

## People and Organisational Development

### Training Matrix

#### Key

✓ = Essential Training

✓\* = Essential Training with needs assessment/manual enrolment

+ = Recommended Training

Area	Course	All Staff	New Starter	Category							Retrain Period
				Manager	Academic	Part-time Lecturer	Support	Operational	Variable Hours	Other	
Health & Safety	DSE Training			✓	✓		✓				3 Years
	DSE Assessment			✓	✓		✓				3 Years
	Health and Safety Essentials	✓	✓	✓	✓	✓+	✓	✓+	✓+	✓+	3 Years
HR	Equality and Diversity	✓	✓	✓	✓	✓	✓	✓	✓	✓	3 Years
	Social Media	+	+								N/A
	Welcome to Leeds Beckett University*		✓								N/A
Management Matters Online	Disciplinary			+							In line with policy and procedural changes
	Finance			✓							
	Grievance			+							
	Managing Performance			+							
	Managing Stress			✓							3 Years
	PDR Reviewer			+							In line with policy and procedural changes
	Recruitment and Selection**			✓							Online refresher every 3 Years
Other Courses	Data Protection	✓	✓	✓	✓	✓	✓	✓	✓	✓	In line with policy and procedural changes
	Prevent Duty Awareness		✓	✓	✓	✓+	✓	✓+	✓+	✓+	In line with policy and procedural changes
	Information Security Awareness		✓	✓	✓	✓+	✓	✓+	✓+	✓+	3 Years

All of the above courses are Online Modules, except for -

\* Both Online Module and Face to Face Workshop

(Attendance at the Face to Face Workshop, in addition to completing the Online Module, is expected)

\*\* Face to Face Workshop

✓ Although a Manager's Toolkit course, Recruitment & Selection training is essential for any colleague due to be on a recruitment panel.

Please note, although a session may not be ticked as essential for a category, it may still be applicable for some colleagues and/or requested by colleagues from these categories.

Although recommended training is not suggested for each category in this matrix, please refer to the People Development Programme to view the range of sessions available.

### Health and Safety Training Matrix

**Key**

✓ = Essential Training

✓\* = Essential Training with needs assessment/manual enrolment

+ = Optional Training (dependant upon needs assessment and risk profile)

Area	Course	SHW Coordinators	Category						Retrain Period
			Manager	Academic	Part-time Lecturer	Support	Operational	Variable Hours	
Health & Safety - Online Modules	DSE Training	✓	✓	✓		✓			3 Years
	DSE Assessment	✓	✓	✓		✓			3 Years
	Health and Safety Essentials	✓	✓	✓	✓*	✓	✓*	✓*	3 Years
	Lone Working	+	+	+		+	+		As Required
	Lone Working Assessment	+	+	+		+	+		As Required
	Managing H&S	+	+	+		+			As Required
	Manual Handling	✓	+	+	+	+	✓		As Required
	New/Expectant Mothers	+	+	+	+	+	+		As Required
	Occupational Health Referrals	+	+	+	+	+	+		As Required
	Risk Assessment	✓	+			+	+		2 Years
	COSHH	+	+			+	+		2 Years
	Working at Heights	+	+				+		As Required
	Driver Safety Training	+	+	+	+	+	+		As Required
	Driver Risk Assessment	+	+	+	+	+	+		As Required
	Fire Wardens	+	+	+	+	+	+		As Required
Health & Safety - Face to Face Workshops	IOSH Managing Safety *	+	+	+		+	+		3 Years
	IOSH Working Safely *	+				+	+		3 Years