

Mandatory and Essential Training:

Mandatory training key information:

In order for the university to remain legally compliant and adhere to external regulations, we require all staff to complete mandatory and refresher training as outlined in this table, or sooner if there is a significant change to the training as a result of new legislative requirements. Line managers are accountable for ensuring their staff complete mandatory training. Passing probation is dependent on completing mandatory training including essential Equality Diversity and Inclusion courses – see below. If staff do not complete the mandatory Information Security and Data Protection training courses, they will receive automated reminders to do so and access to their IT account will be deactivated after 3 weeks if the training is not completed. If this happens, staff will need to contact ILS on x 7555 to gain temporary access to the university's IT system for a limited period of time in which to complete outstanding training. Where staff have completed training but subsequently fail to meet the requirements of the relevant policy they may be subject to the University's Disciplinary procedure.

Mandatory training	When by	Who should complete this	Details of training	Accountable lead
Data protection	To be completed within 3 weeks of joining the university. Refresher training to be completed every three years prior to or at appraisal.	All staff	90 minute online course and test with 80% pass mark. You should keep a copy of your certificate on Horizon documents.	Information and Library Services and Vice Chancellors Office
Information security awareness Annual Refresher Course (coming)	To be completed within 3 weeks of joining the university. The annual fresher course is a shorter version of the current module. If you have completed the current or past course module and passed it, you will only need to complete the refresher module.	All staff	105 minute online course and test with 90% pass mark. Please take a screen shot of your score as evidence of completion.	Information and Library Services and Vice Chancellors Office
DSE annual workstation assessments	To be completed within 6 weeks of joining the university.	All staff	30 minute work station assessment which is emailed to staff annually.	Safety Unit
DSE online training	Staff should take the course appropriate to their work pattern i.e. working from home up to 3 days, then complete homeworkers.	All staff	60 minute online course and test with 75% pass mark. You should keep a copy of your certificate on	Safety Unit

	<p>Working predominantly on campus or elsewhere then complete AssessRite 3.0.</p> <p>To be completed within 6 -12 weeks of joining the university.</p> <p>Refresher training to be completed every five years prior to or at appraisal.</p>		Horizon documents.	
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Essential training key information:

Essential training enables you to perform well in your role and to meet the expectations of the university. We expect staff in particular roles to complete certain essential training courses and maintain up to date knowledge by completing refresher training as set out in this table. Line managers are responsible for ensuring their staff complete essential training. Where staff have not completed essential training, which is required for their role, the university may not support requests for further personal development until the required training has been completed. Where staff have completed training but subsequently fail to meet the requirements of the relevant policy they may be subject to the University's Disciplinary procedure.

Essential Training	When by	Who should complete this	Details of training	Accountable lead
<u>Bribery prevention</u>	<p>To be completed within 3-4 months of joining the university. Existing staff who have not completed this training should complete it by the end of their appraisal.</p> <p>Refresher training should be completed every three years prior to or at appraisal.</p>	This training is for those staff that have student finance responsibilities, budget responsibility, can authorise a procurement, or will work with overseas agencies.	45 minute online reading course with test.	People Directorate and Finance
<u>Digital Accessibility</u>	To be watched within the first month of joining the university.	All academic staff. Professional services staff with responsibilities for creating digital/web content and online training.	10 minute video	Information and Library Services
<u>Equality and diversity essentials</u>	<p>To be completed within 6 weeks of joining the university.</p> <p>Refresher training must be</p>	All staff	90 minute online course and test with 80% pass mark. You should keep a copy of your certificate on	People Directorate

	completed every three years prior to or at appraisal.		Horizon documents	
Essentials of Researcher Training Programme				
Undertaking and Managing Research	Refresher every 3 years.	This session is linked with staff appraisal for all new staff on the 'research' and 'enterprise' pathways and is a refresher every three years for existing staff on these pathways. The session is optional for those on the 'teaching' pathway.		RETI
Recruitment & Selection of PGR Students	Refresher every 3 years.	This session is linked with staff appraisal for all new staff on the 'research' pathway and is a refresher every three years for existing staff on this pathway. The session is optional for those on the 'enterprise' and 'teaching' pathways.		RETI
Supervising PGR Students	Refresher every 3 years.	This session is linked with staff appraisal for all new staff on the 'research' pathway and is a refresher every three years for existing staff on this pathway. The session is optional for those on the 'enterprise' and 'teaching' pathways.		RETI
International Compliance	Refresher every 3 years.	Mandatory only for those supervising international overseas students on visas such as Tier 4; refresher every 3 years.		RETI

Research Ethics	Refresher every 3 years.	Mandatory only for those undertaking / supervising research that requires ethical approval; refresher every 3 years.	<p>Important:</p> <p>Please note that for those requiring ethics training, both sessions detailed below must be completed. Attendance / participation at each session will be noted by RETI, and certification will be issued for each area completed.</p> <p>Ethical Research online courses:</p> <ul style="list-style-type: none"> - Becoming an ethical researcher - Research Ethics in Practice <p>Epigeum account registration required: at: https://courses.epigeum.com/register</p> <p>Using university email: @greenwich.ac.uk Entry restricted access token: a3cac962</p>	RETI
Managing diversity	To be completed within 3-4 months of joining the university. Existing staff who have not completed this training should complete it by the end of their appraisal.	Managers with line management responsibilities.	90 minute online course and test with 80% pass mark. You should keep a copy of your certificate on Horizon documents.	People Directorate

	<p>Refresher training must be completed every three years prior to or at appraisal.</p>			
<p><u>Recruitment and selection training</u></p>	<p>To be completed prior to taking part in any aspect of the staff recruitment process. Staff will not be able to access the university's recruitment system without attending this training first.</p> <p>Refresher training should be completed every two years.</p>	<p>Staff that will take part in employee recruitment at the university.</p>	<p>Face to face training and no test.</p>	<p>People Directorate</p>
<p><u>Safeguarding essentials</u></p>	<p>To be completed within 6 weeks of being appointed to a Safeguarding Officer role.</p> <p>For staff that work with young children and vulnerable adults: to be completed within 3-4 months of joining the university. Existing staff who have not completed this training should complete it by the end of their appraisal.</p> <p>Refresher training should be completed every three years prior to or at appraisal.</p>	<p>Safeguarding officers according to the university's Safeguarding Policy, and staff that work with young children and vulnerable adults.</p>	<p>60 minute online course and test with 80% pass mark. You should keep a copy of your certificate on Horizon documents.</p>	<p>Student and Academic Services</p>
<p><u>Safeguarding against extremism</u></p>	<p>To be completed within 6 weeks of being appointed to a Safeguarding Officer role. For other staff: to be completed within 3-4 months of joining the university. Existing staff who have not completed this training should complete it by the end of their appraisal.</p> <p>Refresher training should be completed every three years prior to or at appraisal.</p>	<p>Safeguarding officers according to the University's Safeguarding Policy, counsellors and staff in student support roles (including disability and dyslexia co-ordinators and the student mental health team). We also encourage staff who work with vulnerable individuals to complete this training.</p>	<p>90 minute online course and test with 80% pass mark. You should keep a copy of your certificate on Horizon documents.</p>	<p>Student and Academic Services</p>

<u>Sexual violence</u>	To be completed within 6 weeks of being appointed to a Sexual Violence Liaison Officer role. For other staff: to be completed within 3-4 months of joining the university. Existing staff who have not completed this training should complete it by the end of their appraisal. Refresher training should be completed every three years prior to or at appraisal.	Sexual violence liaison officers, safeguarding officers, counsellors and staff in student support roles. We also encourage staff who work with vulnerable individuals to complete this training.	This training is on hold.	Student and Academic Services
<u>University reporting</u>	To be completed within 2 months (or earlier if required) of joining the university	Academic staff where relevant	Face to face training. Staff cannot access Banner until they have completed this training.	Information and Library Services

Additional essential training:

Information regarding other essential courses which staff should complete as required for their role can be found in the compliance area of the [Horizon Learning](#) and on the [health and safety training matrix](#).