

Essential Training Matrix



Key

✓ = Essential Training

+ = Essential Training dependent on needs assessment, based on the nature of the specific role and as determined by the local area

✓* Fraud and Bribery Awareness and Prevention is only essential for all colleagues in Grade 6+ positions, plus all colleagues in Financial Services.

Course	Category						Retrain Period
	Manager	Academic	Part-Time Lecturer	Support	Operational	Variable Hours	
DSE Training	✓	✓	+	✓	+	+	3 Years
Fraud and Bribery Awareness and Prevention	✓*	✓*		✓*	✓*		3 Years
Health and Safety Essentials	✓	✓	✓	✓	✓	✓	3 Years
Cyber and Information Security Awareness	✓	✓	+	✓	+	+	3 Years
Introduction to Equality, Diversity and Inclusion	✓	✓	✓	✓	✓	✓	3 Years
Introduction to Information Governance	✓	✓	✓	✓	✓	✓	3 Years
Prevent Duty Awareness	✓	✓	+	✓	✓	+	3 Years
Recruitment and Selection (also essential for any colleague due to be on a recruitment panel)	✓						TBC

Please note, although a course may not be ticked as essential for a category, it may still be applicable for/requested by other colleagues. Other courses available within MyDevelopment may also be identified as essential for certain roles/areas - only the university-wide essential courses are included above.

Associate Staff - have a wide variety of roles and are assigned to essential training at the request of their manager in line with the above categories.