![University of Essex]

Essential Training Policy

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Aim

Investing in the development of our community of employees throughout every stage of employment is an intrinsic part of how we work. We outline in our People Supporting Strategy 2019-28 that helping colleagues connect their every-day decisions, judgements, behaviours and actions with the intrinsic values of the University is imperative in order to attain our mission of excellence in education and research and to develop people more widely within the world of work.

1. Policy Statement

1.1. The policy is in place to ensure transparency in the expectations the University holds for the completion of essential training.

1.2. Essential training underpins the professional development of all employees and is required for individuals to function in their role. It includes information that employees must know to meet their legal obligations, align their practice with institutional policies and practices, and keep themselves and others safe in the workplace. Within our community, essential training is relevant at all stages of employment, forming a key part of the induction process for new employees, and contributing towards the evolving knowledge and the life-long development of skills throughout different moments of transition.

1.3. Whatever the role or level of responsibility, employees are expected and encouraged to be proactive in their development and contribute towards the future success of the University and their own personal growth. Employees should feel supported and enabled by their line manager to engage in these valuable opportunities. Employees are also encouraged to support the professional development of others, particularly sharing their expertise and providing feedback where appropriate.

2. Scope and exclusions

2.1. This policy applies to all permanent and fixed term employees at the University of Essex, University of Essex Campus Services (UECS), Wivenhoe House Hotel and Knowledge Transfer Partnership Associates regardless of length of service, during their employment with the University. This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

3. Policy requirements

3.1.   The Annual How We Work at Essex Essential Training is to be completed by all employees within the first three months of employment and annually thereafter.

3.2.   As employees continue to learn and evolve throughout their employment, the skills and knowledge they will need to perform their role will change and may require completion of role specific Essential Training. This will be communicated to employees as required and outlined within this policy.

3.3.   Beyond Essential Training, all employees are supported and encouraged to continuously develop their skills and practices. This means that as individuals, teams, Departments/Sections and institutionally, we remain open to acknowledge the skills, information and perspectives that we need to learn about and develop, and we actively engage with opportunities to enhance these areas.

3.4.   Individuals and their line managers remain responsible for ensuring both the completion of their essential training requirements and the identification and subsequent engagement with ongoing training and development opportunities. This should be facilitated through regular conversations about upskilling and development. These conversations should take place during induction, during one-to-one and team meetings, through individual performance and development reviews, and at times of career transition or role change.

3.5.   It is important to make time for development. Whilst it may seem counterintuitive to take time to develop when other activities may be a priority, effective development is an investment in people that will lead to more effective practices, better use of time and preparedness for future roles. Both individuals and their line managers should ensure that time is protected during the working day to allow for engagement and participation in training and development activities.

3.6.   Formal learning opportunities such as workshops and training sessions can be searched for through the learning event catalogue and can be booked through HR Organiser. Any queries regarding development can be directed to People & Culture.

3.7.   In addition to formal training and development opportunities, the University also provides workplace coaching, mentoring and networking events to allow for collaborative learning and peer support.

3.8.   Externally provided development opportunities are also available subject to Departmental/ Section funding. This could include; attendance at external training and development programmes, attendance at conferences, and studying for a qualification (for degree study, see Employee Fee Waiver Policy).

4. Essential training for all employees

4.1. The annual How We Work at Essex Essential Training is part of the formal University induction process for all employees. All employees should be made aware of the completion requirements on appointment and will have the opportunity to discuss these with their line manager during the induction process.

4.2. Engagement and completion will be checked as part of confirming completion of induction by the line manager. Completion of essential training can be accessed on Tableau by line managers and individuals.

4.3. Externally provided development opportunities are also available subject to Departmental/Section funding. This could include; attendance at external training and development programmes, attendance at conferences, and studying for a qualification (for degree study, see Employee Fee Waiver Policy).

5. Essential training for Line Managers

5.1. Line managers are required to complete Essential Training for line managers. This is a single training programme entitled How We Manage at Essex. This needs to be completed in addition to the annual How we work at Essex Essential Training within the first three months of entering a managerial role.

6. Essential training for Research Supervisors

6.1. Employees in Supervisory roles that are going through Pathway to Permanency will be required to complete Supervising Doctoral Candidates training within the first 12 months of employment.

6.2. Supervisors who completed the Supervisor Doctoral Training over three years ago will be required to complete a Postgraduate Research Supervisor Training Booster every three years.

7. Essential training for Personal Tutors

7.1.   Employees in a Personal Tutor role will be required to complete a Confidence Tool.

8. Essential training for student-facing roles

8.1.   Employees in student-facing roles will need to complete Student Code of Conduct training

9. Essential training for education and research roles

9.1.   For new employees working in education or research roles (including Assistant Lecturers and Graduate Laboratory Assistants) attendance to central inductions are required. These induction programmes provide key institutional information and signpost the support available to them and their students. The induction events can be found through searching the learning event catalogue.

9.2.   All research roles need to complete Research Integrity training.

9.3.   Alongside attending these, education and research roles should check with their Departments/Schools regarding local inductions. In consultation with their line manager, individual training may be put in place for employees at a local level to ensure they are fully supported in their role and can carry out their responsibilities safely and to the required professional standard. For example, training may be identified for employees working in a laboratory environment or those using specific work equipment or software as part of their role. The University's Health and Safety Policy (.pdf) also requires employees to undertake any additional health and safety training identified through a risk assessment.

10. Essential training for internal and external University committee members

10.1.   External members of Council are required to complete the annual How We Work at Essex Essential Training and Automatic Bias training.

10.2.   Internal members of Council and Senate are required to complete the annual How We Work at Essex Essential Training and Health and Safety Leadership training.

10.3.   Members of Council, University Steering Group, Audit and Risk Management Committee and Safeguarding Advisory Group are required to complete the HM Government Channel Awareness online training course.

11. Outline of responsibilities

11.1.   **All employees** have a duty to ensure that they:

- successfully complete the essential training programme within three months of employment or annually thereafter, or within a timeframe agreed with their line manager

- raise any difficulties they face completing this training with their line manager and agree a way forward

- pursue and engage with their own continuous professional and personal development so that they can play a full part in the success of the University and take responsibility for their own growth

- support the professional development of others, particularly sharing their expertise and providing feedback where appropriate

- complete the online evaluation for centrally delivered training events

- cancel bookings onto training events that are booked through HR Organiser if unable to attend

11.2.   **Line Managers** have a duty to ensure that:

- they engage with training and development opportunities

- successful completion of essential training within their team is monitored as part of induction and checked as part of the probation process. It will be considered during performance development and review as appropriate

- action is taken to address any issues arising which may prevent the training from being completed

- all members of the team understand the University requirement to undertake continuous professional development, including the initial essential training programme and any other training considered essential to their role

- development needs are discussed with direct reports, support is provided in these endeavours and any activities are evaluated

- employees are given time during the working day to undertake essential training and development opportunities

11.3. **Heads of Department/Section** have a duty to ensure that a suitable nominee has responsibility for:

- discussing non-completion of essential training or repeated failure to attend booked training with individuals when notified via termly reports

- contacting employees who have not reached the required standard in essential training where the material is delivered online and a pass mark is identified

- ensuring employees who change roles complete the required essential training for the new role

- Identifying and making arrangements for any additional training that may be required on an individual basis or as a specific requirement of the role.

12. Equality impact assessment

12.1. The University has conducted an Equality Impact Assessment on this policy and is satisfied that its application should not result in a differential and negative impact on any groups of employees identified under the Equality Act 2010.

13. Monitoring

13.1. People, Culture and Inclusion Advisory Group (.pdf) will monitor the impact of this policy.

14. Related University policies and procedures

- Equality and Diversity Policy and Strategy

- Essential Training staff directory article

- Data Protection Policy (.pdf)

- Disciplinary procedure

- Health and Safety policy

- IT Acceptable Use Policy

- Peer Review of Teaching policy (.pdf)

- Performance Development Reviews

- Zero tolerance policy

- Employee Tuition Fee Waiver policy

- Career Development Fund for carers

15. University sources of support and information

- Health and Wellbeing

- Work-Related Stress (.docx)

- Coaching Essentials for Line Managers

- Report and Support

- Mental Health First Aid

- Employee Assistance Programme

Document Control Panel

Field	Description
Title	Essential Training Policy
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Security Classification	Restricted to Staff
Security Rationale	Specific information for staff
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