

Learning & Development

Mandatory Courses *(and Renewal Criteria)*

(APRIL 2021)

All Staff

All staff are required to complete these courses

- ✓ **Equality & Diversity** (36 months)
- ✓ **Fire Safety** (12 months)
- ✓ **Food Safety and Hygiene** (36 months)
- ✓ **General Data Protection Regulation** (once only)
- ✓ **Health & Safety** (36 months)
- ✓ **Induction Programme** (once only)
- ✓ **Infection Control** (12 months)
- ✓ **Manual Handling** (36 months)
- ✓ **Radicalisation & Extremism** (once only)
- ✓ **Safeguarding Foundation** (once only)

**Practitioners
(Residential & Leaving Care)**

Practitioners are required to complete all courses above and these courses

*All Practitioners require a Positive Behaviour Support course. The type & level are determined by the service.

For additional courses for those in Leaving Care, refer to your line manager.

- ✓ **Admin Medication Foundation** (12 months)
- ✓ **Child Sexual Exploitation** (once only)
- ✓ **COSHH** (36 months)
- ✓ **Emergency First Aid at Work** (36 months)
- ✓ **Fire Warden** (36 months)
- ✓ **Gangs and County Lines** (once only)
- ✓ **Internet Safety** (once only)
- ✓ **Positive Behaviour Support***
 - **Level 1 - Team Teach** (24 months)
 - **Level 2 - Team Teach** (24 months)
 - **MAPA** (12 months)
- ✓ **Reporting & Recording** (once only)
- ✓ **Risk Management & Safer Caring** (once only)
- ✓ **Safeguarding for Practitioners** (24 months)
- ✓ **Self-Harming Behaviours** (once only)

Service Managers

Service Managers are required to complete all courses above, and these once only courses.

* Deputy Managers also

- ✓ **Conducting Investigations**
- ✓ **HRIS**
- ✓ **HR Policies**
- ✓ **IOSH Managing Safely**
- ✓ **Legionella Awareness**
- ✓ **Management Induction ***
- ✓ **Medication Advanced ***
- ✓ **Missing from Home & Care**
- ✓ **RADAR**
- ✓ **Safer Recruitment ***
- ✓ **Supervision & Appraisal ***
- ✓ **Therapeutic Parenting**