

Employee Policy Organisation and Workforce Development

1. Policy Statement

This Policy outlines our commitment to Mandatory Training (MT). MT is produced to ensure that you are offered competency training so that you can carry out your duties safely and efficiently and that you, our donors, patients, and the public are safeguarded against harm and any undue risks. To standardise learning across the NHS, Skills for Health have published a Core Skills Training Framework (CSTF) which has determined a standard set of learning outcomes for common MT subjects. Each of these 'Core' subjects has been selected based on legal and/or statutory requirements. In addition to these, NHSBT have also identified a further set of subjects based on regulatory need and organisational risk. Together these subjects make up our Mandatory Training Framework (see Developing People/Mandatory training in People First). We will provide you access to your MT needs during your working hours and your manager will ensure that you have protected time, with appropriate cover, to enable you to complete your training within the necessary time-frames. We actively record, monitor, and audit individual and departmental compliance figures on a monthly basis and report data annually to the Governance and Assurance Committee for scrutiny and resolution.

2. The Process

MT offers you and the organisation protection against potential incidences involving both legal and regulatory risks. Your MT is automatically allocated by job role and is categorised in the following way:

- MT – Corporate
- MT – Job specific
- MT – Professional
- MT – Other

Corporate – is the MT that everyone in the organisation* has to do regardless of their job role. This will be the basic level required.

Job Specific – this is the MT that is required for your job role. This for example could be a more detailed module of a topic than provided by MT Corporate

Professional – this is training identified that you will need to complete because of your profession

Other – is identified by any specialist activity you may do as part of your role or development, but is not role specific e.g. First Aider, Risk Assessor etc. This would need to be identified in a conversation between the employee and the manager and notified to HR Direct.

*Those with Honorary contracts, Work Experience or Work placements will only be required to have a local Induction.

Your MT needs forms part of your Personal Development Plan (PDP) and will be monitored by your manager as part of our Personal Development and Performance Review Policy. You are responsible for cooperating with your manager to ensure that your MT needs are completed within the necessary time-frames and refresher periods indicated within your PDP and for ensuring that your MT learning is applied back to your daily work practices. Where you experience any difficulties with personally meeting your MT compliance needs you must discuss these with your manager or your managers' manager immediately to establish a timely solution for completion.

If you or your manager needs further information about MT or you have a specific individual query about your MT needs then you can also contact HRDirect@nhsbt.nhs.uk

Bank Workers will be required to complete their MT that is appropriate to their duties.

Managers must ensure that new starters, as part of their Induction (Personal Development Plan) have completed the appropriate MT for the duties they are conducting before they carry out these duties. In addition, MT that is Professional and Other may also be necessary before they are able to start some aspects of their job role.

3. Mandatory Training recording and Reporting

Shine Academy is our current platform for recording and reporting MT but in future will be recorded in MyESR. The implementation will take place during 2019. Your MT requirements are allocated according to your job role and Shine Academy / MyESR will be updated accordingly, so you are able to see your requirements and status.

For MT Other, your manager must advise HR Direct so that this can be added to Shine Academy / MyESR.

Your manager will work with you to identify and agree timely solutions to any personal non-compliance that you have accrued. Where continued non-compliance is observed, individual sanctions will apply which may result in you and your manager being denied access to other training and development and may also lead to further investigation and the invoking of our Disciplinary Policy.

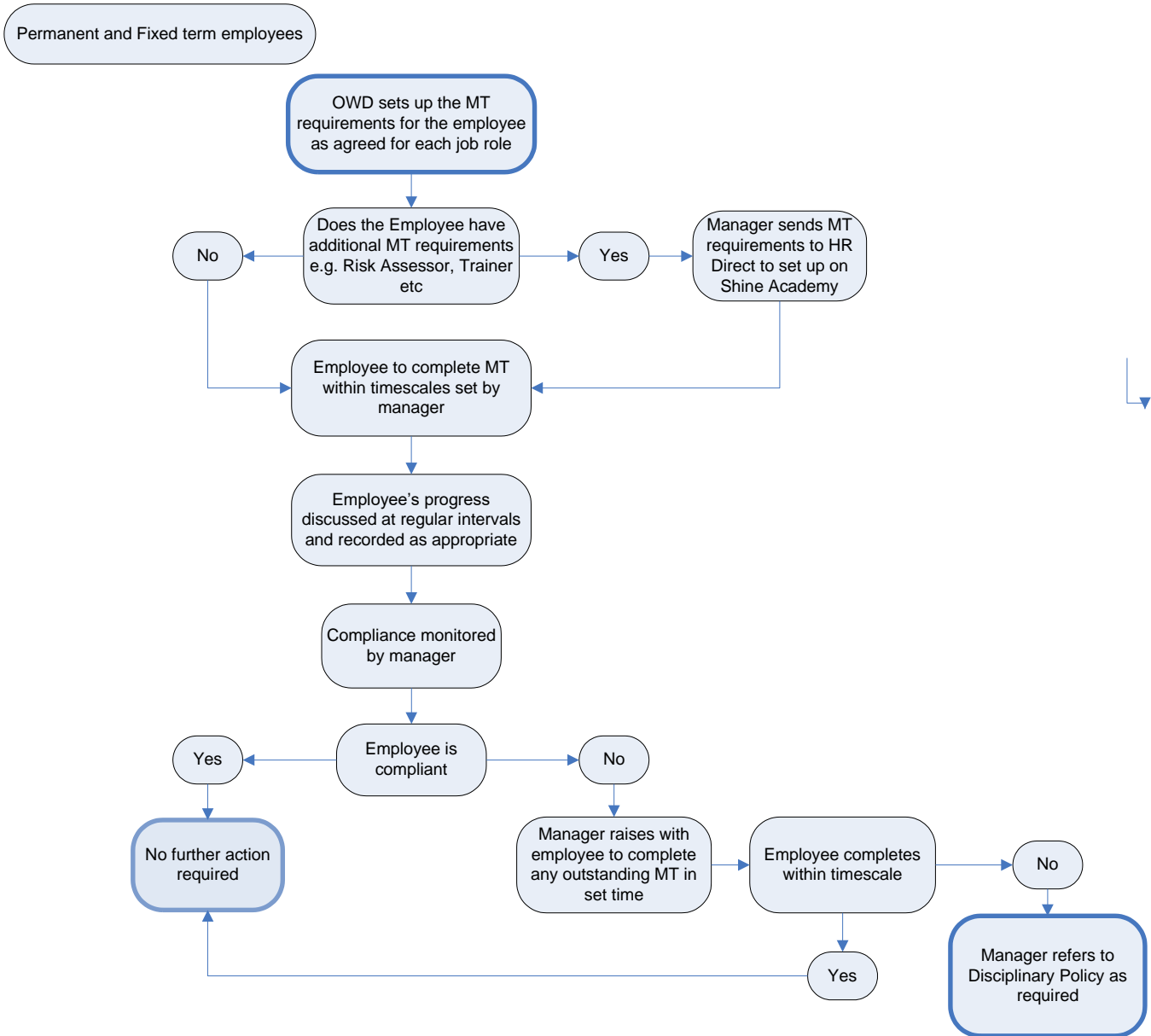
4. Mandatory Training Delivery

Our Mandatory Training Framework supports the delivery of MT through a variety of methods including face to face classroom delivery, e-learning and/or self directed learning. Each core MT subject area is allocated a Subject Matter Expert (SME) in their specific field. SME's are accountable for working alongside OWD to ensure that our MT programmes meet the learning outcomes necessary for us to meet our legal, statutory and/or regulatory responsibilities. As such, the SME Role is subject to Learning Quality Assurance practices as approved by a Shine Academy Committee (SAC). The SAC is responsible to our Board for providing organisational leadership, direction and Governance to the management and delivery of our MT Framework. In all MT cases, competent trainers are chosen to support the facilitation of our MT delivery. Where your MT is carried out face to face, your Facilitator (either a trained Trainer, your manager, or your assessor) is responsible for ensuring that you complete an attendance sheet and return in to HRDirect@nhsbt.nhs.uk so that individual compliance records can be updated.

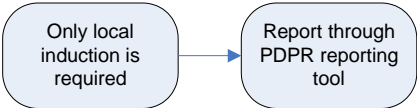
5. New Mandatory Training Programme

All new requests to release a new Mandatory Training programme must be reviewed by the SAC. This group will check the request against our legal and regulatory requirements before making a decision to add it to our Mandatory Training Framework. OWD will offer advice and support with all new requests and, where approved, will provide guidance on the programme content and design.

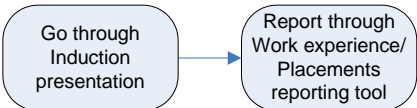
Flowchart



Those with an Honorary Contract



Work Experience and Placements



6. Policy Approval and Review

Policy version	UCD/People/Mandatory/021v2.1
Title	Mandatory Training Policy
Approved by SPC	2 nd May 2019
EIA completed	15 th May 2019
Counter Fraud check	14 th May 2019
This document replaces	UCD/Workforce/Mandatory/021v2.0
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Author	Daryl Hall
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Distribution	Available in People First