

## Staff Guide – Essential Skillz

Essential Skillz is the eLearning platform for the university's Health & Safety eLearning modules

### Accessing the system

- Single sign-on access from a managed laptop or device
- Start menu - Apps Anywhere - Essential Skillz
- Mac users – use the Virtual Desktop Service to access Apps Anywhere and Essential Skillz

### New staff and leavers

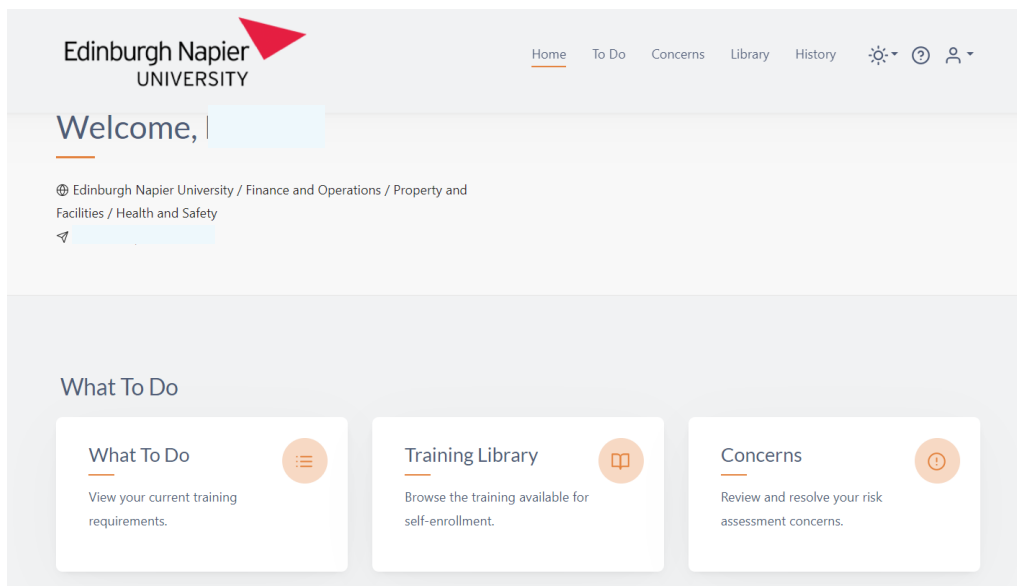
New staff will automatically be enrolled on the system and leavers will be archived automatically. Staff details are transferred directly from the university's HR Connect system to Essential Skillz – for new staff this transfer may take a few days. If after a week the new staff member has not received an automatic enrolment email, please contact the Health & Safety Office.

### Existing staff

Staff will receive automatic renewal reminders from the system when they are due to complete a module.

### Dashboard

When you go into Essential Skillz the screen will open at your "To Do" page, listing any modules which need completion. You can select the Home tab to get to the main screen.



## Health & Safety mandatory modules

- Workstation every year
- Fire Safety every 2 years
- Health & Safety Induction once-off completion

### Automatic enrolment on mandatory modules

Staff are automatically enrolled on the mandatory training and will receive automatic notification from the system asking them to complete the relevant module.

### Home/hybrid workers

You must self-enrol and complete the Homeworking module (see below)

## Health & Safety optional modules

- Homeworking
- Risk Assessment
- Driving
- Electrical
- Manual Handling
- COSHH

### How to self-enrol on a module

1. Go to start menu - Apps Anywhere - Essential Skillz
2. Go to Library menu at top of page - list of all available modules
3. Find the module you want to complete and click enrol button
4. Go to your To Do menu at top of page and module will now appear in the list there

## Troubleshooting

### The system is not saving your progress in a module

A module does not need to be completed in one sitting. But, to ensure the system saves your progress, you should not leave the course open and inactive for an extended period of time without properly logging out first (ensure you click on "exit/x" and do not just close the window/tab).

### You get an error message when opening the ErgoWize Assessment

You must first complete the Workstation module before attempting the assessment.

## Line Managers

1. Line Managers have two profiles – their own personal training profile and an administrator profile for staff they line manage - switch between these profiles using option in top right of screen.
2. Line Managers can download reports on staff they line manage showing completion of training modules and any outstanding completions.
3. Line Managers are responsible for resolving concerns raised by staff they line manage in their Workstation and Homeworking assessments. Any actions flagged up will require action and signing off on the system by the line manager. This will ensure there is a record of actions undertaken. **(Please refer to separate Line Manager Guide).**

## Further help

If you experience any issues using Essential Skillz, please get in touch with the Health & Safety Team [health&safetyoffice@napier.ac.uk](mailto:health&safetyoffice@napier.ac.uk)