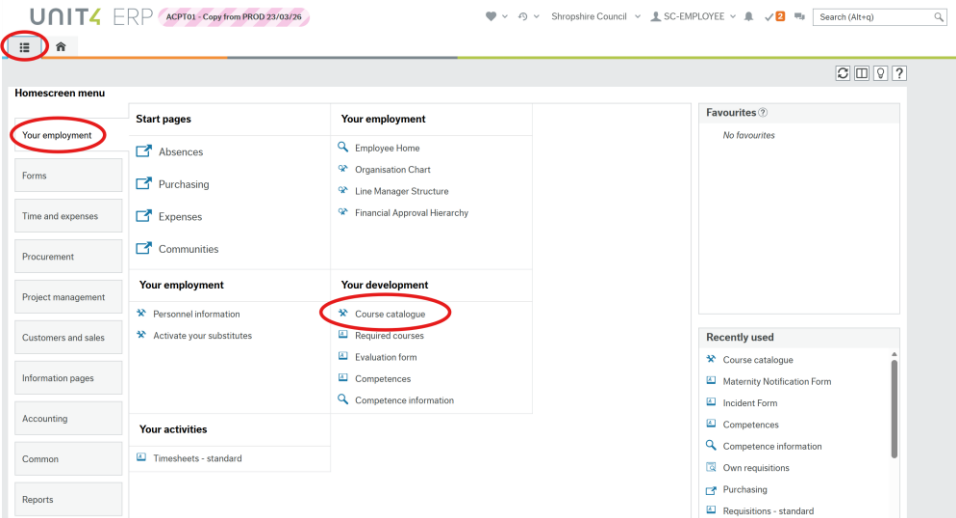


How to book onto a training course in the ERP

		Last Updated
1	Scope: This guidance is to show you how to book onto a training course in the ERP.	03.08.2026
2	Introduction: There are some Shropshire Council training courses (i.e. First Aid courses) that need to be booked, checked and cancelled through the ERP.	03.08.2026
3	Navigate to Main Menu → Your employment → Your development → Course catalogue	03.08.2026
4	Step by step process	
4.1	Booking a place on a course in the ERP: To book onto a course (such as a Health & Safety First Aid course) in the ERP, navigate to the Course catalogue . 	03.08.2026

To find a specific course, start typing ahead in the **Course** field and click on the course description in the list.

Course catalogue

Course catalogue Your courses

Name

Simon Test

Course search

Course
first aid

Emergency and Paediatric Combined First Aid Course
Emergency First Aid at Work with Paediatric Element
Emergency One Day First Aid Course
Emergency Paediatric First Aid
Emergency Paediatric First Aid
First Aid at Work Course
First Aid at Work Requalification Course
Mental Health First Aid (2 days)
Mental Health First Aid Aware
Paediatric First Aid Training
Shires Emergency First Aid Course

Selected courses

HSFAEMERPAED
HSFAEMERPAED
HSFAEMER1DAY
HSFAEMERPAED
HSFAEMERPAED
HSFAEMERPAED
HSFAEMERPAED
HSFAEMERPAED
HSFAEMERPAED
HSFAEMERPAED
HSFAEMERPAED
HSFAEMERPAED

Zoom	Sign up	Wait list	Prereq.	Availability	Course	Start date	End date	Daily hours	Town	Book by
☒	☒	☐	☒	☒	11 Emergency One Day First Aid Course	11/08/2026	11/08/2026	6.00	Shrewsb...	11/08/2026
☒	☒	☐	☒	☒	11 Paediatric First Aid Training	03/09/2026	04/09/2026	6.00	Shrewsb...	03/09/2026
☒	☒	☐	☒	☒	12 First Aid at Work Course	09/09/2026	11/09/2026	6.00	Shrewsb...	09/09/2026
☒	☒	☐	☒	☒	12 Emergency First Aid at Work with Paediatric Element	15/09/2026	15/09/2026	6.00	Shrewsb...	15/09/2026

You can then click **Search** to filter the list to those courses only.

Course search

Course
First Aid at Work Course
HSFAWORKFULL

Search by

Search

Selected courses

Scheduled courses

Zoom	Sign up	Wait list	Prereq.	Availability	Course	Start date	End date	Daily hours	Town	Book by
☒	☒	☐	☒	☒	12 First Aid at Work Course	09/09/2026	11/09/2026	6.00	Shrewsbury	09/09/2026
☒	☒	☐	☒	☒	12 First Aid at Work Course	06/10/2026	08/10/2026	6.00	Shrewsbury	06/10/2026
☒	☒	☐	☒	☒	12 First Aid at Work Course	10/11/2026	12/11/2026	6.00	Shrewsbury	10/11/2026

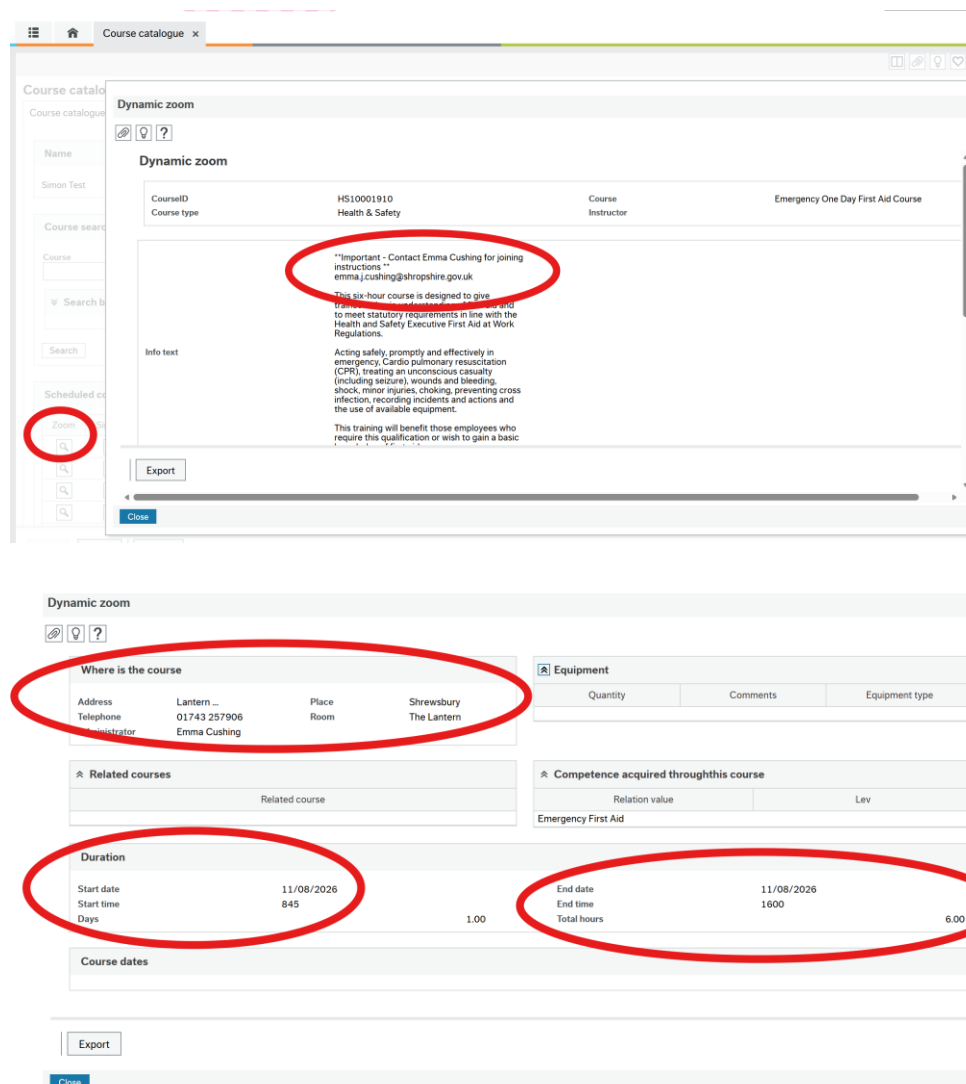
You can also just scroll down to the full list of **Scheduled courses**. If the course is available, you will see a tick in the **Sign up** column. Some courses may not be available to all and this will be highlighted in the **Prerequisite** column as an open palm stop gesture. This example shows that a requalification course is only available if you have previously completed the full course.

Scheduled courses

Zoom	Sign up	Wait list	Prereq.	Availability	Course	Start date	End date	Daily hours	Town	Book by
☒	☒	☐	☒	☒	11 Emergency One Day First Aid Course	11/08/2026	11/08/2026	6.00	Shrewsb...	11/08/2026
☒	☒	☐	☒	☒	11 Paediatric First Aid Training	03/09/2026	04/09/2026	6.00	Shrewsb...	03/09/2026
☒	☒	☐	☒	☒	12 First Aid at Work Course	09/09/2026	11/09/2026	6.00	Shrewsb...	09/09/2026
☒	☒	☐	☒	☒	12 Emergency First Aid at Work with Paediatric Element	15/09/2026	15/09/2026	6.00	Shrewsb...	15/09/2026
☒	☒	☐	☒	☒	12 Emergency Paediatric First Aid	16/09/2026	16/09/2026	6.00	Shrewsb...	16/09/2026
☒	☒	☐	☒	☒	12 Emergency One Day First Aid Course	22/09/2026	22/09/2026	6.00	Shrewsb...	22/09/2026
☒	☒	☐	☒	☒	9 First Aid at Work Requalification Course	29/09/2026	30/09/2026	6.00	Shrewsb...	29/09/2026
☒	☒	☐	☒	☒	12 First Aid at Work Course	06/10/2026	08/10/2026	6.00	Shrewsb...	06/10/2026
☒	☒	☐	☒	☒	12 Paediatric First Aid Training	13/10/2026	14/10/2026	6.00	Shrewsb...	13/10/2026
☒	☒	☐	☒	☒	12 Emergency One Day First Aid Course	20/10/2026	20/10/2026	6.00	Shrewsb...	20/10/2026
☒	☒	☐	☒	☒	12 First Aid at Work Requalification Course	21/10/2026	22/10/2026	6.00	Shrewsb...	21/10/2026
☒	☒	☐	☒	☒	12 Emergency Paediatric First Aid	03/11/2026	03/11/2026	6.00	Shrewsb...	03/11/2026
☒	☒	☐	☒	☒	12 First Aid at Work Course	10/11/2026	12/11/2026	6.00	Shrewsb...	10/11/2026
☒	☒	☐	☒	☒	12 Paediatric First Aid Training	17/11/2026	18/11/2026	6.00	Shrewsb...	17/11/2026
☒	☒	☐	☒	☒	11 Emergency One Day First Aid Course	24/11/2026	24/11/2026	6.00	Shrewsb...	24/11/2026

Default

To view details about the course, you can click on the **Zoom** icon to see information such as where the course is taking place, who to contact regarding the course, start and end times and duration.



Dynamic zoom

CourseID: HS10001910
Course type: Health & Safety
Course Instructor: Emergency One Day First Aid Course

Important - Contact Emma Cushing for joining instructions
emma.cushing@shropshire.gov.uk

This six-hour course is designed to give trainees the skills and knowledge to meet statutory requirements in line with the Health and Safety Executive First Aid at Work Regulations.

Acting safely, promptly and effectively in emergency. Cardio pulmonary resuscitation (CPR), treating an unconscious casualty (including seizure), wounds and bleeding, shock, minor injuries, choking, preventing cross infection, recording incidents and actions and the use of available equipment.

This training will benefit those employees who require this qualification or wish to gain a basic

Where is the course

Address	Lantern ...	Place	Shrewsbury
Telephone	01743 257906	Room	The Lantern
Instructor	Emma Cushing		

Equipment

Quantity	Comments	Equipment type
----------	----------	----------------

Related courses

Related course

Competence acquired through this course

Relation value	Lev
Emergency First Aid	

Duration

Start date	11/08/2026	
Start time	845	
Days		1.00
End date	11/08/2026	
End time	1600	
Total hours		6.00

Course dates

Export

Close

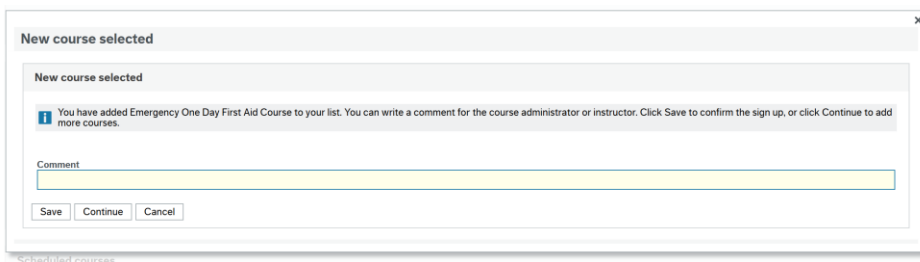
Click **Close** to close the **Dynamic zoom**.

To sign up to one of the courses, click on the **Sign up** tick icon.

Scheduled courses

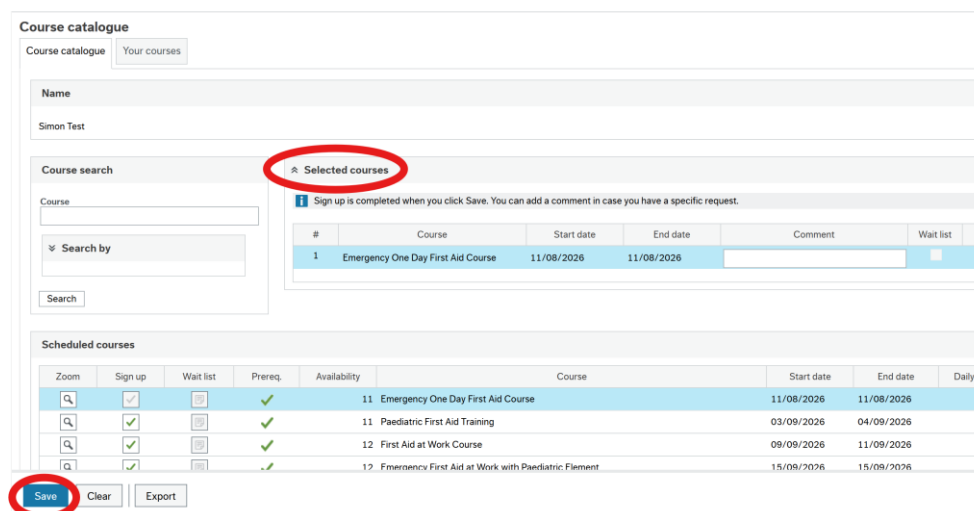
Zoom	Sign up	Wait list	Prereq.	Availability	Course	Start date	End date	Daily hours	Town	Book by
	☒				11 Emergency One Day First Aid Course	11/08/2026	11/08/2026	6.00	Shrewsb...	11/08/2026
	☒				11 Paediatric First Aid Training	03/09/2026	04/09/2026	6.00	Shrewsb...	03/09/2026
	☒				12 First Aid at Work Course	09/09/2026	11/09/2026	6.00	Shrewsb...	09/09/2026
	☒				12 Emergency First Aid at Work with Paediatric Element	15/09/2026	15/09/2026	6.00	Shrewsb...	15/09/2026

The **New course selected** box will pop up where you can add any comments for the instructor or course administrator to see (for example, if your training costs are being covered by another budget, please make sure you comment here with the correct cost code to charge) but it isn't mandatory to add anything here.



If this is the only course you wish to sign up for, you can select **Save** to make the request or, if you wish to sign up for multiple courses, select **Continue**.

You will see this course showing under **Selected courses**. You can, if required, sign up to another course before selecting **Save** to send your request for line manager approval. If you have selected **Continue**, you must make sure you select **Save** to send the request for approval.



Course catalogue

Course catalogue Your courses

Name
Simon Test

Course search

Course
Search by
Search

Selected courses

Sign up is completed when you click Save. You can add a comment in case you have a specific request.

#	Course	Start date	End date	Comment	Wait list
1	Emergency One Day First Aid Course	11/08/2026	11/08/2026		

Scheduled courses

Zoom	Sign up	Wait list	Prereq	Availability	Course	Start date	End date	Daily
☒	☒	☐	☒	☒	11 Emergency One Day First Aid Course	11/08/2026	11/08/2026	
☒	☒	☐	☒	☒	11 Paediatric First Aid Training	03/09/2026	04/09/2026	
☒	☒	☐	☒	☒	12 First Aid at Work Course	09/09/2026	11/09/2026	
☒	☒	☐	☒	☒	12 Emergency First Aid at Work with Paediatric Element	15/09/2026	15/09/2026	

4.2 Checking your courses:

To check the progress of your request or details of any courses you are booked onto, go to the **Your courses** tab in **Course catalogue**.

Course catalogue

Course catalogue **Your courses**

Name

Simon Test

Courses to attend

☐	Zoom	Workflow state	Course	Start date	End date	Time from	Time to	Course inst...	Room
☐		Workflow in progress	Paediatric First Aid Training	03/09/2026	04/09/2026	08:45	16:00		The Lantern
☐		Finished	Emergency One Day First Aid Course	11/08/2026	11/08/2026	08:45	16:00		The Lantern
☐		Rejected	Emergency One Day First Aid Course	24/11/2026	24/11/2026	00:00	00:00		The Lantern
☐		Rejected	Fire Safety Awareness & Fire Warden Training Including Fire Extinguisher	24/06/2026	24/06/2026	10:00	12:00		Helena Lane ...

Deregister Undo

You will see the list of **Courses to attend** you have requested. If the request is showing as **Workflow in progress** then it is still waiting approval. If it is showing as **Finished** then it has been approved and the workflow has finished. If it is showing as **Rejected**, then the request has been rejected and you may have a task with you to cancel the request or resubmit for approval.

You can again check the course details by clicking on the zoom icon.

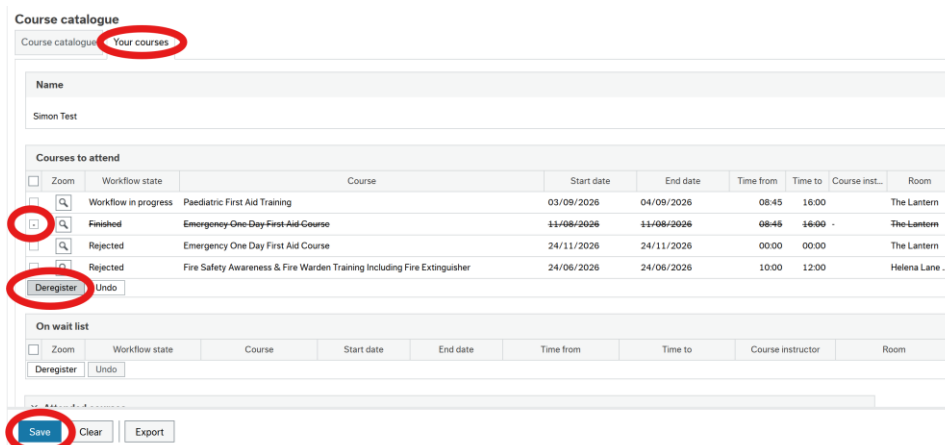
Courses to attend

☐	Zoom	Workflow state	Course	Start date	End date	Time from	Time to	Course inst...	Room
☐		Workflow in progress	Paediatric First Aid Training	03/09/2026	04/09/2026	08:45	16:00		The Lantern
☐		Finished	Emergency One Day First Aid Course	11/08/2026	11/08/2026	08:45	16:00		The Lantern
☐		Rejected	Emergency One Day First Aid Course	24/11/2026	24/11/2026	00:00	00:00		The Lantern
☐		Rejected	Fire Safety Awareness & Fire Warden Training Including Fire Extinguisher	24/06/2026	24/06/2026	10:00	12:00		Helena Lane ...

Deregister Undo

4.3 Cancelling your place on a course:

If you need to cancel your place on a course, you also do that in the **Your courses** tab.

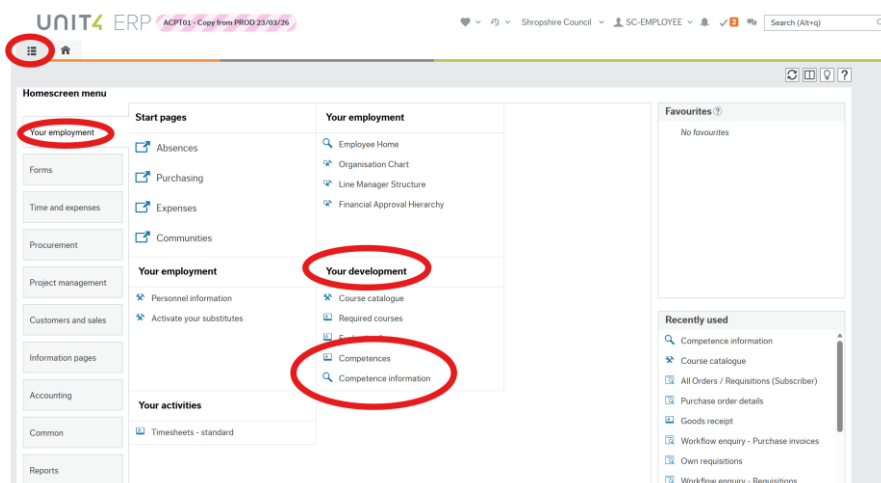


Tick the box on the course line or lines that you need to cancel and select **Deregister**. You must then select **Save** at the bottom to send this cancellation for approval. You will not be removed from the course until this cancellation has been approved by your line manager.

4.4 Checking Competences:

When you have completed a training course and the course administrator has updated their training records, you will receive the related **Competence** in the ERP.

Navigate to the Main menu > Your employment > Your development > **Competences** or **Competence information**.



In the **Competences** screen, you can view by **Competence type**.

Competences

Name

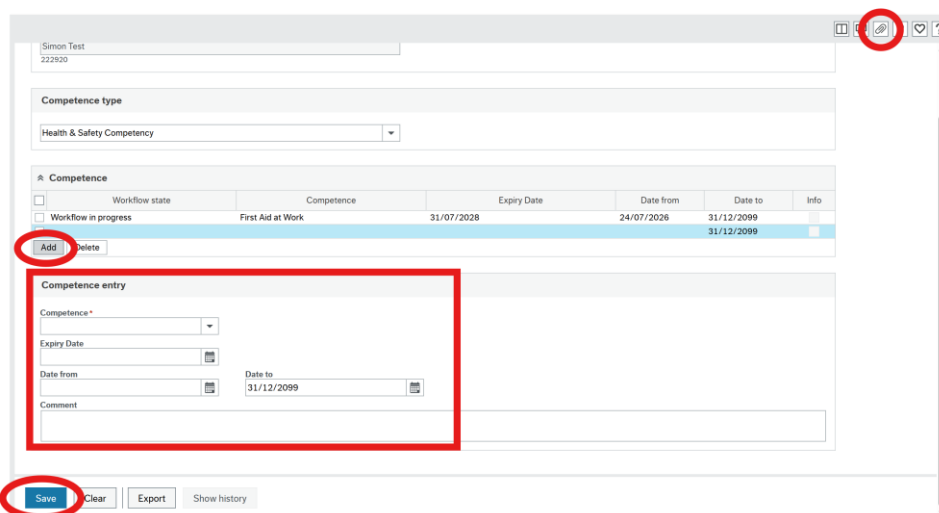
Simon Test
222920

Competence type

-
- Educational Qualification
- Professional Qualification
- Job Competencies
- Personal Competencies
- Technical Competencies
- Induction
- Languages
- Health & Safety Competency
- Highest Level Social Care Qualification
- Highest Level Non-Social Care Qualification
- Registered Nurse NMDS - SC
- CS068 SWC Qualification

Select the required **Competence type** and all competences you have in that group will show below.

You can also add competences that you have achieved outside of Shropshire Council through self service here. Select **Add**, add all the details, attach the certificate to prove that you have completed the course to acquire that competence and select **Save** to send to your manager for approval (see video link below **How to add a qualification**.)



Simon Test
222920

Competence type
Health & Safety Competency

Competence	Workflow state	Competence	Expiry Date	Date from	Date to	Info
☐	Workflow in progress	First Aid at Work	31/07/2028	24/07/2028	31/12/2099	31/12/2099

Add

Competence entry

Competence*

Expiry Date

Date from Date to

Comment

Save

5	Related guidance and policies	03.08.2026
	Video Links	
	• How to book onto a training course • How to add a qualification	

