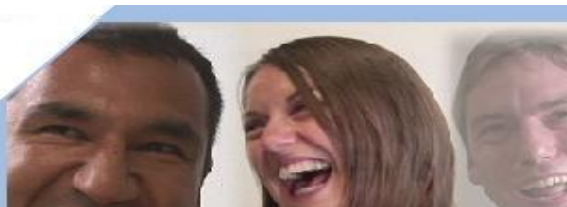


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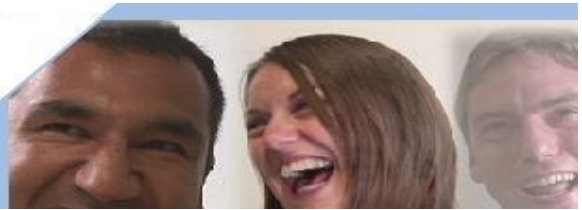
Zynap Talent Studio User Guide For Programme and Placement Managers NHS Graduate Management Training Scheme Version 1.0

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9	Information Access	Error! Bookmark not defined.

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1 Login

To login to Talent Studio you will need the URL (Internet address), Username and Password that will have been provided to you separately. If you have not received this information please contact the Graduate Management Training Schemes programme administrator.

Click on the URL link (or type the URL into your browser's menu bar) to navigate to the login page.

Login

Username :	<input type="text"/>
Password :	<input type="password"/>
	<input type="button" value="Login"/>

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

1.1 Data Protection Policy

Privacy and Data Protection Policy

Please read and agree to the text below before you continue.

We are committed to protecting the privacy of all individuals using this website and all personal data is processed in accordance with the Data Protection Act 1998.

We have taken measures to protect your personal data from: unauthorised access, improper use, alteration, unlawful or accidental destruction, and accidental loss.

The personal data you provide will only be used for the purposes of Health Administration and Services, Research, Public Health and Education. We will not share your personal information with anyone else, unless required to do so by law.

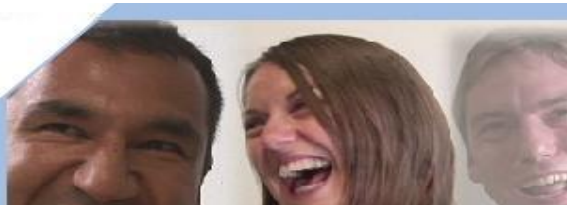
In the case of all users, the NHS reserves the right to attempt to identify and track any individual who is reasonably suspected of trying to gain unauthorised access to NHS computer systems or NHS resources. As a condition of use of this website, all users must give permission for the NHS and/or its agents to use its access logs to track users who are reasonably suspected of gaining or attempting to gain unauthorised access.

☐ "I understand that all personal information about me held on the website conforms to the requirements of the Data Protection Act (1998). Any personal information (including email address) will only be used for the purpose of administration of the website and will not be passed on to any other party."

Read and agree the Data Protection Policy. This is to protect all users of the system who will have to confirm that they have read and agree to the Data Protection Policy each time they login to Talent Studio.

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Zynap Talent Studio User Guide

1.2 Home Page

Home

Account Info

- My Account
- My Details
- My Team

To-Do Lists

- Reviews
- Requests

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Welcome to Talent Studio

Welcome to Talent Studio - your electronic portfolio supporting your progression through the Graduate Scheme and beyond.

You will see in My Details and the Personal Information questionnaire in your Portfolio that we have already entered most of the information given to us during your initial application and more recently in your Starter Note. Please check that this information is correct and make any necessary updates. It is your responsibility to keep this information as current as possible.

Talent Studio will evolve over the coming months to support the Performance Management Process, and capture information such as exam and assignment results. Currently you can complete your Assessment Centre Reflections and start to build on your Orientation Plan. You can also complete your first Attendance Record, Holiday and Sickness forms are also available to complete on-line. You should find all you need to start using the system in the Talent Studio User Guide and the Graduate Scheme Handbook.

For support please contact: Gradschemefaq@institute.nhs.uk

Account Info

My Account

Manage your account

To-do Lists

Reviews

List of reviews that have not yet been completed.

Questionnaires

List of questionnaires that have not yet been completed and need answering.

Downloads

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This is your home page, where you will find information relevant to you and your participation in the programme.

2 My Account

Click **My Account** to view your user details. Click **Edit** to add or update the information. Please do not use private email addresses for your contact email address.

Home

Account Info

- My Account
- My Details
- My Team

To-Do Lists

- Reviews
- Requests

Edit **Change Password**

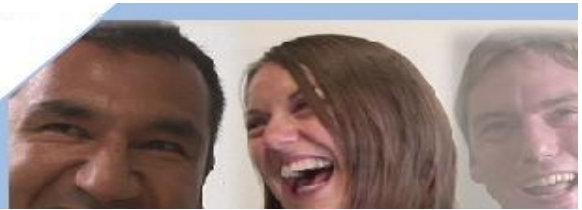
My Account

User Name :	Cristen.Lagerfeldt
Title :	Ms
First Name :	Cristen
Last Name :	Lagerfeldt
Preferred Given Name :	Cris
Contact Telephone :	02076343434
Contact Email Address :	cristen.lagerfeldt@nhsinstitute.nhs.uk

2.1 Change Password

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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.

Home

Change Password

Old password : *	<input type="password"/>
New password : *	<input type="password"/>
Repeat new password : *	<input type="password"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

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

3 My Details

Click **My Details** to view your personal information.

Home

Account Info

- My Account
- My Details
- My Team
- To-Do Lists
- Reviews
- Requests

My Details:- Thalia Clutton

No Photograph Available

Title :	Mr	Date of Birth :	-
First Name :	Thalia	Telephone :	-
Last Name :	Clutton	Email Address :	-

My Details | My Current Position | Portfolio

Edit

About me

Title :	Mr
First Name :	Thalia
Middle Name :	-
Last Name :	Clutton
Preferred Name :	Thalia
Previous Name :	-
Date of Birth :	-
Gender :	Male
Job Title :	Programme Manager
Organisation Unit :	Gateshead Health NHS Foundation Trust
Telephone :	-
Mobile Phone Number :	-
Email :	-

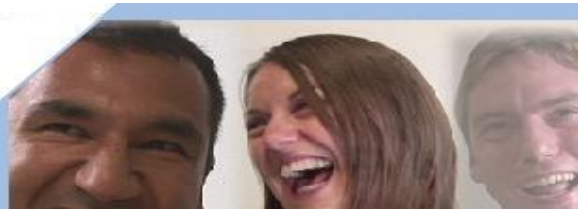
This is a standard Talent Studio form and you are not required to complete all the fields but we do need to keep your work contact information up to date.

3.1 Edit

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

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Home

About me for Thalia Clutton

Account Info

- My Account
- My Details
- My Team
- To-Do Lists**
- Reviews
- Requests

Title :

First Name : *

Last Name : *

Preferred Name :

Date of Birth :

Telephone :

Email :

Photograph :

Middle Name : (Max 100 characters)

Previous Name : (Max 100 characters)

Gender : *

Mobile Phone Number : (Max 100 characters)

Address Line One : (Max 255 characters)

Address Line Two : (Max 255 characters)

Address Line Three : (Max 255 characters)

Postal Code : (Max 10 characters)

Do you consider yourself to have a disability : *

Disability Details :

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

4 My Current Position

Click **My Current Position** to view the details of your position in relationship to the NHS Institute.

Home

Account Info

- My Account
- My Details
- My Team
- To-Do Lists**
- Reviews
- Requests

My Details:- Thalia Clutton

No Photograph Available

Title : Date of Birth :

First Name : Telephone :

Last Name : Email Address :

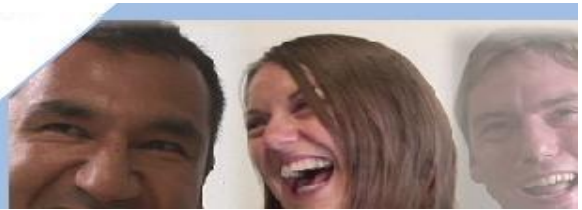
My Details **My Current Position** **Portfolio**

Current Position(s)

Type	Title	Organisation
Secondment	Programme Manager	Gateshead Health NHS Foundation Trust

5 Portfolio

Click **Portfolio** to view your uploaded documents and personal questionnaires. This screen



is not currently relevant to your use of Talent Studio.

5.1 Add Item

Click **Add Item** to upload a document (such as a CV or PDP) or add a text file.

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

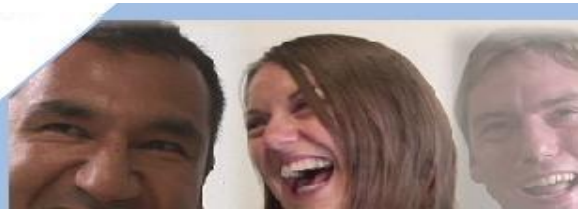
Choose **Text** to create a text file or **Upload** to add an existing document.

To create a **Text** file enter the information directly into the form.

If you wish everyone who has access to the system to be able to read the text file, tick the **Public** box. To allow your manager 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

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by you).

To **Upload** an existing document, enter the information and click **Browse** to locate the file.

The screenshot shows the 'Enter Values' form for uploading a document. The form has a sidebar with 'Account Info' (My Account, My Details, My Team, To-Do Lists, Reviews, Requests) and a main content area. The main content area has a breadcrumb 'Home' and a title 'Select Content Type > Select Sub Content Type > Enter Values'. The form fields are: 'Content type : Pen Portrait', 'Document Title : *' (text input), 'Comments :' (text area), 'Upload file : *' (text input with a 'Browse...' button), and 'Access Permissions :'. Under 'Access Permissions', there are checkboxes for 'Public :', 'Read', and 'Modify'. At the bottom are 'Cancel', '<< Back', and 'Save' buttons.

If you wish everyone who has access to the system to be able to read the document, tick the **Public** box. To allow your manager access to the document, tick **Read** or **Modify** as appropriate. Leave these check boxes blank if you want the document to be private (only accessible by you).

5.2 Document Search

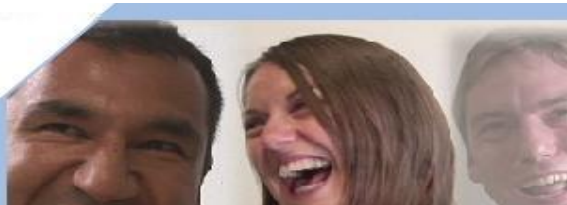
Click **Document Search** to find documents on the system.

The screenshot shows the 'Criteria' search form. The sidebar has 'Account Info' (My Account, My Details, My Team, To-Do Lists, Reviews, Requests) and a main content area. The main content area has a breadcrumb 'Home' and a title 'Criteria'. The form has a 'Search Parameters' section with 'Search using content types :', 'Summary type : Concept', 'Threshold : 0', and 'Max results : 20'. There are 'Set All' and 'Clear All' buttons. Below this is a 'Select one or more portfolio items and/or enter search text.' section with 'Documents :', 'Free text :', and a 'Search' button. The 'Documents' section has checkboxes for 'My Pen Portrait', 'Orientation Presentation', 'My CV', and 'My Orientation Feedback'. The 'Free text' section has a text input and a character count '0 characters | 8000 remaining'.

Select the **Content Type(s)** you wish to find, choose the **Summary Type**, **Threshold** and

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Max Results to configure the way search results are returned and enter your search text in the **Free text** box. Click **Search** to start the document search.

6 My Team

Click My Team to see Trainees that are on your placement or programme.

Last Name	First Name	Logs In	Active
Lagerfeldt	Cristen	Yes	Yes

6.1 Browse

The Browse tab allows you to scroll through your trainees. If you are a Programme Manager you will also be able to see the Placement Managers that the trainees are assigned to.

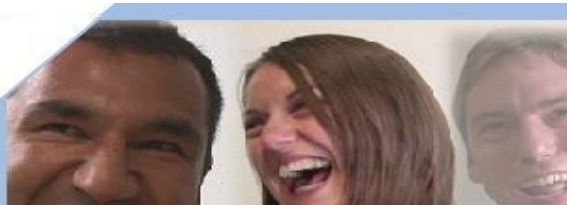
Summary of Cristen Lagerfeldt			
First Name :	Cristen	Last Name :	Lagerfeldt
Current Position :	Trainee Programme Trainee Placement		
Home Location :	-	Manager Name :	Rosa Klebb Thalia Clutton
Date of Birth :	23 Mar 1984	Age :	23.0

Contact Details	
Title :	Ms
First Name :	Cristen
Middle Name :	Amanda
Last Name :	Lagerfeldt
Preferred Name :	Cris
Previous Name :	Grundlich
Date of Birth :	23 Mar 1984
Gender :	Female
Job Title :	Trainee Programme Trainee Placement
Organisation Unit :	NHS Graduates Gateshead Health NHS Foundation Trust
Telephone :	02076343434

6.2 Details

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The Details screen displays selected placement and contact information about the trainee. Some of this information is read only.

Click **Edit** to edit the Details questionnaire.

The screenshot shows the 'Contact Details' form for Cristen Lagerfeldt. The form is titled 'Contact Details for Cristen Lagerfeldt' and includes a 'Home' button. The form fields are as follows:

Field	Value	Notes
Title :	Ms	
First Name : *	Cristen	
Last Name : *	Lagerfeldt	
Preferred Name :	Cris	
Date of Birth :	23 Mar 1984	
Telephone :	02076343434	
Email :	cristen.lagerfeldt@nhsinstitute.nhs.uk	
Photograph :	Picture already provided	Browse...
Middle Name :	Amanda	(Max 100 characters)
Previous Name :	Grundlich	(Max 100 characters)
Gender : *	Female	
Mobile Phone Number :	07734565656	(Max 100 characters)
Address Line One :		(Max 255 characters)
Address Line Two :		(Max 255 characters)
Address Line Three :		(Max 255 characters)
Postal Code :		(Max 10 characters)

Buttons: Cancel, Save

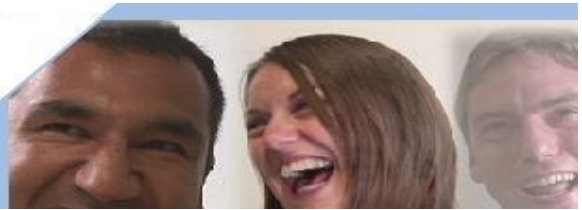
Click **Save** to save the information or **Cancel** to abandon the edit process.

6.3 Portfolio

Click **Portfolio** to view uploaded documents and personal questionnaires relevant to the trainee you are viewing.

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Home

My Team Browse

Account Info

My Account

My Details

My Team

To-Do Lists

Reviews

Requests

Person : 1 of 1

Summary of Cristen Lagerfeldt

First Name :	Cristen	Last Name :	Lagerfeldt
Current Position :	Trainee Programme Trainee Placement	Organisation :	NHS Graduates Gateshead Health NHS Foundation Trust Gateshead Health NHS Foundation Trust
Home Location :	-	Manager Name :	Rosa Klebb Thalia Clutton
Date of Birth :	23 Mar 1984	Age :	23.0

Details Portfolio

Add Item Document Search

Portfolio

5 items found, displaying all items.

Document Title	Content type	Sub-type	Last Updated	Comments
My Pen Portrait	Pen Portrait	Text	12 Sep 2007 11:56	This is my Pen Portrait
Orientation Presentation	Orientation Feedback	Upload	14 Aug 2007 08:32	Presented to the Board 7...
dfd	Orientation Feedback	Text	13 Sep 2007 08:56	dfd
My CV	Curriculum Vitae	Text	09 Aug 2007 03:34	My CV about me
My Orientation Feedback	Orientation Feedback	Text	13 Sep 2007 08:50	My Orientation Feedback

Requests / Reviews

9 items found, displaying all items.

Name	Status	Review Role	Date Completed	Actions
Assessment Centre Feedback	Not Started			View Edit
Assessment Centre Reflections	Not Started			View
Attendance Record September 2007	In Progress			View Edit
Leave Request	In Progress			View Edit

6.4 Add Item

Click **Add Item** to upload a document (such as a CV or PDP) or add a text file.

Home

Select Content Type > Select Sub Content Type > Enter Values

Select the type of the content to add and then click 'Next'.

Content type : *

- ☐ Curriculum Vitae
- ☐ Orientation Feedback
- ☐ Pen Portrait
- ☐ Personal Development Plan
- ☐ Training Records
- ☐ Written Correspondence

Cancel Next >>

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

Home

Select Content Type > Select Sub Content Type > Enter Values

Please select the type of content to add

Sub-type : *

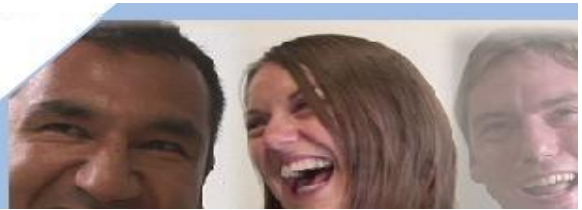
- ☐ Text
- ☐ Upload

Cancel << Back Next >>

Choose **Text** to create a text file or **Upload** to add an existing document.

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To create a **Text** file enter the information directly into the form.

Home

Select Content Type > Select Sub Content Type > Enter Values

Account Info

- My Account
- My Details
- My Team
- To-Do Lists
- Reviews
- Requests

Content type : Pen Portrait

Document Title : *

Comments :

Text : *

Access Permissions :

Read Modify

Public : ☐

Individual : ☐

Manager : ☐

Cancel << Back Save

If you wish everyone who has access to the system to be able to read the text file, tick the **Public** box. To allow the Leadership Development Manager (Manager), or the Trainee (Individual) 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).

To **Upload** an existing document, enter the information and click **Browse** to locate the file.

Home Graduate Reports

Select Content Type > Select Sub Content Type > Enter Values

Account Info

- My Account
- My Details
- My Team
- To-Do Lists
- Reviews
- Requests
- Graduate Reports
- Marital Status
- Orientation Plans
- Personal Information
- Qualifications
- Trainee Address
- Trainee Import
- Trainees
- Trainees by LDM (Region)

Content type : Pen Portrait

Document Title : *

Comments :

Upload file : * Browse...

Access Permissions :

Read Modify

Public : ☐

Individual : ☐

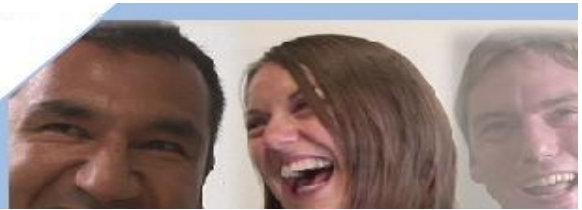
Manager : ☐

Cancel << Back Save

If you wish everyone who has access to the system to be able to read the document, tick the **Public** box. To allow the Leadership Development Manager (Manager), or the Trainee (Individual) access to the file, tick **Read** or **Modify** as appropriate. Leave these check boxes blank if you want the document to be private (only accessible by you).

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6.5 Document Search

Click **Document Search** to find documents on the system.

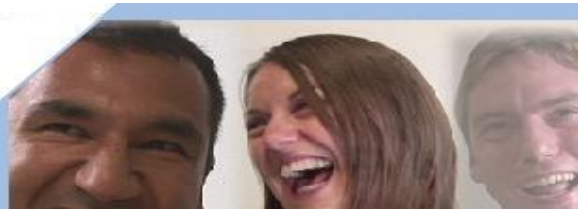
Select the **Content Type(s)** you wish to find, choose the **Summary Type**, **Threshold** and **Max Results** to configure the way search results are returned and enter your search text in the **Free text** box. Click **Search** to start the document search.

6.6 Assessment Centre Feedback

Click **View** to display the **Assessment Centre Feedback** questionnaire.

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[Home](#)

[Back](#)

Account Info

- My Account
- My Details
- My Team

To-Do Lists

- Reviews
- Requests

Request: Assessment Centre Feedback 2007

Request for : Cristen Lagerfeldt

Status

Assessment Centre Feedback Last Updated :	13 Aug 2007 12:31
Last Updated By :	Rosa Klebb

Feedback on Competencies

Leading and Taking Responsibility :	Highly effective Proposes or sets specific actions: clear evidence of consistently proposing specific actions for others in recommendations for improving waiting times
Communicating and Influencing :	Effective Builds on ideas from others: shows some clear evidence of building on ideas but also includes one idea that has not been expanded on past the information received in the emails. listens to others ideas and builds on these.
Working with others :	
Driving for and achieving results :	
Managing, planning and organising :	
Innovation and continuous improvement :	
Focusing on patients and customers :	
Analytical thinking :	
Broad based problem solving and decision making :	
Specific feedback and comments :	

There is no edit button for this questionnaire as you only have read access rights. This questionnaire is completed by your Leadership Development Manager based on the trainee's performance at the Assessment Centre.

6.7 Assessment Centre Reflections

Click **View** to edit the **Assessment Centre Reflections** questionnaire.

[Home](#)

[Back](#) [Edit](#)

Account Info

- My Account
- My Details
- My Team

To-Do Lists

- Reviews
- Requests

Request: Assessment Centre Reflections

Request for : Cristen Lagerfeldt

Status

Assessment Centre Reflections Last Updated :	
Last Updated By :	

Reflections

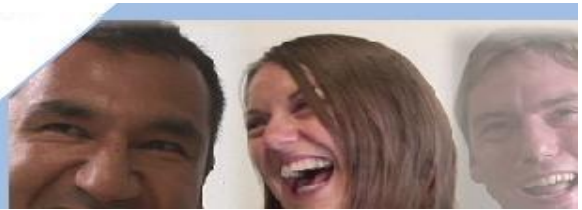
What went really well? :	
What didn't go so well? :	
Are there any areas for personal development? :	
What elements of my trainee role can help me develop in these areas? :	
Agreed actions :	

There is no edit button for this questionnaire as you only have read access rights. This questionnaire is completed by the trainee based on their experience at the Assessment Centre.

The Assessment Centre Feedback and the Assessment Centre Reflections are both used to form the basis of the trainee's Personal Development Plan.

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6.8 Attendance Record

Click **View** to edit the **Attendance Record** questionnaire.

	Date from	Date to	Reason for absence from placement	No. of Days	Comments
Absence :	03 Sep 2007	07 Sep 2007	Education programme	5	
Absence :	10 Sep 2007	14 Sep 2007	Orientation Activities	5	

Click **Edit** to edit the **Attendance Record** questionnaire. If the Reason for Absence from Placement drop down list does not include your reason for absence please add more detail in the Comments box.

	Date from	Date to	Reason for absence from placement	No. of Days	Comments
Absence :	03 Sep 2007	07 Sep 2007	Education programme	5	
Delete	10 Sep 2007	14 Sep 2007	Orientation Activities	5	
Absence :					
Add					

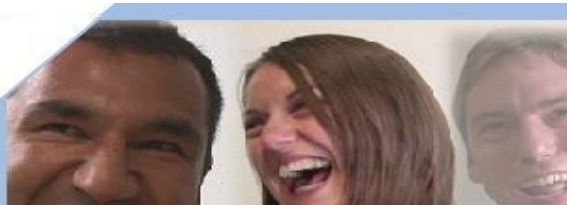
Cancel Save

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

6.9 Leave Request

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Click **View** to display the **Leave Request** questionnaire. The trainee completes the majority of the questionnaire and you are required to authorise the request. You can do this by selecting the date that you are authorising the request in the **Authorised** field.

[Home](#)
[Back](#) [Edit](#)

Account Info

- My Account
- My Details
- My Team
- To-Do Lists**
- Reviews
- Requests

Request: Leave Request

Request for : Cristen Lagerfeldt

Status

Annual Leave Form Last Updated : 12 Sep 2007 15:35

Current Leave Entitlement

Your full year leave entitlement is 27 days annual leave, plus national and bank holidays per annum.

The annual leave year runs from 1st April to 31st March.

As trainees join the Graduate Scheme part way through the leave year, the entitlement is calculated pro-rata, as below:

HR/GENERAL MANAGEMENT

September 2007 - March 2008 (7 months) = 16 days

April 2008 - March 2009 (12 months) = 27 days

April 2009 - August 2009 (5 months) = 11.5 days

FINANCE

September 2007- March 2008 (7 months) = 16 days

April 2008 - March 2009 (12 months) = 27 days

April 2009 - Feb 2010 (10 months) = 22.5 days

Leave Request

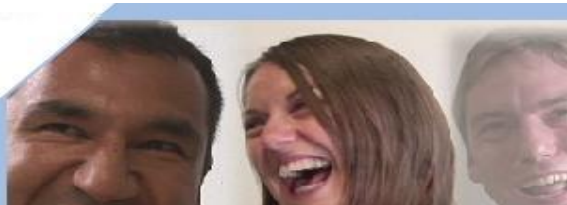
(Annual, Compassionate, Maternity etc.)

	Type	Date from	Date to	Days requested	Days remaining	Authorised
Request :	Annual Leave	08 Oct 2007	12 Oct 2007	5	11	

Click **Edit** to edit the **Leave Request** questionnaire.

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<p>Account Info</p> <ul style="list-style-type: none"> My Account My Details My Team <p>To-Do Lists</p> <ul style="list-style-type: none"> Reviews Requests 	<p>Home</p> <p>Request: Leave Request</p> <p>Request for : Cristen Lagerfeldt</p> <p>Status</p> <p>Annual Leave Form Last Updated : 12 Sep 2007 15:35</p> <p>Current Leave Entitlement</p> <p>Your full year leave entitlement is 27 days annual leave, plus national and bank holidays per annum.</p> <p>The annual leave year runs from 1st April to 31st March.</p> <p>As trainees join the Graduate Scheme part way through the leave year, the entitlement is calculated pro-rata, as below:</p> <p>HR/GENERAL MANAGEMENT</p> <p>September 2007 - March 2008 (7 months) = 16 days</p> <p>April 2008 - March 2009 (12 months) = 27 days</p> <p>April 2009 - August 2009 (5 months) = 11.5 days</p> <p>FINANCE</p> <p>September 2007- March 2008 (7 months) = 16 days</p> <p>April 2008 - March 2009 (12 months) = 27 days</p> <p>April 2009 - Feb 2010 (10 months) = 22.5 days</p> <p>Leave Request</p> <p>(Annual, Compassionate, Maternity etc.)</p> <table border="1"> <thead> <tr> <th></th> <th>Type</th> <th>Date from</th> <th>Date to</th> <th>Days requested</th> <th>Days remaining</th> </tr> </thead> <tbody> <tr> <td>Request : </td> <td>Annual Leave</td> <td>08 Oct 2007</td> <td>12 Oct 2007</td> <td>5</td> <td>11</td> </tr> </tbody> </table> <p><input type="button" value="Add"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p>		Type	Date from	Date to	Days requested	Days remaining	Request :	Annual Leave	08 Oct 2007	12 Oct 2007	5	11
	Type	Date from	Date to	Days requested	Days remaining								
Request :	Annual Leave	08 Oct 2007	12 Oct 2007	5	11								

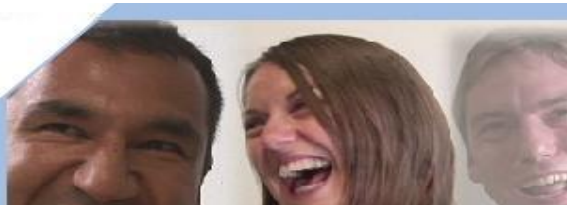
Click **Save** to save the information or **Cancel** to abandon the process.

6.10 Orientation Plan 2007

Click **View** to display the **Orientation Plan 2007** questionnaire.

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Request: Orientation Plan 2007

Request for : Cristen Lagerfeldt

Status

Orientation Plan Last Updated : 09 Aug 2007 15:31
 Last Updated By : Rosa Klebb

Education Dates

Joint Education	Start	End
Finance, Overview and ALS :	04 Sep 2007	07 Sep 2007
HR :	24 Sep 2007	26 Sep 2007
General Management and Simulation :	15 Oct 2007	18 Oct 2007

Specialist Education

Course :	Name	Start	End
	Fundamentals of Health & Public Leadership	27 Nov 2007	28 Nov 2007
	Health and Public Policy	04 Mar 2008	06 Mar 2008
	Organisational Development and Leadership	02 Sep 2008	04 Sep 2008
	Governance and Performance	27 Jan 2009	29 Jan 2009

Orientation Dates

	No.	Date	Time	Location	Activity	Contact	Notes
Day :	1	11 Sep 2007	9:30 am - 10:30 am	Dover Hall	Outline of programme and assistance with framework for interviewing/questioning staff to maximise benefits from placement	Helen Smith HR Director	
Day :	1	11 Sep 2007	10:30 am - 11 am		Tour of site	Penny Roache	

Click **Edit** to add to or update the questionnaire.

HR : 24 Sep 2007 26 Sep 2007
 General Management and Simulation : 15 Oct 2007 18 Oct 2007

Specialist Education

Course :	Name	Start	End
	Fundamentals of Health & Public Lead	27 Nov 2007	28 Nov 2007
Delete	Health and Public Policy	04 Mar 2008	06 Mar 2008
	Organisational Development and Lead	02 Sep 2008	04 Sep 2008
Delete	Governance and Performance	27 Jan 2009	29 Jan 2009

Add

Orientation Dates

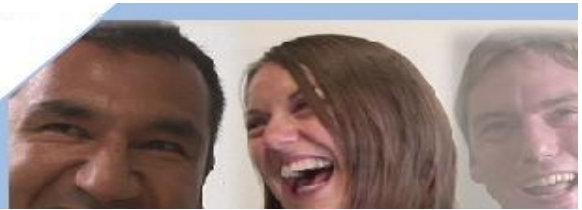
	No.	Date	Time	Location	Activity	Contact	Notes
Day :	1	11 Sep 2007	9:30 am - 10:30 am	Dover Hall	Outline of programme and assistance with framework for interviewing/questioning	Helen Smith HR Director	
Delete	1	11 Sep 2007	10:30 am - 11 am		Tour of site	Penny Roache	
Day :							

Add

Cancel Save

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

This questionnaire is for you and your trainee to plan and record their Orientation. There is an area at the top of the questionnaire where you are able to input any Education dates that the trainee has – this will enable you to plan around any set dates.

6.11 Personal Information

Click **View** to display the **Personal Information** questionnaire.

The screenshot shows a web interface for a 'Personal Information' questionnaire. On the left is a navigation menu with links: Home, Back, Account Info (My Account, My Details, My Team), To-Do Lists (Reviews, Requests). The main content area is titled 'Request: Personal Information' for 'Cristen Lagerfeldt'. It contains several sections:

- Status:** Personal Information Last Updated: 12 Sep 2007 15:59; Last Updated By: Cristen Lagerfeldt.
- Personal Details:** Marital Status: Single; Number of Dependents: 0; Driving Licence: Yes; Car Insurance: Yes; Nationality: ; In Service: No.
- Education:** English GCSE: Yes; Maths GCSE: Yes.
- Mentor:** Fields for Name, Job Title, Organisation, and Department.
- Emergency Contact Details:** Name: Mrs Lagerfeldt; Relationship: Mother; Address Line One: 2 The Close; Address Line Two: Brighton; Address Line Three: Cambs.

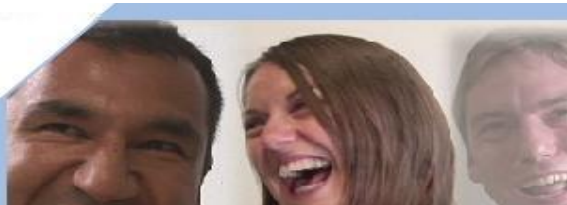
There is no edit button for this questionnaire as you only have read access rights. This questionnaire is completed by the trainee.

6.12 Qualifications

Click **View** to display the **Qualifications** questionnaire.

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Questionnaire: Qualifications

Status

Qualifications Last Updated : ?

Educational

Enter your Educational qualifications here

	Degree	Awarded By	Awarded On	Comments
Educational : ?				

Professional

Enter your Professional qualifications here

	Professional Body	Class	Awarded On	Comments
Professional : ?				

Practitioner

Enter your Practitioner qualifications here

	Discipline	Level	Since	Retains right to practice	Comments
Practitioner : ?					

Development

Enter any other development undertaken here

	Description	Type	Date	Comments
Development : ?				

There is no edit button for this questionnaire as you only have read access rights. This questionnaire is completed by the trainee.

6.13 Scheme Details

. Click **View** to display the **Scheme Details** questionnaire.

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Request: Scheme Details

Request for : Cristen Lagerfeldt

Scheme Details

Status :	Graduate
Intake Year :	2007
Graduation Year :	
Area :	North
Locality :	North East
Speciality :	Finance
Finance Qualification :	CIMA

Education Groups

HR Group :	
BPP College :	Newcastle
CIMA MPL :	Certificate
General Group :	
Action Learning Set Grouping :	19
Foundation Group :	North
Local Induction Group :	North East

Education Provider References

Middlesex University :	
CIMA Candidate ID :	123456789
Birmingham University :	

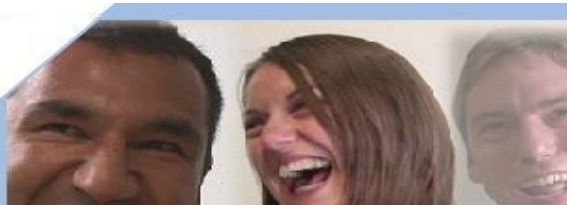
Leadership Development Manager

Name :	Adriana Tait
Locality :	North East
Telephone :	

.Click **Edit** to edit the **Scheme Details** questionnaire.

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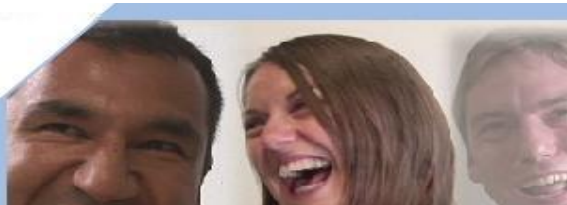


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<div> Home </div> <div> Account Info My Account My Details My Team To-Do Lists Reviews Requests </div>	<div> Request: Scheme Details </div> <div> Request for : Cristen Lagerfeldt </div> <div> Scheme Details </div> <table> <tr> <td>Status :</td> <td>Current Trainee</td> </tr> <tr> <td>Intake Year :</td> <td>2007</td> </tr> <tr> <td>Graduation Year :</td> <td></td> </tr> <tr> <td>Area :</td> <td>North</td> </tr> <tr> <td>Locality :</td> <td>North East</td> </tr> <tr> <td>Speciality :</td> <td>Finance</td> </tr> <tr> <td>Finance Qualification :</td> <td>CIMA</td> </tr> </table> <div> Education Groups </div> <table> <tr> <td>HR Group :</td> <td></td> </tr> <tr> <td>BPP College :</td> <td>Newcastle</td> </tr> <tr> <td>CIMA MPL :</td> <td>Certificate</td> </tr> <tr> <td>General Group :</td> <td></td> </tr> <tr> <td>Action Learning Set Grouping :</td> <td>19</td> </tr> <tr> <td>Foundation Group :</td> <td>North</td> </tr> <tr> <td>Local Induction Group :</td> <td>North East</td> </tr> </table> <div> Education Provider References </div> <table> <tr> <td>Middlesex University :</td> <td></td> </tr> <tr> <td>CIMA Candidate ID :</td> <td>123456789</td> </tr> <tr> <td>Birmingham University :</td> <td></td> </tr> </table> <div> Leadership Development Manager </div> <table> <tr> <td>Name :</td> <td>Adriana Tait</td> </tr> <tr> <td>Locality :</td> <td>North East</td> </tr> </table>	Status :	Current Trainee	Intake Year :	2007	Graduation Year :		Area :	North	Locality :	North East	Speciality :	Finance	Finance Qualification :	CIMA	HR Group :		BPP College :	Newcastle	CIMA MPL :	Certificate	General Group :		Action Learning Set Grouping :	19	Foundation Group :	North	Local Induction Group :	North East	Middlesex University :		CIMA Candidate ID :	123456789	Birmingham University :		Name :	Adriana Tait	Locality :	North East	<p>Click Save to save the information or Cancel to abandon the process.</p>
	Status :	Current Trainee																																						
Intake Year :	2007																																							
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Birmingham University :																																								
Name :	Adriana Tait																																							
Locality :	North East																																							
<h3>6.14 Sickness</h3>																																								
<p>Click View to display the Sickness questionnaire.</p>																																								

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Request: Sickness

Request for : Cristen Lagerfeldt

Status

Sickness Last Updated : 12 Sep 2007 15:46
Last Updated By : Thalia Clutton

Procedure

This sickness form should be completed immediately by the trainee on return to work or when a period of long term sickness has been reported to a Scheme Manager

Where a period of 1 to 7 days incapacity has occurred (including Saturday and Sunday) the self certification section can be completed.

Where the period of absence exceeds or is expected to exceed seven days, a doctor's medical certificate is required and the Certificated section is to be completed by the Placement or Programme Manager and the Area office informed.

Only dates covered by the certificate should be entered and the Certificate should then be forwarded to the BSA.

Days of sickness that are not covered by the Certificate should be reported using the Self Certification section.

Please make sure that all days of sickness are covered.

Self Certification

I certify that I was incapable of work due to sickness:

I declare that the information given is correct.

I understand that the giving of false information could result in the loss of sick pay benefits and/or disciplinary action

	From	To	Total no. of days	No. of work days	Was this due to an incident at work?	Nature of absence	Submitted	Authorised
-	23 Sep 2007	24 Sep 2007	2	2	No	Tummy Bug	25 Sep 2007	

Certificated

For the Placement or Programme Manager to complete:

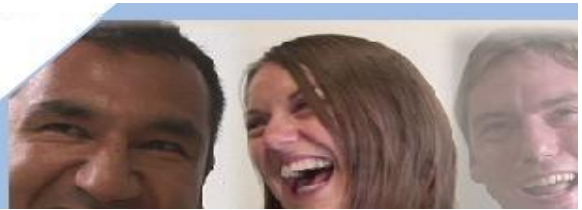
Please enter the information as it is given on the supporting medical certificate, or if you have not yet received the certificate please enter as much information as you know. The form can be updated once you have received the certificate.

	From	To	If end date is unknown	No. of work days	Nature of absence	Was this due to an incident at work?	Area office informed	Certificate issued on	Details entered on	Certificate sent to BSA on	Details entered by
-											

Click **Edit** to add or update the appropriate sections of the questionnaire – you will need to authorise any Self Certification section by entering the date that you are authorising in the **Authorised** fields and complete the Certificated section as appropriate.

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This sickness form should be completed immediately by the trainee on return to work or when a period of long term sickness has been reported to a Scheme Manager

Where a period of 1 to 7 days incapacity has occurred (including Saturday and Sunday) the self certification section can be completed.

Where the period of absence exceeds or is expected to exceed seven days, a doctor's medical certificate is required and the

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Only dates covered by the certificate should be entered and the Certificate should then be forwarded to the BSA.

Days of sickness that are not covered by the Certificate should be reported using the Self Certification section.

Please make sure that all days of sickness are covered.

Self Certification

I certify that I was incapable of work due to sickness:

I declare that the information given is correct.

I understand that the giving of false information could result in the loss of sick pay benefits and/or disciplinary action

	From	To	Total no. of days	No. of work days	Was this due to an incident at work?	Nature of
	23 Sep 2007	24 Sep 2007	2	2	No	Tummy Bu

Add

Certificated

For the Placement or Programme Manager to complete:

Please enter the information as it is given on the supporting medical certificate, or if you have not yet received the certificate

please enter as much information as you know. The form can be updated once you have received the certificate.

	From	To	If end date is unknown	No. of work days	Nature of absence	Was this due to an incident at work?	Area office informed	Certificate issued on	De on

Add

Cancel

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

7 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.

8 Requests

Click **Requests** to display any other questionnaires that you may be invited to complete. You will receive an e-mail invitation to alert you when there are questionnaires to be completed.

9 Information Access

The following maps describe what is currently available in Talent Studio and what is accessible to the three main user groups: Trainees, Placement and Programme Managers, and Leadership Development Managers.

