ESSENTIAL TRAINING POLICY

HUMAN RESOURCES
"One of the principles in the People Supporting Strategy is to develop our membership. Essentially, this is an institutional commitment to learning, where all employees will be able to fully engage with maintaining and further developing their knowledge, expertise and skills irrespective of role and career stage.

This policy has therefore been written so that all members are aware of the University’s expectation to remain engaged with continuous professional development and to be clear of their essential training requirements related to their role.

Through access to high-quality and appropriate training and development opportunities, and an appetite to learn, engagement with continuous professional development will develop the capacity and capability within our staff to deliver the goals we have set in our Strategic Plan."

Susie Morgan
Director of Human Resources
2. THE UNIVERSITY’S EXPECTATION OF CONTINUOUS PROFESSIONAL DEVELOPMENT BY ALL EMPLOYEES

2.1 The University is underpinned by the strengths, talents and behaviours of its members and a shared understanding of what it wants to achieve. Whatever the role or level of responsibility, members of our University community are expected, encouraged and enabled to play a full part in the future success of the University and to contribute to the delivery of its Strategic Plan.

2.2 Access to training and development opportunities should be discussed between reporting managers and employees. These conversations should take place during induction, at one-to-one and team meetings, through individual performance and development reviews, and at times of career transition or role change. It is the responsibility of both reporting managers and employees to ensure that these conversations take place. It is important that reporting managers and employees discuss making time for training and development when considering workload.

2.3 The University provides open access to a large internal training and development programme which includes:
- Professional practice.
- Academic practice, innovation and recognition.
- Personal development and career planning.
- Leadership and management development.
- Researcher development.
- Health and Safety.
- Workplace Health and Wellbeing.
- Equality and Diversity.

2.4 Externally provided learning and development opportunities are also available subject to local funding, for example:
- Attendance at external training and development programmes.
- Attendance at conferences.
- Studying for a qualification.

2.5 In addition to formal training and development opportunities, the University provides:
- Workplace coaching.
- Mentoring.
- Specialist one-to-one advice and guidance from supporting HR teams.

2.6 Centrally delivered training and development opportunities are listed and booked through the University employee management system HR Organiser.

2.7 Employees with at least 26 weeks service have a statutory right to request unpaid time off work for training. Most training would be discussed with line managers and booked through HR Organiser. However, this statutory right does exist and can be used, e.g. where individuals want to undertake externally provided training. Training can be formally requested by employees at any time and such requests will be given full and careful consideration by the manager. Further details can be found on the Gocuk website.

2.8 You can book onto centrally delivered learning events by searching the learning event catalogue.

2.9 External training and development opportunities can be funded for individuals subject to local funding.

3. ESSENTIAL TRAINING FOR ALL EMPLOYEES

3.1 Essential training ensures all employees are made aware and are capable of meeting their statutory obligations, professional standards, and are fully supported to deliver the University’s Strategic Plan. The University has identified essential training which will meet both the entitlements and responsibilities of the individual and the University. All essential training requirements have been summarised at Annex A.

3.2 Completion of essential training is part of the formal University induction process for all roles and responsibilities. All employees should be made aware of the essential training requirements on appointment and will have the opportunity to discuss these with their manager during the induction process to ensure that they are completed.

3.3 The University requires all employees, regardless of role or responsibility (including graduate teaching roles), to complete essential training programmes in the following areas:
- Computer Safety Essentials
- Health and Safety Essentials
- Fire Safety Essentials
- Information Security Essentials
- Safeguarding Essentials
- Professional Practice Essentials
- Equalities Essentials

3.4 All new employees are encouraged to attend monthly induction networking events during their first 12 months of employment. This will provide opportunity for new employees to be introduced to strategic developments.

4. ESSENTIAL TRAINING FOR SPECIFIC ROLES

4.1 The University requires employees to attend the institutional induction for new education and research roles, Graduate Teaching Assistants and Graduate Laboratory Assistants (searched through the learning event catalogue). These induction programmes provide key institutional messages and signpost the support available to employees during their time with the University.

4.2 In consultation with the reporting manager, individual training may be put in place for employees at a local level to ensure they are fully supported in their role and can carry out their responsibilities safely and to the required professional standard. For example, training may be identified for employees working in a laboratory environment or those using specific work equipment or software as part of their role. The University’s Health and Safety Policy also requires employees to undertake any health and safety training identified as necessary, including the course ‘Computer Safety Essentials’ for all employees who use computers.
5. ESSENTIAL TRAINING FOR REPORTING MANAGERS

5.1 Employees with responsibility for others and for resources are required to complete the essential training for reporting managers in addition to the essential training for all employees. Participants on the Future Leaders and Strategic Leaders programmes are also required to complete the essential training for reporting managers.

- Coaching Essentials for Managers
  Amongst the many skills in a manager’s toolkit, the ability to coach is increasingly important. This offers a means to support and encourage team members, help people to think creatively about their work context, to find the confidence to develop new skills, and to build capacity in achieving goals.
- Do you manage the Essex Way?
  This will provide managers with an orientation to how managers are supported to operate in their role at Essex and provide opportunity for managers to identify areas of focus to develop in their role.
- Managing Diversity Essentials
  This looks at how you comply with legislation and manage diverse teams effectively.
- Managing Health and Safety Essentials
  This covers responsibilities for managing health and safety and gives managers an overview of what the University has in place to help them. Managers of high risk areas are expected to attend the 4 day IOSH Managing Safety as an alternative to this course. Heads of Department/Section receive a 1:1 induction with a Health and Safety Advisor and a Fire Safety Officer.
- Recruitment and Selection Essentials
  This training will help managers through the recruitment process, including preparing to recruit, attracting the right applicants, and selecting the right person.

6. ESSENTIAL TRAINING FOR EXTERNAL UNIVERSITY COMMITTEE MEMBERS AND ALL MEMBERS OF COUNCIL AND UNIVERSITY STEERING GROUP

6.1 External members of Council and its sub-committees are required to undertake essential training relevant to their role.

6.2 All internal members of Council, Senate and their sub-committees are required to complete the essential training for all employees and any additional training relevant to their role.

6.3 Members of the University Steering Group are also required to complete health and safety leadership training and Channel Awareness Training.

7. EXPECTATIONS TO ENGAGE WITH THE ESSENTIAL TRAINING

7.1 Essential training takes priority over all other training and must be completed within the first six months of employment.

7.2 All employees will be allocated time during the working day to complete essential training.

7.3 Completion of essential training by all employees is recorded on personal HR Organiser records and termly completion reports of essential training will be sent to Heads of Department/Section. If the training is not completed, reporting managers are expected to raise this with their direct report formally.

8. RESPONSIBILITIES IN THE PROVISION, COMPLETION AND EVALUATION OF TRAINING AND DEVELOPMENT OPPORTUNITIES

8.1 All employees have a duty to ensure that they:

- Book and successfully complete the essential training within the timeframe agreed with their reporting manager.
- Raise any difficulties they face completing the training with their manager and agree a way forward.
- Pursue their own continuous professional and personal development so that they can play a full part in the success of the University.
- Complete the online evaluation for centrally delivered training events.
- Cancel bookings onto training events that are booked on HR Organiser if unable to attend.

8.2 Reporting Managers have a duty to ensure that:

- Successful completion of essential training is monitored as part of induction and checked as part of the probation process. It will be considered during performance development and review as appropriate.
- Action is taken to address any issues arising which may prevent the training from being completed.
- Direct reports understand the University requirement to undertake their own continuous professional development, including essential training and any other training considered essential to their role.
- They discuss with employees their learning and development needs, and evaluate any activity undertaken.
- Employees are given time during the working day to undertake essential training and development opportunities.
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8.3 Heads of Department/Section have a duty to ensure that a suitable nominee has responsibility for:

- Discussing with individuals non-completion of essential training or repeated failure to attend booked training.
- Contacting employees who have not reached the required standard in essential training where the material is delivered online and a pass mark is identified.
- Ensuring employees who change roles complete the required essential training for the new role.
- Identifying and making arrangements for any additional training that may be required on an individual basis or as a specific requirement of the role.

9. REVIEW OF TRAINING AND DEVELOPMENT POLICY

9.1 Essential training requirements will be reviewed biennially by the Human Resources Equality and Diversity Group.

9.2 The review of this document is the responsibility of the Human Resources Section.


# ANNEX A:

## A SUMMARY OF ESSENTIAL TRAINING REQUIREMENTS FOR SPECIFIC EMPLOYEE ROLES

<table>
<thead>
<tr>
<th>ESSENTIAL TRAINING</th>
<th>ALL EMPLOYEES</th>
<th>REPORTING MANAGERS</th>
<th>STRATEGIC/FUTURE LEADERS PARTICIPANT</th>
<th>MEMBER OF COUNCIL/USG</th>
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