

Essential Skills Matrix

Training	Staff Group	Frequency	Essential Skill/Topic
Data Protection Briefing e-learning Module	All Staff	Annual	Data Protection
Information Security Essentials e-learning module	All Staff	Annual	Information Security
Equality & Diversity e-learning module	All Staff	Annual	Equality & Diversity
Unconscious Bias Module	All Staff	Annual	Unconscious Bias
Dignity at Work e-learning module at Induction	All Staff	Annual	Dignity at Work Conflict Management
Understanding Health & Safety e-learning module	All Staff	Annual	Slips, trips and falls Office safety Health & Safety awareness - Lower risk environments
Fire Safety e-learning Module	All Staff	Annual	Fire Safety
Safeguarding Essentials	All Staff	Annual	Safeguarding Awareness Prevent Awareness
Procurement Training Budget Holders training	Budget Holders	One-Off	Financial Regulations
Management Essentials Learning Pathway	People Managers	One Off	Stress Awareness Managing Safely Managing Absence Disability and Reasonable Adjustments Performance Management and Appraisal Bullying and Harassment Change Management Managing Conduct and Professionalism

Recruitment and Interviews	Interview Panel Members and Chairs	One Off	Equality and Diversity Recruitment and Interviews
Lead/Officer Safeguarding Training	Lead and Designated Safeguarding Officers (LSO/DSO)	Annual	Safeguarding Awareness
Child Protection Level 3	Lead and Designated Safeguarding Officers (LSO/DSO) in areas where there is regular contact with children or young people, e.g. summer schools or youth programmes.	Annual	Safeguarding Awareness Child Protection

Health and Safety

Please note this covers general Health & Safety requirements only. The H&S Team have an expanded matrix of required training relating to specific roles. This additional training can be seen on the essential training module landing page.