

**Proposal for Staff Mandatory Training**

**Please use this form to explain the proposed training, the target audience, budgeting and your plans for monitoring compliance.**

|  |  |
| --- | --- |
| College/Professional Services area | Click here to enter text. |
| Sponsor: (Dean/College Registrar/PS Director) | Click here to enter text. |
| Please state the name and contact details for the person who will be responsible for the course (able to answer queries and questions about the training) | Click here to enter text. |
| Title/subject of proposed training | Click here to enter text. |
| Nature of proposed training (tick)   |  |  | | --- | --- | | Tutor-led workshop/seminar |  | | Programme of workshops/seminars |  | | On-line module |  | | Blend of online and tutor-led |  | | 1-1 |  | | Other – please explain | Click here to enter text. | | |
| Proposed date for training to launch | Click here to enter text. |
| Under which of the following strands does this programme sit? (tick all that apply)   |  |  | | --- | --- | | Leadership/Management Development |  | | Equality, Diversity and Inclusion |  | | Environment/sustainability |  | | Finance |  | | Governance |  | | Health and Safety |  | | Performance Management (includes PDR) |  | | Personal Effectiveness |  | | Staff Induction |  | | Academic practice - Teaching and Learning |  | | Academic practice- Research Endeavour |  | | Student experience |  | | Information Technology |  | | Other – please explain | Click here to enter text. | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Target Audience:** Who is the training advised for?   |  |  |  |  | | --- | --- | --- | --- | | **Category** | **Description** | | **Please Tick** | | **Category A: All Staff** | Training that is required by law or that the University Council has deemed a high priority and vital that all staff complete. For example Health and Safety Introduction, Information Governance, Diversity and Inclusion in Higher Education, Prevent Duty – Inclusive and Safe Universities. | |  | | **Category B: Position or Job Role** | Training specific to the member of staff’s position or role within the University. Examples of this training include Research Integrity, Recruitment training, PDR training for managers and Corporate Conscience. Groups might include Academics, Professional Services Staff, CIOSS Staff, Line Managers, Grounds Staff, Finance staff etc. | |  | | **Category C: Additional Duties** | Training may relate to a specific activity or duty which an individual is required to carry out as an additional responsibility outside of their job description. Examples of this type of training include Fire Marshalls. | |  | | If Category B or C then please precisely identify the group/role/grade/duty required to complete the training | | Click here to enter text. | | | | |
| |  |  | | --- | --- | | **Requirement:** Please state the **specific** reason(s) why this training is deemed mandatory for the staff you have identified above e.g. if statutory reasons please add the relevant law, sub section, if directed by the University please state the Committee and Meeting minutes where it was directed. |  | | **Timings:** Please state when staff will need to complete the training (e.g. just once on joining, once every three years) |  | | Click here to enter text.  Click here to enter text. |
| **Costs:** What is the cost for purchase/development of this training? Include ‘start up’ and ‘recurrent’ costs.  Which budget is covering the costs?  ‘Start up’ cost for an online module might include purchase of module and a cost to bespoke it for use at Exeter.  ‘Recurrent’ cost (e.g. for a provider to deliver the training or an annual licence fee for the online module?) | Click here to enter text. |
| **Monitoring:**  Who is responsible for monitoring the compliance of the training?  How will successful completion of the training be monitored?  Will monitoring reports be needed if so which department is supplying them? Has this been agreed? | Click here to enter text. |
| **Compliance:**  Governance – who/which committee / persons will ensure the training is completed?  Which audit committee or senior management group will compliance be reported to? | Click here to enter text.  Click here to enter text. |

# **By submitting this form you are confirming that as a potential course sponsor you have read the Mandatory Training Policy and understand your role and responsibilities in the process.**

# Authorisation by HRD:

Agreed by HR Director:

Date: