

How to access the NHS Jobs eLearning on the Learning Hub user guide

This guide gives you instructions for how to search for and access the NHS Jobs eLearning catalogue on the [Learning Hub](#).

NHS Jobs has a series of [eLearning courses](#), covering the full recruitment journey.

The NHS Jobs catalogue on the Learning Hub holds all eLearning courses.

To access these courses, you'll need an account on the Learning Hub.

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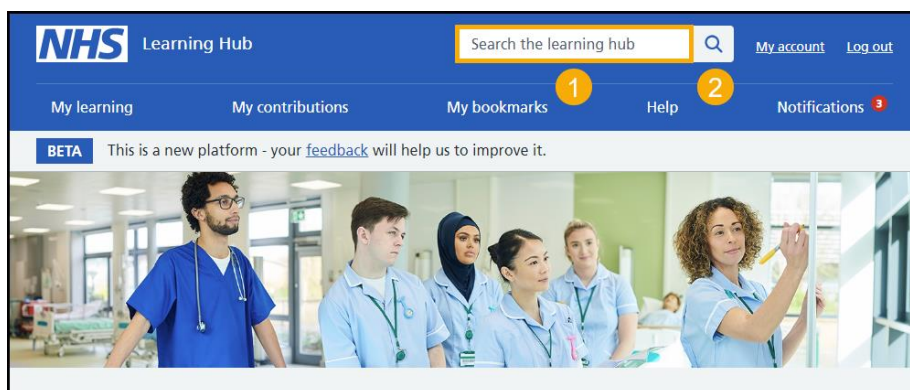
Search for the NHS Jobs eLearning catalogue

This page gives you instructions for how to search for the [NHS Jobs eLearning catalogue](#).

Important: You must be logged in to your Learning Hub account before you can access the NHS Jobs eLearning products.

To search for the NHS Jobs eLearning catalogue, complete the following steps:

1. Enter 'NHS Jobs' into the search bar.
2. Select the magnifying glass icon to [search](#).



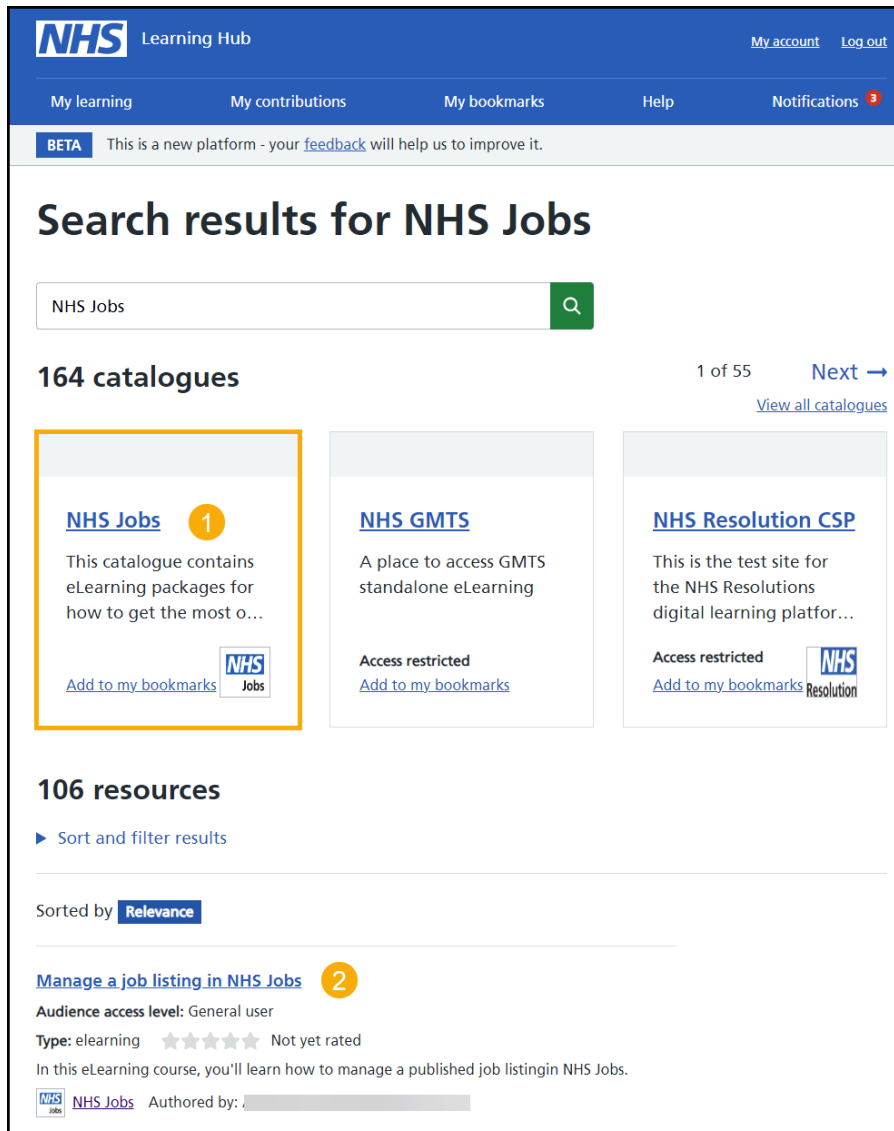
Select the NHS Jobs eLearning catalogue

This page gives you instructions for how to select the [NHS Jobs eLearning catalogue](#).

To access the eLearning from the search results, complete one of the following steps:

1. Select the NHS Jobs catalogue.
or
2. select a specific eLearning course from the resources.

Once you've accessed the catalogue, following Step 1, you can then [select your learning pathway](#).



The screenshot shows the NHS Learning Hub interface. At the top, there is a navigation bar with 'NHS Learning Hub' and links for 'My account' and 'Log out'. Below this is a secondary navigation bar with 'My learning', 'My contributions', 'My bookmarks', 'Help', and 'Notifications'. A 'BETA' banner indicates that this is a new platform and encourages user feedback.

The main content area is titled 'Search results for NHS Jobs'. A search bar contains the text 'NHS Jobs' and a search icon. Below the search bar, it shows '164 catalogues' and '1 of 55' results, with a 'Next' arrow and a link to 'View all catalogues'.

Three catalogue cards are displayed:

- NHS Jobs** (marked with a '1' in a yellow circle): This catalogue contains eLearning packages for how to get the most o... It includes an 'Add to my bookmarks' link and the NHS Jobs logo.
- NHS GMTS**: A place to access GMTS standalone eLearning. It includes an 'Access restricted' warning and an 'Add to my bookmarks' link.
- NHS Resolution CSP**: This is the test site for the NHS Resolutions digital learning platfor... It includes an 'Access restricted' warning and an 'Add to my bookmarks' link.

Below the catalogue cards, there are '106 resources'. A 'Sort and filter results' link is available. The results are sorted by 'Relevance'.

The first resource is 'Manage a job listing in NHS Jobs' (marked with a '2' in a yellow circle). It has an 'Audience access level' of 'General user', a 'Type' of 'elearning', and a rating of 'Not yet rated'. The description states: 'In this eLearning course, you'll learn how to manage a published job listing in NHS Jobs.' It also shows the author as 'NHS Jobs'.

Select your learning pathway

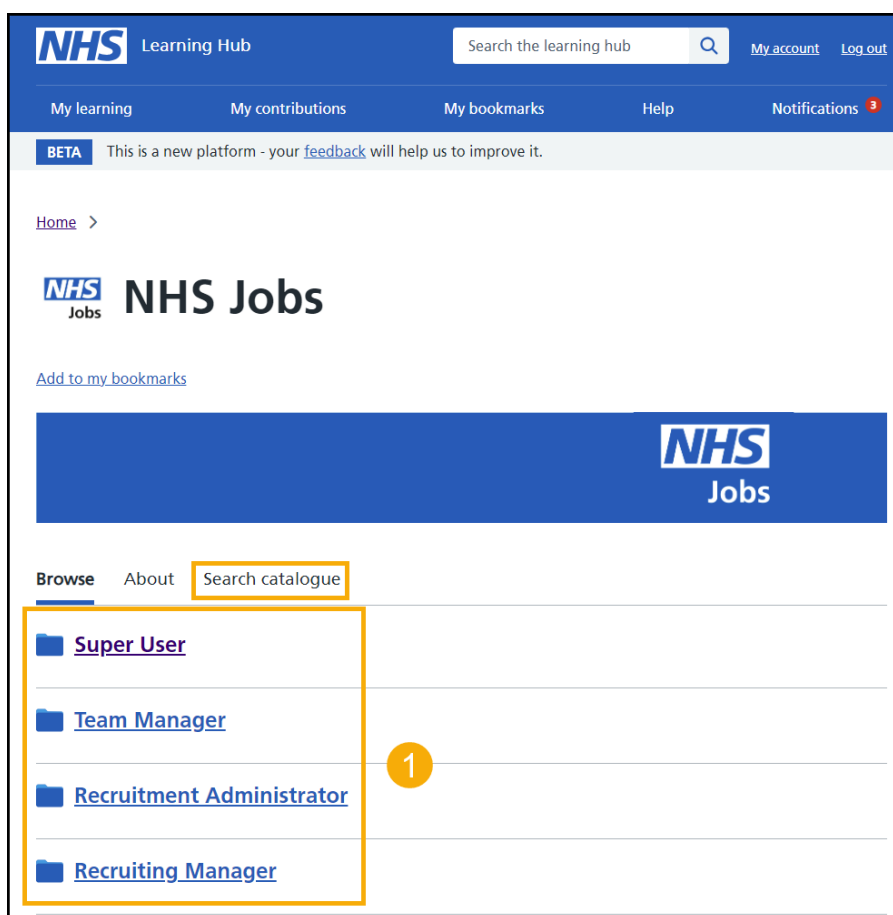
This page gives you instructions for how to select the learning pathway within the NHS Jobs catalogue.

The NHS Jobs eLearning catalogue is organised by the four user roles:

- Super User
- Team Manager
- Recruitment Administrator
- Recruiting Manager

To select the learning pathway for your role, complete this step:

1. Select your [user role](#).



Tip: You can also search the catalogue for a specific course, by selecting the '[Search catalogue](#)' link.

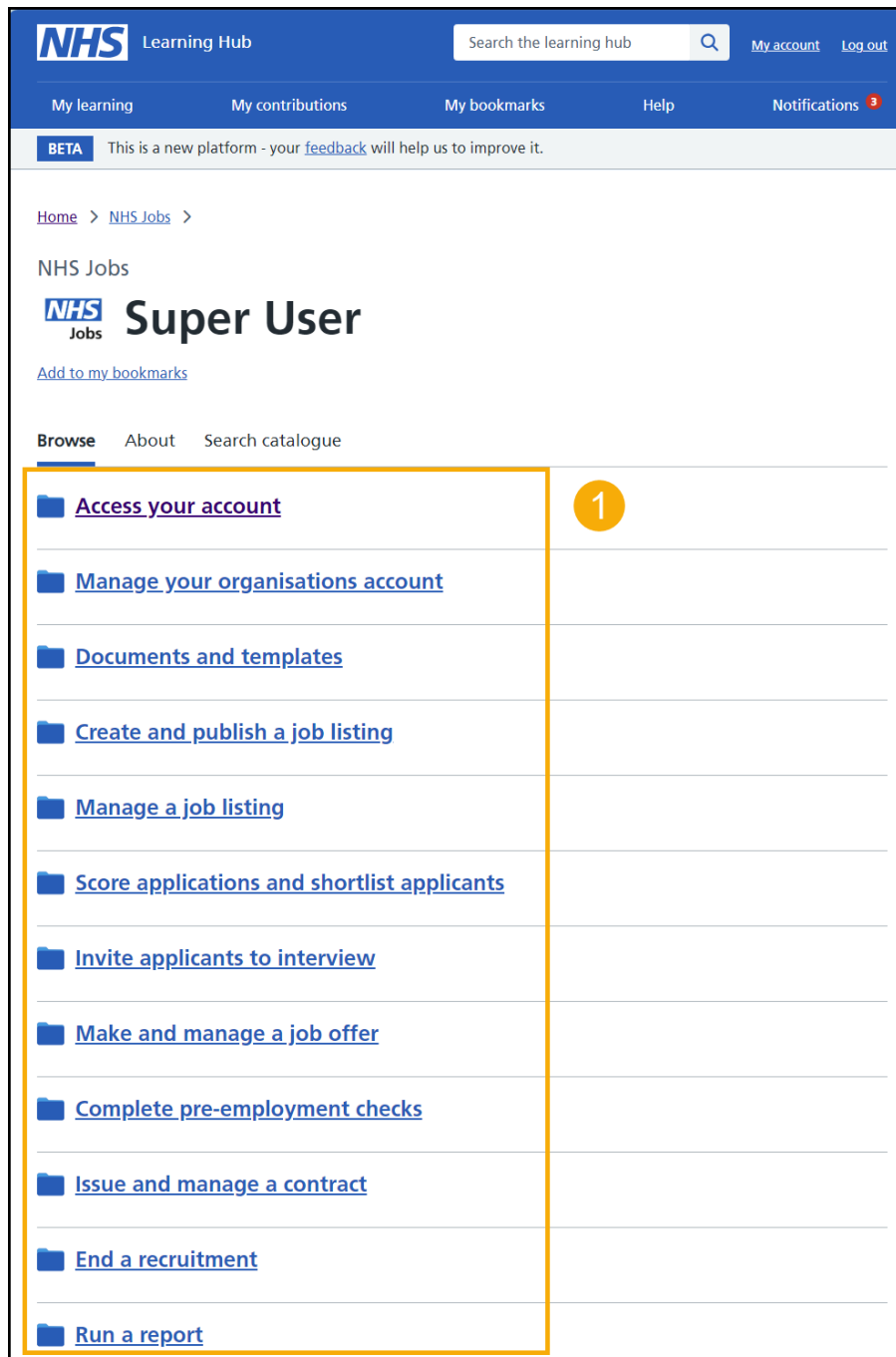
Select the recruitment stage

This page gives you instructions for how to select the recruitment stage.

Each learning pathway is organised into key stages of the recruitment journey. The courses can be completed in any order.

To access eLearning courses within a stage of the recruitment process, complete this step:

1. [Select the stage](#) of recruitment you would like to access.



The screenshot shows the NHS Learning Hub interface. At the top, there is a blue header with the NHS logo, 'Learning Hub', a search bar, and links for 'My account' and 'Log out'. Below the header is a navigation bar with 'My learning', 'My contributions', 'My bookmarks', 'Help', and 'Notifications' (with a red badge showing '3'). A 'BETA' banner indicates a new platform with a feedback link. The main content area shows the user's profile as 'NHS Jobs Super User' with an 'Add to my bookmarks' link. Below this is a 'Browse' section with 'About' and 'Search catalogue' options. A list of recruitment stages is displayed, each with a blue folder icon and a link. A yellow box highlights the entire list, and a yellow circle with the number '1' is positioned to the right of the first item, 'Access your account'.

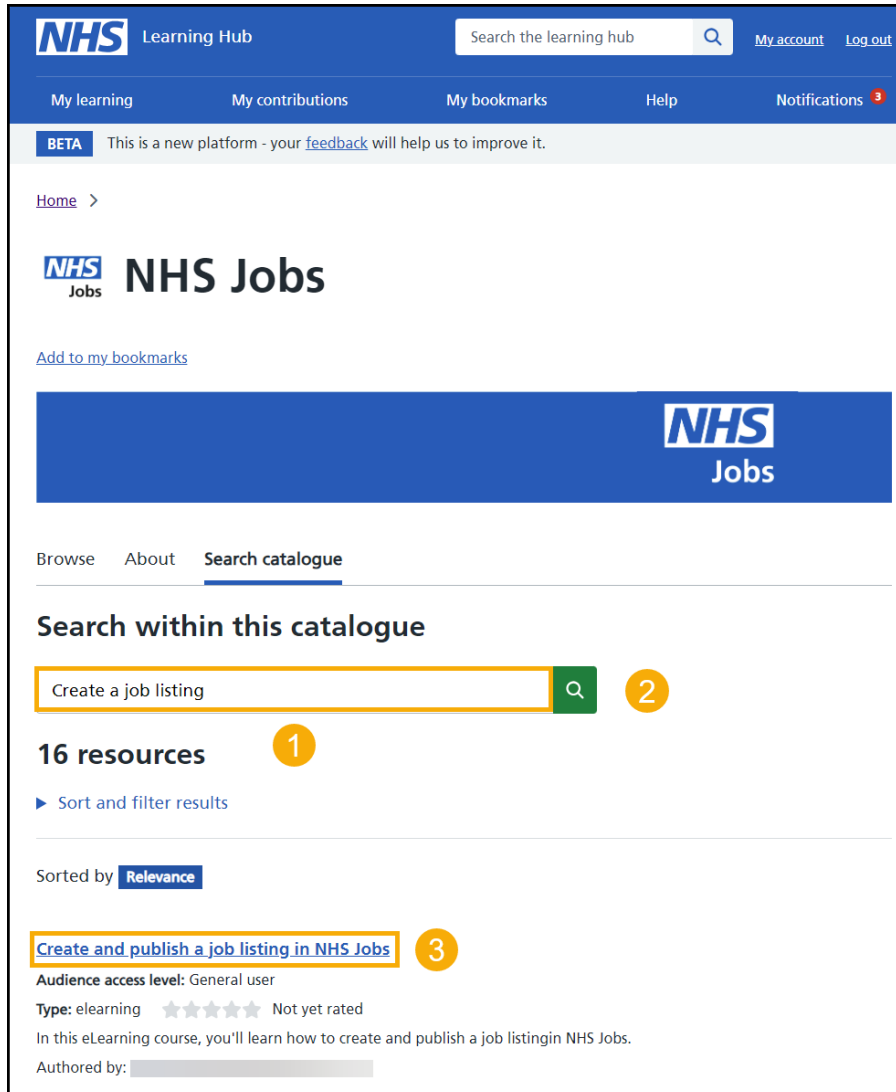
- [Access your account](#)
- [Manage your organisations account](#)
- [Documents and templates](#)
- [Create and publish a job listing](#)
- [Manage a job listing](#)
- [Score applications and shortlist applicants](#)
- [Invite applicants to interview](#)
- [Make and manage a job offer](#)
- [Complete pre-employment checks](#)
- [Issue and manage a contract](#)
- [End a recruitment](#)
- [Run a report](#)

Search the catalogue

This page gives you instructions for how to search for eLearning courses within the NHS Jobs catalogue.

To search for an eLearning course, complete these steps:

1. Enter the course you would like to search for in the text box.
2. Select the magnifying glass icon to search.
3. Select the title of the course that you would like to [launch](#).



The screenshot shows the NHS Learning Hub interface. At the top, there is a search bar with the text 'Search the learning hub' and a magnifying glass icon. Below the search bar, there are navigation links: 'My learning', 'My contributions', 'My bookmarks', 'Help', and 'Notifications' (with a red badge showing '3'). A 'BETA' banner indicates a new platform. The main header features the NHS Jobs logo and a blue banner with the NHS Jobs logo. Below the header, there are tabs for 'Browse', 'About', and 'Search catalogue'. The search results section is titled 'Search within this catalogue' and shows a search bar with the text 'Create a job listing' and a magnifying glass icon. Below the search bar, there are 16 resources, with the first result highlighted in blue and labeled '1'. The first result is 'Create and publish a job listing in NHS Jobs', which is highlighted in blue and labeled '3'. The result details include 'Audience access level: General user', 'Type: elearning', and a rating of 'Not yet rated'. The description of the course is 'In this eLearning course, you'll learn how to create and publish a job listing in NHS Jobs.' and the author is listed as 'Authored by: [redacted]'.

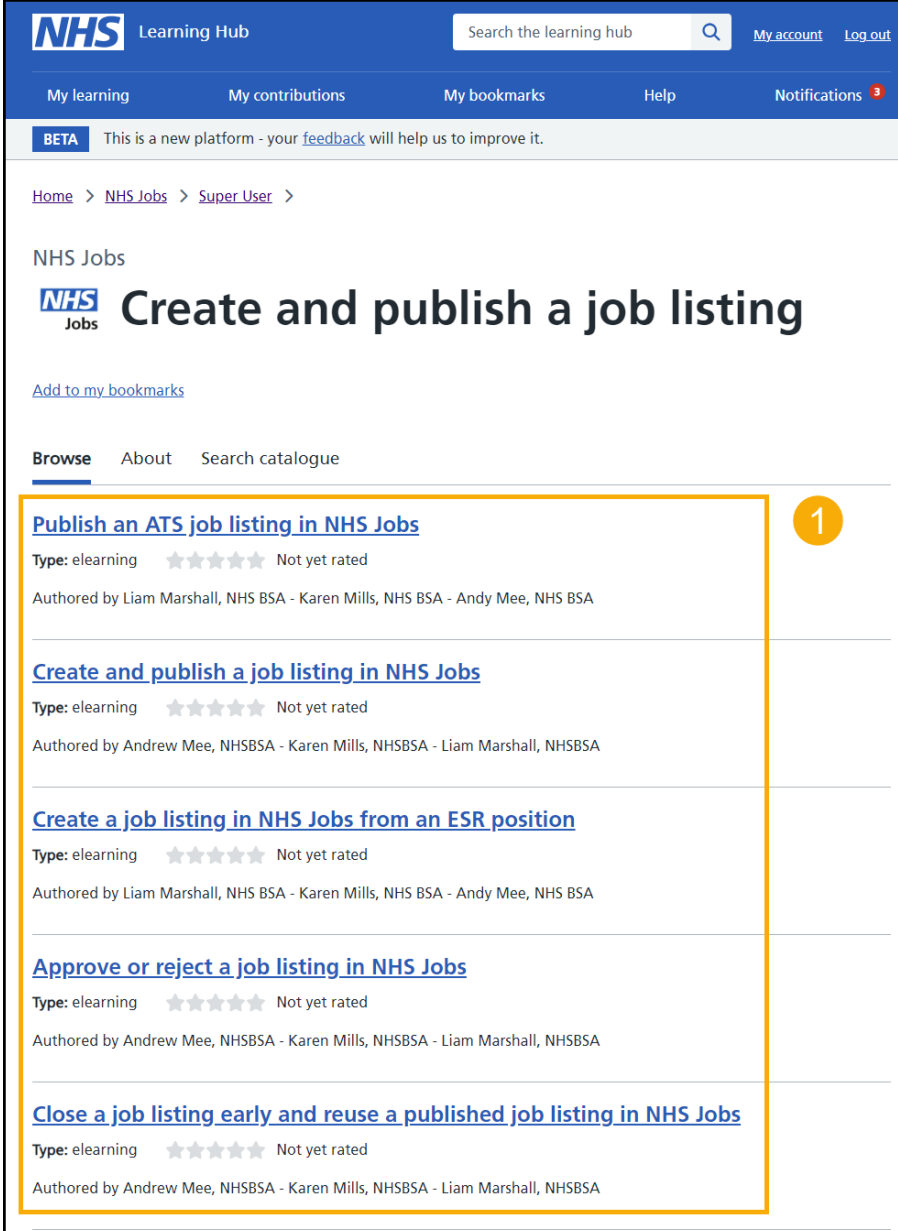
Select the eLearning course

This page gives you instructions for how to select your eLearning course within the NHS Jobs catalogue.

Important: Some courses may not be included if the task can't be performed by the user role you've selected on the [learning pathway](#). Once you've selected the stage of the recruitment journey from the catalogue, you'll be able to select and play an eLearning course.

To select an eLearning course, complete these steps:

1. Select the title of the course that you would like to [play](#).



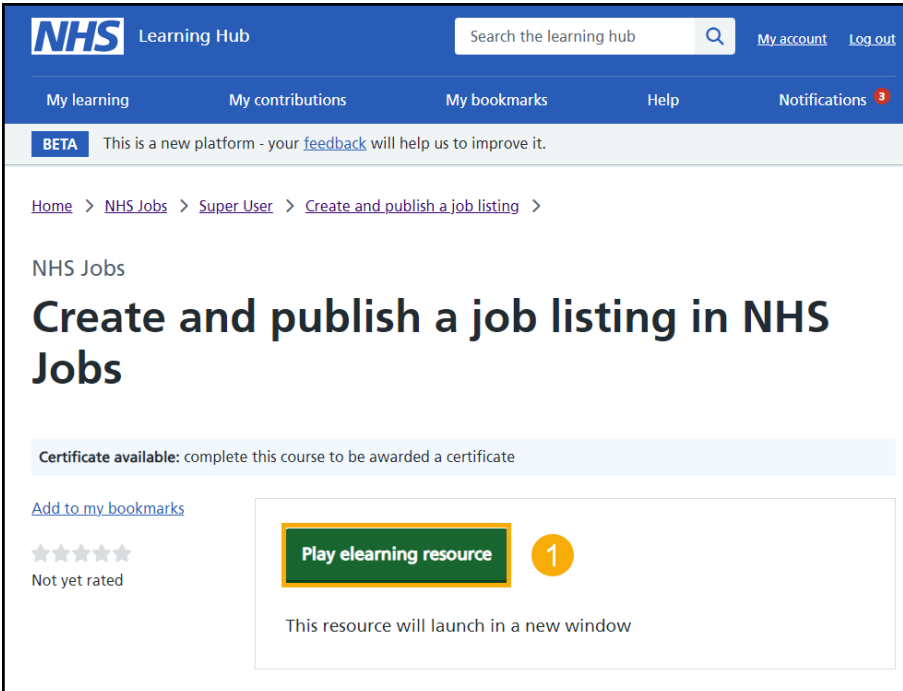
The screenshot shows the NHS Learning Hub interface. The top navigation bar includes the NHS logo, 'Learning Hub', a search bar, and links for 'My account' and 'Log out'. Below the navigation bar are tabs for 'My learning', 'My contributions', 'My bookmarks', 'Help', and 'Notifications'. A 'BETA' banner is present. The breadcrumb trail is 'Home > NHS Jobs > Super User >'. The main heading is 'NHS Jobs' followed by the course title 'Create and publish a job listing'. Below this is a link to 'Add to my bookmarks' and a 'Browse' button. The course list includes:

- Publish an ATS job listing in NHS Jobs** (Type: elearning, Not yet rated, circled '1'). Authored by Liam Marshall, NHS BSA - Karen Mills, NHS BSA - Andy Mee, NHS BSA.
- Create and publish a job listing in NHS Jobs** (Type: elearning, Not yet rated). Authored by Andrew Mee, NHSBSA - Karen Mills, NHSBSA - Liam Marshall, NHSBSA.
- Create a job listing in NHS Jobs from an ESR position** (Type: elearning, Not yet rated). Authored by Liam Marshall, NHS BSA - Karen Mills, NHS BSA - Andy Mee, NHS BSA.
- Approve or reject a job listing in NHS Jobs** (Type: elearning, Not yet rated). Authored by Andrew Mee, NHSBSA - Karen Mills, NHSBSA - Liam Marshall, NHSBSA.
- Close a job listing early and reuse a published job listing in NHS Jobs** (Type: elearning, Not yet rated). Authored by Andrew Mee, NHSBSA - Karen Mills, NHSBSA - Liam Marshall, NHSBSA.

Play eLearning resource

This page gives you instructions for how to search for the [NHS Jobs eLearning catalogue](#).

1. Select the 'Play elearning resource' button.



The screenshot shows the NHS Learning Hub interface. At the top, there is a blue header with the NHS logo, 'Learning Hub', a search bar, and links for 'My account' and 'Log out'. Below the header is a navigation menu with 'My learning', 'My contributions', 'My bookmarks', 'Help', and 'Notifications 3'. A 'BETA' banner indicates a new platform. The breadcrumb trail is 'Home > NHS Jobs > Super User > Create and publish a job listing >'. The main heading is 'NHS Jobs' followed by 'Create and publish a job listing in NHS Jobs'. A light blue box states 'Certificate available: complete this course to be awarded a certificate'. There is a link 'Add to my bookmarks' and a star rating section showing 'Not yet rated'. A prominent green button with a yellow border says 'Play elearning resource' next to a yellow circle containing the number '1'. Below the button, it says 'This resource will launch in a new window'.

Tip: The eLearning course will launch in a new window.

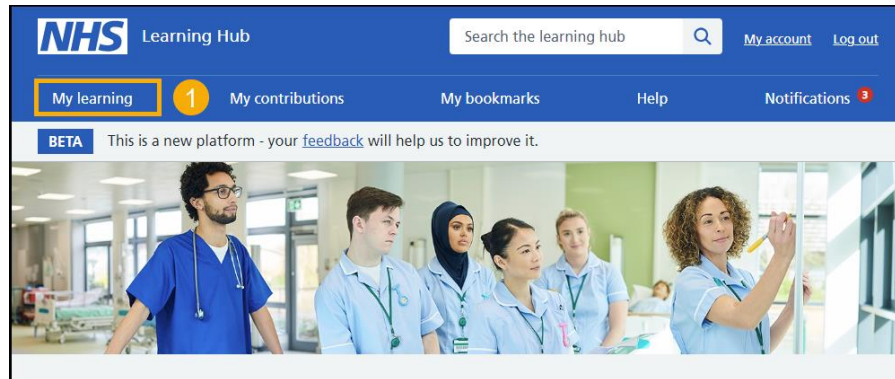
Access My learning

This page gives you instructions for how to access the My learning section of the Learning Hub.

Important: Your certificate is available once the course is **100%** completed, and the quiz in the 'Check your knowledge' lesson has been passed. The passing score for the quiz is **60%**.

To access My learning, complete this step:

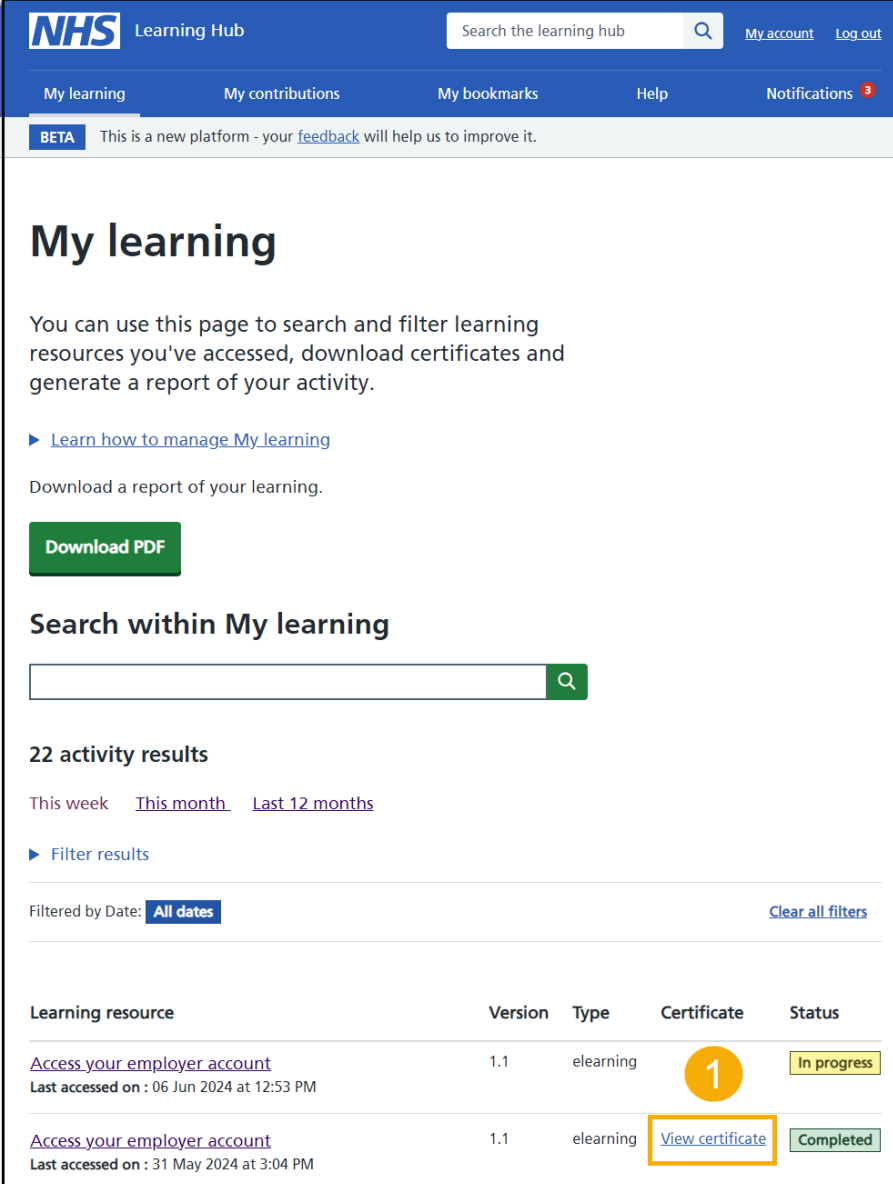
1. Select the 'My learning' link.



Access your certificate

This page gives you instructions for how to access your certificate in the My learning section of the Learning Hub.

1. Select the 'View certificate' link on any completed courses.



NHS Learning Hub Search the learning hub [My account](#) [Log out](#)

My learning My contributions My bookmarks Help Notifications 3

BETA This is a new platform - your [feedback](#) will help us to improve it.

My learning

You can use this page to search and filter learning resources you've accessed, download certificates and generate a report of your activity.

► [Learn how to manage My learning](#)

Download a report of your learning.

[Download PDF](#)

Search within My learning

22 activity results

This week [This month](#) [Last 12 months](#)

► [Filter results](#)

Filtered by Date: [All dates](#) [Clear all filters](#)

Learning resource	Version	Type	Certificate	Status
Access your employer account Last accessed on : 06 Jun 2024 at 12:53 PM	1.1	elearning	1	In progress
Access your employer account Last accessed on : 31 May 2024 at 3:04 PM	1.1	elearning	View certificate	Completed

You've reached the end of this user guide.