

List of mandatory/essential-to-role training 16/10/17

This list is for reference only and, given the current growth in regulation, may not be up to date or comprehensive for all staff categories. This list will be updated monthly as mandatory/essential to role training is approved or changed. For any queries please email: peopledevelopment@exeter.ac.uk

Online training (via LearnUpon – go to logon page [here](#))

Course title on Trent and LearnUpon	Mandated for the staff listed below	Additionally advised for the staff listed below	Timeframe by which the training should be completed	Additional Notes	Sponsor Department
An Introduction to the Prevent Duty as it affects Higher Education	All University staff			The Prevent Duty – University web pages	Compliance, Governance and Risk
Are you being Bribed?	All staff Grade G / Senior Lecturer and above are automatically enrolled on this course	All staff approving financial decisions or procuring goods and services		Prevention of bribery and other improper conduct – University web pages	Finance Services
Environmental Sustainability	Selected staff who have been contacted - this course requires staff to self-enrol	All staff			Sustainability
Information Security	All University staff			Information Governance – University web pages	Compliance, Governance and Risk
Information Security for Researchers	All Research Staff				Compliance, Governance and Risk
Equality and Diversity Introduction	All University staff				Equality, Diversity and Inclusivity
Health & Safety Introduction	All University staff		Within 3 months of starting at the University		Health, Safety and Wellbeing
Prevent Duty - Policy and	Selected staff who have been contacted - this course				Compliance, Governance and Risk

Procedures on Freedom of Speech	requires staff to self-enrol. Any member of staff who may request, book or administrate the booking of external speakers.				
Prevent Duty - Support for Individuals	Selected staff who have been contacted - this course requires staff to self-enrol. Any member of staff with welfare responsibilities for students, or who may be contacted by any other individual who has a concern with regard to the welfare of a student.				Compliance, Governance and Risk
Recruitment and Selection	Any member of staff who sits on a recruitment panel. (Note: All Grade F staff and above will automatically be loaded onto this course. All other staff will need to self-enrol).		Prior to taking part in any recruitment process.	This course should be completed by anyone involved in shortlisting candidates and/ or interviewing candidates during a recruitment process.	Human Resources - Recruitment
REFRESH for Safety, Health, Wellbeing, Environment and Equality and Diversity	All University staff every three years after completing the Introduction to Health & Safety module		3 years after the H&S Introductory course and then to be repeated every 3 years.		Health, Safety and Wellbeing
Research Integrity	All academic staff involved in research.	Technical Services and other staff involved in or directly supporting research			Academic Development

(continued)

Face to Face Training

Course title on Trent and LearnUpon	Mandated for the staff listed below	Additionally advised for the staff listed below	Timeframe by which the training should be completed	Additional Notes	Sponsor Department
Abrasive Wheels	Selected Campus Services staff who have been contacted				Campus Services
Asbestos Awareness	Property Services and Estate Development Services staff who may work with or come into contact with Asbestos containing materials during their normal work activities.	Technical Services staff who may come into contact with asbestos			Campus Services
BICSC Training	All staff carrying out cleaning duties in Campus Services				Campus Services
Carriage of Dangerous Goods	This is a mandatory course for anyone who packages and transports dangerous goods as defined in the regulations .				Health, Safety and Wellbeing
Chemical Deliveries	Stores operatives who are receiving chemicals into their stores for redistribution.	Porters, reception and workshop staff in buildings without dedicated stores may also be eligible			Contact the Health & Safety team
COSHH for Laboratory Users	This course is for staff who are required to complete and manage CoSHH risk assessments and/or are involved in the CoSHH risk assessment process within their College or Service.	As advised by the Health & Safety team			Contact the Health & Safety team
COSHH for Non Lab users	This course is designed to provide guidance and	Estates and security operatives who may enter			Contact the Health & Safety team

	awareness of chemistry safety (or COSHH) issues for operatives who routinely use a small number of chemicals and may enter laboratory type areas in the course of other work)	laboratory spaces during the course of their work, for example, an electrician fixing a light fitting within a teaching laboratory.			
Doctoral Supervision	Academic staff who supervise PGR students	Staff who anticipate supervising or supporting PGR students in the future	Prior to supervising PGR students at the University, if possible, or within the first term of doing so	Additional (non-mandatory) workshops are available to address specific aspects of supervision (e.g., the examinations process); additional bespoke workshops can be created upon request	Academic Development
Food Safety in Catering Level 2	All catering staff				Campus Services
Food Safety in Catering Level 3 (Supervising)	All catering staff with a supervisory role				Campus Services
Fire Safety Basic (Parts A and B)	All staff who have been identified as higher than average risk of contact with fire.	This course is intended for staff with a higher than average risk of contact with fire, for example kitchen staff, electricians, lab workers			Health, Safety and Wellbeing
Fire Safety (incl Fire Marshal and Evacuation Officer)	This course is mandatory for staff who will be undertaking the role of Fire Marshal or Evacuation Officer as part of a building evacuation plan				Health, Safety and Wellbeing
Fire Safety Coordinators	All staff identified as a building fire safety coordinator				Health, Safety and Wellbeing

Fire Marshal (& Evacuation Officer) Requalification	All staff who have been identified as a Fire Marshal and Evacuation Officer.			To be completed on or around 3 years after the initial Fire Marshal Course	Health, Safety and Wellbeing
HEA Fellowship through ASPIRE	All academic staff on E&R contracts				
Hydrofluoric Acid Awareness Trg	All First Aiders who are required to potentially deal with a HF contaminated casualty.	Also suitable for anyone working with HF or within the vicinity of HF.			Contact the Health & Safety team
Introduction to the University	All new staff		Within 3 months of starting at the University	University Induction pages	People Development
Ladder training	Selected Campus Services staff who have been contacted	Any other University staff member who uses ladders and steps at work			Contact the Health & Safety team
Laser Safety Awareness & Laser Systems Supervisor (LSS)	Those who will work with lasers in class 3R, 3B or 4.	Those that will work or be located close to lasers may also benefit from attending			Contact the Health & Safety team
Learning and Teaching in Higher Education	All staff who intend to teach, are contracted to teach and/or assess students.				Academic Development
Manual Handling	Selected Campus Services staff who have been contacted	Any staff member who lifts, carries or moves goods			Health, Safety and Wellbeing
PDR reviewer and mentoring skills for Academic Leads	Academic Leads		Prior to conducting PDRs		People Development
PDR reviewer skills for Professional Services staff	All reviewers of Professional Services staff		Prior to conducting PDRs		People Development

PDR skills for reviewers of staff in the Research Job Family	All reviewers of Research Job Family staff		Prior to conducting PDRs		People Development
PGR Pastoral Tutoring	All PGR pastoral tutors	Any staff member who supports or contributes to the pastoral care of PGR students	Prior to engaging in PGR pastoral tutoring duties, if possible, or within the first term of being a PGR pastoral tutor	PGR pastoral tutors are encouraged to take this workshop alongside the Supporting Students / HWSS workshops (face-to-face or online)	Academic Development
Pollution Prevention and Emergency Response	Mandatory for Grounds, Direct and Indirect works staff – line managers to identify requirement				Sustainability
Principles of ionising radiation protection & Radiation Protection Supervisor (RPS)	Those who will work with sources of ionising radiation.	Those that will work or be located close to ionising radiation sources may also benefit from attending.			Contact the Health & Safety team
Suicide Intervention	Estate Patrol staff				Estate Patrol
Tail Lift Operator	Porter Staff		No use of equipment is permitted until trg has been completed.		Campus Services – Facilities Management