receive notifications when an activity is completed and a confirmation when all learning is completed. At this point the course will be marked 'complete' in your learning record. In some circumstances you may also have the option to mark your own learning as complete.

Line managers see a record of completed courses for their direct reports.

Completing evaluation questionnaires from instructors and learning providers

You may have an evaluation questionnaire to complete after learning, and are encouraged to complete the evaluations, as these are valuable for ongoing improvements for the design of learning activities. Line managers cannot see evaluation questionnaire responses.

Rating and commenting on a course that has been attended

Once you have completed a course, you can rate it with a star system, and add additional comments. **Please note that the rating and comments given are not anonymous**. They are attributed to the learner who made them, and visible by all People and Money Learning users.

Adding external learning or previously completed learning to your learning record

A good way for you to keep track of Continuous Professional Development (CPD) is to add relevant learning taken outside the University to your learning record which makes it visible to your line manager.

Learning Communities

A learning community is a digital place where learning is curated in a particular topic or area of interest. This can be shared or assigned to a distinct set of people known as community members. You can join a learning community to become a member and be signposted to specific learning. There is no social aspect to Learning Communities.

Skills and Qualifications

You can update your skills and qualifications through Me> Skills and Qualifications in People and Money at any time.

There is no requirement to update this information, but it may be of benefit to support career progression discussions and help managers identify the skills and qualifications within their team. Some information may have been pre-populated during recruitment, e.g. Education and Work History.

Skills and Qualifications information is available to Hiring Managers during the recruitment process and employees applying internally for an advertised role will be able to update their skills and qualifications at application stage.

- **Career Preferences** – information can be added on your aims with your career within and outside of the University of Edinburgh.
- **My Licences, Certifications and Registrations** – information can be added regarding any licences and certificates that you hold. Does not require line manager approval and may be useful for managing your continuing professional development record.
- Licences, Certifications and Registrations (Essential for current role) – as above but will require line manager approval.
- **Education** - for recording formal education and qualifications that you hold, e.g., a degree.
- **Work History** - for recording current and prior work history.
- **University of Edinburgh Skills and Behaviours -** at present this section references the Digital Skills Framework (for all staff) and the Researcher Development Framework (focussing on research and academic staff).
- **Special Projects** - for information on any projects you have led or contributed to. You will be able to select a project category, for example Research Project, Transformation/Change Project, Volunteering Project.
- **Additional Information** - used to record early career research status only. Employees and line managers may update this to support the Research Excellence Framework (REF) data analysis.
- **Attachments** – allows you to add copies of any certificates, licences or registrations or other related material.

The User Guide - Employee - How to Update and Review Skills and Qualifications will guide you through updating your Skills and Qualifications.

If the qualification, licence, certification, or registration is not listed, you can request that this be added. Please complete [Request for additional qualification, license or certificate form](#) and submit via a Service Request, Enquiry > Skills and Qualifications> Add missing content to option lists.

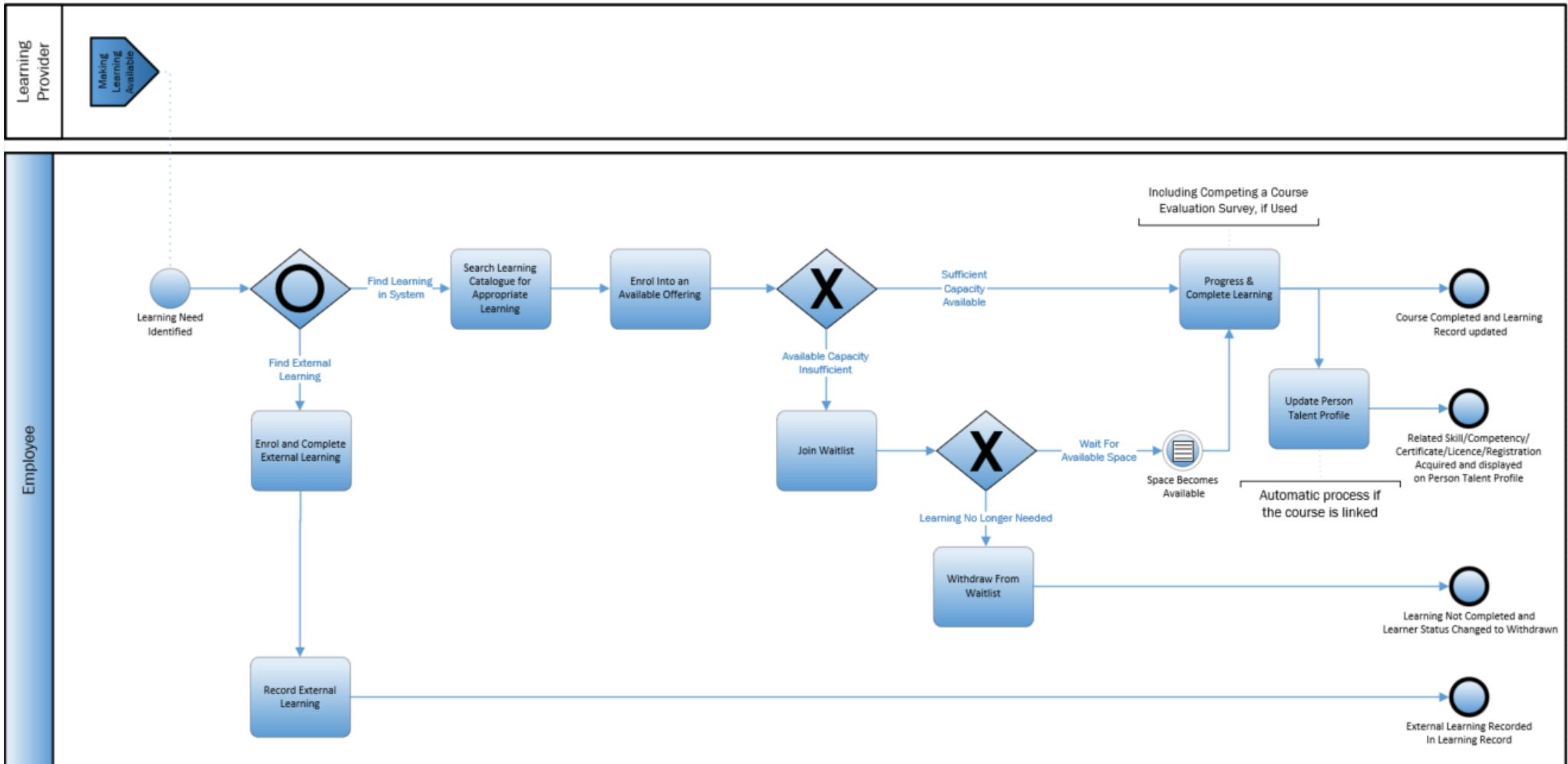## Help with Learning, Skills and Qualifications in People and Money

Please search My Knowledge for support in the first instance. Follow the People and Money user guide ['How to search my knowledge'](#). If you cannot find the information required, raise a service request, following the People and Money user guide ['How to raise and maintain a service request enquiry'](#).

Other points to note

- Any previously completed learning prior to the launch of Learning in People and Money in late 2021 **has not** been automatically added to your learning record. The record of completed learning can however be added manually. See the ['Manage My Learning'](#) user guide for further information.
- You should make all requests for external learning through your line manager in the first instance following current local process.
- In most cases, the Skills and Qualifications app is incomplete when you first log in. If you joined the university after November 2020, the details you provided at application stage are there. You can review and update this information at any time, see the ['Skills and Qualifications'](#) section below for further information.

End to End Process Map

Level 3 – Developing Yourself v3.0

Learning Provider

Making Learning Available

Employee

Learning Need Identified

Find Learning in System → Search Learning Catalogue for Appropriate Learning → Enrol Into an Available Offering →

Sufficient Capacity Available → Progress & Complete Learning → Course Completed and Learning Record updated

Including Competing a Course Evaluation Survey, if Used

Find External Learning → Enrol and Complete External Learning

Available Capacity Insufficient → Join Waitlist → Wait For Available Space → Space Becomes Available

Update Person Talent Profile → Related Skill/Competency/Certificate/Licence/Registration Acquired and displayed on Person Talent Profile

Automatic process if the course is linked

Learning No Longer Needed → Withdraw From Waitlist → Learning Not Completed and Learner Status Changed to Withdrawn

Record External Learning → External Learning Recorded In Learning Record

Key Roles

Role	Description
University of Edinburgh employees and employees in subsidiaries	All university members of staff have access to view learning activities, to enrol and complete them, where appropriate, and to record learning they have completed, externally to the University in their People and Money learning record. Students do not have access to learning in People and Money unless they are an employee and should use their employee login. Visitors do not have access to People and Money Learning.
Line Manager	All members of staff that have or has direct or matrix -style management responsibilities for the employee or team. Line Managers has access to Learning, Skills and Qualifications for themselves and their team.
Learner	Employees within the University. NOTE: Agency Workers and Casual staff do not have access to People and Money - Learning
Learning Provider	Staff that design and provide learning within the University.

Glossary (A-Z)

Terminology	Explanation
Activity	Content within an offering that the learner must complete. For example, an activity may be 'Prep work to do for First Aid Training', or in an example where the learning is held over multiple days- each date, location would be called out in a separate activity.
Assignment	A one-time only assignment of some learning. Assignments can be for a course or an offering. Assignments can be self-assignments (done by the individual), or assigned by the manager, or others (i.e. Learning Provider).
Blended Learning	A blend of learning where some elements of the learning will be instructor-led, and some elements will be self-paced.
Certification	A status or level of achievement confirmed in an official document. Often a certification is achieved following the successful completion of a professional training programme or course. An example of a certification required for staff working in catering in the University is the 'Royal Environmental Health Institute of Scotland (REHIS) Elementary Food Intermediate Certificate'.
Course	A course is an entity in the Learning Catalogue that defines what learners will learn from completing an offering. A course is made up of offerings, which are instances of the course that contain information about how, when, and where you undertake the learning. For example, a course called 'First Aid' may have an instructor-led training offering in Edinburgh, another instructor-led training offering in Glasgow, and a self-paced online offering. You can decide which offering of the course they wish to take.
Delivery Mode	How the course or learning is given – either instructor-led, self-paced or blended.
Evaluation	Digital feedback forms that are provided to learners at the end of a course, to measure the satisfaction of the learner. These may be on other systems, depending on the Learning Providers preference.

External Learning	Learning completed outside of People and Money Learning, which you want to record within the system using the action "Record External Learning" this is then visible in your learning record as a non-catalogue item. The learning can be completed externally or internally using a different system.
Instructor	The person delivering the training, whether in -person or online. There are two types of training facilitator described in People and Money, either Instructor or Training Supplier, to describe the person delivering the training, whether in person or online. Instructors are university staff within People and Money whereas training supplier will usually be an external facilitator.
Instructor-Led Learning	There will be a real time facilitator leading the learning item - this may be in person or delivered live on a digital meeting platform. Synchronous Learning.
Learning Catalogue	The searchable catalogue of learning opportunities (includes Courses, Offerings, Communities).
Learning Community	A learning community is a place where learning is curated for a particular topic or area of interest and shared or assigned to a distinct set of people known as the community member.
Learning Provider	The department or area that provides certain learning activities. You can search the Learning Catalogue by 'Learning Provider',e.g, 'Health and Safety' or 'Human Resources' etc.
Learning Record	The employee's record within People and Money that shows courses which are completed, in progress, not completed, assigned and suggested.
Licence	A formal permission granted to an individual from the government or other authority to do something. An example of a licence required for a number of jobs in the University is a valid driving licence. Another example is a Home Office Personal Licence that gives permission to an individual to undertake regulated procedures in biomedical research.
Offering	A specific instance of a course. For example, this may be 'First Aid Training Day Edinburgh' or 'First Aid Training Day Glasgow'. These elements sit within a Course, they are in effect the building blocks of a Course.
Prerequisites	An item, definition or level that learners must meet to undertake the learning. An example would be 'the prerequisite for enrolling in Advanced Python Skills is that you have completed the 'Introduction to Python'.
P&M	People and Money.
Qualification	A qualification is a pass of an examination or an official completion of a course, for example BA Hons, GCSE, Advanced Higher.
Recommended Learning	Learning content in the catalogue can be recommended to a Learner by a colleague or manager. The Learner will receive a notification of the recommended learning. (e.g., Course, Offering, Specialisation).
Registration	A registration is a professional registration with a relevant professional body that recognises the individual's ability to practice in a specific professional capacity and their commitment to the agreed standards. An example is the Nursing and Midwifery Council Registration.
Required Learning Assignment	Completion of this learning is required by a specified date. The learner will receive a notification of the required learning. The learning is assigned to the learner by either their manager or by a learning provider. If not completed by the specified date, this shows as overdue learning in People and Money.

Self-Paced Learning	The learner may be able to decide when to complete the learning, normally this will be an eLearning course.
Training Supplier	There are two types of Facilitators to choose from in People and Money, either Instructor or Training Supplier, to describe the person delivering the training, whether in person or online. A training supplier is a facilitator from an external company.
Voluntary Learning Assignment	Learning that the learner chooses to undertake, or that which has been assigned by their Line Manager or a Learning Provider. Assigned learning can be for a course or an offering.