

University of
St Andrews

Employee mandatory training designation and approval policy

Document type	Policy
Scope (applies to)	All staff
Applicability date	05/02/2024
Review / Expiry date	05/02/2027
Approved date	08/01/2025
Approver	Vice-Principal (People and Diversity)
Document owner	Learning and Development Adviser
School / unit	Human Resources
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Staff/Organisational development/Training administration
Purpose	To set out the University's policy and procedure for institutional oversight and approval of training that is mandatory for all, or a specific cohort of, University employees to complete during their employment.

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1. Purpose

- 1.1 To set out the University's policy and procedure for institutional oversight and approval of training that is mandatory for all, or a specific cohort of, University employees to complete during their employment.

2. Scope

- 2.1 This policy is applicable to mandatory training for University employees that is issued at the institutional level (i.e., applies to more than one School or Unit). This policy does not cover training which is specific to one School or Unit. This policy does not cover mandatory training for University students.
- 2.2 The list of all current institutional-level mandatory training is set out in **Appendix A – List of Current Mandatory Training**.

3. Principles

- 3.1 The University defines 'mandatory' training as legally required training that must be undertaken by all, or a specific cohort of, University employees within a specific period of time, and be repeated within a specific timeframe, that is designed to mitigate and manage an identified institutional risk for the University.
- 3.2 The mandatory training load for individuals should be manageable and proportionate. The total quantity of training individuals are required to complete must therefore represent the minimum possible, while meeting statutory, regulatory, and institutional needs.
- 3.3 For a proposed training product to be designated as mandatory, it must be evaluated against, and meet, a clearly stated set of principles.
- 3.4 Requests for training to be designated as mandatory must describe how the criteria set out in these principles are met.
- 3.5 The set of criteria that a proposed mandatory training product must meet are:
 1. There is a clearly identifiable audience that it required to complete the training (i.e., all University staff, a specific cohort of staff identified through a common, job-related characteristic).
 2. The completion of the training product by the identified audience is essential in order:
 - To meet a specific statutory/regulatory duty, or general duty of care, or
 - To mitigate significant risk to the university, financially, legally, or reputationally, or
 - To ensure compliance with University policies and procedures, or
 - To support University Strategy, where training is critical and integral to achieving strategic goals, or

- For employees to function effectively in their job roles¹.
3. The completion of training product by an identifiable individual is recorded and can be monitored.
 4. An Equality Impact Assessment and a Privacy Impact Assessment has been conducted, or it has been advised that one, or either, are not required.
 5. The training has been reviewed by an instructional design/training expert (e.g., Development Specialists in OSDS or CEED) and complies with good practice and instructional design principles.
 6. Consideration has been given to the alignment between the training product and any mandatory training provided to the student body on the same/similar theme if such training exists.
 7. There is a clear process for disseminating the training to the defined audience and to provide them with access to the training.

4. Mandatory Training Group

- 4.1 All training product(s) that are designated as mandatory for all, or a specific cohort of University employees, are reviewed and approved by the Mandatory Training Group (MTG), otherwise known as 'the Group'.
- 4.2 The Group is chaired by Vice-Principal (People and Diversity) and includes representation from employment and learning specialists (e.g., Human Resources [HR], Organisational and Staff Development Services [OSDS], The Centre for Educational Enhancement and Development [CEED]).
- 4.3 Additional representations of specialist areas may be invited to participate on a needs-basis (e.g., Head of E&D for EDI-related training).
- 4.5 The Group is supported by the Mandatory Training Officer (MTO), appointed from within OSDS.
- 4.6 The MTO supports the Group by receiving, reviewing, and circulating applications to the members of the Group for review. The MTO supports the Chair in managing the Group and disseminating responses to applications back to applicants. The MTO also supports applicants in completing their applications, as well as signposting them to other University resources for support.

5. Mandatory training review and approval mechanism

¹ Some non-exhaustive examples of training topics that may be considered 'essential' for specific cohorts of University staff to function effective in their job roles include pedagogical theory and skills for teaching staff, research practices for research staff, and recruitment and interview skills for recruitment panel members.

- 5.1 Requests for a training product to be designated as mandatory must be submitted to the Mandatory Training Group, via the submission of a [Mandatory training application form](#).
- 5.2 The Group evaluates the proposed training product against the specified principles set out in Section 3.5.
- 5.3 The Group may decide to respond to an application with one of three responses:
1. Approved: The Group approve the training produce to be designated as mandatory and is scheduled to be added to the curriculum for the relevant cohort of University employees.
 2. Declined: The Group decline the training product to be designated as mandatory and offer an alternative classification for the training (e.g., 'Essential', 'Core', or 'Developmental').
 3. Deferred: The Group defer consideration of the application, pending the revision of the application and submission of additional information from the applicant.
- 5.4 The Group's response to an application will be communicated back to the applicant via the Mandatory Training Officer.
- 5.5 An application may be withdrawn by the applicant at any time prior to the Group issuing a response to the application, subject to approval by the Chair of the Mandatory Training Group.
- 5.6 A full outline of the Mandatory Training Application Process is set out in **Appendix B – Mandatory Training Application Process**.
- 5.7 The Group will conduct, at their discretion, periodic reviews of existing institutional-level mandatory training products and may issue a revision of the product's designation as mandatory.
- 6. Dissemination and monitoring of mandatory training**
- 6.1 All applications for mandatory training include details of how the training will be disseminated (i.e., how the requirement will be communicated to the audience and how they will access the training). This may be through inclusion in the existing process for new employees joining the University, or via another formal process.
- 6.2 OSDS are responsible for downloading training completion data from the hosting platform (e.g., Moodle, LearnUpon) and uploading this data to the Personal Development Management System (PDMS), so that records of training completion are centralised into one system.
- 6.3 OSDS manage the purpose-built 'Mandatory Training QlikView dashboard', facilitate the monitoring of completion of mandatory training for reporting and follow-up purposes.

- 6.4 Primary responsibility for monitoring the completion of the overarching suite of mandatory training sits within OSDS. OSDS will fulfil this by conducting an audit of all mandatory training completion a maximum of twice a year and provide a report to the MTG.
- 6.5 OSDS provides access to the mandatory training dashboard, as well as training in its use, for training product owners to utilize for their own monitoring and reporting requirements.

Appendix A – List of current mandatory training

Title	Reason	Training refresh period	Audience
Data Protection (GDPR) training	Statutory compliance Risk mitigation	<u>Two years</u> from previous training completion date.	All staff
Diversity in the workplace	University strategy and policy Statutory compliance Risk mitigation	<u>Five years</u> from previous training completion date.	All staff
Information security essentials	Risk mitigation	<u>Two years</u> from previous training completion date.	All staff
Recruitment and selection online training	University strategy and policy Statutory compliance Risk mitigation	<u>Five years</u> from previous training completion date.	All staff participating in recruitment panels
Safeguarding and the Prevent duty	Statutory compliance Risk mitigation	<u>Two years</u> from previous training completion date.	All staff
Unconscious bias	University strategy and policy Statutory compliance Risk mitigation	<u>Five years</u> from previous training completion date.	All staff

Additional mandatory Health and Safety training is managed by Environmental Health and Safety Services (EHSS). This training is delivered online via Moodle and EssentialSkillz, as well as in face-to-face teaching, with specific role-based curriculums managed within EssentialSkillz.

Appendix B – Mandatory training application process

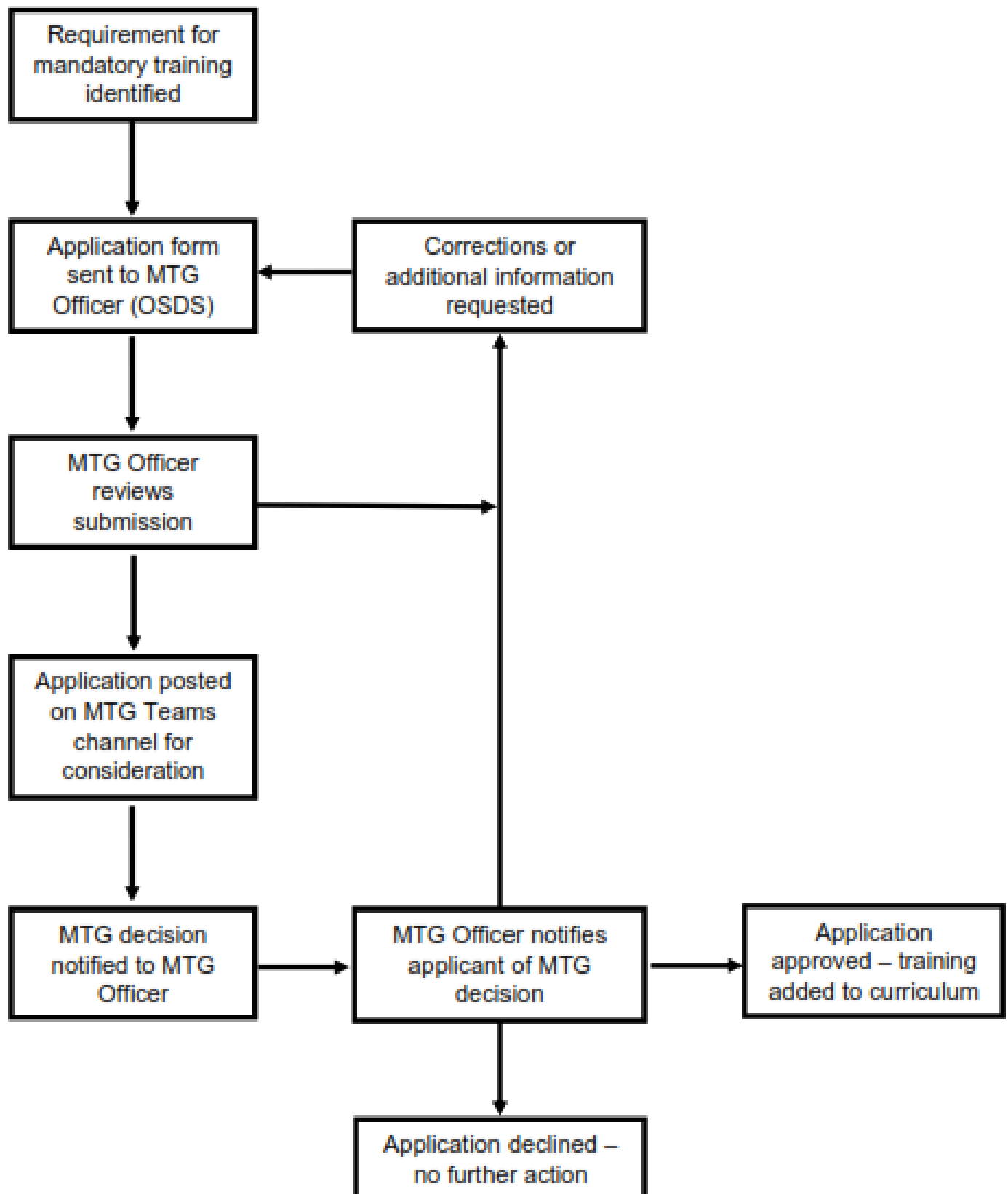
A training product owner ('the applicant'), who wishes to apply for a training product to be designated as mandatory for a specific cohort of staff, or all staff, submits a completed application form to the Mandatory Training Group ('the Group') for their training to be reviewed, via the Mandatory Training Officer based in OSDS.

In the application form, the applicant details the requirement and rationale for their training product to be designated as mandatory against the established principles/criteria set out in Section 3.4 of the Employee mandatory training designation and approval policy.

Outline of application process

1. An applicant completes and submits the [Mandatory training application form](#).
2. The Mandatory Training Officer (MTO) reviews the application form for any errors or incomplete information. If necessary, the MTG Officer may request additional information to supplement the application.
3. The MTO forwards the completed application to the relevant members of the Group. Each member of the Group evaluates the application, while MTO and Chair mediates assessments by the Group. The Group evaluates each application against the established principles/criteria and judge if proposed training product qualifies to be made mandatory.
4. The Group is responsible for making one of the following decisions and notifying the MTO:
 - Approved: The Group approve the training produce to be designated as mandatory and is scheduled to be added to the curriculum for the relevant cohort of University employees.
 - Declined: The Group decline the training product to be designated as mandatory, and offer and alternative classification for the training (e.g., 'Essential', 'Core', or 'Developmental')
 - Deferred: The Group defer consideration of the application, pending the revision of the application and submission of additional information from the applicant.
5. Once the Group has reached a decision regarding an application, the MTO reports the decision to the applicant. Depending on the Group's decision, the MTO may support the applicant in submitting additional information to the Group or refer the applicant to liaise with other University services as required to add the training to the existing curriculum of mandatory training and to ensure that necessary training product management and monitoring is set up.

Application process diagram



Version number	Purpose / changes	Document status	Author of changes, role, and school / unit	Date
1.0	Original document	Published	Avery Hawkins, Organisational Development Coordinator, OSDS	04/02/2022
1.1	Amendment to Annex B, update of application form hyperlink.	Published	Avery Hawkins, Organisational Development Coordinator, OSDS	04/02/2022
1.2	<p>Amendment to §3.2, changing “testing” to “evaluating”.</p> <p>Amendment to §4.2, changing “Vice-Principal (Governance)” to “Vice-Principal (People and Diversity)”.</p> <p>Amendment to Appendix A, removing “Research Integrity training”, “Recruitment and Selection Face-to-face training”, and “Manager essentials eLearning” as these products are not currently confirmed as mandatory.</p>	Published	Avery Hawkins, Organisational Development Coordinator, OSDS	10/02/2023
1.3	<p>Amendment to Appendix, removing “Postgraduate research (PGR) supervisor training” as this training product is no longer classed as mandatory under this policy.</p> <p>Included definition of ‘mandatory’ training in §2.1</p>	Published	Avery Hawkins, Organisational Development Coordinator, OSDS	19/07/2023

1.4	Amendment to Appendix, adding the training refresh periods for each training product.	Published	Avery Hawkins, Organisational Development Adviser, OSDS	08/01/2025
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