



System User Guide

Employee Guide to Skills and Qualifications

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

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Introduction

Skills and Qualifications is a space for university employees to record information on their education, work history, career preferences, licences, certifications and registrations. It also provides 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 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 for an internal job vacancy, the Hiring Manager will have 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 be transferred into the Skills and Qualification app for a new start. This includes Work History, Education, and CV from first recruited post, if recruited internally via People and Money.

If you are referred by another employee for a job, you will be added as a 'prospect candidate' to the job requisition. This means that the hiring team can see your profile and documents like your CV that have been added within your skills and qualifications profile. Further information about this is available within the "Employee Guide – How to Apply for an Internal Job".

Only changes made to the "Licences, Certifications and Registrations - Essential for current role" require 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. More detailed information on each outcome is provided later in this guide.

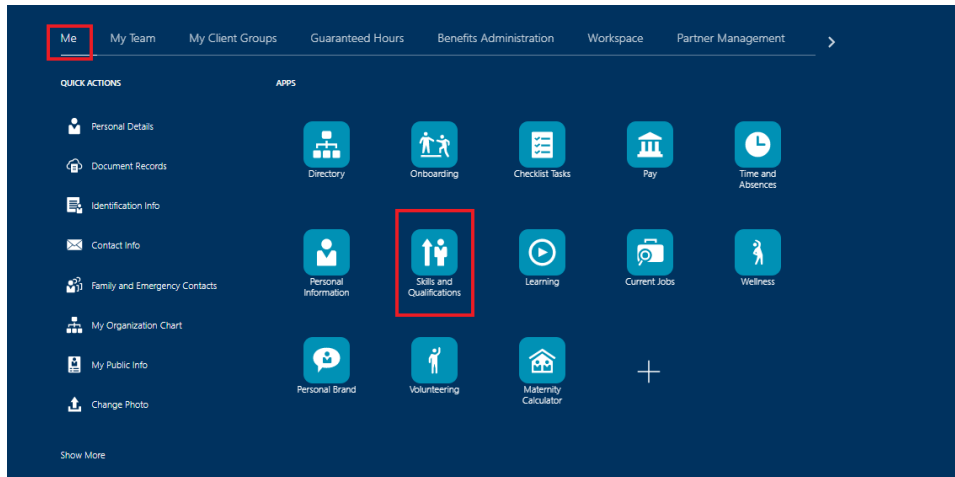
1. Navigate to **Me**, then click **Skills and Qualifications**.
2. Then click on **Skills and Qualifications** icon.
3. Click **Edit** (pencil icon) or **Add** (+ icon) in the section where updates are required.
4. For **Licences, Certifications and Registrations - Essential for current role**, where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

In Detail

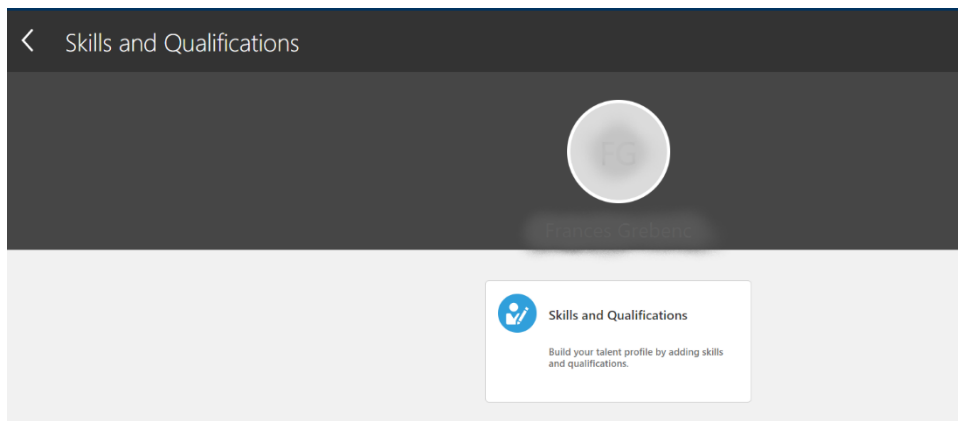
This section provides the detailed steps and includes relevant screenshots from the system.

Basic Navigation

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



2. Select **Skills and Qualifications** to access your profile.



3. Your profile is split into different sections outlined in detail in the section below.
 - Click on the **Print** button top left to download/print your Skills and Qualifications.
 - Within each section you can edit the existing information by clicking on the pencil icon or add to your profile by clicking on the + (add) icon.
 - Remember to click **Save** once you have finished updating the section to retain this on your profile.
 - If you wish to remove anything, click on the Edit (pencil icon) and then click on **Delete**.
 - Until you save or cancel the update to one section, you cannot update another.

- If a field is mandatory, it will show the word 'Required' below the field when you save.

Skills and Qualifications Detail

Career Preferences

Information can be added on your career aims within and outside of the University of Edinburgh.

1. Click on Pencil icon to update this section then click **Save**.

Licences, Certifications and Registrations – Essential for Current Role

1. This section should be completed for Licences, Certifications and Registrations that are essential for your current role. Anything you add here, will require Line Manager Approval.
2. Click on the **+ button** to add to this section of your profile.


3. Enter relevant information as required, then click **Save**. You can add comments, attachments or a URL to support this license or certificate.



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.

▲ Pending submission for approval
 Submit or discard the changes you made.

Submit Discard

 **Chartered Institute of Personnel and Development Chartered Member - Essential**
 United Kingdom

Ready to submit  


6. Click **Submit**.



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.

▲ Pending submission for approval
 Submit or discard the changes you made.

Submit Discard

 **Chartered Institute of Personnel and Development Chartered Member - Essential**
 United Kingdom

Ready to submit  

7. In the next screen, you can add any further comments, attachments or URLs to support this license or certificate. Click **Submit**.

Add Additional Info Cancel **Submit**

Comments

Drag and Drop
 Select or drop files here.


URL Add URL



8. You will now see a **Pending Approval** status message.

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.

▲ Pending Approval
 We are submitting your changes for approval.

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 United Kingdom

Pending approval  

9. Once your line manager has approved this, it will be saved to your profile. Rejections may occur if the option is not appropriate for the “Essential for your Current Role” option and can be moved to the “My Licences, Certifications and Registrations” section. It may also be Rejected if 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.

My Licences, Certifications and Registrations

1. Information can be added regarding any licences and certificates that you hold. This section **does not** require line manager approval and may be useful for managing your continuing professional development record. Click on the **+ button** to add to this section of your profile. Enter relevant information as required, then click **Save**.

My Licences, Certifications and Registrations

Add here any Licences Certifications and Registrations that you hold. If the option that you want to add is not listed go to the Helpdesk and raise a Service Request.

License or Certificate Country State

Issue Date Expiration D... Issued By Certificate Number

Renewal Date Renewal In Progress Renewal Required

Status Verified Training Completed Units

Comments

Drag and Drop
Select or drop files here.

URL Add URL

Cancel Save

Education

This section is for recording formal education and qualifications you hold, for example a degree.

1. Click on the **+ button** to add to this section of your profile. Enter the relevant details and click **Save**.

Education

+

Add here information on your formal education and the qualifications that you hold, for example, a degree. If the option that you want to add is not listed go to the Helpdesk and raise a Service Request.

Qualification
First Degree

Start Date
9/09/2018

End Date
30/06/2021

Country
United Kingdom

State
Scotland

City
Edinburgh

Awarding Body
University of Edinburgh

Subject
Psychology

Drag and Drop

Select or drop files here.

URL

Add URL

Cancel

Save

Work History


For recording current or prior work history.

1. Click on the **+ button** to add to this section of your profile. Enter the relevant details and click **Save**.

Work History

+

Add here information on your past and current employment.




University of Edinburgh

Current Job
Yes

Supervisor Name

OK to Contact Supervisor
Y



University of Edinburgh Skills and Behaviours

You can record you [digital skills](#) and [researcher skills](#) here.

1. Click on the + button to add to this section of your profile. Enter the competency details and click save. You can add comments in the comments section if you wish.

University of Edinburgh Skills and Behaviours +

Record your skills from the Digital Skills Framework and the Researcher Development Framework here. You can view any entries made by your manager by selecting "Print".

Competency Proficiency Level Evaluator Type

Year Acquired

Comments

B I U

Cancel Save

Tips

- You do not need to select a proficiency level or year acquired.

Special Projects

To hold 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, Sustainability Project.

Special Projects +

Project Category Project Role Project Start Date

Project Name Project Completion Date

Description

B I U

Cancel Save

Additional Information for Early Career Researchers

This is used to record early career research status only. Employees and line managers may update this to support the Research Excellence Framework (REF) data analysis.

- Click on the + button to add to this section of your profile. Enter the Additional Role/Information and Start Date and click save.

Additional Information +

Additional Role/Information
Early Career Researcher
 Start Date
1/05/2025
End Date

Comments

Drag and Drop
Select or drop files here.

URL

Cancel Save

Attachments

You can add any other relevant documents here, add copies of any certificates, licences or registrations or other related material.

1. Click on Pencil icon then Drag and Drop Field and select the document(s) you want to attach and click Save.

Attachments

Drag and Drop
Select or drop files here.

URL

Cancel Save

Tips

- The attachment option is available for use, if appropriate for the situation. Follow the current agreed practice for your area 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 per local practice.

Version History

Version	Date	Description	Approved By
0.1	N/A	Draft	
1.0	04/2021		SK
2.0	15/12/2025	Updated to reflect launch of Redwood screens.	ME

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.