## Mandatory and Essential Training:

| Mandatory training key information: |
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| 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 |
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| Data protection | To be completed within 3 weeks of joining the university.<br><br>Refresher training to be completed every two years prior to or at appraisal. | All staff | 90 minute online course and test with in course test. Please take a screenshot of your score as evidence of completion. | Information and Library Services and Vice Chancellors Office |
| Information security awareness | To be completed within 3 weeks of joining the university. | All staff | 45 minute online course with in course test. | Information and Library Services and Vice Chancellors Office |
| DSE annual workstation assessments | To be completed within 6 weeks of joining the university. Request a form from your local DSE Assessor or the Health and Safety Services Team. | All staff | 30 minute work station assessment. | Health and Safety Services |
| Hybrid DSE User training | To be completed within 6 -12 weeks of joining the university.<br><br>Refresher training to be completed every five years prior to or at | All staff | Online course and test. Please take a screenshot of your score as evidence of completion. | Health and Safety Services |

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| | appraisal. | | | |

**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 |
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| Line Manager Induction | To be completed within 4 weeks of joining the University or starting a new internal role with line management responsibilities | New staff who are joining the University in a line management role and existing staff who have been internally appointed to roles with line management responsibility | A one-day face to face induction that introduces the University's values and strategy and most importantly the part you as a line manager will play in all we are aiming to achieve. | People Directorate |
| Bystander Intervention and Allyship Against Discrimination | To be completed by all new staff joining the University within probation period. | New staff who are joining the University and existing staff who have not yet completed the training. | 90 minute online course | SAS/People Directorate |
| Bribery prevention | 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.<br><br>Refresher training should be completed every three years prior to or at appraisal. | 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 |
| Digital Accessibility | 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 |

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| Equality and diversity essentials | To be completed within 6 weeks of joining the university.<br><br>Refresher training must 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 | People Directorate |
| Being an effective academic tutor | To be completed within 6 months of joining the university | Academic staff with tutoring responsibility | One hour online workshop with the Academic & Learning Enhancement team to introduce the academic tutor role and responsibilities while both sharing good practice and how to overcome common issues in tutoring. | Information and Library Services |
| 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 | | RETI |

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| | | 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. | | |
| 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. | **Important:**<br><br>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.<br><br>Ethical Research online courses:<br><br>- Becoming an ethical researcher<br>- Research Ethics in Practice<br><br>Epigeum account<br>registration required:<br>at: https://courses.epigeu | RETI |

| | | | m.com/register<br><br>Using university email:<br><br>@greenwich.ac.uk<br>Entry restricted access token: a3cac962 | |
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| 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.  Refresher training must be completed every three years prior to or at 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 |
| Recruitment and selection training | 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.<br><br>Refresher training should be completed every two years. | Staff that will take part in employee recruitment at the university. | Face to face training and no test. | People Directorate |
| Safeguarding essentials | Safeguarding Officers: to be completed within 6 weeks of being appointed to a Safeguarding Officer role and thereafter every two years.<br><br>Staff involved in the delivery of apprenticeship programmes: to be completed within 6 weeks of being appointed to the role and thereafter every two years. | Safeguarding officers according to the university's Safeguarding Policy; staff involved in the delivery of apprenticeship programmes.<br><br>We also strongly encourage all staff who work with vulnerable individuals to complete this training. | 60 minute online course and test with 80% pass mark. You should keep a copy of your certificate on Horizon documents. | University Secretary |
| Safeguarding against | Safeguarding Officers: to be | Safeguarding officers | 90 minute online course | University |

| extremism | completed within 6 weeks of being appointed to a Safeguarding Officer role and thereafter every two years.<br><br>Staff involved in the delivery of apprenticeship programmes: to be completed within 6 weeks of being appointed to the role and thereafter every two years. | according to the university's Safeguarding Policy; staff involved in the delivery of apprenticeship programmes.<br><br>We also strongly encourage all staff who work with vulnerable individuals to complete this training. | and test with 80% pass mark. You should keep a copy of your certificate on Horizon documents. | Secretary |
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| University reporting | To be completed within 2 months (or earlier if required) of joining the university | Academic staff where relevant | Online training. Staff cannot access Banner until they have completed this training. | Information and Library Services |

**<u>Additional essential training:</u>**

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.