

## Employee Policy Leadership, Performance and Culture (LPC)

### 1. Policy Statement

[Mandatory Training](#) (MT) is provided to ensure that all workers are trained to carry out their duties safely and efficiently. MT has been selected based on:

- Legal
- Regulatory
- Government direction and,
- Board-level policy

NHSBT will provide access to MT resources and managers will ensure the appropriate mechanism is in place to enable everyone to complete their training within the necessary timeframes. NHSBT records and monitors individual and departmental compliance figures and reports data annually to the Audit Risk and Governance Committee. This policy applies to all permanent, temporary, honorary, work placements, work experience, bank, volunteers, Non-Executives and Associate Non-Executive roles, agency, and third-party contractors.

### 2. The Process

MT forms part of your Personal Development Plan (PDP) and will be monitored by your manager as part of our annual Personal Development and Performance Review (PDPR) Policy. Managers must ensure that new starters, as part of their Induction (Personal Development Plan), have completed the appropriate MT for job specific duties before they carry out these duties. Individuals are responsible for cooperating with their manager to ensure that MT is completed within the necessary timeframes, including refresher periods, and for ensuring that MT learning is applied back to daily work practices. If individuals have any difficulties with meeting MT compliance (e.g., illness, disability etc.) this must be discussed with a manager or manager's manager, immediately, to establish a timely solution for completion. Additionally, individuals can contact the appropriate [staff network](#) for advice and guidance.

### Mandatory Training Non-Compliance

Managers will work with individuals to resolve any non-compliance. Where continued and persistent non-compliance is observed, individual sanctions apply which may result in:

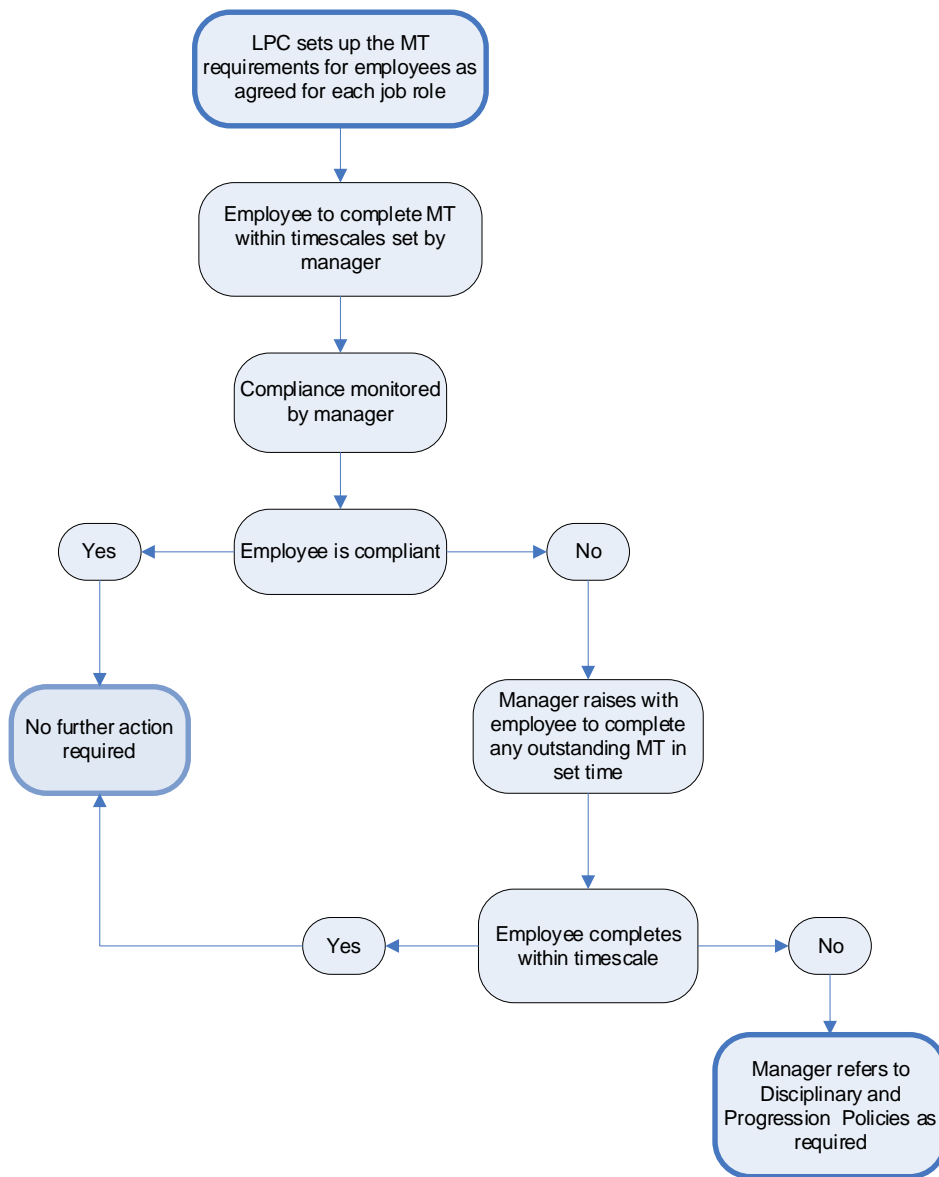
- [pay progression](#) being withheld
- being denied access to other [training and development](#) and
- lead to further investigation and invoking of the NHSBT [Disciplinary Policy](#).

### New Mandatory Training Programmes

All new requests to release a new MT programme must be reviewed by an appropriate committee. This group will check the request against our legal and regulatory requirements before deciding to add it to our MT Framework. A committee will give advice and support with all

new requests and, where approved, will provide guidance on the programme content and design.

## Flowchart



## 6. Policy Approval and Review

Policy version	UCD/People/Mandatory/022.v2.2
Title	Mandatory Training Policy
Approved by SPC	21 <sup>st</sup> September 2023
EIA completed	08 <sup>th</sup> December 2023
Counter Fraud check	12 <sup>th</sup> December 2023
This document replaces	UCD/People/Mandatory/021.v2.1
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Author	Mandatory Training Subcommittee
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