

The officer would need to enrol through Oracle – see instructions below

Nottinghamshire Police Pre-Retirement Courses 2017

Dates 21 – 22 June 2017
12 – 13 July 2017
16 – 17 August 2017
20 – 21 September 2017

Venue Under review
Course Presenter Nigel Capewell, Police Mutual Retirement Consultant

Day One

9.00 am	Course Opening <ul style="list-style-type: none">Welcome and Introductions Hopes and fears, coping with change NI, taxation and State Benefits	
11.15 am	Break Police Pension Scheme	Laura Kerr Kier Business Services
12.45 pm	Lunch Funding your Retirement <ul style="list-style-type: none">Where are you now?	
2.40 pm	Break Career Planning <ul style="list-style-type: none">Interview skillsCV writing	
4.15 pm	Recap on Day One and Close	

Day Two

9.00 am	Welcome back Investment Planning <ul style="list-style-type: none">Risk and RewardInvestment types and building a portfolio	
10.15 am	Break Investment Planning continued <ul style="list-style-type: none">Support available	
12.15 pm	Lunch NARPO	Ged Clowes
	The Police Treatment Centres	
	Federation Benefits	Dave Keen
	Wills and Estate Planning	
2.50 pm	Break Action Planning <ul style="list-style-type: none">Health in RetirementTaking the next step...	
4.15 pm	Close of course	

Multi-Force Shared Service

Self-Enrolling onto a Training Class

- How an individual enrolls himself/herself on a training class

- ❖ Individuals are able to book NON-MANDATORY training courses via Oracle 'Employee Self Service'.
- ❖ ALL learning requirements, whether enrolling or un-enrolling, **MUST** be discussed with your Line Manager and recorded on your Appraisal.
- ❖ Once an individual is placed onto a Class, all Joining Instructions and pre-reads, where relevant, will only be available via 'Employee Self Service'.

Please note the meaning of the following Oracle terms relating to training:

- **Course** – details of what the training is e.g. 'Standard Response'
- **Offering** – the format in which the course will be delivered e.g. practical, classroom or via eLearning, length of course and any assessments
- **Class** – details relating to the location, date of class, trainer and any other additional requirements specific to that class

Step	Action
1.	Log into Oracle. This takes you onto Oracle Applications Homepage.
2.	On the left - under ' Main Menu ' –is a list of the responsibilities that are available to you.
3.	Click on Employee Self Service , to expand the list.
4.	Click on ' Learning ' and then click on Learner Home
5.	The Current Learning Home screen will be displayed.
6.	It is possible to search for a class using the Search box at the top of the screen, or by using the Browse Catalog option on the right hand side of the screen.

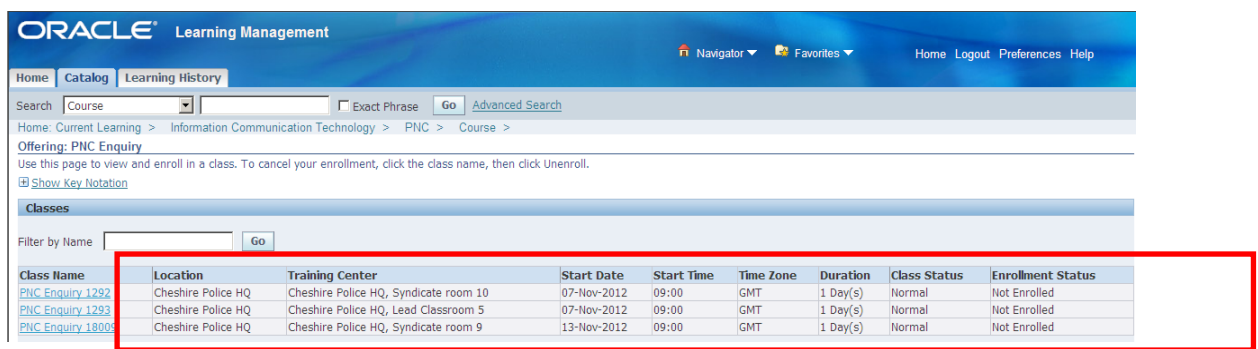
The screenshot shows the Oracle Learning Management System interface. At the top, there is a navigation bar with 'Home', 'Catalog', and 'Learning History' tabs. Below this, there is a search bar with a dropdown menu set to 'Course', an 'Exact Phrase' checkbox, and a 'Go' button. The 'Browse Catalog' section on the right side of the screen is highlighted with a red box, showing a list of course categories such as 'Continuous Professional Development', 'Driver/Traffic', 'Firearms', 'Health and Safety', 'Information Communication Tech...', 'Initial Training Programme', 'Investigative Skills', 'Leadership and Management', 'Photography', 'Public Order', and 'More...'. The main content area shows 'Learning Paths' and 'Enrollments' sections.

7. When you find the course you wish to attend, the **Course Name** and option to **Enrol** will be displayed.

8. To view the course information click on the **Course Name (blue link)**.
 This will open the **Course Details** screen and will provide you with information relating to:
Delivery Mode: method of training delivery, e.g. classroom or eLearning
Objectives: what you should gain by attending the training
Audience: who the training is aimed at
Administration: this is for the MFSS
Categories: this is for the MFSS
Delivered Competencies: what competencies will be gained by attending the training
Prerequisites: any prerequisites that need to be completed prior to attending the training
Other Information: any other information that is relevant to the training
Attachments: this could include pre-reads, information relating to pre-course requirements e.g. medical needed, or details of items to take to the course.
Note: you will **no longer receive Joining Instructions** for attendance. Therefore, it is important to note the requirements of the training in this section.

9. Once you have reviewed this information, you can then enrol on the learning.

10. Click on the **Course Offering Name (blue link)**.
 Some of the previous course details will be displayed, along with **Class** details (i.e. when and where the training will take place).
 All classes planned to be delivered will be displayed.



11. Review the dates for the Classes available (under **Start Date** column) and click the **Class Name** that corresponds to the Start Date you wish to attend.

12. Details relating to the time, duration and location of the class will be displayed.
 Click on the **Enroll** button (on the right) to place yourself on the class.

13.	If the class is full , a message will be displayed stating this :-
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Information

This class is full. Should a place become available you will be enrolled and notified, subject to any approvals.

Do you still want to enroll in this class?

14.	If this 'class is full' message appears you MUST click on No . You will be returned to the Class information screen. You can then return to the list of available classes by clicking on the ' Return to Offering ' link at the bottom of the screen.
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15.	You can then select an alternative date as per step 11. If no more dates are available, you must speak to your Line Manager who can raise this with the Retained HR Team , through your HR Business Partner .
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16.	Click on the Enroll button (as per step 12). You will be taken into the Enroll Screen .
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17.	You must select an Enrollment Justification from the list provided. Click on the Search icon to display the search box.
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18.	With the Search By box empty, click on Go . This will display all the justification reasons to select from.
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19.	Select the Justification Reason, by clicking on Quick Select . You will then be returned to the Enroll Screen .
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20.	Any Special Requirements or Reasonable Adjustments should be entered in the relevant fields.
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21.	Once completed, click on the ' Review ' button
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22.	The Review page will provide you with details regarding the class ; confirmation of date, time and location and also approver information. Note: OLM Approver refers to the planning team. Requests are forwarded to the planning teams for DMS purposes.
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23.	When you have reviewed the information and you are happy with your request, click the ' Submit ' button.
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24. A **confirmation message** will be displayed informing you that the request has been forwarded for approval.
 *** THIS IS **NOT** CONFIRMATION THAT YOU HAVE A PLACE ON THE COURSE
 AS YOUR REQUEST NEEDS TO BE APPROVED BY LINE MANAGER AND BY THE
 RESOURCE MANAGEMENT UNIT ***

The message will look something like:-
Confirmation
 Your request to enroll in the class xxxxxxxx has been submitted for manager approval. You can monitor your enrollment status from the **Requested Learning** tab on the Learner Home page.

25. You can monitor the status of your request, by clicking on **Requested Learning** under the Learning tab.

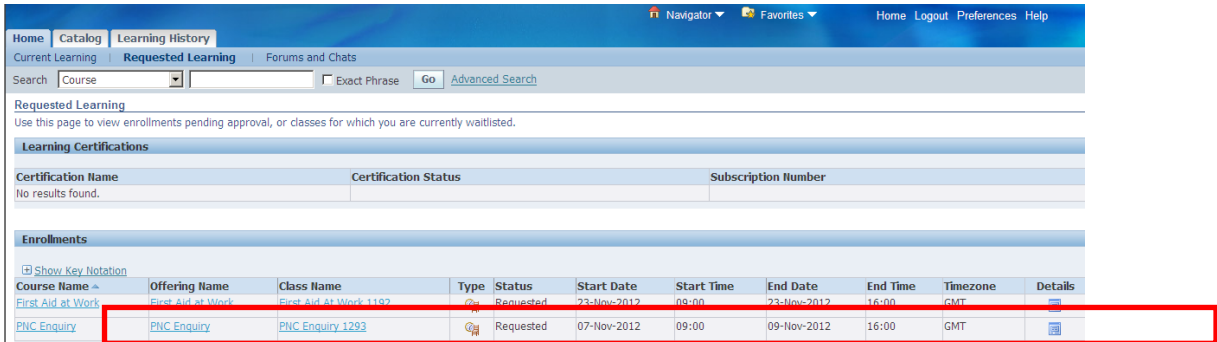


This will take you into the **Requested Learning** screen.

26. The **Enrollments** section of this screen will show you the status of any training requests you have submitted.

Additionally, by clicking on the different name links (blue links) you will be provided with further details of the class.

Note: you will **not receive Joining Instructions** for attendance. All the information you require in relation to attending the class can be found in this section.



Course Name	Offering Name	Class Name	Type	Status	Start Date	Start Time	End Date	End Time	Timezone	Details
First Aid at Work	First Aid at Work	First Aid at Work 1192	CP	Requested	23-Nov-2012	09:00	23-Nov-2012	16:00	GMT	
PNC Enquiry	PNC Enquiry	PNC Enquiry 1293	CP	Requested	07-Nov-2012	09:00	09-Nov-2012	16:00	GMT	

27. Once request has been approved by Line Manager and OLM Approver (Duty Planning) you will then be placed onto the class.
 A notification will be sent to confirm this.


28. To view your confirmed place onto the class, click on **Current Learning**. The **Enrollments** section will show all classes placed onto.

Note: To view course details, please see separate '**Viewing Course Details**' guide.

[Learner Home](#) | [Course Catalog](#) | [Learning History](#) | [Current Learning](#) | [Requested Learning](#) | [Forums and Chats](#)

Search Exact Phrase [Advanced Search](#)


[Access NCALT e-Learning System](#)



Learning Paths

List of all your active Learning Paths





Learning Path Name	Learning Path Status	Source	Mandatory	Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe
No results found.										



Enrollments

Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.

[Show Key Notation](#)

Course Name	Class Name	Type	Status in	Item	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll	Evaluate or Sign
PNC Enquiry	PNC Enquiry 358173		Placed		11-Nov-2014 09:00:00	13-Nov-2014 16:00:00		GMT				

29.	The Learning History tab at the top will provide you with the name, dates and attendance status of the training you have attended.
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30.	End of Procedure
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