

Reference Number: UHB 80
Version Number: 3

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MANDATORY/ STATUTORY TRAINING PROCEDURE

Introduction

There is a legal responsibility within organisations to ensure that their staff receives training to develop the knowledge and skills to ensure a safe and healthy workplace.

Along with a legal requirement, the UHB is required to adhere with nationally agreed frameworks. The UK wide Core Skills Training Framework (CSTF), approved by the Health Minister, has been adopted by all Health Boards and NHS Trusts within Wales. The Framework enables UHBs to standardise the focus and the delivery of key statutory and mandatory training skills.

The terms Statutory can be described as a 'legislative act passed by a legislative body' (Anon: 2010) and training for all staff that is required by law, or where a statutory body has instructed the UHB to provide training on the basis of legislation.

The term Mandatory is defined as 'required or commanded by authority' (Anon: 2010). These training requirements have been determined by the UHB and are concerned with minimising risk, supporting the implementation of policies and ensuring the UHB meets external standards.

This policy relates to the Statutory/ Mandatory Training requirements for all staff working within the UHB. For the purpose of this policy both statutory and mandatory will be grouped under the term mandatory.

As well as adhering to the CSTF, the UHB has identified a range of Mandatory training requirements which are to be met, to ensure all staff are appropriately skilled and that risks are reduced in all areas of their work.

New staff joining the UHB will be expecting to attend the relevant induction programme i.e. Corporate Induction, Committed to Caring for HCSWs and also complete their mandatory training modules within two months of commencing employment. It is the Line Managers responsibility to ensure they have the opportunity to complete this.

All Mandatory training requirements should be completed before other forms of development are approved. All staff including those staff who work part-time or shifts must be provided with the opportunity to attend/ complete mandatory training within working hours.

A blended learning approach is utilised within the UHB to deliver its mandatory training requirements; this includes e-learning and traditional tutor led methods of delivery. This

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enables staff to comply with the legislative and policy requirements. Access to these modules are as follows;

- e-learning modules are accessible via ESR
- Details regarding the tutor led modules are available on the LED pages on CAVweb. During specific months of the year, a full suite of mandatory training modules are provided. These are advertised widely.
- Departmental tutor led sessions can be arranged by contacting the relevant subject matter experts.

Purpose and Objectives

The Health and Safety at Work Act is an Act of Parliament and is the main piece of UK health and safety legislation. It places a duty on all employers 'to ensure, so far as is reasonably practicable, the health, safety and welfare at work' of all their staff. All staff have a duty of care to ensure they are up to date with mandatory training.

The aim of this procedure is to provide a framework for managers and staff to have a greater understanding of the purpose of the mandatory training programmes; outline the roles and responsibilities of all in the process and the sanctions for non-compliance.

Further information on the mandatory modules staff need to complete, along with the refresher periods, are available via Staffs ESR compliance record and the on-line toolkit.

Scope

The policy will apply to all employees of the UHB this includes permanent, temporary, volunteers, bank/locum staff and those with honorary contracts. It is intended to support Line Managers in ensuring staff are compliant with the designated Statutory and Mandatory categories. Details of specific training requirements, and refresher periods are available on the LED pages of the internet.

Equality and Health Impact Assessment

A stand-alone Equality and Health Impact Assessment has not been completed, because this procedure, along with other LED procedures are covered by the 'training and education policies' EHIA. This EHIA found there to be a positive impact.

Documents to read alongside this Procedure

- [Statutory/ Mandatory On-Line Toolkit](#)
- [Personal Appraisal Development Review Policy, Procedure and Toolkit](#)
- [All Wales Pay Progression Policy](#)
- [Study Leave Guidelines](#)
- [Grievance Policy](#)

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	<ul style="list-style-type: none"> • Disciplinary Policy • Dignity at Work • Professional Abuse Policy
Approved by	
Accountable Executive or Clinical Board Director	Executive Director of Workforce and OD
Author(s)	LED Manager
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Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	September 2011	October 2011	New Policy
2	25/06/2013	18/07/2013	Mental Capacity Act Training included
3	25/09/2019	24/01/2020	Changed from a policy to a procedure as aligned to the new LED Policy. Is now streamlined, has a supporting on-line toolkit for further detailed information. Now includes a section on non-compliance outlining sanctions

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1. RESPONSIBILITIES

The Risk Management Policy, 2011 indicates that 'The Chief Executive is ultimately accountable for the effective management of the business of the UHB and in particular for ensuring that there are adequate risk management arrangements and a sound system of internal control.'

'All Executive Directors must ensure management of risk within their particular area of responsibility. In addition to this they may also have responsibilities for ensuring the management of risk in a specific subject area on behalf of the Chief Executive.' Please refer to the Risk Management Policy.

The Executive Director of Workforce and Organisation Development (WOD) has responsibility for implementing and monitoring the effectiveness of this policy.

1.1. Mandatory Training Steering Group

Mandatory Training Steering Group is responsible for;

- The MTSG will determine what an optimal programme is for each subject. This will include the monitoring of duration, frequency, method of delivery, evaluation and competency test.
- To drive the delivery of an action plan to increase Statutory / Mandatory Training compliance across the Health Board.
- Maximise opportunities of learning already undertaken when appointed to the UHB.
- Prioritise any identified topics, over and above those identified within the Core Skills Training Framework, that are potentially deemed as Statutory/Mandatory by, Legislation, Best Practice Guidelines, Subject Matter Experts or the organisation.
- Develop a template and criteria for additional topics to be considered.
- Ensure that all Statutory / Mandatory Training categories delivered are aligned with the Core Skills Training Framework (CSTF).
- To support, promote and ensure the smooth implementation, maintenance and resolution of any additional systems that will aide an increase in compliance.
- To work collaboratively as a team of specialists to support the communication of any changes to the Statutory / Mandatory Training systems and processes. This will include connections with other groups / stakeholders as appropriate.
- Ensure effective data integrity and performance reporting in all systems relating to Statutory/ Mandatory Training.

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- Regularly review the mandatory training modules to ensure these continue to meet legislative and UHB requirements.

1.2. Subject Matter Experts

Subject Matter experts are responsible for;

- Providing the organisation with accurate, timely and appropriate guidance, advice and support on the respective subject
- Facilitating/ delivering training as agreed with the LED department.
- Providing the professional advice and expert guidance on the levels of training appropriate to roles within the UHB
- Participating/ leading national groups in the design of training packages and ensuing relevance to our staff groups
- Ad-hoc support to external parties engaged in the delivery of training, including content approval/ sign off and quality assurance.

1.3. Line Managers

Line Managers are responsible for;

- Ensuring all staff attend/ complete the relevant Statutory/ Mandatory Training,
- Ensuring all staff including those who work part-time or shifts must be provided with the opportunity to attend/ complete Mandatory Training within working hours or be reimbursed with time owing or paid hours.
- Ensuring that staff identified as non-compliant on their ESR record completes their mandatory training as a matter of urgency.
- Prioritising attendance/ completion of mandatory training over all other training
- Ensuring that staff who have not attended/ completed mandatory training to investigate the reasons and ensure attendance/ completion is arranged as soon as possible.
- If appropriate and feasible, arranging tutor led mandatory training sessions for teams of ten staff and over. This method of delivery is sometimes used during audit days or team meetings. These should be arranged directly with the subject matter experts.
- To ensure staff book onto tutor led training, where they have failed the e-learning modules.
- Facilitating the transfer of learning from mandatory training into everyday practice.
- Ensuring that staff returning from career breaks, maternity leave or extended periods of absence complete the mandatory training modules as soon as possible.
- Contacting the LED department or subject matter expert regarding any difficulties in staff accessing mandatory training.

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- Record staff's training compliance as part of the Personal Appraisal Development Review (PADR) process.

1.4. Learning Education and Development (LED) Department

The LED department will;

- Ensure details of mandatory modules are advertised on the LED internet and intranet pages.
- In conjunction with other mandatory training providers, ensure that staff training records are updated following tutor led attendance; ESR will automatically update the training record and compliance once the e-learning modules have been completed and passed.
- Support staff and line managers to attend/ complete mandatory training by providing tutor led sessions where appropriate and as agreed with the subject matter experts (i.e. Mandatory Months of tutor led training)
- Advertise dates for staff to book to use a PC in the IT training room
- Utilise ESR to inform Line Managers/ Staff of their training requirements via Staffs compliance record.
- Regularly produce and report mandatory training compliance.

1.5. Staff

All staff are responsible for;

- Identifying, in discussion with their line manager and viewing their ESR compliance record, the mandatory training requirements for their post.
- Attending/ completing the mandatory training courses identified. Failure to attend planned training events or difficulty in accessing training for any reason should be reported directly to the individuals Line Manager and the course provider.
- Informing their line manager if they fail any of the e-learning modules so they can book themselves onto tutor led modules.

2. NON COMPLIANCE

2.1. Individuals

Where individuals repeatedly fail to attend/ complete the necessary training activity, other than reasons of sickness/ work pressures etc, the following sanctions should be applied;

- Where a staff member is due an incremental increase, this increase will not be applied until all relevant training has been completed.
- Staff will also not be able to access training funds for their personal development or attend other non-mandatory training events necessary for their development unless they have successfully completed their mandatory training.

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2.2. Line Managers

Line Managers are required to ensure that staff in their Directorate, Department have attended training. In circumstances where the Line Manager has attended training, but members of their Directorate, Department are non-compliant, it is possible that the Line Manager could also be subject to sanctions, including non-progression of incremental pay.

This only applies if the manager has had sufficient staffing levels to release staff and has still not prioritised mandatory training for staff. Also that they can show they have raised concerns with those staff that do not comply in the appropriate manner and will not be penalised for someone's behaviour if it is being addressed.