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
CONTENTS

1 INTRODUCTION

2 THE UNIVERSITY’S EXPECTATION OF CONTINUOUS PROFESSIONAL DEVELOPMENT BY ALL EMPLOYEES

3 ESSENTIAL TRAINING FOR ALL EMPLOYEES

4 ESSENTIAL TRAINING FOR SPECIFIC ROLES

5 ESSENTIAL TRAINING FOR REPORTING MANAGERS

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

7 EXPECTATIONS TO ENGAGE WITH THE ESSENTIAL TRAINING

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

9 REVIEW OF TRAINING AND DEVELOPMENT POLICY

ANNEXES

ANNEX A:
A SUMMARY OF ESSENTIAL TRAINING REQUIREMENTS FOR SPECIFIC EMPLOYEE ROLES
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 Gov.uk website.

Employees are expected to discuss training and development aspirations with their reporting manager.

You can book onto centrally delivered training events by logging into HR Organiser and selecting Professional Development.

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:

- **Equality and Diversity Essentials**
  This module introduces the basic concepts of equal opportunities and diversity in relation to all the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation) and provides an overview of the main legislation and its implications.

- **Health and Safety Essentials**
  This course provides an overview of the information employees need to stay safe and healthy at work. It covers health and safety responsibilities and gives guidance on common health and safety risks.

- **Fire Safety Essentials**
  This course provides information on precautions employees can take to reduce the risk of fire and the University’s procedures for emergency evacuation.

- **Information Security Essentials**
  This training will focus on the requirements of data protection legislation and what this means for employees in their job. It will set out specific roles and responsibilities for all individuals involved in the creation, supply and use of data and information.

- **Financial Regulations Essentials**
  This course will cover the requirements of financial regulations. It includes the financial policies all employees must comply including information on expenses and travel.

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 and newly appointed managers (booked through HR Organiser). 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.

- You can access all essential training by logging into the ‘Welcome to Essex’ moodle resource.

- Induction networking events are delivered regularly to introduce new employees to strategic developments at the University.
5. ESSENTIAL TRAINING FOR REPORTING MANAGERS

5.1 Employees with responsibility for others and for resources are required to attend a half day ‘Induction for Managers’ event and 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. In addition, participants on the Strategic Leaders programme are also required to complete Unconscious Bias training.

- Managing Diversity Essentials
  This module looks at how you comply with legislation and manage diverse teams effectively.

- Managing Health and Safety Essentials
  This course 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 Safely 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 course will help managers through the recruitment process, including preparing to recruit, attracting the right applicants, and selecting the right person.

- Coaching Essentials for Managers
  Amongst the many skills in a manager’s tool kit, the ability to coach is increasingly important. It 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.

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

6.1 To ensure that decisions made at University committees uphold our commitment to transparency, natural justice in the workplace, and the avoidance of bias, all members of University committees (scheduled in the University Diary) are required to complete the essential training for all employees and Unconscious Bias training.

6.2 All members of Council and University Steering Group are required to complete the same training as other University committee members. In addition, they are 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 in the first six months of appointment or within an alternative timeframe agreed with the reporting manager. It will be checked as part of confirming completion of induction by the reporting manager.

7.2 All employees will be allocated time during the working day to complete essential training. This time will be agreed with their reporting manager according to individual needs and requirements.

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.

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>UNIVERSITY COMMITTEE MEMBER</th>
<th>MEMBER OF COUNCIL/USG</th>
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