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Competence Bulk Upload and Replace

Introduction

This fact sheet covers the use of the competence bulk upload and replace processes in ESR.

Key Points

These processes are for making changes to employee Competence Profiles. Any changes to Competence Requirements are made using the Career Management URP. Assistance may also be available from the NHS Central Team by submitting an SR.

Further details in the Competence Requirements and Auto Subscription and Enrolment fact sheet.

Bulk Upload

This process is used for adding, end-dating, or purging competencies from employee records.

Reports - Submit Request - Single Request - Select Process

Ad Hoc Reports	Via/geloc - 504 Learning Administration Functions Documents Search ESR Search for employees and applicants	Reports	X
	Search ESR Top Ten List + Manage Learnin Hanage Resour Hanage Resour Hanage Learni Ha	Find % It to run? Name NHS Competence Auto Enrol Report NHS Competence Buik Replace Process NHS Competence Buik Replace Process NHS Dynamic to Static Assignment Set Conversion(Non Payroll) NHS Enrolment Detail Report NHS End Date/Close Course, Offering, Class Attendance Signature Sheet Report Enrollment Cancellation and Automatic Waitlisting Learner Sign-In Sheet OLM Centification Report OLM Course Evaluation Report OLM Course Evaluation Report	Applicati ← Custom Custom Custom Custom Custom Human Learning Learning Learning Learning

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Parameters

					F.7)	
Name	NHS Competence B	ulk Upload Process						
Operating Unit	O Deveryorker							(m
Parameters	Parameters							
Language	Effective Date	27-JUL-2018	-0					
	Competence Name	NHS CSTF Informa	ation Govern	nance - 1 Year	rl	6		
At these Times	Level	1 - Assessed				9		
Run the Job	Assignment Set		-				3	
	Mode	Add	- 4			_		
Upon Completion	Validate or Commit	Validate Only - Up	dates Not A	pplied To The	e Database	5		
		۹						
Lavout						Can	Clear	Help
Notify						Quint		(Toth
Print to	noprint							
Help (<u>C</u>)				Sub <u>m</u> it	Cancel			

- 1. Date from which the change will apply to the person competence profile as specified for the modes below.
- 2. Competence being uploaded, if you are only uploading certain Levels then the Competence Level value can be populated
- An assignment set can be added if Competence is only being uploaded for certain staff
- 4. Mode can be Add, End-Date or Purge
 - i. Add Will add the specified Competence to records from the Effective Date
 - End-Date Will end date the specified Competence at the Effective Date specified for employees who have the competence and the existing Valid To date is greater than the date specified
 - Purge Will remove the specified Competence at the Effective Date specified for employees who have the competence and the existing Valid To date is greater than the date specified
- 5. Always run in Validate mode to confirm what changes will be made before running in Validate and Commit Mode

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September 2018 It's your **ESR**

Click OK, click Submit

			Copy
Name	NHS Competence Bulk Upload	Process	
Operating Unit			
Parameters	23-JUL-2018:NHS CSTF Informa	ation Governance - 1 Year :1 - Asses	sed:Surgery_Staff_Nurs
Language	American English		
		Language Settings	Debug Options
t these Times			
Run the Job	As Soon As Possible		Schedule
Ipon Completion	Save all Output Files	Burst Output	
Layout			Options
Notify			
Print to			
Help (<u>C</u>)		Submit	Cancel

Viewing Log Files

Either wait for the process to complete or use the View Requests option

 View Request Search ESR Manage Learning Manage Content Manage Resources Manage Learners Business Intelligence Reports Standard Reports Ad Hoc Reports Submit Request View Request 	ing Top Ten List

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Find the correct process and click View Log to review log file in a new Internet Explorer tab.

Auto Ref	fresh (<u>K</u>)			/ Single Request	Copy Reguest Set	
Request ID	News	Parent	Dhara	Chatura	Deservations	
2706457	Name NHS Competence Bulk Upl		Completed	Normal	Parameters	
2706456	NHS Competence Bulk Up		Completed	Normal	2018/07/23 00:00:00, 9526, 42	
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Hold	Request View	v Detail <u>s</u> …		Rer <u>u</u> n Request	View Output	
					C	

HS Competence Bulk Upl	Load Process			
ARAMETERS:				
EFFECTIVE DATE : 01	-MAY-2018			
COMPETENCE : NH	IS MAND Blood Transfusion - 1 Year			
LEVEL :				
ASSIGNMENT_SET_ID :				
MODE : Ad	id			
VALIDAIE_COMMIT : Va	alidate only - updates Not Applied To The Database			
	NIC 2018 17-26-20			
rocess started at 15-				
rocess started at: 15-	-AUG-2018 17:26:30			
rocess started at: 15-	AUG-2018 17:20:30			
rocess started at: 15-	Hod-2016 17:26:30			
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rocess started at: 15- he following employees MPLOYEE NUMBER APPLIC 0055417	AUG-2016 17:28:30 had competences successfully added/deleted: CANT NUMBER FULL_NAME 007Lane, Mrs. Sarah	FROM 01-MAY-2018	TO 	LEVEL
rocess started at: 15- he following employees MPLOYEE NUMBER APPLIC 0055417 005561	AUG-2016 1/128:30 had competences successfully added/deleted: CANT NUMBER FULL_NAME 007Lane, Mrs. Sarah 007Lanence, Mrs. Mary	FROM 01-MAY-2018 01-MAY-2018	TO 30-APR-2019 30-APR-2019	LEVEL
rocess started at: 15- the following employees MPLOYEE NUMBER APPLIC 0055417 0055462	Add-2016 1/128:30 had competences successfully added/deleted: CANT NUMBER FULL NAME 007Lane, Mrs. Sarah 007Lewrence, Mrs. Mary 007Lewis, Miss Sarah	FROM 01-MAX-2018 01-MAX-2018 01-MAY-2018	TO 30-APR-2019 30-APR-2019 30-APR-2019	LEVEL
rocess started at: 15- 'he following employees MPLOYEE NUMBER APPLIC 0055417 0055462 0055290	ANG-2018 1/128:30 s had competences successfully added/deleted: CANT NUMBER FULL NAME 007Lane, Mrs. Sarah 007Lawrence, Mrs. Mary 007Lewis, Miss Sarah 007Newile, Mrs. Chrsitine	FROM 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018	TO 30-APR-2019 30-APR-2019 30-APR-2019 30-APR-2019	LEVEL
rocess started at: 15- he following employees MPLOYEE NUMBER APPLIC 0055417 0055462 0055462 0055459	Add-2016 1/128:30 s had competences successfully added/deleted: CANT NUMBER FULL_NAME 007Lane, Mrs. Sarah 007Lane, Mrs. Sarah 007Lewis, Miss Sarah 007Neville, Mrs. Chrsitine 007Smith, Mr. Ben	FROM 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018	TO 30-APR-2019 30-APR-2019 30-APR-2019 30-APR-2019 30-APR-2019	LEVEL
rocess started at: 15- he following employees MPLOYEE NUMBER APPLIC 0055417 0055451 0055462 0055290 0055459 0055550	Add-2016 1/128:30 had competences successfully added/deleted: CANT NUMBER FULL NAME 007Lane, Mrs. Sarah 007Lawrence, Mrs. Mary 007Lewis, Miss Sarah 007Neville, Mrs. Chrsitine 007Smith, Mr. Ben 008Holloway, Mr. Simon	FROM 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018	TO 30-APR-2019 30-APR-2019 30-APR-2019 30-APR-2019 30-APR-2019 30-APR-2019	LEVEL
rocess started at: 15- the following employees MPLOYEE NUMBER APPLIC 0055417 0055462 0055459 0055459 0055247	Add-2016 1/128:30 had competences successfully added/deleted: CANT NUMBER FULL_NAME 007Lane, Mrs. Sarah 007Lewince, Mrs. Mary 007Lewine, Miss Sarah 007Neville, Mrs. Chrsitine 007Smith, Mr. Ben 008Lavroce, Mrs. Mary	FROM 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018	TO 30-APR-2019 30-APR-2019 30-APR-2019 30-APR-2019 30-APR-2019 30-APR-2019	LEVEL
rocess started at: 15- he following employees MPLOYEE NUMBER APPLIC 0055417 0055452 0055452 0055459 0055550 0055550 0055551	Add-2016 1/128:30 a had competences successfully added/deleted: CANT NUMBER FULL_NAME 007Lawrence, Mrs. Sarah 007Lewis, Miss Sarah 007Nevile, Mrs. Chrsitine 007Smith, Mr. Ben 008Holloway, Mr. Simon 008Lawrence, Mrs. Mary 008Lewrence, Mrs. Mary	FROM 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018 01-MAY-2018	TO 30-APR-2019 30-APR-2019 30-APR-2019 30-APR-2019 30-APR-2019 30-APR-2019 30-APR-2019	LEVEL

If happy with results, click Rerun Request.

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Auto Re	efresh (<u>K)</u>			Сор	y Single Request	Copy Reguest Set
Request ID	Name	ļ	Parent	Phase	Status	Paramators
712777	NHS Competer	nce Bulk Upl		Completed	Normal	2018/05/01 00:00:00, 9561,
711857	Submit Generi	c Process C		Completed	Normal	41141, UK_EMP_ASS_UPDA
Hold	l Request el Request	View	/ Detail <u>s</u> gnostics		Rer <u>u</u> n Request	View Output

Change the parameters

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Run this Request	
	Copy
Name	NHS Competence Bulk Upload Process
Operating Unit	
Parameters	01-MAY-2018:NHS MAND Blood Transfusion - 1 Year :::Add:Validate Only - Updates Not Ap
Language	American English
	Language Settings Debug Options
At these Times	
Run the Job	As Soon As Possible Schegule
Upon Completion	
	Save all Output Files
Layout	Options
Notify	
Print to	
Help (<u>C</u>)	Sub <u>m</u> it Cancel

Change mode to Validate and Commit and Submit again

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Rec C	quests Submi	tRequest	
1	Runt	this Request	
			Copy
		Name	NHS Competence Bulk Upload Process
		Operating Unit	
		Parameters	01-MAY-2018:NHS MAND Blood Transfusion - 1 Year :::Add:Validate Only - Updates Not Ar
		L anguage	American English
		Parameters	
		Effective I	Date 01-MAY-2018
	At th	Competence N	ame NHS MAND Blood Transfusion - 1 Year
		L	Level
		Assignment	t Set
	- Upor	- N	Add
		Validate or Cor	mmit Validate and Commit
			OK Cancel Help
(Help (<u>C)</u>	Submit Cancel
e,			

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Bulk Replace

This process is used for replacing one competency with another on employee records.

Reports - Submit Request - Single Request - Select Process

Standard Reports	Navigator - 504 Learning Adr	ministration	_ ×		
Submit Request View Request	Search ESR Search for employees and	applicants	Reports		
	Search ESR + Manage Learnin	Top Ten List Submit a New Request	Find%]	
	+ Manage Resour + Manage Learner	What type of request do you want to run?	Name NHS Competence Auto Enrol Report	Applicati Custom	
	+ Business Intellig + Reports	 Single Request This allows you to submit an individual requ 	NHS Competence Bulk Replace Process NHS Competence Bulk Upload Process NHS Dynamic to Static Assignment Set Conversion(Non Payroll) NHS Enrolment Detail Report	Custom Custom Custom Custom	
		 Request Set This allows you to submit a pre-defined set requests. 	NHS Percentage Competence Requirement Report NHS End Date/Close Course, Offering, Class Attendance Signature Sheet Report	Custom Human Learning	
		OK	Enrollment Cancellation and Automatic Waitlisting Learner Sign-In Sheet OLM Certification Report	Learning Learning Learning	
			OLM Chat Report OLM Course Evaluation Report ◀	Learnin Cearnin Cearni	
	ŀ		(Eind) QK Gancel		

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Parameters

Run this Request	
	Сору
Name	NHS Competence Bulk Replace Process
Operating Unit	
Parameters	Parameters X
Language	Effective Date 23-JUL-2018
	Old Competence Name NHS MAND Information Governance - 1 Year
At these Times	Old Competence Level
Run the Job	New Competence Name NHS CSTF Information Governance - 1 Year
	New Competence Level 1 - Assessed
Upon Completion	Assignment Set
	Validate or Commit Validate Only - Updates Not Applied To The Database 5
Layout	
Notify	OK Cancel Clear Help
Print to	
Holp (C)	Submit
neip (⊵)	Subilit

- 1. Date Competence will be replaced
- 2. Competence being replaced, if you are only replacing certain Levels then the Old Competence Level value can be populated
- 3. Competence that is replacing the existing old Competence, if a Level is being assigned then this can be populated
- 4. An assignment set can be added if Competence is only being replaced for certain staff
- 5. Always run in Validate mode to confirm what changes will be made before running in Commit Mode

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Rules for Replacing

Old Competency	New Competency	New Competency End Data
No Fixed Term	No Fixed Term	No End Date
Fixed Term	No Fixed Term	No End Date
No Fixed Term	Fixed Term	New End Date
Fixed Term	Fixed Term	

IF the fixed term of the new competence is less than or equal to fixed term of the old competence THEN use the earlier of Old End Date and New End Date

IF the fixed term of the new competence is greater than the fixed term of the old competence THEN use the later of Old End Date and New End Date

Examples

The Date Last Awarded is used as the date to calculate the Valid To date when replacing one Fixed Term competency with another.

Old	Valid From	Valid To	New	Date Effective	Valid From	Valid To	Date Last Awarded
MAND Information Governance No Renewal	01-JAN-2018		CSTF Information Governance No Specified Renewal	01-AUG- 2018	01-AUG-2018		
MAND Information Governance 2 Years	01-JAN-2018	31-DEC-2020	CSTF Information Governance No Specified Renewal	01-AUG- 2018	01-AUG-2018		
MAND Information Governance No Renewal	01-JAN-2018		CSTF Information Governance 2 Years	01-AUG- 2018	01-AUG-2018	31-JUL-2018	
MAND Information Governance 2 Years	01-JAN-2017	31-DEC-2020	CSTF Information Governance 1 Year	01-AUG- 2018	01-AUG-2018	31-DEC-2018	01-JAN-2018
MAND Information Governance 1 Year	01-JAN-2018	31-DEC-2018	CSTF Information Governance 1 Year	01-AUG- 2018	01-AUG-2018	31-DEC-2018	
MAND Information Governance 1 Year	01-JAN-2017	31-DEC-2018	CSTF Information Governance 2 Years	01-AUG- 2018	01-AUG-2018	31-DEC-2019	01-JAN-2018

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Assignment Sets

Assignment Sets can be used to make updates or replace competencies for specified staff rather than for all staff (this is when the Assignment set parameter is left blank).



- 1. Name, cannot start with a number, no spaces
- 2. Criteria uses a formula to create the assignment set
- 3. Amendment uses employee names to create the assignment set

The recommended approach is to use Criteria as this will always create assignment sets based on current information

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Create Criteria

Criteria are created using

10	Condition	&ASG_ORG	Operator =	504 Ward 10	
20	OR	&ASG_ORG	=	504 Ward 9	
30	AND	&ASG_JOB	LIKE	%Staff Nurse	
40	AND	&PER_CURRENT_EMP	=	Yes	
<u> </u>					
		Assignment Set			-
			0		
-		Name Si	urgery_Staff_Nurs	es	Status Active

Common database items are listed below, a full list is available here.

Database Item	Description
&ASG_JOB	Job Role
&ASG_ORG	Organisation
&ASG_POSTIION	Position
&PER_CURRENT_EMP	Current Employer

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Convert to Static Assignment Set

Before the assignment set can be used in the bulk processes it needs to be converted to a static list.

Run this Request			
		Сору	
Name			
Operating Unit		Reports	×
Operating Unit			
Parameters		Find %	
Language			
		Name	Applicati 📤
		NHS Competence Auto Enrol Report	Custom
		NHS Competence Bulk Replace Process	Custom
At these Times		NHS Competence Bulk Upload Process	Custom
Run the Job	As Soon as F	NHS Dynamic to Static Assignment Set Conversion(Non Payroll)	Custom 🦿
		NHS Enrolment Detail Report	Custom 🤤
		NHS Percentage Competence Requirement Report	Custom 6
Upon Completion		NHS End Date/Close Course, Offering, Class	Human
	✓ Save all Ou	Attendance Signature Sheet Report	Learning
		Enrollment Cancellation and Automatic Waitlisting	Learning
Layout		Learner Sign-In Sheet	Learning
Notify		OLM Certification Report	Learning
Drint to		OLM Chat Report	Learning
Plint to			Learning
		(Find) (OK) Consel)	
Help (<u>C</u>)			

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Parameters

Run this Request		(Comu		
		Copy		
Name	NHS Dynamic to Static Assignn	nt Set Conversion(Non Payroll)		
Operating Unit	Parameters		×	
Language	Am Effective Date	2 1111 2018		
	Dunamic Assignment Set			
	Static Assignment Set	urgery_stall_wurses		
At these Times	Static Assignment Set			
Run the Job	As	(OK	Cancel Clear Help	
Upon Completion		(<u></u>)		
	Save all Output Files	Burst Output		
Lavout		Options		
Notify				
Print to	noprint			
Help (<u>C</u>)		Submit Cancel		

- 1. Records must meet the criteria specified at the effective date
- 2. The Assignment Set to be converted to a static list
- 3. The Assignment Set that must be used in the Assignment Set parameter in the Bulk Upload/Replace process.

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Viewing the Records Included

Click the Export button in the Assignment Set toolbar.

Manage Learners	
Search and View Learner	
Learning History	
Enrolments and Subscriptions	Assignment Set
Learner Groups	
🖼 Assignment Set	Name Surgery_Staff_Nurses Status Active
Customers	
👿 View Enter & Maintain	
Competence Profile	<u>Criteria</u> <u>Generate</u> Amendment
Qualifications	
📧 Schools & Colleges	L Rusinese Intelligence
📧 View Address	
👿 View Phones	
📧 View Supplementary Roles	
Performance Review	
👿 View Assignment	
Reprenticeship Details	

Click Next and open spreadsheet to view included records.

You must enable macros.

Integrator		Viewer		Layout	Content
egrator Update Assignment Sets					
elect Viewer					Next
ect the application on your desktop ti	hat will be used to view the documen	t. If Reporting is checked	d, the document you create will	not allow upload.	
	Viewer Excel 2007		~		
	Assignment Set Name	• Tay	Surnery Staff Nurses St	2	
	Business Group	*Numbe	NHS Business Group		
	Assignment Set Id	* Numbe	2084		
	Upl Assignment Number	Full Name	Include Or Exclude	Messages	
	20055148	Dixon03, Mr. Simo	Include		
	20055153	Steele07, Mrs. Ke	r Include		
	20055154	Steele03, Mrs. Ke	r Include		
	20055159	Lawrence11, Mrs.	Include		
	20055181	Smith16, Mr. Ben	Include		
	20055182	Baker08, Mrs. Yve	Include		
	20055188	Smith05, Mr. Ben	Include		
	20055195	Baker01, Mrs. Yve	Include		
	20055197	Johnson02, Mr. Ar	n Include		
	20055199	Neville05, Mrs. Chi	ri Include		
	20055201	Steele10, Mrs. Ke	r Include		
	20055212	Neville14, Miss Chr	i Include		
	20055213	Baker05, Mrs. Yve	Include		
	20055216	Smith08, Mr. Ben	Include		
	20055218	Neville04, Mrs. Chi	ri Include		
	20055220	Lawrence12, Mrs.	Include		
	20055225	Johnson04, Mr. A	n Include		