



## 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 eLearning that you complete independently.

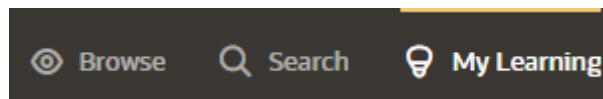
Remember that People and Money offers access to learning opportunities, but it does not replace the requirement for ongoing and meaningful conversations. Learning aims should be discussed with your line manager and agreed in advance of enrolment. This may occur as part of your annual review or during your ongoing one to one conversation. Further information to support you is available in the [Conversations Hub](#).

Before you start, please familiarise yourself with the [Guide to Learning, Skills and Qualifications for Employees](#).

## 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 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**

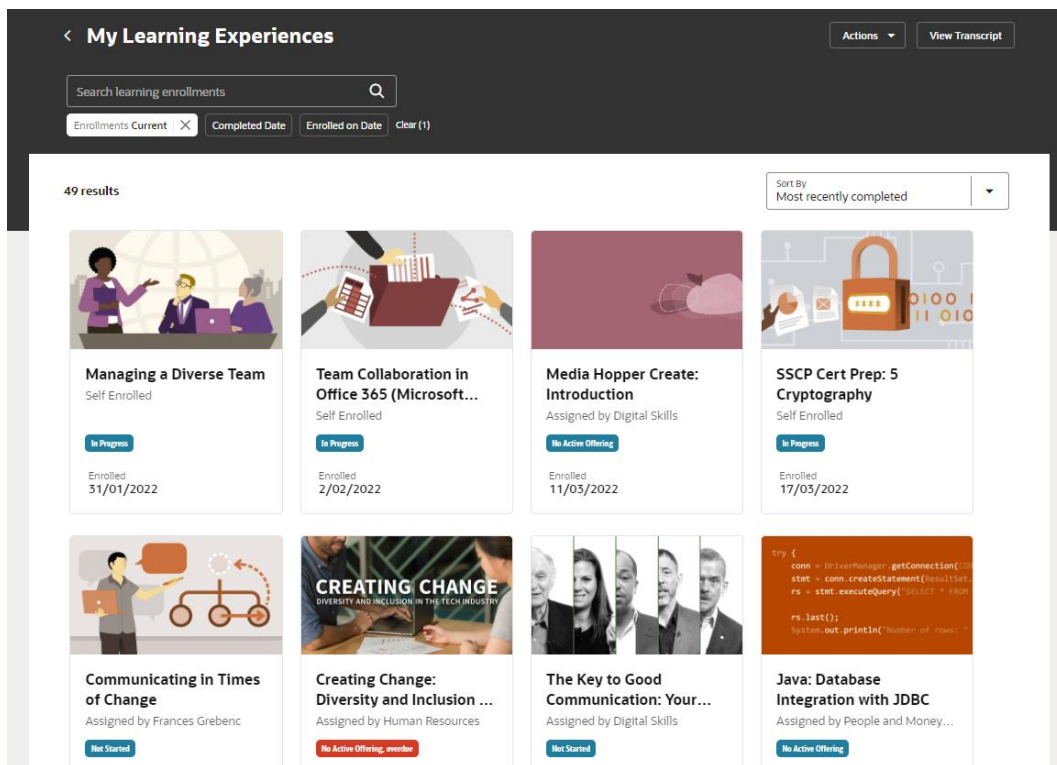
### My Learning Experiences

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.

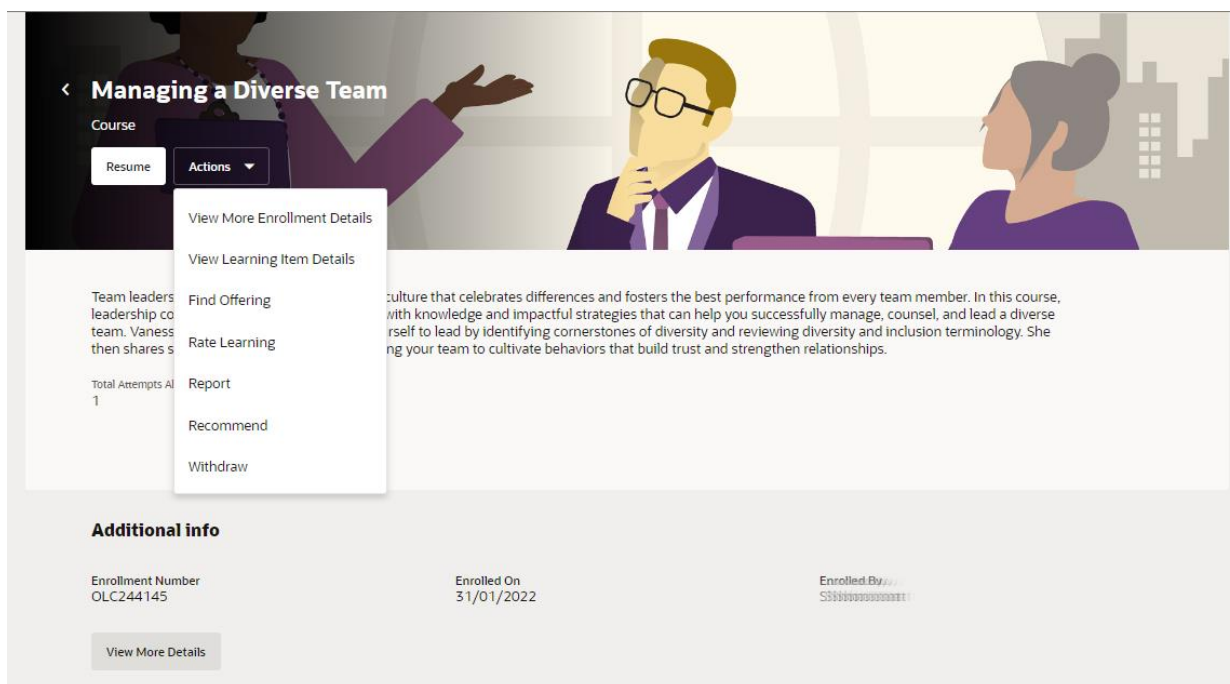


### Tips:

- 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.



- **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:

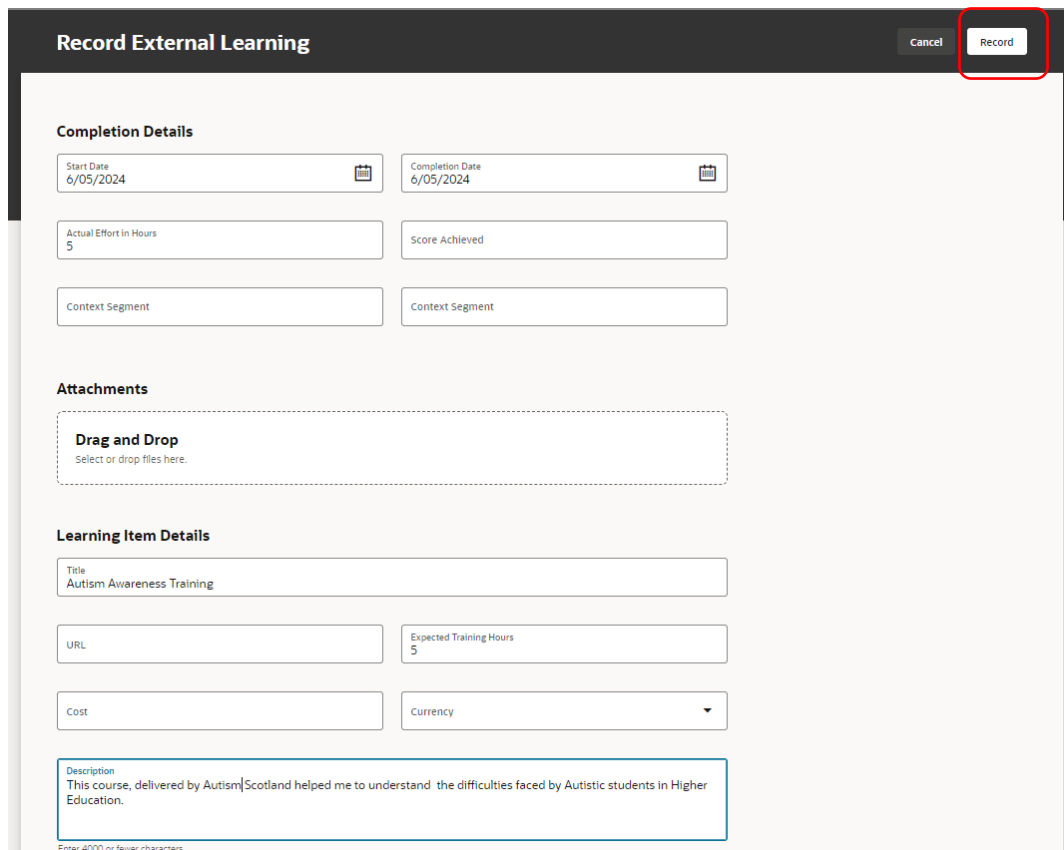
- You may see different Actions to the example above
- Available Actions depend on the status of your enrolment, and the type of learning.

## Record external learning

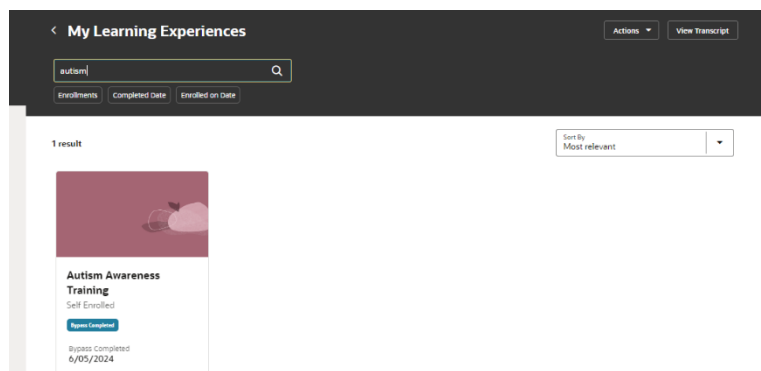
From the top right of My Learning Experiences, select Actions > Record External Learning.



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

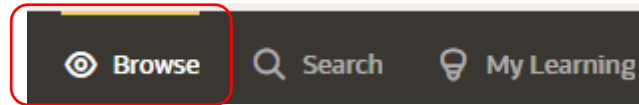
A screenshot of the 'Record External Learning' form. The form is titled 'Record External Learning' and has a 'Cancel' button and a 'Record' button in the top right corner. The 'Record' button is highlighted with a red box. The form is divided into several sections: 'Completion Details' with fields for 'Start Date' (6/05/2024) and 'Completion Date' (6/05/2024); 'Actual Effort in Hours' (5) and 'Score Achieved'; two 'Context Segment' fields; 'Attachments' with a 'Drag and Drop' area; 'Learning Item Details' with fields for 'Title' (Autism Awareness Training), 'URL', 'Expected Training Hours' (5), 'Cost', and 'Currency'; and a 'Description' field containing the text: 'This course, delivered by Autism|Scotland helped me to understand the difficulties faced by Autistic students in Higher Education.' Below the description field, there is a small note: 'Enter 4000 or fewer characters.'

You will see your learning recorded in My Learning Experiences.



## Browse

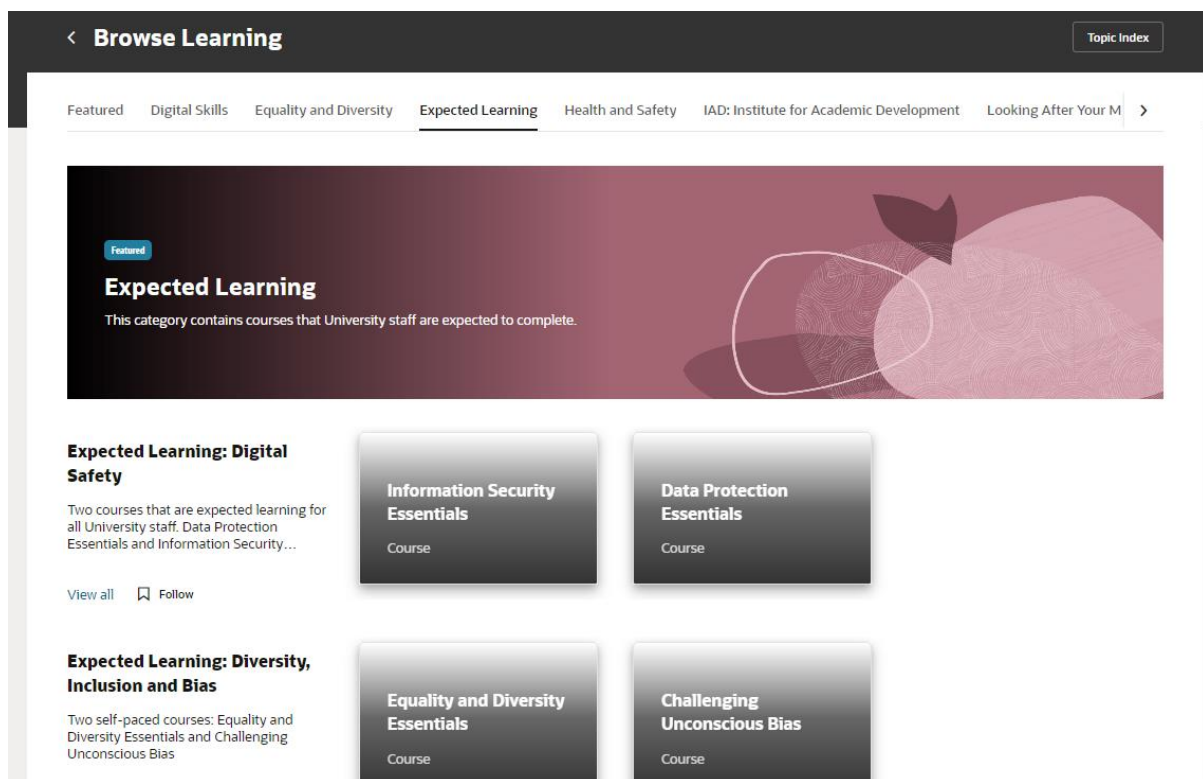
Browse learning is accessed from bottom left of screen, by selecting Browse.



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

[View all](#) [Follow](#)

#### Equality and Diversity Essentials

Course

#### Challenging Unconscious Bias

Course

Course

### Challenging Unconscious Bias

5 ★★★★★ 7 reviews

Published on 1/11/2021 . Effort 1.0h - 1.5h

An online course that aims to increase understanding of Unconscious Bias in the workplace. Completion of this course is required for staff involved in recruitment and promotion panels.

[Enroll](#) [Learn More](#) [Add to Journey](#)

\*Add to Journey is a new feature, that is preparation for upcoming (Summer 2024) changes to People and Money. For now, it should not be selected.

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



## < Challenging Unconscious Bias

Course

Actions ▾

0 of 1 required activities completed

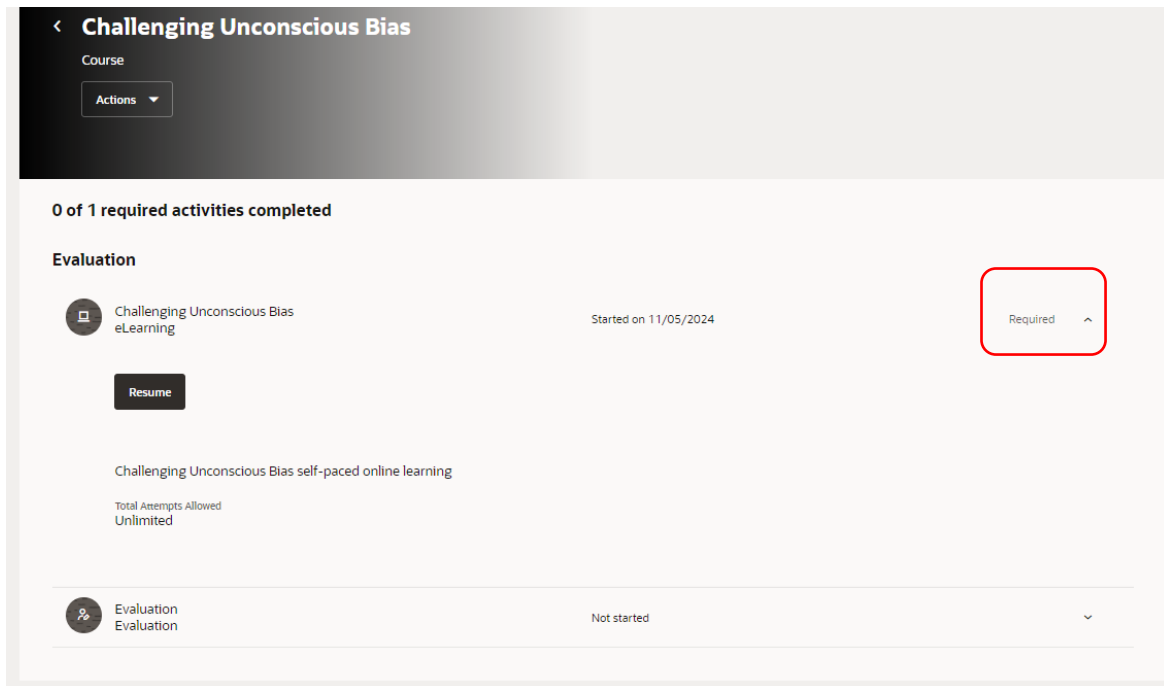
### Evaluation

 Challenging Unconscious Bias eLearning	Started on 11/05/2024	Required ▾
 Evaluation Evaluation	Not started	▾

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.

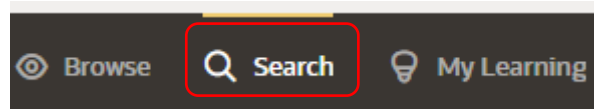


### Tips:

- 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**.

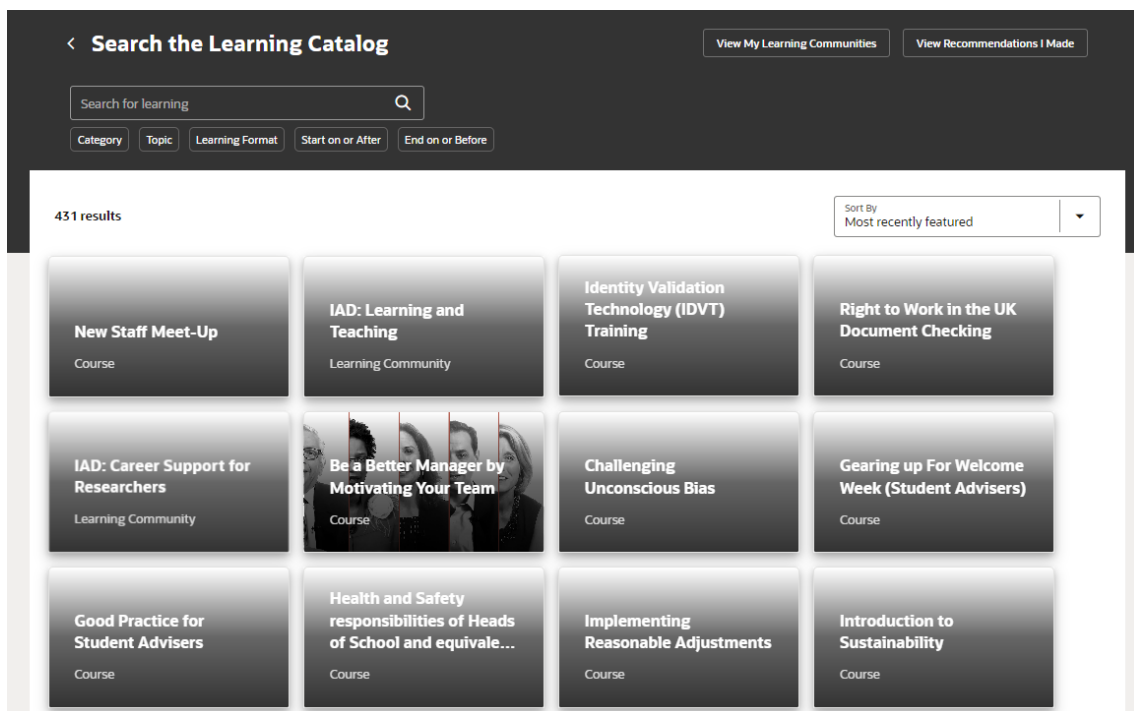
## Search

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

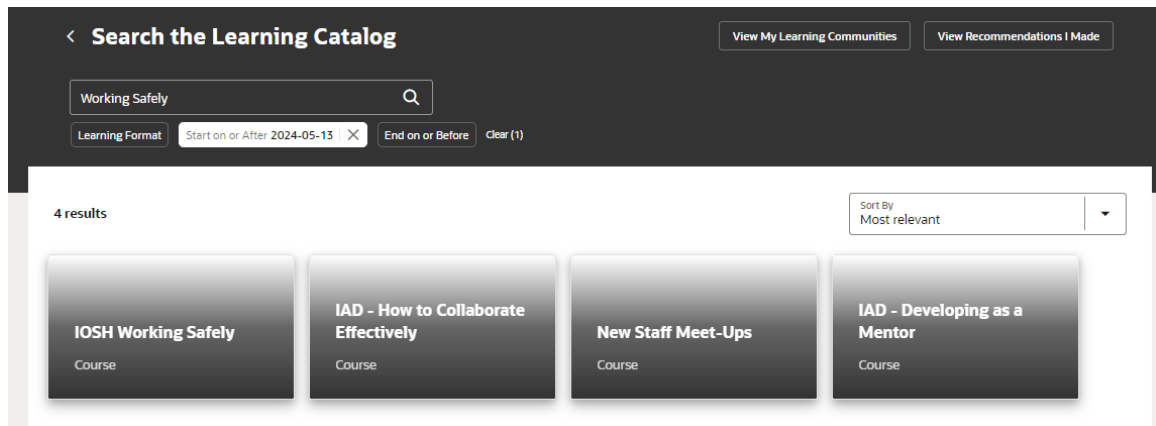


Here you can

- 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



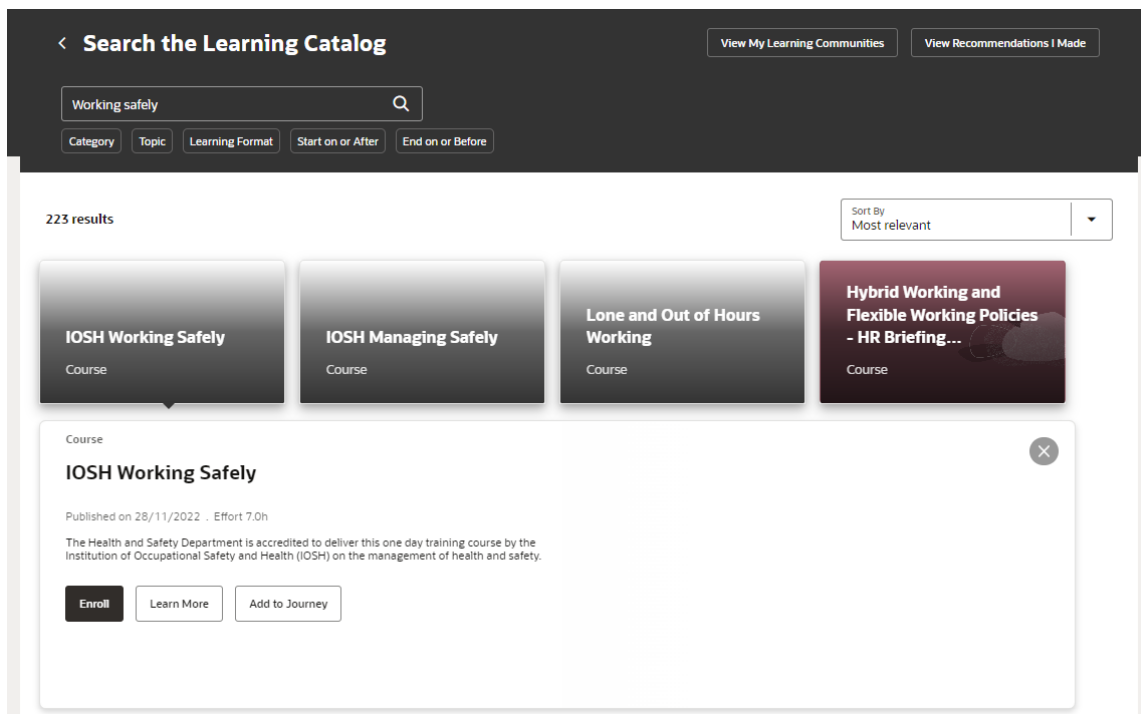
Here is an example of search results for Working Safely, starting on or after 13 May 2024 showing the search term and date filter activated, and sorted by Most relevant.



### Enrol on an instructor-led offering – walkthrough

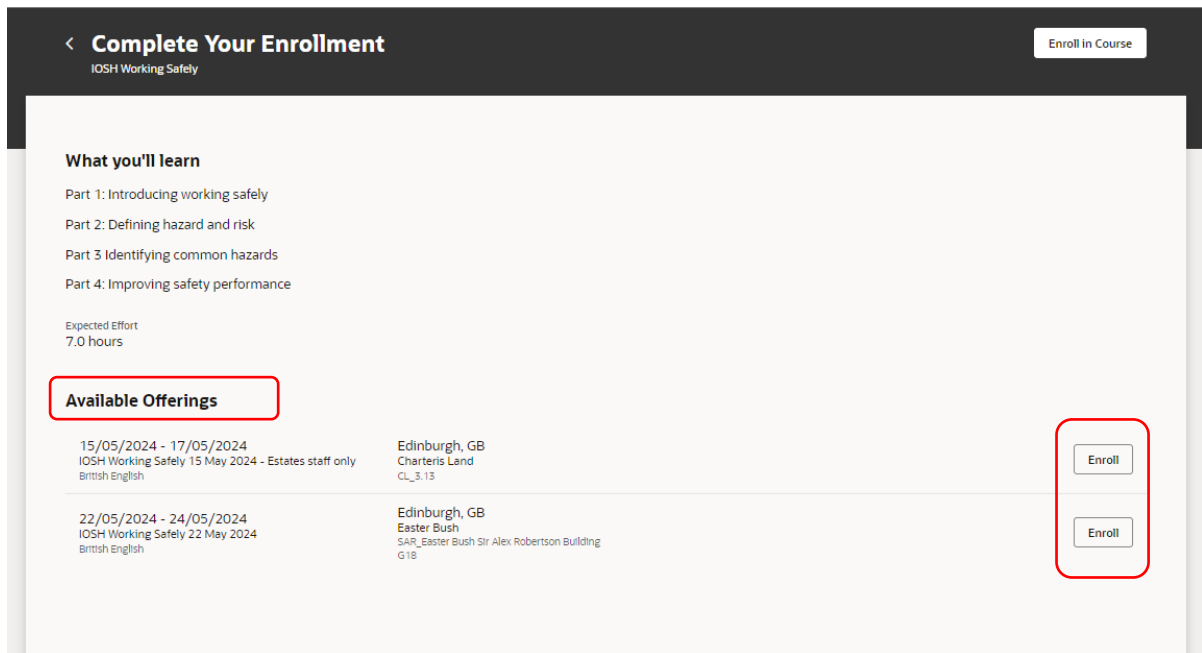
Let's walk through the steps to enrol on an instructor-led offering for IOSH Working Safely from our example **Search** by selecting that course tile to begin.

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

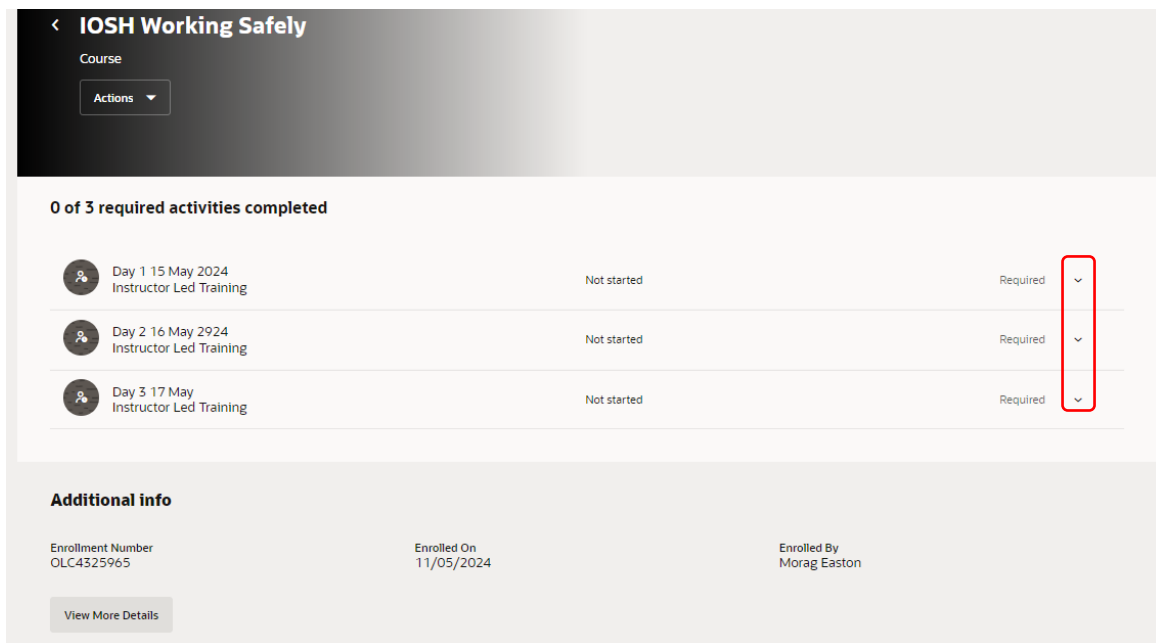


\*Add to Journey is a new feature, that is preparation for upcoming (Summer 2024) changes to People and Money. For now, it should not be selected.

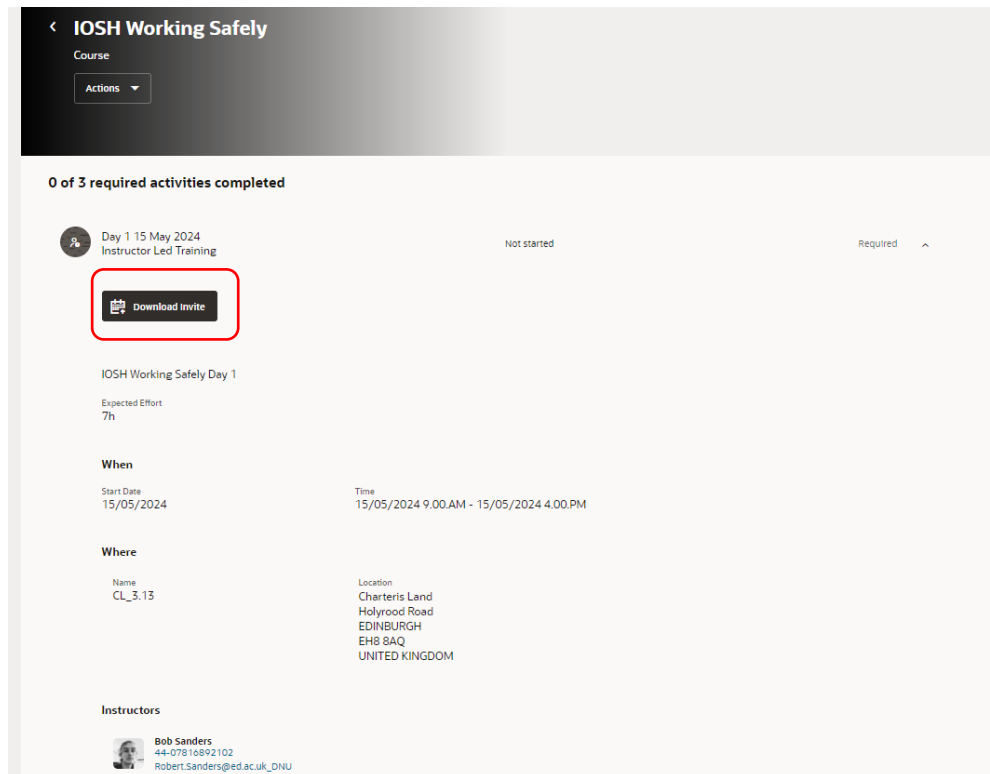
Select the **Enroll** button to see two available offerings on this Complete Your Enrollment screen, each with its own **Enroll** button. Review the details for available offerings, choose the most appropriate offering for you and select **Enroll**



**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



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.



## 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**.