Talent Studio User Guide
For Trainees, Managers and Scheme Staff
NHS Graduate Management Training Scheme
Version 4.2

Contents

1 Talent Studio Overview

What is Talent Studio?

Talent Studio is a flexible, strategic, and configurable, human capital management software application; it gathers and integrates key human capital data from disparate software and paper based processes throughout an organisation. This provides executives with an organisation-wide view of all critical workforce information to support easy and informed decision-making.

It is web-enabled and is therefore accessible to all users who have internet access.

Talent Studio and the NHS

Talent Studio has been chosen to provide the NHS Graduate Management Training Scheme with a comprehensive and configurable talent management solution that can be used to capture, integrate, present and assess employment, performance and career planning information for the trainees both whilst they are on the Scheme and in the future as their careers progress in the NHS. This implementation will provide a holistic view of the trainees and will enable extensive reporting of all aspects of the Scheme together with an analysis of the value added to and impact on the NHS.

It is particularly useful as a support tool for the NHS Graduate Scheme as trainees' information can be accessed remotely by Scheme area offices, Programme Managers who may be in a different organisation to the current placement, Placement Managers who can access records from previous activities and placements, and trainees who may be in different locations at any given time.

2 Guide Overview

This Guide is aimed at all user groups of Talent Studio and describes the configuration of Talent Studio as used by the NHS Graduate Scheme.

This guide needs to be used in conjunction with the NHS Graduate Scheme Handbook.

There is an additional Talent Studio Guide available for Talent Studio Administrators.

3 Who has access to Talent Studio

There are five main Talent Studio user groups:

- Trainees
- Placement and Programme Managers
- Leadership Development Managers
- Administrators
- Senior Scheme Managers

Administrators and Senior Users have access to information according to their security domain and do not have positions or profiles on Talent Studio.

Placement/ Programme and Leadership Development Managers have access to information according to their assigned position on Talent Studio.

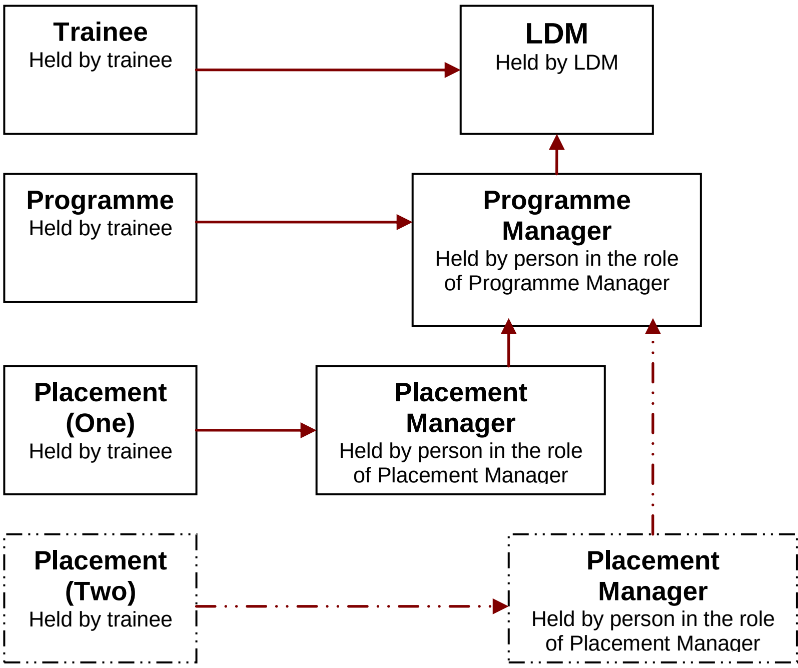
Positions in Talent Studio determine access rights and permissions. If a position has another position reporting in to it, then this position (or the person assigned to it) is deemed to be a Manager in the eyes of Talent Studio. That means that that person is allowed to see details about the subordinate position and the person assigned to it.

NHS Graduate Scheme positions have been set up to satisfy the following requirements:

- Different managers in different organisations need to be able to access and edit information about the trainee at any time
- These different relationships need to be visible to the different people accessing trainee records i.e. who is the LDM, Programme and Placement Manager for a particular trainee and what organisations do they belong to?

A trainee holds three (or more) different positions to describe the relationship that they have with the LDM area, Programme Manager organisation and Placement organisation.
There may be a cross over between first and second placement organisation if the first Placement Manager still

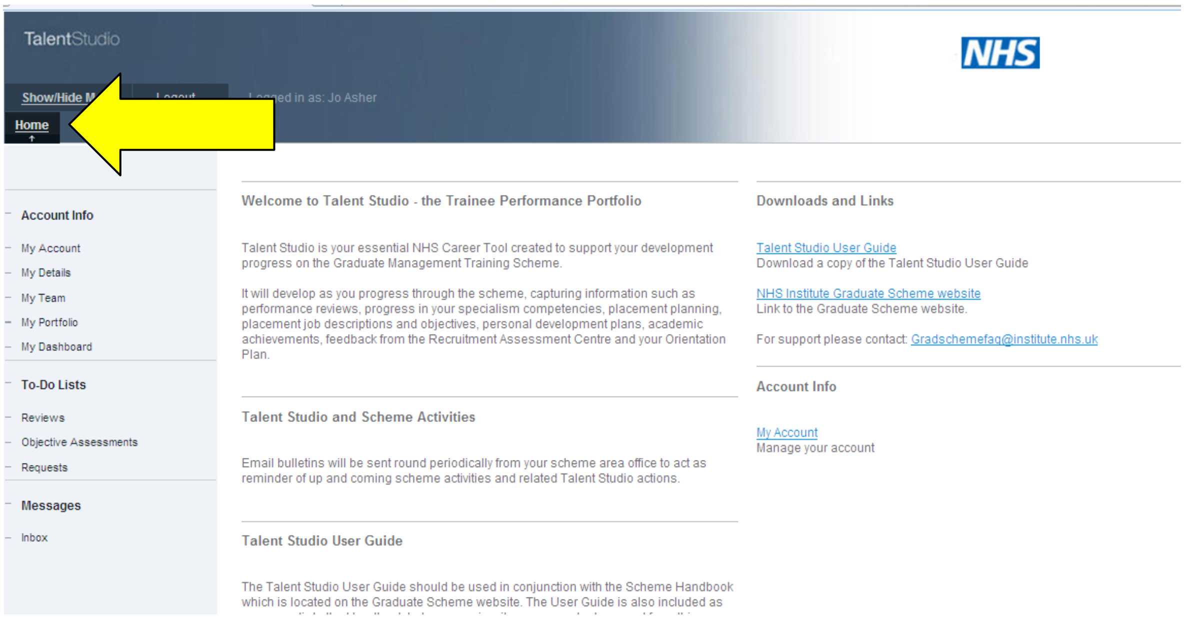
needs access when the second Placement has started.



Every position has to report in to another, so for the purposes of Talent Studio the Placement Manager reports to the Programme Manager, and the Programme Manager reports to the LDM.
In some cases other managers within an organisation need to have the same access rights as the official Programme Manager or Placement Manager and these positions will then have more than one person assigned to them.

4 Users and Access

Talent Studio functionality is divided in to 'Arenas'. Different users will see different Arenas depending on what they need to access. Arenas are accessed using the tab along the top bar.



Arenas
Home Arena:
The Home arena allows users to access their main areas of functionality and it is this arena that users will see once agreeing to the Data Protection Policy.

Graduate Reports Arena:
Graduate Reports allows the user to run pre-defined reports and search for people and positions on Talent Studio.

Organisation Arena:
Organisation allows the user to perform administrative tasks such as adding/deleting/moving users, positions, organisations etc

Analyser Arena:
Analyser allows the user to create reports based on the information in Talent Studio.

User Group	**Arena**
Trainees	Home
Placement and Programme Managers	Home
Leadership Development Managers	Home, Graduate Reports
Scheme Staff e.g. Area Administrators, Programme Coordinators	Home, Graduate Reports, Organisation, Analyser,
Senior Scheme Staff	Home, Graduate Reports

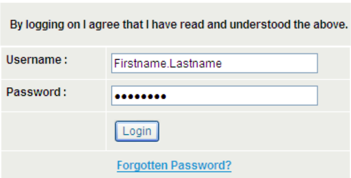
This guide only talks about the Home Arena.

There is a separate guide describing the Graduate Reports Arena & administrative functionality.

5 Logging In

To login to Talent Studio you will need the URL (Internet address), and a username and password that will have been provided to you separately.

Click on the URL link (or type the URL into your browser's menu bar) to navigate to the login page.
https://www.ynshosting.com/nhs



Enter your Username and Password and click **Login** to login to Talent Studio.

Please note that these details are case sensitive and need to be entered exactly as provided. If entered incorrectly more than three times in one session your user account will be locked.

If you have forgotten your password or have locked your user account, please click the **Forgotten Password** link and your password will be emailed to the email address that we hold on record for you.

Please note that if you do not have a single valid email address in the My Details section of Talent Studio you will not receive your password.

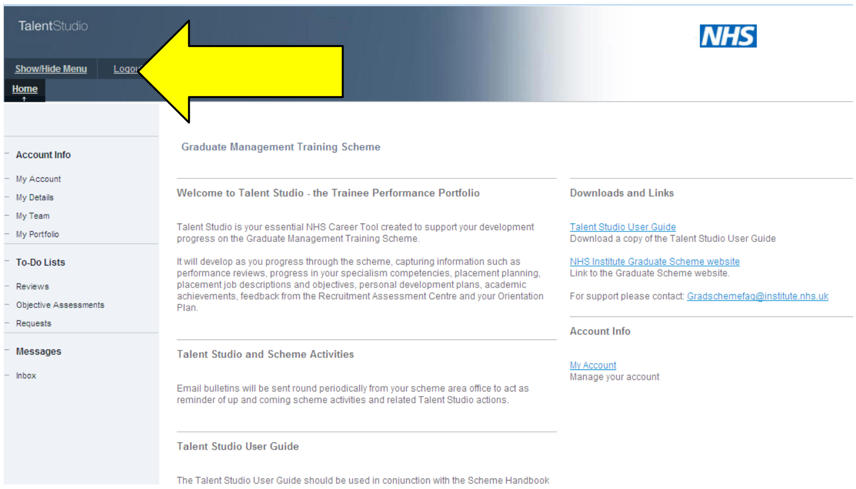
For any problems logging in please contact Graduateenquiries@leadershipacamdemy.nhs.uk

By logging in to Talent Studio you automatically agree to the Data Protection and Privacy Policy.

To read the full policy wording use the right scroll bar to scroll down the text.

6 Logging Out

To securely log out of Talent Studio click the Logout button in the left hand corner of the screen.



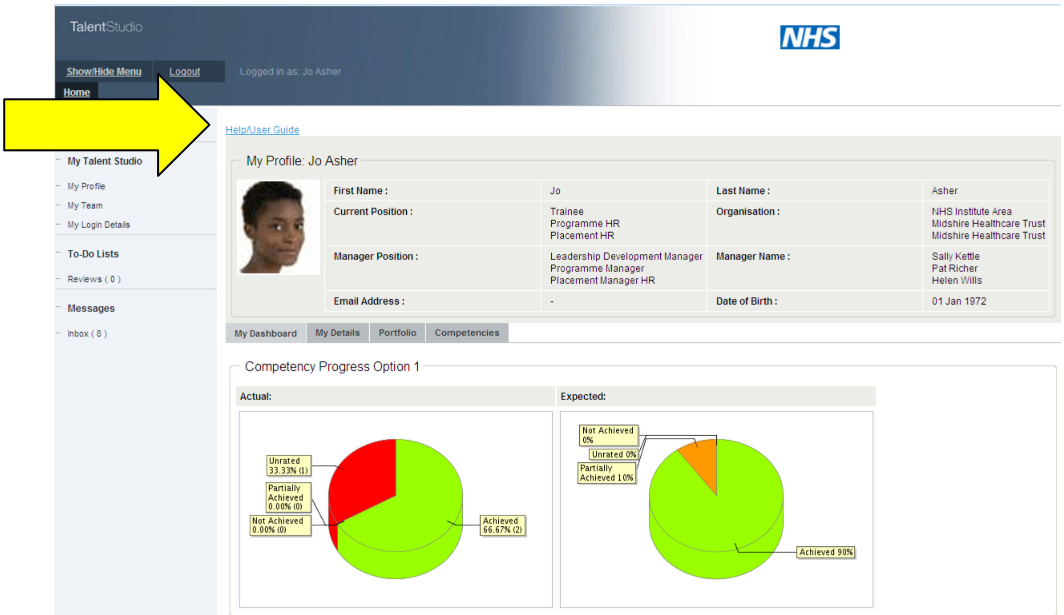
7 Home

7.1 Home Page

7.1.1 Trainee Home Page

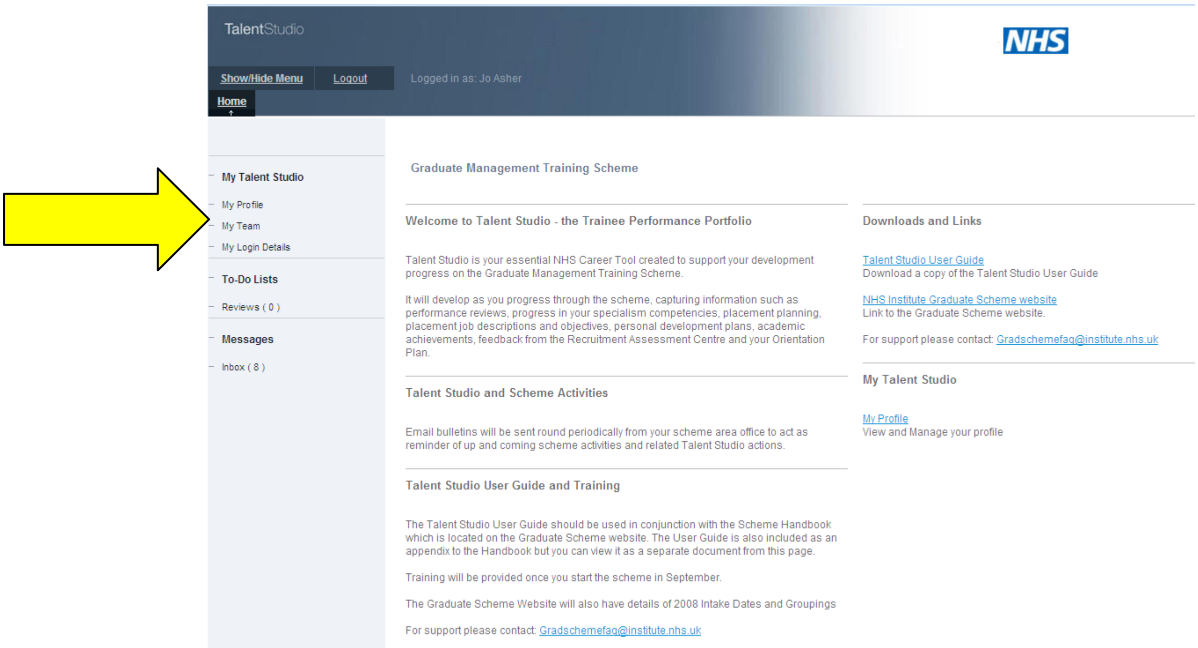
Your Profile will be visible on login.

To access Help information please click the link labelled Help/User Guide at the top of your profile.



The link will take you to an information page where you will find links to websites and the Talent Studio User Guide, and contact information for further help.

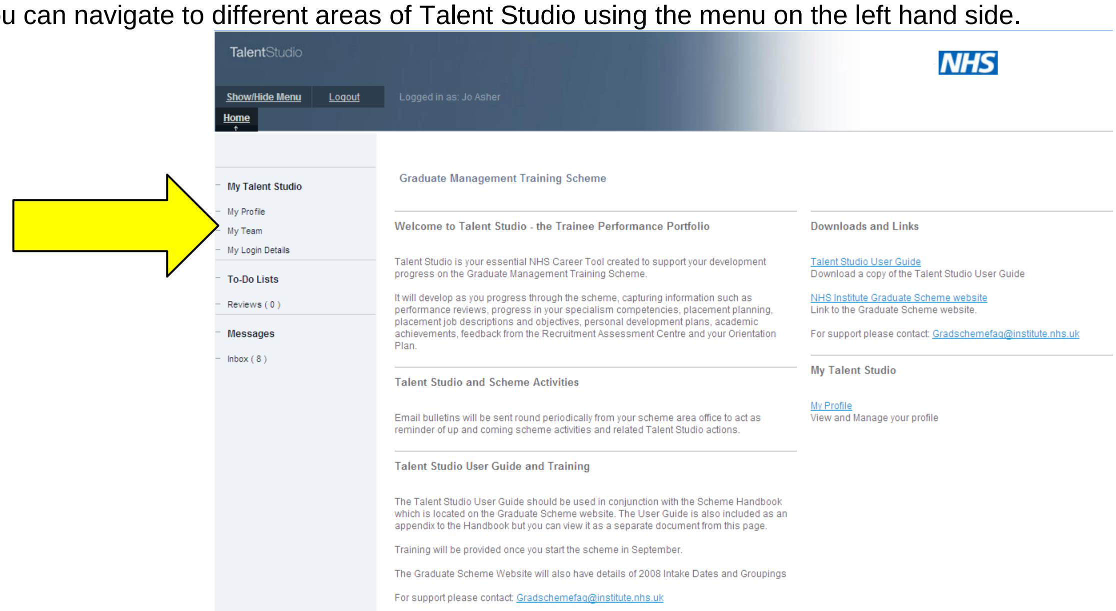
You can navigate to different areas of Talent Studio using the menu on the left hand side.



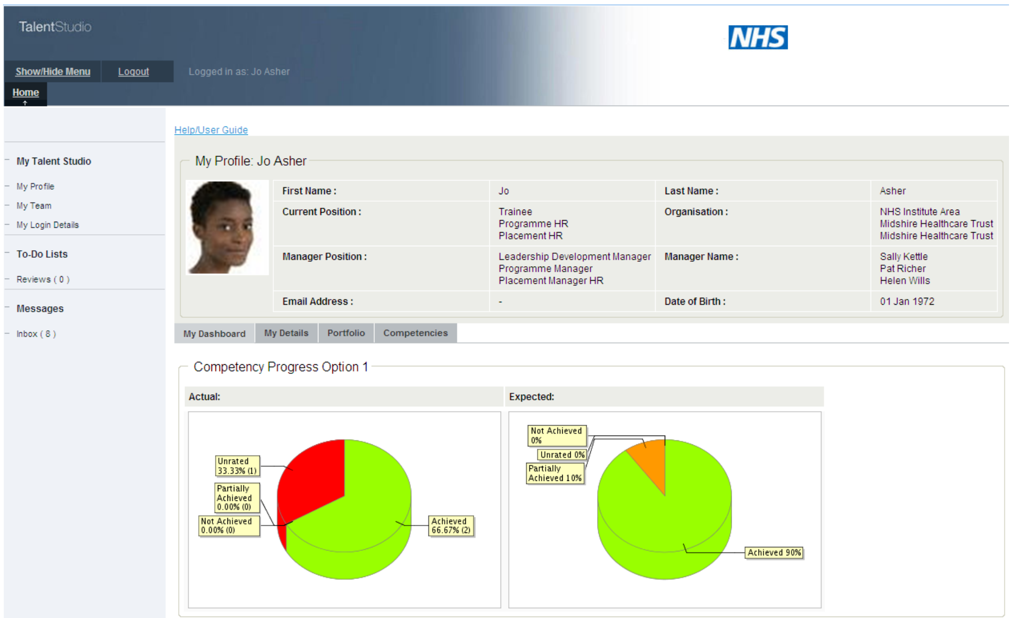
7.1.2 Managers Home Page

Here you will find information relevant to you and your participation in the Scheme, links to websites and the Talent Studio User Guide, and contact information for further help.

You can navigate to different areas of Talent Studio using the menu on the left hand side.



7.2 My Profile



This is where you will find all of the information held about you on Talent Studio. This section is headed by a summary section where you can see all of the organisations and managers you are associated with. Underneath the summary are four different tabs which contain either summary data (My Dashboard, Competencies) or places where you can enter data (My Details, Portfolio).

7.2.1 My Dashboard tab

Select **My Dashboard** to see your personal dashboard.

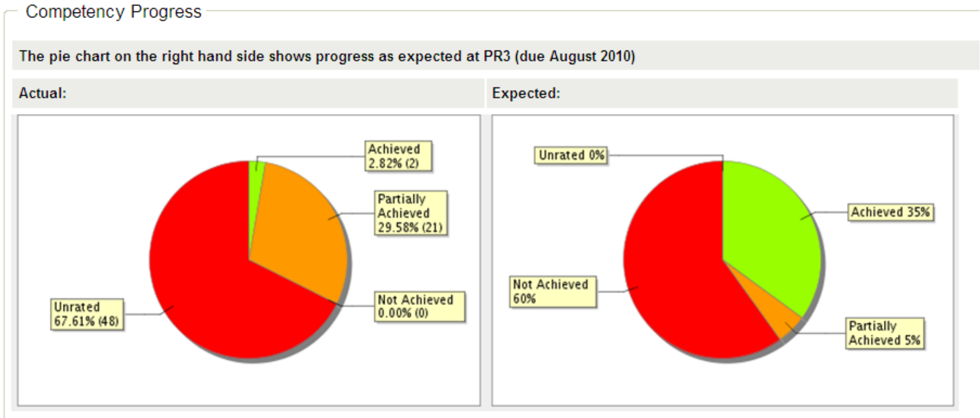
Trainees are the only user group who have a dashboard - if no dashboard has been set up you will see the message 'No Dashboard Available to display'.

The Dashboard is a one page summary containing data about trainees; this is the 'front page' of the trainee profile allowing an at a glance view of the trainee's progress and quick links through to portfolio forms that require update. Trainees see the same information and have the same capability as managers.

Key Features & Benefits

- An 'at a glance' view on competency progress i.e. % achieved (actual & expected) facilitating in the completion of performance reviews & graduation decisions
- Contains direct links from dashboard data to relevant portfolio form & then back again to the dashboard – even on fields that have not yet been completed.
- The dashboard is dynamic and will update as portfolio items are updated so always displays the most up to date information
- The dashboard is configurable allowing different data to be displayed as the trainee progresses through the scheme - only shows relevant data

Composition of the Dashboard



Competency Progress: The left hand pie is a summary of all of the competency forms in the portfolio.

The right hand pie shows progress as expected at a particular performance review. The 'expected' values can be found in the Handbook.

Performance Sumary: This shows a combination of academic failure information drawn from the Academic Record and the most current performance review. Each field links back to the relevant portfolio form.

Performance Review History: This is a summary of all previous performance reviews. This section contains no links back to portfolio items.

Leave Requested in current year: This displays a summary of all leave requests in the current year; it also displays entitlement including any additional entitlement or balances carried over from previous year. Contains links back to the relevant portfolio item.

Sickness/ Absence: A summary of all types of absence (excluding annual leave) since scheme start. Contains links back to the relevant portfolio item.

Flexi Placement Summary: A summary of key flexi placement information. Contains links back to the relevant portfolio item.

Mentor Information: A summary of key mentor information. Contains links back to the relevant portfolio item.

Conference Request: A summary of attendance at a conference supported by the scheme. Contains links back to the relevant portfolio item.

7.2.2 My Details tab

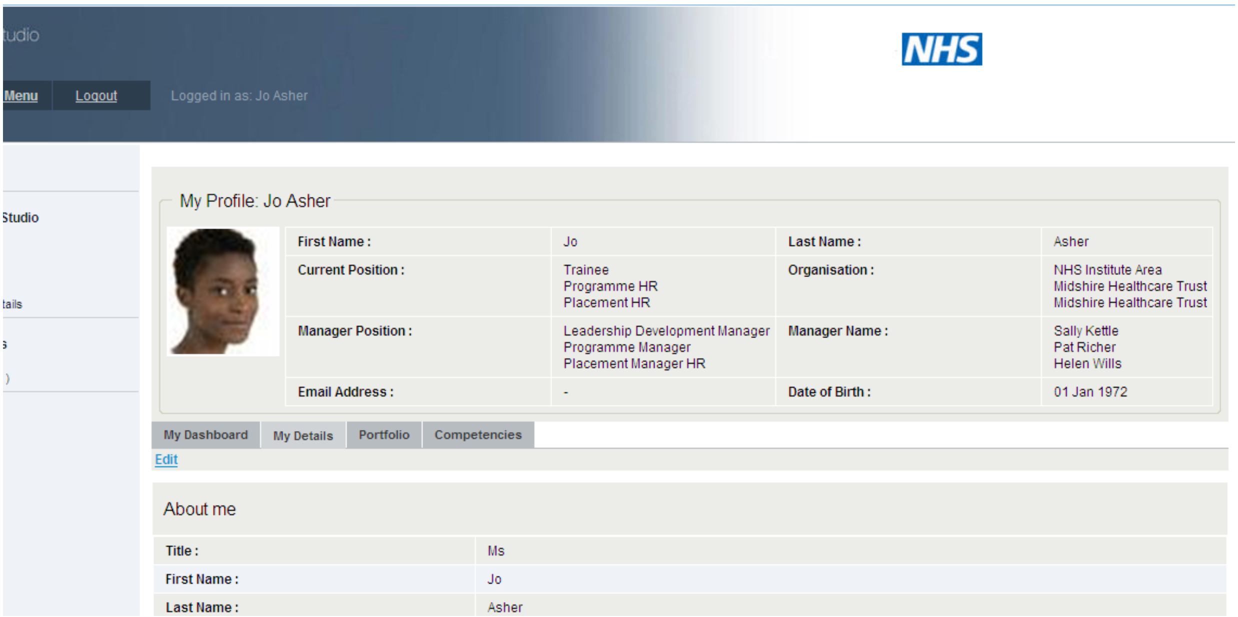
Select the My Details tab to see core information such as contact details.

Access to this information is strictly controlled.

Trainees please note that only your Scheme email address should be entered on Talent Studio: please do not use placement or personal email addresses.

The home address that you store on Talent Studio should be current; any updates made to your address will be sent through to the BSA so that they can update their records.

Manager please note: You are required only to store basic contact information. Most of this should already be there when you log on but if any details change please make sure this information is up to date. This is the primary source of contact information for the Scheme.



Click **Edit** to add or update your personal information

Click **Save** to save your information or **Cancel** to abandon the edit process.

7.2.3 Portfolio tab

Select the **My Portfolio** tab to go to your own portfolio.

The portfolio is the main area for gathering and entering information about Trainees. The information can either be added by the trainee, their managers or central administrators/ area offices.

Different types of information will have different security and access settings. Even though Placement/ Programme Managers and Leadership Development Managers will have their own portfolio they will not be required to enter any information about themselves. Click on the tab labelled **Portfolio** to view uploaded documents and personal questionnaires (called **Requests**).

The trainee portfolio contains personal records such as annual leave, sickness, absence etc. It will also host competency record sheets and performance reviews. The portfolio consists of a series of electronic forms as well as an area to upload important documents e.g. CV, orientation diary, job descriptions.

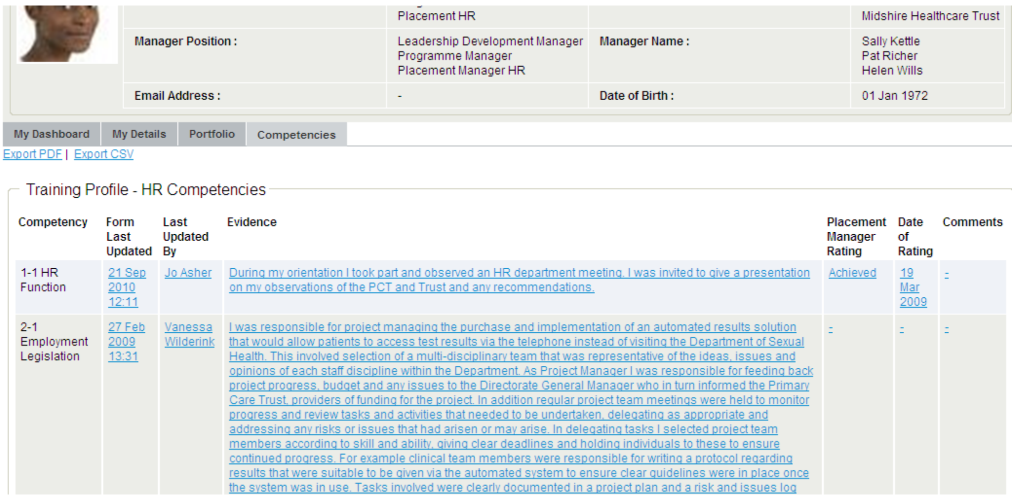
See further sections for more portfolio-specific information.

7.2.4 Competencies tab

The Competencies displays a summary report view of all the relevant competencies. They are displayed in numerical order and show information such as the evidence, the current rating and when the form was last updated.

To change the order of the competencies, click on a column heading and the data will be arranged alphabetically by the column e.g. if you wanted to order by rating, click the column headed Placement Manager Rating and you will then see the competencies grouped according to rating – this would make it easier to see which competencies are still outstanding, or those that have evidence but have not yet been rated.

The fields are hyperlinks and clicking on a field will take you directly to the relevant form where you can view or edit the information. Once in a form, clicking Back will take you back to the Competencies tab.



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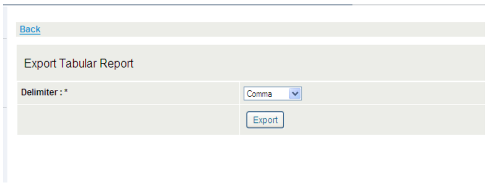
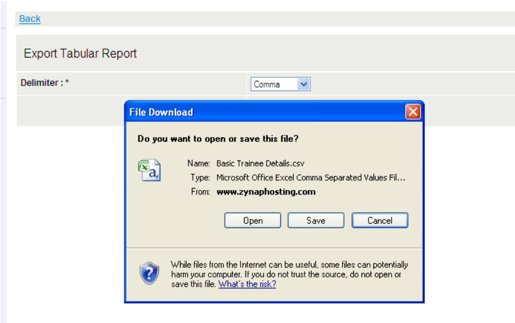
…..To export competencies to an Excel spreadsheet

To download the report to Excel
Click **Export CSV**



Click **Export**

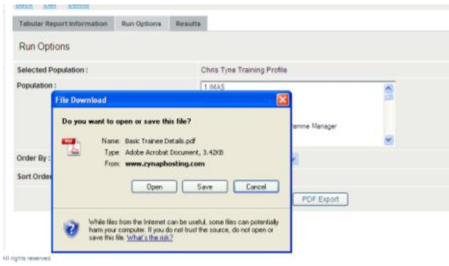


Follow the instructions in the window dependent on whether you want to **Open** or **Save** your report.

If you choose to open your report a new excel window will be opened containing the results of your report.
Remember to save your file as excel file i.e. .xls

….Printing competencies to PDF

To print the report to PDF
Click **Export PDF**



Follow the instructions in the window dependent on whether you want to Open or Save your report.

7.3 My Team

Select **My Team** to access the details of people you are managing i.e. people assigned to positions that report to your position.

Trainees:
You won't see anybody listed here as you do not manage any Talent Studio users.

Placement Managers:
Your team should consist of any trainees that you currently have on Placement with you.

Programme Managers:

Your team should consist of any trainees and their Placement Managers who you look after. You will be able to distinguish between trainees and Managers by the Intake Year column: only trainees will have an entry in this column.

Leadership Development Managers:
Your team should consist of trainees and their Programme Manager who are in your area. . You will be able to distinguish between trainees and Managers by the Intake Year column: only trainees will have an entry in this column.

Last Name	First Name	Job Title	Logs In	Intake Year
Anther	Sam	Placement Manager Finance	Yes	
Asher	Jo	Placement HR, Programme HR, Trainee	Yes	2007
Banks	Robin	Placement Finance, Programme Finance, Trainee	Yes	2006
King	Charles	Placement Manager General	Yes	
Tyne	Chris	Placement General, Programme General, Trainee	Yes	2007
Wills	Helen	Placement Manager HR	Yes	

Logs in simply means whether or not that person has a user account to Talent Studio. Most Graduate Scheme Users will have a user account with the exception of future intake trainees who do not yet use Talent Studio.

Click on the hyper-linked **Last Name** to go directly to their profile.

Once you have done this the **Browse** option will become available allowing you to scroll through each individual team member - use the forwards and backwards arrows to do this.

Please note that the sections related to a personal profile also relate to an individuals or trainee profile. Please refer to these sections to see more details about how to access and use the various elements of a trainees' profile.

7.4 My Login Details – changing your password

Select **My Login Details** to view your user account. Click **Edit** to add or update the information.

Trainees: Please note that we will only use your Institute email address to contact you – please do not use placement or personal email addresses.

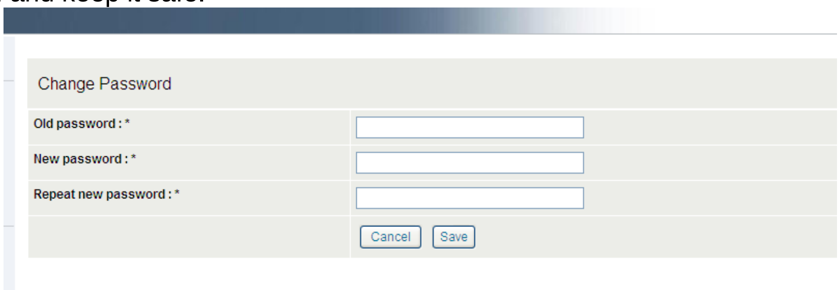
Edit Change Password

My Login Details

User Name :	Jo.Asher
Title :	Ms
First Name :	Jo
Last Name :	Asher
Preferred Given Name :	
Contact Telephone :	07000 000002

You are able to edit all the information on this form with the exception of your username.
If you wish to change this please contact **Graduateenquiries@leadershipacamdemy.nhs.uk**

Click **Change Password** to change your password. You should do this the first time you login to the system. Choose a memorable password and keep it safe.



Change Password

Old password : *	
New password : *	
Repeat new password : *	
	Cancel Save

Click **Save** to save your new password or **Cancel** to abandon the process.

Please note that it is not possible to change your username – if you would like to have your username changed please send an email to Graduateenquiries@leadershipacamdemy.nhs.uk

7.5 Reviews

Click **Reviews** to display any appraisal questionnaires that you may be invited to complete. You will receive an e-mail invitation to alert you when there are appraisal questionnaires to be completed. The number of outstanding reviews will be shown in brackets next to the menu item.
We only use this functionality for flexi placement managers who only need to complete a single form and do not have access to their trainee's portfolio.

7.6 Inbox Messages

Here you will find links to any requests that require your attention. The number of unopened messages will be shown in brackets next to the menu item.

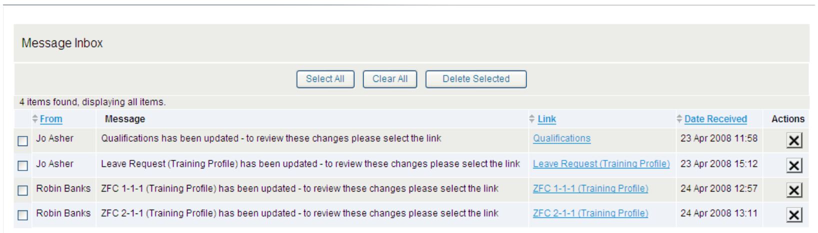
From: This is the Talent Studio user who has sent the message

Message: Describes the Request that the message relates to

Link: Click on this link to take you directly to the request

Date Received: This is the date that the Talent Studio user sent you the message

Actions: this allows you to delete the message from your Inbox; to do this click the x in the Actions column.



Multiple Deletion of Messages:

To delete more than one message you can either use the **Select All** button at the top of the screen, or use the check boxes in the left hand column.

To un-select items either un-check each item individually or use the **Clear All** button to un-check everything.

Use the **Delete** Selected to delete all checked items.

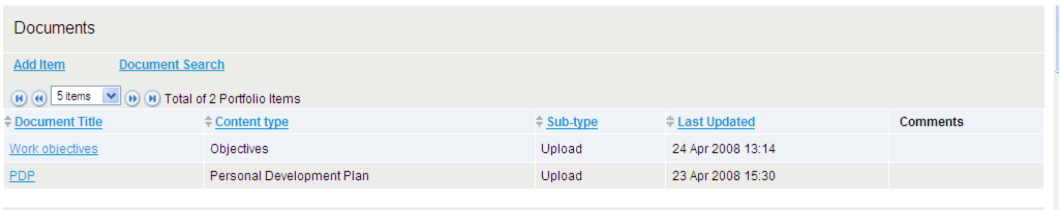
Items can be deleted individually by clicking on the cross in the right hand column.

8 Portfolio Specific Information

8.1 Documents

Documents of most file types can be uploaded in to the portfolio. Some documents will be preloaded, such as Pen Portraits and Assessment Centre Feedback.

8.1.1 Document Navigation



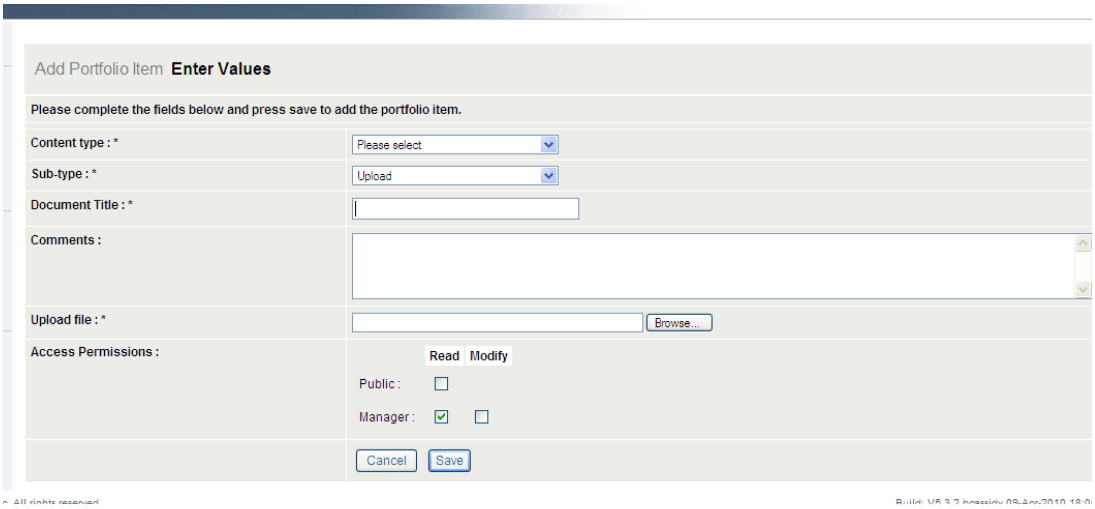
Documents will be split in to different pages if there are more than 5 of them uploaded. The number in brackets after the navigation arrows allows you to see how many items there are.

If you want to control how many documents are displayed on your screen use the drop down list: you can chose to display 2, 5, 10 or 15 items.

Alternatively you can navigate by using the arrows.

8.1.2 Upload a new document

To add a document (such as a CV, PDP or Orientation Plan) click **Add Item** to upload a file (E.g. Word, Power Point, Excel), or add text.



Select the appropriate **Content Type** from the list and click **Next** to continue.

Select the appropriate **Content Type** from the drop down list

From Sub-type choose **Text** to create a text file , **Upload** to add an existing document or **URL** to add a link

The form will change to cater for the chosen sub-type.

To **Upload** an existing document, enter the information and click **Browse** to locate the file.
To create a **Text** file enter the information directly into the text box.
To create a link to a **URL** type in to the text box provided.

The following terminology relates to both Creating a Text file and Uploading documents:

If you wish everyone who has access to the system to be able to read the uploaded document, tick the **Public** box. To allow managers access to the file, tick **Read** or **Modify** as appropriate. Leave these check boxes blank if you want the text document to be private (only accessible by you).
Managers will have a separate option called **Individual** where they can set whether the trainee has access to the document or not.

Public: Any Talent Studio user, including other trainees

Manager: This means anyone who is deemed to be a manager through the reporting structure of Talent Studio

Individual: This means the person in to whose portfolio the content has been entered (only managers get to choose this setting)

8.1.3 Document Search

This functionality is used mainly for HR activity in organisations that use Talent Studio to match people to positions when recruiting internally.

8.2 Requests/Reviews

Only externally generated forms will be visible in this section. For trainees this will only apply to the Flexi Placement Manager Evaluation form.

8.3 Requests – General Information

Requests are basically electronic forms that gather pre-determined data.

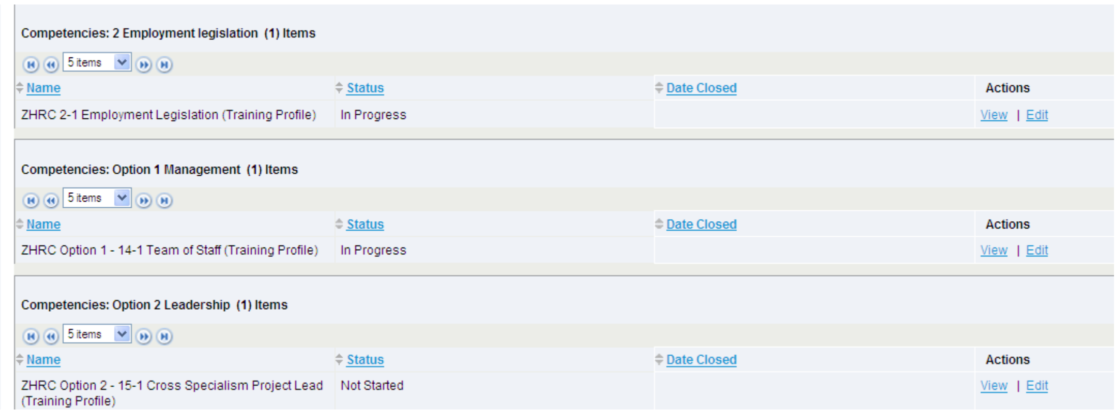
These get in to a portfolio as a result of the system administrator publishing them. They can be closed for further data entry as a result of the administrator changing their Status to Complete or they can be removed from the portfolio altogether.

Different requests will be published (made available) as required.

It is not possible for data entered on one form to automatically populate another form.

8.3.1 Request Groups

In order to make this section of the portfolio easier to use, requests of different types have been split in to Groups.



Groups are given titles that should be an indication of the content and are listed in alphabetical order.

Groups will be split in to different pages if there are more than 5 requests in a group. The number in brackets after the group title allows you to see how many items there are.

If you want to control how many group items are displayed on your screen use the drop down list: you can chose to display 2, 5, 10 or 15 items.

Alternatively you can navigate by using the arrows.

Inside the group you will see information about each particular request:

Name: the name of the request or electronic form, listed in alphabetical order

Status: the status of the request according to the administrator. There are three possible states for a request:

> **Not Started**: the request has never been opened in Edit mode, or has been opened in Edit mode but the user did not click Save before closing it
>
> **In Progress**: a user has opened the request in Edit mode and clicked Save to close the form
>
> **Closed:** the administrator has deemed that no more edits may be made to the request and closed the request.

Date Closed: the date that the administrator 'completed' or closed the request

Action: there are two possible actions for a request:

View: This allows users with Read permissions to view the request

Edit: This allows users with Edit permissions to make changes to the request.

If someone does not have Edit permissions to a particular Request then only the **View** link will be available.

8.3.2 Viewing and Editing a Request

Click on **View** - this will display a read-only version of the form. To close the form click **Back** to go back to the Portfolio view. If you have Edit permissions there will also be an **Edit** button available.

Click on **Edit** – this will open an editable version of the form.

Changes are automatically saved. To finish editing click **Close** at the bottom of the form and you will then see a read-only version of the form. To return to the Portfolio click **Back** or to re-open the form in Edit mode click **Edit.** If you choose to Send Email Notification or Send to Talent Studio Inbox the form will automatically close

8.3.3 Email Notification and Talent Studio Inbox

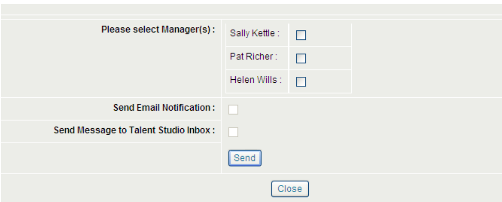
When you have opened a form in **Edit** mode you will see that at the bottom of each form you have the option to Send Email Notification or Send to Talent Studio Inbox. You can check either of these boxes, both or none.

Trainees: If you have more than one manager on Talent Studio you can now choose which manager to inform when you update a portfolio form.

Select the Manager first and then choose which type of communication you want them to receive and click. You can select more than one manager.

If you don't want to inform anybody select Close to close the form.

Managers: Using this will inform your Trainee of an update.



Email Notification: This will send an email to the relevant people using the email address stored in their Details. If there is no email address on the system or the email that is held is incorrect then no email will be received.

If you are not receiving email notifications please check that your email address is correct in the Details section.

Send to Talent Studio Inbox: This will add a link to the relevant people's Talent Studio Inbox. Clicking this link will take them directly to the form in question. These links can be deleted once dealt with.

8.3.4 Printing Requests

Requests can be printed by clicking the Export PDF link at the top of the request. This is only available when the request is opened in **View** mode.

This will open a pdf version of the form that includes both questions and responses in a new window. This can then be printed or saved.

8.3.5 Entering text in to Requests

Text may be typed directly in to text boxes in requests but can also be cut and pasted from other documents.

Please be aware that if you do this you may lose certain formatting and some characters such as bullets and hyphens may be converted to other types of characters. Once you have Saved the request you need to check that the formatting is as it should be and make any changes necessary within the form.

Some text fields have limits to the amount of text you can put in to them; you should receive an error message if you exceed this limit.

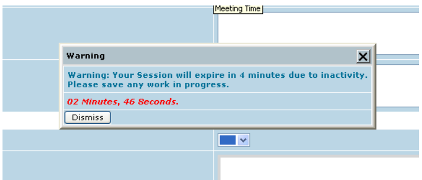
Some fields are limited to Manager access only e.g. authorisation fields, so only someone deemed to have manager status can enter data in to these fields.

All text fields can be edited with the exception of blog comments fields; these are fields that note the date and person who has entered the text and can be found, for example, in the Performance Review requests. Once the request has been saved with these comments these fields become un-editable although new comments can be added.

8.3.6 System Time-out

For security purposes the system times out after a period of non-use. Non-use in this case that you haven't clicked any buttons during this period e.g. typing text in to a request/form without clicking Save does not count as 'use'.

System Time-out has been set to 60 minutes. Once this has happened you will need to log back in to the system. Any work that you were doing at the time should be retained.

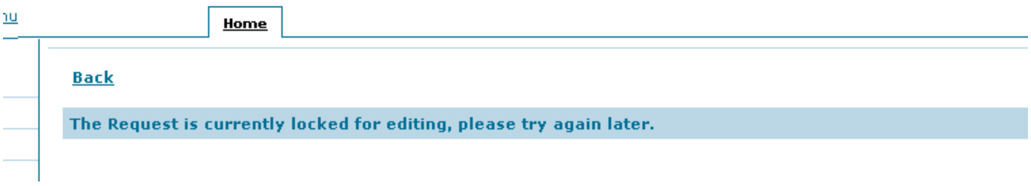


You will receive a warning message five minutes before you are automatically logged off. The remaining five minutes is then counted down during which time you have the option to save any work that you've been doing. If you do so, the timeout will be reset to 60 minutes. You can always re-open the request you were working on once you have saved to continue entering data.

8.3.7 Request Locking

Due to the fact that more than one person could potentially want to access the same portfolio request at the same time there is a locking mechanism in place.

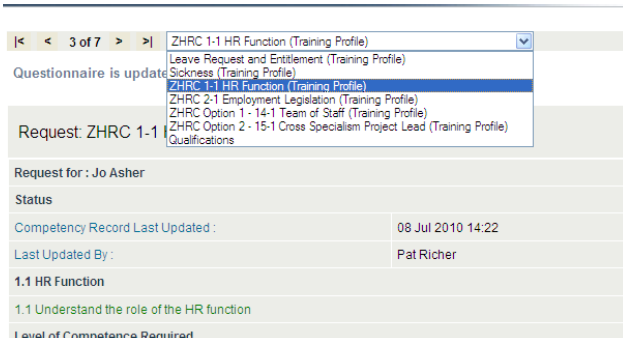
If a second person tries to open a request that is already open they will see the following message:



8.3.8 Request Navigation

Once you have opened a Portfolio form in either View or Edit mode you can navigate to other forms without having to go back to the Portfolio.

You can either use the back or forwards arrow to move between the forms or you can use the drop down list to select a specific form. The list order is as per the order in the Portfolio and therefore is not alphabetical.



If you open the original form in View mode all proceeding forms will also open in View. Once you then decide to Edit a particular form the navigation will then only open those forms which you have permission to Edit. To go back to View only click Close at the bottom of the form.   To then return to the Portfolio click Back.

This will be particularly useful when using the competency forms.

8.4 Requests – Specific Information

Each request:

- capture different types of information
- is accessible to different people dependent on the permission settings
- is made available when necessary i.e. not all of the requests will be available in the portfolio during the entirety of the Scheme

8.4.1 Absence

This form is used to capture any type of absence other than annual leave and the information captured is used to create the ESR monthly absence return as required by the BSA. The trainee should ensure that all of the above is completed and up-to-date by the last working day of each month for HR payroll purposes.

How the form works:

Trainees:

§ Enter the details for your absence
§ To add a new request for a certain time period click Add to add a new row.
§ Use the date pickers to add your start and end dates of your absence period
§ Once complete you can use the Send Email Notification or Send to Talent Studio Inbox to inform your managers that you have logged a new absence period.
.
Managers:

To approve the absence period you need to
§ state whether the absence is supported by a medical certificate
§ state whether the return to work has been supported
§ select the date of authorisation
§ **Please then check the box in the enable/Disable Row column**. This means that the row is locked for editing and

the leave request cannot be altered.

To edit a logged absence:

If an absence needs updating once it has been approved by the manager, a manager needs to uncheck the box in the Enable/Disable Row column, make the updates and then lock the row again by re-checking the box. If the absence is not taken at all once approved the manager can just remove the details from the row to make it blank

8.4.2 Academic Record

Group: Performance

This form is used to display exam/ assignment results and is particular to each specialism. Results are entered on to the form as the results become available along with any comments relating to the results.

8.4.3 Annual Leave Request and Entitlement

This form allows users to see how much leave a trainee is entitled to and how much leave they have taken.

The form states what the current basic entitlement is and it allows LDMs or area office administrators to enter any additional entitlements or carried over leave balances. These fields cannot be edited by trainees.

Please note that automatic calculations are not possible on this form.

How the form works:

Trainees:

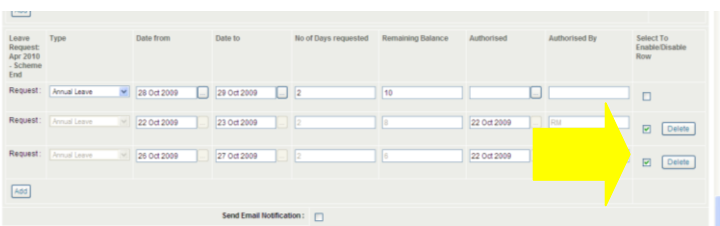
§ Enter the details for your leave request in the appropriate period. There is a separate group for each leave period.
§ To add a new request for a certain time period click Add to add a new row.
§ Use the date pickers to add your start and end dates, and then state how many days you are requesting. Remember not to include Bank Holidays or weekends in your number of days requested.
§ Then state the new balance of your leave entitlement for that period.
§ Once complete you can use the Send Email Notification or Send to Talent Studio Inbox to inform your managers that you have requested leave.
.

Managers:

§ To approve leave you need to
§ select the date of authorisation
§ add your name to the 'Authorised By'.
§ **Please then check the box in the enable/Disable Row column**. This means that the row is locked for editing and the leave request cannot be altered.

To edit a leave request:

If a leave request needs updating once it has been approved by the manager, a manager needs to uncheck the box in the Enable/Disable Row column, make the updates and then lock the row again by re-checking the box. If the leave is not taken at all once approved the manager can just remove the details from the row to make it blank



Area Offices/ Administrators

The top section of the form allows entry of any additional entitlements or approved carried over leave from a previous leave year.

8.4.4 Assessment Centre Feedback

Your Assessment Centre Feedback will be uploaded as a document in to the uploaded document section. This document will only be viewable by your managers and you will have to ask your manager to go through the feedback with you.

8.4.5 Assessment Centre Reflections

Group: Orientation and Assessment
This form allows the trainee to reflect on their experiences and feedback from their performance at the Assessment Centre and should be used to inform the trainee's Personal Development Plan.

8.4.6 Competency Forms

Group: There should be one competency form for each specialism competency and these have been published to groups that reflect the relevant Competency document groupings.

Trainees should only have their own specialism competencies in their portfolio.

Trainees
If the evidence you would like to add exceeds the equivalent of half of one side of A4 please use the document upload function in your Portfolio to upload additional detailed evidence to the document upload type Additional Competency Evidence.

If you need to use this functionality you must:
- write a summary of your evidence in the evidence text box on the Competency form
- include a reference to the uploaded document in the evidence text box so that the reader is aware of the supplementary information and what it is called
- name the document appropriately

Please note that you do not have to upload additional evidence if your full evidence fits the evidence text box.

Managers
When you receive a competency for signing off, please review the evidence given. Add any comments you feel are appropriate and choose from the drop down list. The rating will be dependent on your trainee's intake year.

Pre-2011 Trainees - : Select from ratings 'Not Achieved' or 'Partially Achieved' or 'Fully Achieved'.

2011 Trainees – select from rating of 1 to 5.

Then choose the option 'send to Talent Studio Inbox' to inform your trainee that you have made edits.

8.4.7 Conference Request

Group: Administration

It allows trainees to request which conference they would like to attend and to state the reasons along with other information such as accommodation and travel requests. Once a conference has been attended trainees can then feedback whether it met with their expectations.

This form will be available in the Portfolio when trainees are eligible to request conference attendance.

Trainees:
Please enter full information as requested on the form, both pre and post conference attendance.

Managers:
Please review the information entered by the trainee and fill in your Comments and Authorisation.

There is also a section in this form for Programme Co-ordinators to note what action they are taking once a request has been approved.

8.4.8 Flexi Placement Manager Evaluation

Can be found near the top of the Portfolio in the section headed Requests/ Reviews

The reason why this is not in the Placement group along with the rest of the flexi placement forms is that flexi placement managers do not have any access to the trainee Portfolio and therefore this information is entered in a different way.

Please note that this is the only information that the flexi placement manager has access to – they are not able to access the full trainee profile or portfolio.

8.4.9 Flexi Placement - Programme Manager Feedback

Group: Placements

This is for the Programme Manager to complete once the trainee and the Flexi Placement Manager have completed their evaluations.

8.4.10 Flexi Placement Proposal

Group: Placements

This is for the trainee to plan their flexi placement and for their Programme Manager and Leadership Development Manager to give their feedback. This form may go through several iterations before it is complete and ready for the steering group.

Some area offices may download the form in to the steering group template in preparation for presentation to the steering group.

8.4.11 Flexi Placement Trainee Feedback

Group: Placements: This is for the trainee to feedback on their flexi placement.

8.4.12 Orientation Plan

Group: Orientation and Assessment Centre

There are two separate parts to the Orientation Plan.
The first section is for the manager to plan the first 20 days of the Scheme and a second section for the trainee to complete.
Both sections are editable by the trainee and their Managers in case any details change.
To enable the planning of the first 20 days, the first 5 weeks of education dates are listed at the top of this form. For

more information on education dates and for a full list refer to the website or the home page of Talent Studio.
It is not possible to re-order items listed on this form without re-entering the information in the order that you wish it to appear.
It is also possible to upload Orientation Plans in other formats to the Portfolio

8.4.13 Personal Information

Group: Background Information: Trainees should enter details such as Mentor information and Emergency Contact details on this form.

8.4.14 Performance Reviews

Group: Performance

Performance Reviews are held throughout the trainee's time on the Scheme. The schedule for performance reviews is laid out in the Handbook.

These forms will be made available a month before a Performance Review is due to take place and will be **named accordingly**.

The form is split in to sections. The top section called Meeting Details is for planning your Performance Review meeting and the details can be entered by trainees or managers.

The rest of the form is accessible to managers only and is for the review itself.

The comments fields are blog comment fields i.e. when a comment is entered the details of the person who entered the comment and the time and date that the comment was made is logged. Once the form has been Saved these comments are non-editable. To enter a comment click the grey square to the bottom right of the box.

Managers
Please mark the review as complete once it is finished by selecting from the drop down box in the **Review Status** field at the bottom of the form.

8.4.15 Placement and Programme Information

Group: Placements

This form has a number of purposes:

Pre-Scheme: area offices can start to add Programme Manager and Placement Manager information. This information can then be used to assign Managers to their Talent Studio position and set them up as Talent Studio users. Lead Contact details can also be added so that area offices know who to contact in the organisation who is hosting the trainee before Programme Managers are identified.

During the Scheme: trainees must use this form to keep a record of any changes to their Programme and Placement Managers. Please note that area offices should still be informed of these changes to ensure that the new managers receive training and Talent Studio login details.

Trainees and Scheme staff can also start to add details of second placements when these are known.

8.4.16 Qualifications

Group: Background Information

Trainees can use this form to log Education, Professional, Practitioner and Development courses and results outside of the formal education programme of the Scheme.

8.4.17 Return on Investment

Group: Return on Investment

Different forms will be published per placement and will be labelled accordingly.

8.4.18 Surveys

Over the course of the scheme various surveys will be published to trainees to elicit their views on Orientation, Placements and the scheme itself.

These will be published to portfolio groups as appropriate.

These requests will not be visible by Placement or Programme Managers. All responses will be collated by the Scheme Office and a report summary will be produced and shared with LDM's to see where further improvements can be made to the Scheme.

9 Frequently Asked Questions

9.1 I can't log in / I get an error when I log in

System Messages on Login and what they mean

Invalid login. Please make sure that you have entered a correct username and password.
The user has entered an incorrect username or password

You have exceeded the maximum number of attempts allowed to login.
An incorrect username or password can only be entered three times in one go before the user account is locked. Please use the Forgotten Password link – using this will unlock your account and your password will be emailed to you using the email address held on the system. If you have forgotten your username please email Graduateenquiries@leadershipacamdemy.nhs.uk

You could not be logged on to Outlook Web Access. Make sure your domain\user name and password are correct, and then try again
It means the user has clicked the Zynap URL from within an email being viewed in Webmail. They need to cut and paste the URL in to the address bar of Internet Explorer and they should then be able to access Talent Studio.

3 The page cannot be displayed The page you are looking for is currently unavailable. The Web site might be experiencing technical difficulties, or you may need to adjust your browser settings.
This could mean a number of things but one thing to check is that they have entered the URL correctly i.e. **https**://www.zynaphosting.com/nhs

Please note particularly the '**S**' in https – you will not be able to get access to the login page if this **s** is missing.

9.2 My Programme/ Placement Manager has changed

Trainees: Please contact Graduateenquiries@leadershipacamdemy.nhs.uk and your Area office.

You can also keep a log of this on the form called Placement and Programme Information in your Portfolio.

9.3 I haven't received any login details for Talent Studio

Please contact Graduateenquiries@leadershipacamdemy.nhs.uk

9.4 System Errors

Very occasionally Talent Studio user might get a system error. You will see something like this:

```
A System Error has occurred and a message has been sent to support.
Please contact your system administrator and report the error details displayed and
the steps that lead to the error occurring.

Click here to view details of the error.
```

Even though an email is automatically sent to the software provider we still need to capture more information.

Make a note of what you were doing at the time of the error.

If you are still able to view the details of the error and cut and paste them in to an email

Send this email to Graduateenquiries@leadershipacamdemy.nhs.uk

9.5 My Manager is not receiving emails from Talent Studio

In order to send emails Talent Studio requires an email address, and obviously this needs to be correct. Check the spelling if there is already an email address held.

Update/ add the email address if necessary.

9.6 How do I take a screen shot?

- Make sure that what you need to a screen shot of is displayed on the screen
- Hit the Print Screen key (typically at the top of your keyboard)
- Right click your mouse and select Paste in to a word document or email