THE UNIVERSITY of EDINBURGH

A Guide to Learning, Skills and Qualifications for Employees and Learners.

Contents

Introduction

This guidance aims to support all employees and learners with the Learning, Skills and Qualifications apps and associated processes within People and Money.

How employees and learners access learning will change from November 2021 with the launch of the new People and Money Learning app. This will create a centralised space for staff and line managers, where they can search for and undertake learning as well as maintain records of their personal/professional skills and qualifications.

There are two apps in People and Money:

University Learning Providers (departments that design and provide learning for staff) will aim to move most staff learning into the Learning Catalogue on People and Money by the summer of 2022, prior to this learners and line managers may need to search for and access learning from a variety of existing sources (MyEd, Moodle, Cardinus, Learn etc.). People and Money should be the first search area, unless you know the content is found elsewhere. In addition, the University Learning Provider websites will keep you updated as content is moved over.

Learning, Skills and Qualifications offers a place to record any learning completed (via courses in People and Money and External Learning). It is also a way to 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, specialization, lisense etc. This document is written using British English.

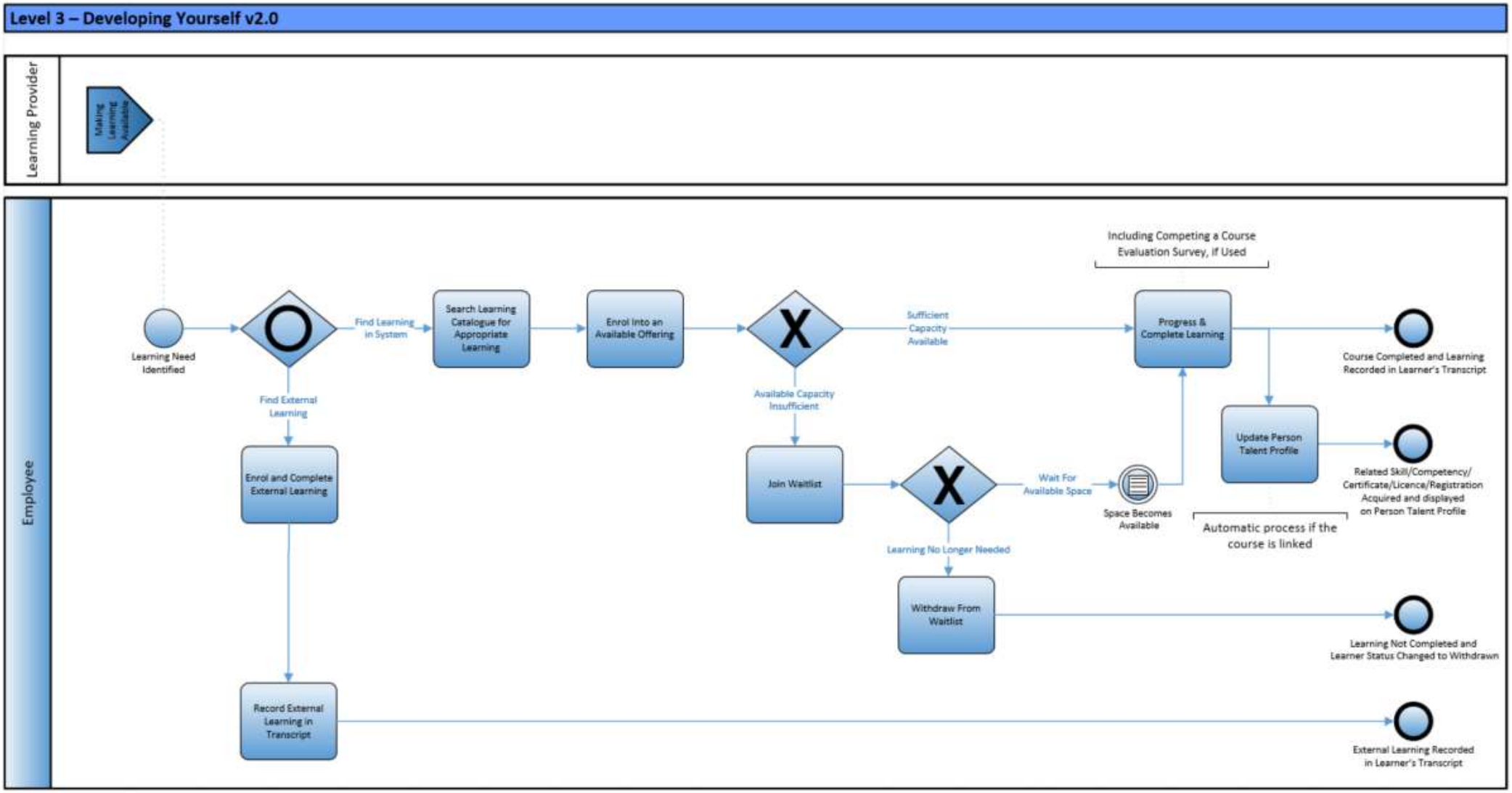
Glossary (A-Z)

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. Learners will have learned the same things which ever offering they complete.
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.
External (Noncatalog) Learning	Learning completed outside of People and Money Learning, which you want to record within the system using the action "Record External Learning Experience" this is then visible in your transcript 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 P&M, either Instructor or Training Supplier, to describe the person delivering the training, whether in person or online. Instructors are university staff within P&M 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 Catalog	The searchable catalogue of learning (includes Courses, Offerings, Communities, Specialisations).
Learning Community	A learning community is a place where learning can be grouped around 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' and you will see for example all the courses which are provided by 'Health and Safety' or 'HR' etc.
Learning Record	The employee's record within P&M 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'.
Learning Community	A learning community is a place where learning can be grouped around a particular topic or area of interest and shared or assigned to a distinct set of people known as the community member.
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/ HR. If not completed by the specified date, this is defined as overdue learning in P&M.
Self-Paced Learning	The learner decides when to complete the learning, normally this will be an eLearning course.
Specialization	A specialisation is a logical grouping of courses aimed to help learners achieve learning goals in a larger learning objective.
Training Supplier	There are two types of Facilitators to choose from in P&M, 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, which has been assigned. Assigned learning can be for a course or an offering.

End to End Process Map



Key Roles

Role	Description
University of Edinburgh employees and employees in subsidiaries	All university members of staff will 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 will not have access to learning in People and Money unless they are an employee and should use their employee login.
Line Manager	All members of staff that have or will have direct or matrix -style management responsibilities for the employee or team. Line Managers will have access to Learning, Skills and Qualifications for themselves and their team.
Learner	Employees within the University.
Learning Provider	Staff that design and provide learning within the University.

Before you start

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

Familiarise yourself with the People and Money User Guides and Videos for the Learning, Skills and Qualifications processes and check the People and Money Updates webpage.

Responsibilities of an employee – Why you should access the Learning Skills and Qualifications Apps

- To search and choose from the latest University courses and learning offerings
- To keep track of your learning progress and plan for your development
- To join learning communities and receive learning that is relevant to your role
- To record learning completed outside of People and Money
- To have more meaningful continuous professional development conversations with your line manager
- To hold all your essential and non-essential licences, certificates, and registration in one place
- To hold other Skills and Qualification information to support performance, career development needs as well as internal recruitment

What you will have access to	What you will do
• Access to the self-service Learning app • Access to the self-service Skills & Qualifications app • Notifications via the system and e-mails via your employee account	• Search for available learning and book on to coursers • Request new learning • View and record all your learning activities in one place (including external learning) • Acknowledge any assigned and/or recommended learning • Record your skills and qualifications received to date • Hold your essential and optional Licences, Certifications and Registrations on People & Money

What is available in the Learning Catalogue?

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

The learning catalogue is a searchable list of learning opportunities available to employees. The courses held within the catalogue will have different delivery modes, these include:

- Self-paced offerings (including toolkits) which are always available

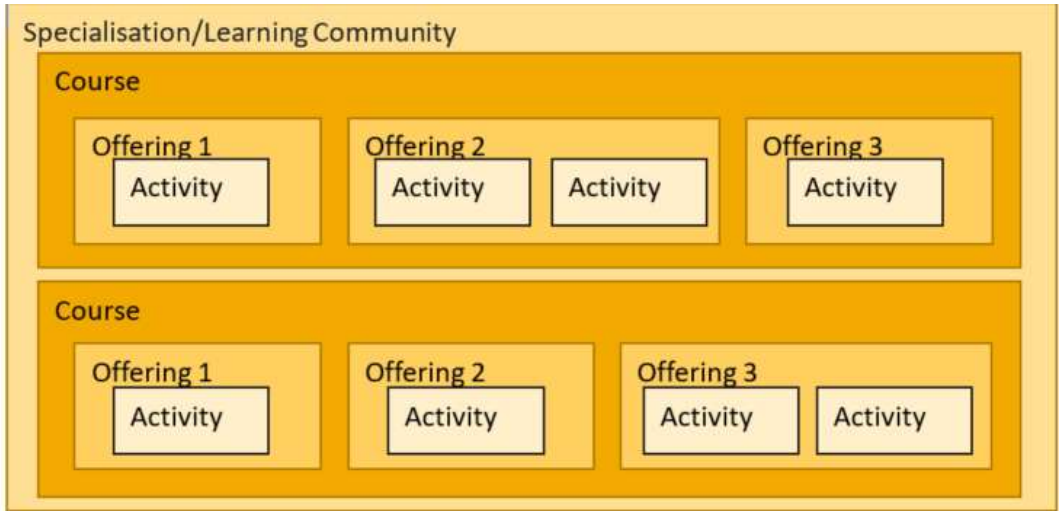
- Self-paced online offerings which will have a required completion date
- Scheduled instructor-led offerings which will occur on certain dates, either face-to-face or via digital platforms such as MS Teams or Zoom
- Blended learning which will be a mixture of self-paced and instructor-led learning activities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

If you cannot find the course you are looking for, please refer to the details of learning providers who manage learning at the University of Edinburgh here.

In addition, employees can record external learning (learning that is currently not in the People and Money learning catalogue). For example, this can be used to record your Continuing Professional Development (CPD) learning you complete for your professional registrations. This information will sit alongside the learning completed within the Learning Catalogue in your Learning Transcript.

Courses will contain Offerings (a specific instance of a course) and the content will also contain activities (content within an offering that the learner must complete). Some courses will have more than one offering and multiple activities.

The diagram below demonstrates how the course catalogue is set up:



Learning for New Starts

Onboarding tasks sent through People and Money will direct new employees to complete suggested learning and review and update their Skills and Qualifications.

What should I do if I have a question regarding Learning, Skills and Qualifications in People and Money?

Please watch the user videos and search My Knowledge for support in the first instance. Follow the P&M user guide 'How to search my knowledge'. If you cannot find the information required, raise a service request, following the P&M 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 **will not** be automatically added to a learning record. The record of completed learning can however be added manually. See section 'Adding external learning or previously completed learning to your learning record' for further information.
- You will be able to make a request to undertake external learning (provided out with the University) through a procurement process within P&M once this element of the system is launched, until then you should make all requests for external learning through your line manager in the first instance following current local process. Further information is available on the procurement webpage.
- In most cases, the Skills and Qualifications app will be blank when you first log in. If you joined the university since the launch of People and Money, (November 2020) the details you provided at application stage will be recorded. You can review and update this information at any time, see the 'Skills and Qualifications' section below for further information.

How to Browse the Learning Catalogue

Employees can browse the learning catalogue. The learning catalogue will contain courses and resources created by University of Edinburgh Learning Providers as well as all LinkedIn Learning courses. Note that content within the learning catalogue will increase over time.

The P&M User Guide - Employee - How to View Search Enrol and Withdraw from learning will support you in how to use the learning catalogue.

How to Enrol on a Course

People and Money Learning, offers more access to learning related information, meaning your line manager will have real time access to view your bookings. 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 conversations.

Employees can enrol on available courses in the learning catalogue. Some courses will be self-paced, some will be instructor-led, and some courses will be a blend of the two. Where the course is free to attend, there will not be an approval process in place prior to enrolling.

Some courses might have in-built prerequisites, which learners must satisfy before enrolling for a course. Learners can enrol on a course prior to completing the prerequisites and will have seven days to complete the prerequisite and update their Skills and Qualification record or they will be withdrawn from the 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.

A practical point to note in the system: when you have found a course and are ready to enrol, you will see an 'Enroll' button in the middle of the screen. It is important to note that this button is only active if there is one offering (instance of a course) associated with the course. If there is more than one offering, this button is not active. If you click on it, to enrol, you will be directed to the numerous offerings. If there are no offerings, you can still enrol and the learning provider will notify learners once the offerings are available for booking.

The P&M User Guide - Employee - How to View Search Enrol and Withdraw from learning will support you in how to enrol in a course within the learning catalogue.

Once you have enrolled on a course

Once successfully enrolled on a course, the employees learning record will be updated to show the enrolment and the employee will be able to view the content of the course, including any self-paced or pre-coursework.

Learners will be able to complete the course by selecting and enrolling in an offering (instance of a course) and by completing the offering's learning activities.

Once booked onto an instructor led or blended offering, learners should add the session date(s) of the course to their Outlook Calendar by clicking 'add to calendar', the option will be downloaded, and you can accept the invitation in Outlook. Further information is available in the system user guide 'How to View Search and Enrol in Learning' as below.

Line Managers will see the learning record for their direct reports.

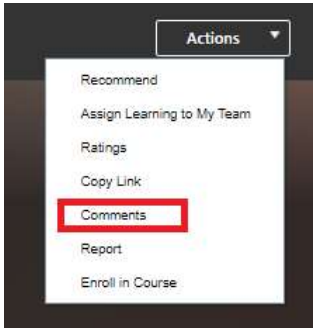
The P&M User Guide - Employee - How to View Search Enrol and Withdraw from learning will support you further.

Communicating with the Learning Provider

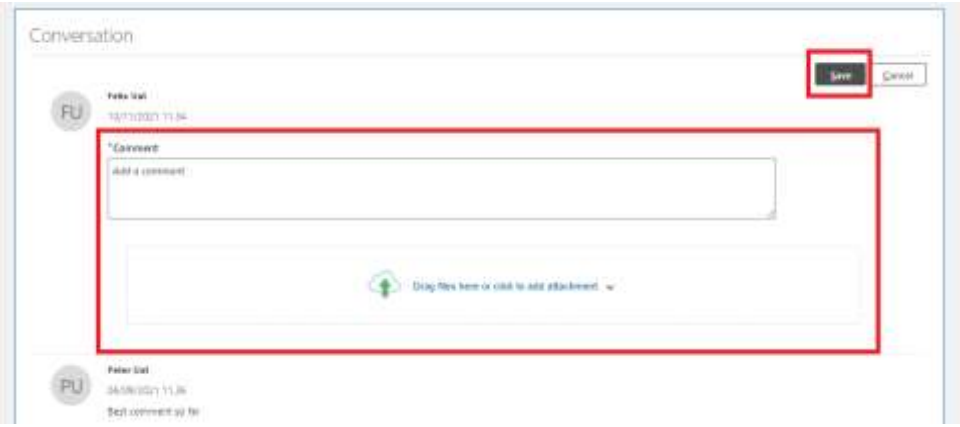
If you have questions about a course, specialisation or offering you should contact the Learning Provider, details of this can be found in the course syllabus within the learning catalogue.

Some courses or offerings will make available a feature where communication can occur within People and Money. These exchanges can be open to anyone, before they enrol, or they can be only available to learners who have enrolled in the course/offering.

When the option is enabled in Actions you will see 'Comments'



Comments are posted in a conversation space that may or may not be structured, depending on the set up relating to the learning item it is associated with. You can add comments, which can be replied to and moderated by the organiser. You will also see other participants' thoughts.



Waiting Lists

Some courses will have a maximum capacity of attendees. Employees will be able to join a waiting list once the maximum capacity is reached, and to withdraw from the waiting list if they choose to. P&M will manage the waiting list automatically and allocate a place on a course when a space becomes available.

Automatic system notifications will not be sent when an employee moves off the waiting list so should check Me>Learning to for the status of any courses requested. In advance of the start date, Learning Providers will contact learners who have moved from the waitlist and have a place.

The P&M User Guide - Employee - How to View Search Enrol and Withdraw from learning will support you in how to withdraw from a waiting list.

Withdrawing from or Cancelling a Course

Learners may need to withdraw from or cancel attendance of a course or offering. Alternatively, 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.

Please note that you may be assigned another offering for the same course you have booking on, which results in the older assignment being withdrawn. Employees will receive a notification if they have been withdrawn from a learning item.

The P&M User Guide - Employee - How to View Search Enrol and Withdraw from learning will support you in how to withdraw from a course.

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, learners will see the learning activities that are required, to complete the course. Learners will undertake learning activities, which will be either self-paced, instructor-led or a blend of the two.

A Learner will receive notifications when a task is completed and a confirmation when all learning is completed. At this point the course will be marked 'complete' in the learners learning record. A learner will also have the option to mark their learning as complete.

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

The P&M User Guide - Employee - How to View Search Enrol and Withdraw from learning will support you further.

Completing evaluation questionnaires from instructors and learning providers

An enrolee on a course may have an evaluation questionnaire to complete after learning. Learners are encouraged to complete the evaluations, as these are valuable for ongoing improvements for the design of learning activities. The line manager of the learner cannot see the evaluation questionnaire that their direct reports' complete.

Rating and commenting on a course that has been attended

Once a learner has completed a course, they can rate it with a star system, and add additional comments. **Please note that the rating and comments given are not anonymous**. They will be accredited 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 a learner to keep track of Continuous Professional Development (CPD) is to add learning taken outside the University to their learning record. Once a learner has done this, it will also be visible to their line manager. A learner can also add training that they have completed prior to the launch of Learning in People and Money, to their People and Money learning record.

The P&M User Guide - How to record an external learning experience guides you through the steps to take.

Learning Communities

A learning community is a place where learning is grouped around a particular topic or area of interest. This can be shared or assigned to a distinct set of people known as the community members. All learners can join a learning community. Learners benefit from joining a learning community to be signposted to specific learning within the community.

Community members and managers can add content to the community (where permissions allow).

Initially the use of Learning Communities is limited. As more courses are added to People and Money, we would expect that the use of the Learning Community option will grow.

To view and join current learning communities go to the learning catalogue and click 'join'.

To view learning communities where you are a member, go to Me>Learning>My Learning Communities.

Skills and Qualifications

All employees will be able to update their skills and qualifications through Me>Skills and Qualifications within People and Money at any time.

Within this app, there are different sections that you can choose to review and update. 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. Skills and Qualifications will also be 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 P&M 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 the Request for additional qualification, licence or certification form and submit this via a Service Request, Enquiry >Skills and Qualifications>Add missing content to option lists.

Appendices

Appendix 1 – Subsidiaries

There are three subsidiary companies: Edinburgh University Press, Edinburgh Innovations, and UoE Accommodation Ltd.

Subsidiaries do not have any Learning Providers specific to them or their areas/departments. However, all employees, including those working within a subsidiary will have full access to the Learning, Skills and Qualifications Apps in People and Money.