

THE UNIVERSITY of EDINBURGH

People and Money: Learning

Employee: How to manage your learning

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Introduction

This guide covers key tasks in People and Money: Learning - a one-stop-shop for staff learning at the University.

There are hundreds of learning opportunities (courses) available to you, some are expected of you in your role and may be assigned to you, and others are available for you to enrol on, or for your manager to enrol you on.

Courses may be instructor-led in a classroom, be delivered virtually using e.g. Teams, or be self-paced e-Learning that you complete independently.

Remember that People and Money offers access to learning opportunities, but it 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 during your ongoing one to one conversation. Further information to support you is available in the <u>Conversations Hub</u>.

Before you start, please familiarise yourself with the <u>Guide to Learning, Skills and Qualifications for</u> <u>Employees.</u>

In Brief

This section is a simple overview and should be used as a reminder.

From the People and Money home page, select **Me**, then **Learning** to see a screen with 3 key menu items on the bottom left of screen.



My Learning Experiences

This is the main screen for learning where you can:

- See a list of courses you are enrolled on, with an indicator that shows your status on each course
- Use filters to change the display of items by enrolment status and date
- Change the sort order to your preference
- Select any tile to view more details on each of your enrolments and take actions on that enrolment, e.g. resume learning that has been previously started or withdraw from learning
- Record external learning not booked using People and Money.

Browse

Select Browse at the bottom left of your screen to:

- See a list of courses and learning communities that our university Learning Providers have curated into categories and topics that may be of interest
- Find out more about these learning opportunities
- View an index of topics
- Follow topics of interest to you

- Enrol on courses that are of interest to you, and
- Recommend courses to colleagues.

Search

Select Search at the bottom left of your screen to:

- Search by keyword in the course title or description
- Use filters to enhance your search by category, topic, learning format, date
- Change the sort order of search results to your preference
- View My Learning Communities (for those that you are a member of)
- View recommendations that you have made to colleagues.

In Detail

From the People and Money home page, select Me, then Learning

My Learning Experiences

This screen allows you to view, search and engage with your current and previous learning enrolments.

All your enrolments are shown here. Each course tile gives detail of your status and can be selected for more information and actions.

Courses shown are a mix of required and voluntary learning that either you or your manager have enrolled you on, that you have been assigned, and recommendations made by colleagues.

From this screen, you can also record any external learning you would like to reflect in People and Money, for example if you've been participated training that was not booked via People and Money or is delivered by another organisation.



PM3218 - March (25A)

Tips:

- Use Search learning enrolments pop in words from the course title and select the magnifying glass to search
- Use filters for Enrolments, Completed Date and Enrolled on Date to refine your search
- You also sort your results by date, and alphabetically.

Course details & key actions

This example shows an enrolment onto a self-paced e-learning course and some key actions that you could take on an enrolment.

Managi Course	ng a Diverse Team		R	
	View More Enrollment Details			
Team leaders leadership co team. Vaness then shares s Total Attempts Al 1	Find Offering Rate Learning Report Recommend Withdraw	culture that celebrates differences and foster with knowledge and impactful strategies that rself to lead by identifying cornerstones of d ng your team to cultivate behaviors that buil	s the best performance from ev t can help you successfully mar liversity and reviewing diversity d trust and strengthen relations	very team member. In this course, nage, counsel, and lead a diverse r and inclusion terminology. She ships.
Additional	info			
Enrollment Num OLC244145 View More De	tails	Enrolled On 31/01/2022	Enroll Säitin	ed By

- Resume opens this learning which has been started previously, learning which has not been started will show a Launch button, and a virtual instructor-led session will show Join
- View More Enrollment Details opens a side screen with more information
- Find Offering lets you explore different ways or dated sessions to learn about this topic, where these are available
- Rate Learning encourages you to share your experience of this course with other staff by adding a star rating and comments, with your name shown
- **Report** lets you contact the owner of this learning with feedback
- Recommend is where you can recommend this learning to colleagues, and that recommendation will appear in their My Learning Experiences screen
- Withdraw allows you to cancel your enrolment on incomplete learning that you have enrolled on yourself or has been assigned to you as Voluntary by your manager, or automatically. You may not withdraw from a Required learning assignment.

Tips:

- You may see different Actions to the example above, as this is context sensitive
- Available Actions depend on the status of your enrolment, and the type of learning

Take Again, or View Content

You may see one of two different options when you come to review learning you have completed previously.

- **Take Again** creates a new enrolment for completion and typically appears on courses that you self-enrolled on or that were assigned to you as a voluntary assignment.
- View Content allows you to review learning previously completed where it is a Required assignment (that typically has a 2- or 3-year renewal cycle) and does not update the Completion date.

Record external learning

From the top right of My Learning Experiences, select Actions> Record External Learning.

My Learning Experiences			Actions 🔻	View Tra
earch learning enrollments	Q	Record Ext	ernal Learning	
		View My Le	arning Communities	

Complete the information relevant to your external learning and select **Record** from top right of screen. Justification does not require to be completed.

Record External Learning

Start Date 1/03/2025	Completion Date 1/03/2025	Ē
Actual Effort in Hours	Score Achieved	
Attachments		
Drag and Drop Select or drop files here.		
Learning Item Details		
nue		
nue		Required
URL	Expected Training Hours	Required
URL Cost	Expected Training Hours Currency	Required
URL Cost Description	Expected Training Hours Currency	Required
URL Cost Description	Expected Training Hours Currency	Required
URL Cost Description Dustification	Expected Training Hours Currency	Required

You will see your learning recorded in My Learning Experiences, with a status of Bypass Complete.



Cancel

Record

Browse

Browse learning is accessed from bottom left of screen, by selecting Browse.



Here you can browse selected learning opportunities that our university learning providers have organised into topics of interest.

Using the scrolling list of topics near the top of this screen, that you can navigate using the arrows, and make your selection. You could also select Topic Index (top right of screen) to see a different way to access this information.

In this example, you will see Expected Learning is the selected topic, as it is in **bold** text on the scrolling list.



From this screen you can

- 1. review more information about learning available in each of the categories aligned to your chosen topic(s)
- 2. enrol on learning of interest from the course details.

Tips:

- Not all learning opportunities are shown using Browse
- If you don't find what you're looking for here, please use Search.

Enrol on a self-paced offering - walkthrough

Let's walk through the steps to enrol on a self-paced offering for Challenging Unconscious Bias from this **Browse** by selecting that course tile to begin.

First, select the course tile to see more information, and actions to Enroll, Learn More or Add to Journey

Expected Learning: Diversity, Inclusion and Bias Two self-paced courses: Equality and Diversity Essentials and Challenging Unconscious Bias	Equality and Diversity Essentials Course	Challenging Unconscious Bias Course	
Course Challenging Unconscious I 5 ***** ?review Published on 1/11/2021 . Effort 1.0h - 1.5h An online course that aims to increase understat Completion of this course is required for staff in Enroll Learn More Add to Jour	Bias nding of Unconscious Bias in the workplace. volved in recruitment and promotion panels. ney		۲

Select Enroll to see this screen, with an Actions drop down (described above in My Learning Experience).

< Chall Course Actions	lenging Unconscious Bias			
0 of 1 requ	uired activities completed			
Evaluation	n			
Cha eLe	allenging Unconscious Bias earning	Started on 11/05/2024	Required	~
P Eva Eva	aluation aluation	Not started		~
0 of 1 requ Evaluation Cha eLe & Eva Eva	uired activities completed n Hallenging Unconscious Bias earning aluation aluation	Started on 11/05/2024 Not started	Required	~

You will see this enrolment has 2 activities to complete, the required learning and an optional evaluation.

To access the learning, select the little down arrow (next to the word Required), then select **Launch** to start, or **Resume** to continue your learning.

< Ch Cour	nallenging Unconscious Bias ^{rse}		
0 of 1 r Evaluat	equired activities completed		
•	Challenging Unconscious Bias eLearning Resume	Started on 11/05/2024	Required
	Challenging Unconscious Bias self-paced online learning Total Amempts Allowed Unlimited		
20	Evaluation Evaluation	Not started	~

Tips:

- Self-paced learning available is from a variety of different publishers, and you should expect different courses to look and behave differently.
- The enrolment process is the same for all self-paced learning whether you access it from **Browse** or from **Search**.

Search

Search learning is accessed from bottom left of screen, by selecting **Search**.



Here you can

- Search the entire staff learning catalogue by keyword in the course title or description
- Use filters to refine your search by category, topic, learning format and date(s)
- Change the sort order of search results to your preference
- View My Learning Communities (for those that you are a member of)
- View recommendations that you have made to colleagues
- Select the tile for a course of interest to see more information and key actions

< Search the Learning	g Catalog	View My Learning	g Communities View Recommendations I Made	
Search for learning Category Topic Learning Format	Q Start on or After End on or Before			
431 results			Sort By Most recently featured]
New Staff Meet-Up Course	IAD: Learning and Teaching Learning Community	Identity Validation Technology (IDVT) Training Course	Right to Work in the UK Document Checking _{Course}	
IAD: Career Support for Researchers Learning Community	Be a Better Manager by Motivating Your Team Course	Challenging Unconscious Bias _{Course}	Gearing up For Welcome Week (Student Advisers) ^{Course}	
Good Practice for Student Advisers Course	Health and Safety responsibilities of Heads of School and equivale Course	Implementing Reasonable Adjustments Course	Introduction to Sustainability Course	

Here is an example of search results for Working Safely, starting on or after 13 May 2024 showing the search term and date filter activated, and sorted by Most relevant.

< Search the Learning	g Catalog	View My Learning	g Communities View Recommendations Made
Working Safely Learning Format Start on or After 2024	Q -05-13 X End on or Before Clear (1)		
4 results			Sort By Most relevant
IOSH Working Safely	IAD - How to Collaborate Effectively	New Staff Meet-Ups	IAD - Developing as a Mentor
Course	Course	Course	Course

Enrol on an instructor-led offering – walkthrough

Let's walk through the steps to enrol on an instructor-led offering for IOSH Working Safely from our example **Search** by selecting that course tile to begin.

First, select the course tile to see more information, and actions to Enroll, Learn More or Add to Journey*.

Working safely	Q		
Category Topic Learning Format Start of	n or After End on or Before		
; results			Sort By Most relevant
IOSH Working Safely I Course C	OSH Managing Safely	Lone and Out of Hours Working Course	Hybrid Working and Flexible Working Policies - HR Briefing Course
Course			8
Published on 28/11/2022 . Effort 7.0h The Health and Safety Department is accredited to d institution of Occupational Safety and Health (IOSH)	eliver this one day training course by the on the management of health and safety		
	<i>_</i> ,		

Select the **Enroll** button to see two available offerings on this Complete Your Enrollment screen, each with its own **Enroll** button. Review the details for available offerings, choose the most appropriate offering for you and select **Enroll**

IOSH Working Safely	t	Enroll in Course
IOST WORKINg Selecy		
What you'll learn		
Part 1: Introducing working safely		
Part 2: Defining hazard and risk		
Part 3 Identifying common hazards		
Part 4: Improving safety performance		
Expected Effort 7.0 hours		
AVAIIADIE UTTETINGS 15/05/2024 - 17/05/2024 IOSH Working Safely 15 May 2024 - Estates staff only British English	Edinburgh, GB Charteris Land CL_3.13	Enroll
	Ediphurgh GB	

You will then see this screen which has details of 3 activities for this offering. Expand the detail of each activity using the little down arrow to the right of the activity to see more information

< IOSH Working Safely Course				
0 of 3 required activities completed				
Day 1 15 May 2024 Instructor Led Training		Not started		Required 🗸
Day 2 16 May 2924 Instructor Led Training		Not started		Required 🗸
Day 3 17 May Instructor Led Training		Not started		Required
Additional info				
Enrollment Number OLC4325965 View More Details	Enrolled On 11/05/2024		Enrolled By Morag Easton	

From the details you can **Download Invite** for your Outlook Calendar. You will also receive bell notifications and email alerts relating to this enrolment a few days before the activity as a reminder.

< IOSH Working Safely Course Actions		
0 of 3 required activities completed		
Day 1 15 May 2024 Instructor Led Training UOSH Working Safely Day 1 Expected Effort 7h Sart Date Sart Date Sart Date	Not started	Required 🖍
Where Name CL_3.13	Location Charteris Land Holyrood Road EDINBURGH EHB BAQ UNITED KINGDOM	
Instructors Bob Sanders 44-07816892102 Robert.Sanders@ed.ac.uk_DNU		

Tips:

- Instructor-led learning may be in a physical location, be online, or be delivered in a hybrid way. Remember to check the details in the offering title before you select **Enroll**
- Remember to **download invite** to pop in your Outlook calendar
- If there are no available offerings, you can enrol on the course and the Learning Provider will advise you when new offerings are available

- There is no approval process in Learning. You should consult with your manager (if required) about release to attend training
- The enrolment process is the same for all self-paced learning whether you access it from **Search** or from **Browse**.