# Essential Skills Matrix FAQs

## Why is St Mary’s requiring annual refresher training?

The University must make sure it complies with all relevant legislation and regulations. As part of this, we are required to make sure staff are aware of their responsibilities, and providing regular training helps ensure staff have the knowledge and skills they need to comply with the law and university policies. Annual refresher training also ensures out staff have been provided up to date information about legislation and internal policies.

## What training do I need to do and by when?

All staff must complete eight Essential Training Modules by **Friday 29th April 2022**. These modules are:

* Equality and Diversity
* Unconscious Bias
* Getting to grips with Health & Safety
* Meeting the Threat from Fire
* Data Protection Briefing (GDPR)​
* Information Security Essentials​
* Safeguarding Essentials
* Dignity at Work

You can find these on the [Essential Training Moodle Module](https://mymodules.stmarys.ac.uk/course/view.php?id=13440#section-0).

The deadlines for your annual refresher training will be calculated as 12 months from the date you completed each module.

## I am a new member of staff, what training do I need to complete?

All new starters are expected to complete Essential Training during their probation period. This could be 6 months or 9 months depending on your contract. If this deadline is after 29th April, you still have until the end of your probation to complete the training. After your probation, you will refresh your training annually, and the deadline will be calculated as 12 months from the date you completed each module.

## How long will the training take?

The e-learning modules are self-paced, and take 30-40 minutes per module.

## Why these topics?

The Essential Skills Matrix identifies key areas of legislation, regulation and policy all staff need to be aware of. It was developed in consultation with internal subject matter experts, and through researching best practice in the Higher Education Sector.

## I have completed training on some of these topics at another institution; can I use that to comply with the Essential Training Matrix?

Please forward proof of completion (such as a certificate of attendance), the date you completed the training, and an outline of the training you completed to organisationaldevelopment@stmarys.ac.uk. If the training meets the requirements of the Essential Training Matrix we will update your record accordingly.

## What happens if I don’t complete the training?

You will be expected to complete the training as soon as possible. Remaining up to date on essential training will also be a requirement to qualify for staff development funding, annual outstanding performance awards, and university development programmes.

## In the Essential Training Module on Moodle there are a lot of Health and Safety training courses. Do I need to complete this training too?

By Friday 29th April 2022 you only need to focus on the eight modules listed above, and the reporting to UEC will focus on these modules. If you have never completed the Health & Safety training for your role, e.g. Manual Handling you may want to do so as well for your own awareness and safety. Certain departments may have local requirements for regular refresher training on health and safety, but this is outside the scope of the Essential Training Matrix.

## Will I be given time off during my working day to complete this training?

You should be allowed time to complete the training during your work hours. If you have any concerns about allocating time to complete your essential training, please speak to your line manager.

## I don’t have access to a work computer, how will I complete this training?

We are arranging drop in sessions for staff who do not have work computers to use a computer lab and log into Moodle to complete the courses. You can also log into Moodle via the computers in the library, or a personal device if that is more convenient for you. You can log into Moodle from any internet enabled device, including a mobile phone.

## Is this training available in accessible formats?

The e-learning modules are designed to be fully accessible to a range of users, and include options for audio, subtitles, text and inverse colour settings. If you have specific requirements you would like to discuss, please contact organisationaldevelopment@stmarys.ac.uk.

## I am a manager; have my staff completed their training?

We will begin reporting from June 2022 and as the line manager you will have access to that data through PeopleManager on iTrent.