

**Joint Policy for Cumbria Partnership Foundation Trust & North Cumbria
University Hospital NHS Trust**

**Policy Title: Statutory and Mandatory Training Policy
(Joint)**

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The GDPR and DPA legislation covers both manual and computerised records in any format, where the record contains details that can identify, directly or indirectly data on a natural person or persons. The DPA sets out principles which must be followed by those who process data; it gives rights to those whose data is being processed.

Policy On A Page

SUMMARY & AIM

This Policy describes the arrangements for statutory and mandatory training as deemed essential across the two Trusts to ensure that staff have the skills and knowledge required to support safe working practices and deliver high quality patient care.

KEY REQUIREMENTS

1. Statutory and Mandatory training is determined as essential for all staff to complete to meet legal or statutory requirements and/or to ensure the safe and efficient delivery of service through reducing organisational risks and complying with local or national policies and government guidelines.
2. All staff must satisfactorily complete statutory and mandatory training relevant to their role and ensure that ongoing compliance is maintained.
3. Managers are responsible for ensuring staff are supported and released in order to complete statutory and mandatory training as required.

TARGET AUDIENCE:

All Trust staff including bank, agency and locum staff, those with honorary contracts, students and volunteers.

TRAINING:

Training is a mixture of e-learning and face to face sessions and is made up of Core Skills Framework statutory & mandatory subjects and role specific requirements.

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1. INTRODUCTION

The Trust is committed to ensuring that patients receive the highest quality care and that we minimise risk in all services (clinical and non-clinical). All employees are required to complete the relevant statutory and mandatory training necessary for their role in line with the National Skills for Health Core Skills Framework (CSF) and local Role Specific requirements.

The Trusts are committed to a planned systematic approach to statutory and mandatory training as required by regulatory bodies and organisational needs. Compliance is monitored and reported monthly.

2. PURPOSE

- 2.1** To ensure all Statutory and Mandatory training activity in the form of in-house workshops, and eLearning modules is accessible to staff to meet key performance indicators linked to legal requirements, national policies and guidelines and key quality standards as expected by regulators and the Trust.
- 2.2** To highlight the roles and responsibilities of leaders and managers in the creation of a learning environment by ensuring staff are supported to engage with statutory and mandatory training during working hours and compliance is monitored on an ongoing basis.
- 2.3** To highlight the roles and responsibilities of employees and to ensure all employees are equipped with the relevant skills and knowledge to perform their duties in a competent manner in line with organisational requirements.

3. POLICY DETAILS

3.1 Training Needs Analysis (TNA)

The Training Needs Analysis (TNA) is central to the Trust's overall aim of co-ordinating the various important development activities within the organisation and establishing a coherent approach to statutory and mandatory training for all staff. This matrix tool details a breakdown of the statutory and mandatory training which individuals are required to undertake and outlines the subject, level and frequency. The TNA is reviewed with input from Subject Matter Experts (SME's), Clinical Directors, Senior Nurses and Business Managers to ensure that it remains relevant and up to date to the organisation and the roles within it. More information on TNA can be found via this link: <http://nww.staffweb.cumbria.nhs.uk/learning-and-development/executables/Statutory-and-Mandatory-Training-List-201617.exe>

3.2 Recording Training

The Oracle Learning Management (OLM) system, within ESR, is the main information system used to capture staff learning records. It is also used to book individuals onto scheduled training courses and to record completion. This system is used to host the e-learning packages which staff can access at any time via the ESR system and automatically records full completion of training modules.

3.3 Transfer of Learning between Organisations

The use of National Core Skills Framework competencies ensures a quality standard and enables the sharing of training records between organisations. Information can be transferred electronically between organisations who use ESR to record training via use of the Inter Authority Transfer (IAT) function when individuals move to a new employer removing the need for training to be repeated.

3.4 Monitoring Compliance with Statutory and Mandatory Training Requirements

To support individuals and the organisation with performance, summary compliance reports are produced monthly and made available to managers. Individuals are provided with information at regular intervals of their training requirements to ensure they are able to maintain compliance. Compliance data is presented to the Trust Board and various sub committees on a monthly basis.

3.5 Content and Quality of Provision

Subject Matter Experts (SME's) are responsible for ensuring that the content of training products is up to date, evidence based and in line with current guidance and best practice. They are also responsible for the delivery of Face to Face training provision to relevant staff ensuring training is of a high standard and fit for purpose.

4. TRAINING AND SUPPORT

There are no specific training requirements for this policy. Support can be provided via the Training team.

5. PROCESS FOR MONITORING COMPLIANCE

The process for monitoring compliance with the effectiveness of this policy is as follows:

Monitoring/audit arrangements	Methodology	Reporting		
		Source	Committee	Frequency
The organisation can demonstrate that there are processes in place to monitor the statutory and mandatory training needs analysis for all permanent staff.				
Performance data via OLM	Monthly reports	ESR/ L and D	Various – Board/FIP/CMG	Monthly

Wherever the monitoring has identified issues with non-compliance, the following must be in place:

- Action plan
- Progress of action plan monitored by the Workforce & Organisational Development Senior Management Team minutes
- Risks will be considered for inclusion in the appropriate risk registers

6. REFERENCES:

Skills for Health Core Skills Framework – Statutory & Mandatory Training

<http://www.skillsforhealth.org.uk/services/item/146-core-skills-training-framework>

7. ASSOCIATED DOCUMENTATION:

At the time of completing this section a large number of policies across the two Trusts were under review, this is therefore a general list of relevant policies.

- Quarterly TALKS Policy (Formally Appraisal Policy and Management Supervision Policy)
- Policies relating to specific subject matter e.g. Safeguarding Policy

8. DUTIES (ROLES & RESPONSIBILITIES):**8.1 Chief Executive / Trust Board Responsibilities:**

The Chief Executive and Trust Board jointly have overall responsibility for the strategic and operational management of the Trust, including ensuring that Trust policies comply with all legal, statutory and good practice requirements.

8.2 Executive Director Responsibilities: - Executive Director of People and Digital

All policies have a designated Executive Director and it is their responsibility to be involved in the development and sign off of the policies, this should ensure that Trust policies meet statutory legislation and guidance where appropriate. They must ensure the policies are kept up to date by the relevant author and approved at the appropriate committee.

8.3 Care Group Associate Medical Director Responsibilities:

The Care Group Associate Medical Directors have the responsibility for establishing the structures and ensuring the necessary action to ensure compliance with this policy.

8.4 The Care Group Directors/Managers and Heads of Departments identified within Corporate Services

Oversee Education, Training and Development activity for their service to include:

- Supporting line managers in ensuring that the staff are up to date with their statutory and mandatory training.
- Supporting line managers in following up any staff who fail to attend or complete statutory and mandatory training.
- Receive as a minimum, monthly reports related to completion of all statutory and mandatory training and to discuss issues and agree actions with the line managers.

8.5 Line Managers Responsibility

- Ensuring all staff attend and complete statutory and mandatory training to match the frequency and subject requirements identified in the TNA.
- Supporting staff to receive mandatory training during working hours with protected time, cover arrangements and appropriate funding.
- Following up and discussing DNA reasons and ensuring staff are supported/directed to attend required training.
- Monitoring and reviewing training compliance for team members – within NCUHT this includes withholding increments where appropriate until any outstanding training is completed.

8.6 Staff Responsibilities:

All staff are responsible for co-operating with the development and implementation of Trust policies as part of their normal duties and responsibilities. They are responsible for ensuring that they maintain up to date awareness of corporate and local policies with regard to their own and their staff roles and responsibilities.

- Staff must satisfactorily complete statutory and mandatory training relevant to their role and ensure that ongoing compliance is maintained.

8.7 Workforce Teams

- To draw down information from ESR and produce ad hoc and monthly training reports, and dashboards for managers and Workforce/OD Committee members.
- Working with the Subject Matter Experts ensure sufficient availability of training to support staff in achieving and maintaining compliance with their training requirements

8.8 Subject Matter Experts (SME)

- Responsible for ensuring that the content of training products is up to date, evidence based and in line with current guidance and best practice.
- Responsible for the delivery of Face to Face training provision to relevant staff ensuring training is of a high standard and fit for purpose
- Responsible for developing and reviewing the TNA to ensure that it remains relevant and up to the date to the organisation and the roles within it.

8.9 Approving Committee Responsibilities: Workforce and Organisational Development Senior Management Team

The Chair of the approving committee will ensure the policy approval is documented in the final section of the Checklist for Policy Changes. The committee will agree the approval of the final draft of the policy.

9. ABBREVIATIONS / DEFINITION OF TERMS USED

ABBREVIATION	DEFINITION
CSF	Core Skills Framework
TNA	Training Needs Analysis
ESR	Electronic Staff Record
OLM	Oracle Learning Management (part of ESR)
SME	Subject Matter Expert

DOCUMENT CONTROL

Equality Impact Assessment Date	10/01/2019
Sub-Committee & Approval Date	Partnership Forum 06/03/2019

History of previous published versions of this document (NCUH HR03):

Trust	Version	Ratified Date	Review Date	Date Published	Disposal Date
NCUH	1.0	-	-	-	
NCUH	2.0	12/02/2010	Specify Timescale	Do Not Complete	
NCUH	3.0	07/06/2011	Specify Timescale	Do Not Complete	
NCUH	4.0	23/01/2012	26/01/2014	26/01/2012	
NCUH	5.0	17/10/2014	31/10/2016	27/10/2014	
NCUH	HR 03 v6.0	08/12/2016	31/10/2017	14/12/2016	

Statement of changes made from version 6.0**NCUH:**

Version	Date	Section & Description
6.1		Version 6 transferred to current joint policy template Terminology updated from 'Care group' to 'Care Group'
6.1		Removal of content to remove repetition and reference to out of date processes
6.1		Terminology updated to include reference to Core Skills Framework and IAT processes

CPFT:

Version	Date	Section & Description
n/a		Previous Policy covered Education and Learning in its entirety, this policy only covers Statutory & Mandatory training

List of Stakeholders who have reviewed the document

Name	Job Title	Date
Workforce & OD SMT	Various	December 2018
Care Group SMT	Various	10.12.18-04.01.19
Trade Union Representatives		24.01.19