



People and Money system

We realise this formatting may not be accessible for all – to request this document in an alternative format please email hrhelpline@ed.ac.uk

Employee - How to Update and Review Skill and Qualifications

Employee

Estimated time to complete: 3 minutes

Skills and Qualifications is a space for university employees to record information on their education, work history, career preferences, licences, certifications and registrations. It will also provide a space for employees and line managers to keep track of licences, certifications and registrations that are essential requirements for certain roles.

Employees are encouraged to use this tool to support career progression discussions with their line managers. It also helps managers and staff to identify experience and maintain essential Skills and Qualifications records.

Managers have access to the information for their direct reports and there are reports available for use by Managers and Human Resources. If a manager makes a change to their direct reports' Skills and Qualification record, the employee will receive a notification. All changes should be discussed.

In a situation where the employee applies internally for a role, the Hiring Manager will have sight of a point in time snapshot of the information contained in the internal applicant's Skills and Qualifications. This is taken when the employee submits their application. Some information gathered during recruitment will transfer over into the Skills and Qualification app for a new start.

Only changes made to the Licences, Certifications and Registrations - Essential for current role require an approval by line managers. This should only be used for options that need to be tracked for expiry and renewal. Options that are not essential are recorded in My Licences, Certifications and Registrations.

The outcome of completing some learning items, can result in an update to the learner's Skills and Qualifications. In addition, for some learning items within People and Money an option within Skills and Qualification is checked as a prerequisite to attending the learning.

In Brief...

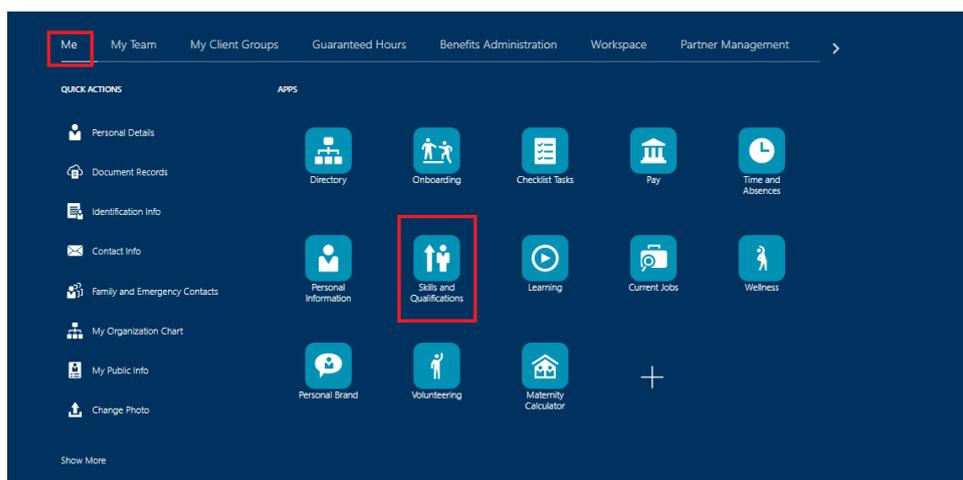
This section is a simple overview and should be used as a reminder.

1. Navigate to **Me**, then click **Skills and Qualifications**.
2. Then click on **Skills and Qualifications** icon.
3. Click **Edit** or **Add** in the section where updates are required.
4. For Licences, Certifications and Registrations - Essential for current role where approval is required by line manager: Only click **Submit** after you have added all the options you need.
5. Click **Edit** at the **Attachment** section to upload documents .

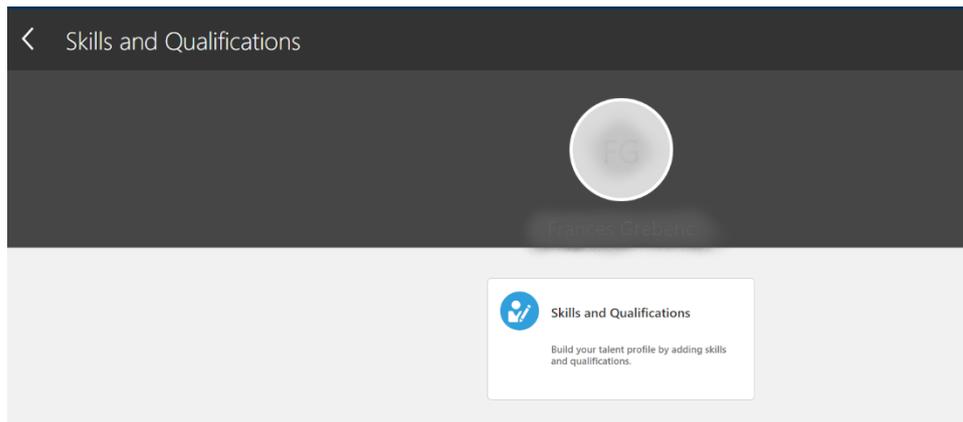
For detailed guidance, see the [next section](#).

In Detail...

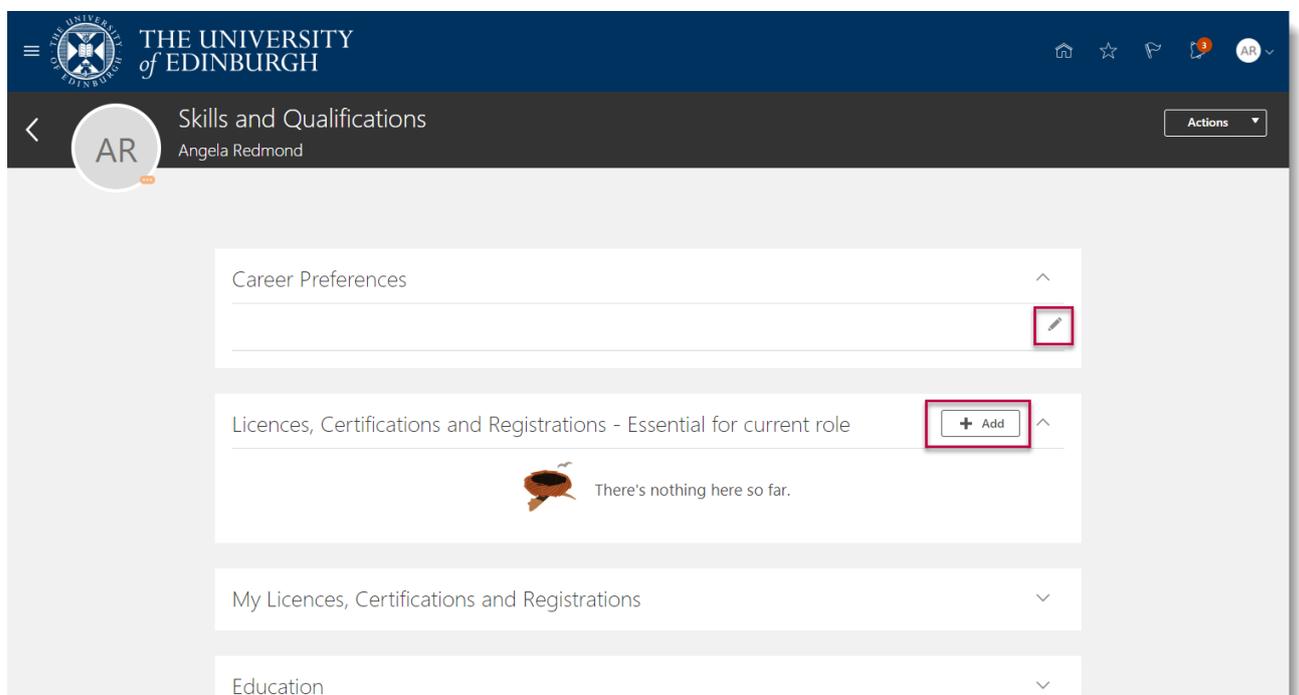
1. Navigate to **Me**, then click the **Skills and Qualification** app.



2. Select the **Skills and Qualifications** tile to access the different sections of your profile.



3. Click **Edit** (the pencil icon) to amend existing details or **Add** in the sections where you want to add new information or delete out of date information.



The section will expand and you can add the specific details to your profile. In this example we have added another qualification. Click **Save** to complete the update.

Skills and Qualifications
Angela Redmond

Licences, Certifications and Registrations - Essential for current role

Any Licences, Certifications and Registrations added requires line manager approval. These will not be visible for internal recruitment. If the option that you want to add is not listed go to the Helpdesk and raise a Service Request.

Save Cancel

*License or Certificate
REHIS Intermediate Food Hygiene Certificate

Renewal Date
dd/mm/yyyy

Country
United Kingdom

Renewal In Progress
Select

State
Scotland

Renewal Required
Yes

Issue Date
25/02/2021

Status
Active

Expiration Date
25/03/2021

Verified
Select

Issued By

Training Completed Units

Certificate Number

To delete previously added content just remove it from the sections and click save.

- For Licences, Certifications and Registrations - Essential for current role where line manager approval is required: Only click **Submit** after you have added or updated all the options you need. To add an additional option click **Add**. To edit click on the **pencil**. When all changes are ready click **Submit** and an approval process with you Line Manager will start. Click **OK**

Licences, Certifications and Registrations - Essential for current role

+ Add

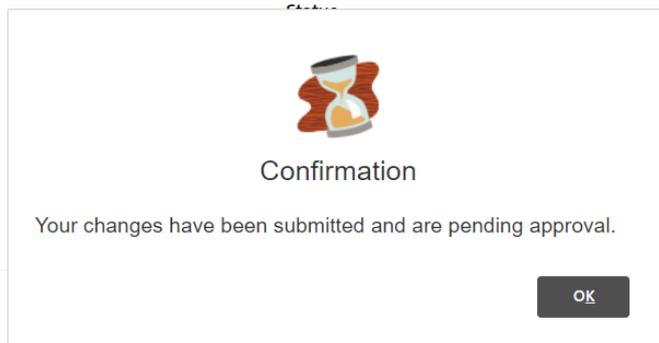
You're almost there. Ready to submit your changes?
Submit Discard

• Certificate of Good Clinical Practice

Issue Date 10/11/2021	Status Active	
Expiration Date 10/11/2025	Source Talent Profile	
Certificate Number 123456	Last Updated Date 10/11/2021	
Renewal Required Yes		

ABRASIVE WHEELS_GLAZIERS

Source Talent Profile	Last Updated Date 20/09/2021	
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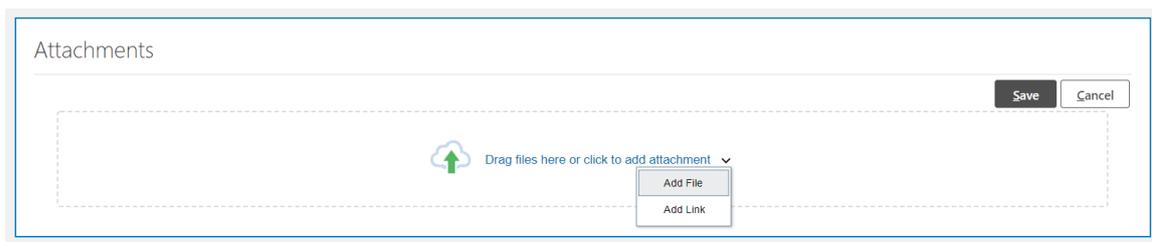
Your additions will be approved or rejected. Rejections may occur if the option is not appropriate for Essential for your Current Role and can be moved to the My Licences, Certifications and Registrations. It may also be Rejected as your line manager would like to see further evidence to prove that you hold this option.

You will get a notification of both results. The reasoning that was provided by your line manager will be shared.

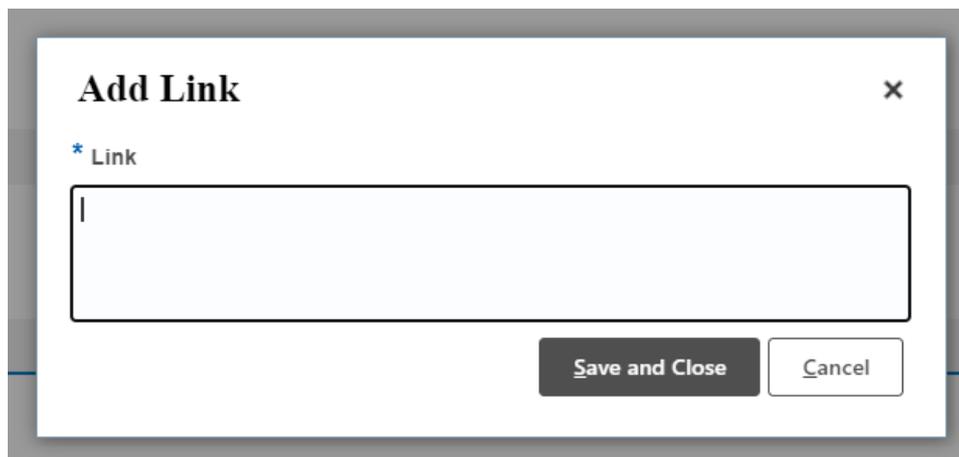
5. If you need to add an attachment, click **Edit** in the **Attachment** section to upload the required documents. Use **Add File** or **Add Link** and **Save** to complete.

NOTE: Follow the current agreed practice when viewing and recording evidence. If there is no need to keep a record of the evidence, then don't add the attachment. If you use a different storage system for copies of documents – continue as is. The attachment option is available for use, if appropriate for the situation. Teams may move over to this process if it meets their needs.

Add File will open your Documents folder



Add Link will open a text box:



To see this process in brief [click here](#).

Glossary

Please refer to [Glossary](#)