

How to book on our courses

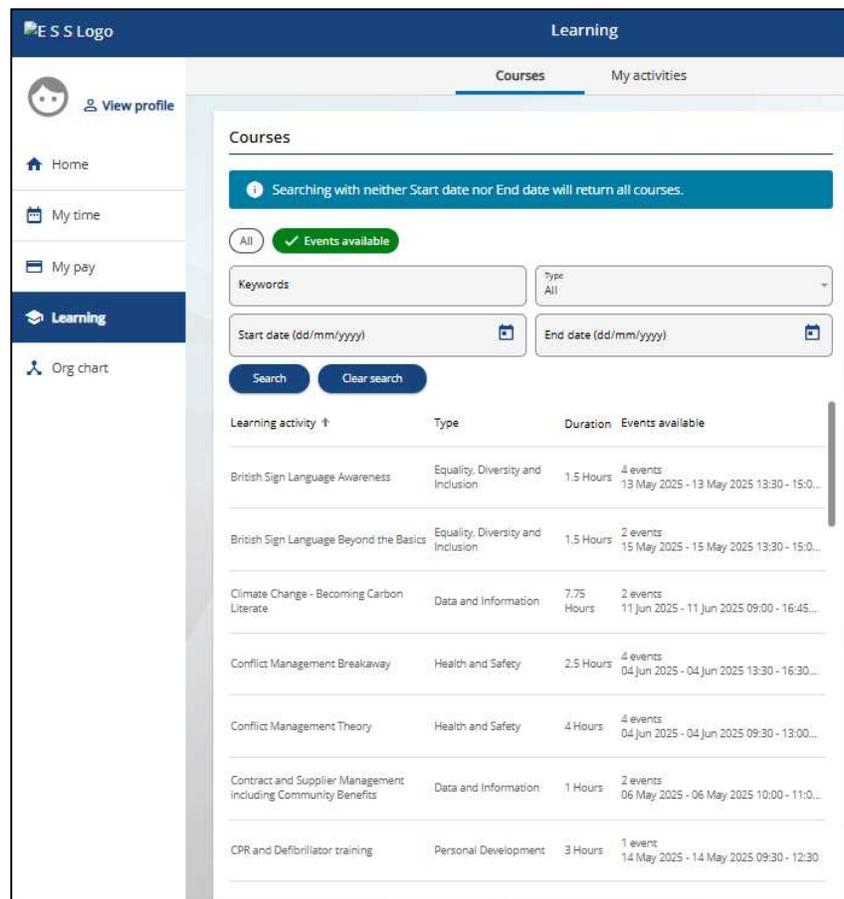
Visit our East Ren Course Catalogue (www.tinyurl.com/EastRenCourses) to view a list of all the courses we run and upcoming dates. You will also find details of what each course covers, who it is aimed at and whether there are any pre-requisites to complete before attending.

To book your place, use the Book Course button on any page to open Employee Self Service (ESS).

Alternatively, you can log onto Employee Self Service (ESS) using the link on the intranet home page (<https://intranet.erc.insider/home>) or by using the 'ERC employee – HR Self Service' link at the bottom of the East Renfrewshire Council website: <https://www.eastrenfrewshire.gov.uk/>

Once logged in:

1. On the left hand side menu select the 'Learning' tab – this will bring up the 'courses' tab
2. In the 'courses' tab a table will show all the events available. This list can be refined by putting the course name in the 'keyword' field and selecting 'search'
3. Select the course you're interested in – this will bring up the course overview and all available dates
4. Select the 'book onto course' button for your chosen date – this will bring up the 'course booking details' page
5. Complete the 'origin of request' drop down, the 'reason' drop down, then select the 'save' button
6. Your request will be submitted to your line manager for authorisation
7. Once authorised, the invitation will be sent to your calendar



The screenshot displays the Employee Self Service (ESS) Learning interface. The top navigation bar includes the ESS Logo and the 'Learning' section. A left-hand sidebar menu contains options for 'View profile', 'Home', 'My time', 'My pay', 'Learning' (highlighted), and 'Org chart'. The main content area is titled 'Learning' and has two tabs: 'Courses' (selected) and 'My activities'. Below the tabs, a message states: 'Searching with neither Start date nor End date will return all courses.' There are search filters for 'All' (selected), 'Events available', 'Keywords', 'Type' (set to 'All'), 'Start date (dd/mm/yyyy)', and 'End date (dd/mm/yyyy)'. Below the filters are 'Search' and 'Clear search' buttons. A table lists available courses with columns for Learning activity, Type, Duration, and Events available.

Learning activity ↑	Type	Duration	Events available
British Sign Language Awareness	Equality, Diversity and Inclusion	1.5 Hours	4 events 13 May 2025 - 13 May 2025 13:30 - 15:00...
British Sign Language Beyond the Basics	Equality, Diversity and Inclusion	1.5 Hours	2 events 15 May 2025 - 15 May 2025 13:30 - 15:00...
Climate Change - Becoming Carbon Literate	Data and Information	7.75 Hours	2 events 11 Jun 2025 - 11 Jun 2025 09:00 - 16:45...
Conflict Management Breakaway	Health and Safety	2.5 Hours	4 events 04 Jun 2025 - 04 Jun 2025 13:30 - 16:30...
Conflict Management Theory	Health and Safety	4 Hours	4 events 04 Jun 2025 - 04 Jun 2025 09:30 - 13:00...
Contract and Supplier Management Including Community Benefits	Data and Information	1 Hours	2 events 06 May 2025 - 06 May 2025 10:00 - 11:00...
CPR and Defibrillator training	Personal Development	3 Hours	1 event 14 May 2025 - 14 May 2025 09:30 - 12:30