



Corporate Services

Learning support for post day 1

The learning highlighted in **blue** will be available through your local team. You will receive further guidance on how to access this learning in June.

Prior learning will be recognised and if you have come from a CRC your training record will be transferred; you won't need to re-complete learning that can be evidenced through your training record.

| What learning will be available? | Who is it for? | How long will it take? |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------|
| Mandatory Civil Service Learning Inclusion in the Civil Service https://mydevelopment.org.uk/course/view.php?id=7655 Health & Safety (additional module for managers) https://mydevelopment.org.uk/course/view.php?id=4159 Responsible For Information 2018 https://mydevelopment.org.uk/course/view.php?id=4284 Counter fraud, bribery & corruption https://mydevelopment.org.uk/course/view.php?id=4075 | All staff | 4 hours |
| Counter Fraud, bribery & Corruption for managers https://mydevelopment.org.uk/course/view.php?id=4076 | Managers | 1 hour |
| Procurement | Corporate Admin Business Manager | TBC |
| Contract management | Contract Manager | TBC |
| Commissioning | Commissioning Specialist for the ROIF | TBC |
| Awareness of finance in government | Finance Manager Budget Holders | 1 hour |
| Licence to operate – budget holders | Finance Manager Budget Holders | TBC |
| Sphera accident / incident reporting | Health & Safety and Fire | TBC |



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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------|
| Fire risk assessment / CPFSI processes | Health & Safety and Fire | TBC |
| Key performance indicator and Health and Safety Management dashboard lone working procedures, including MI reporting | Health & Safety and Fire | TBC |
| HSF risk assessment process including building activities, violence and aggression and work activities (including APs, contact centres, Courts, OMiC & third party shared sites) | Health & Safety and Fire | TBC |
| Safe Working Practice associated compliance and management systems across all NPS sites | Health & Safety and Fire | TBC |
| Cardinus DSE administration | Health & Safety and Fire/hub staff | 1 hour |
| Identifying SARs/FOIs – lunch & learn | Hub staff | 30 minutes to 1 hour |
| Fire risk assessment / CPFSI processes | Health & Safety and Fire | TBC |
| Key performance indicator and Health and Safety Management dashboard lone working procedures, including MI reporting | Health & Safety and Fire | TBC |
| Information asset owner | Hub staff | TBC |
| Prevent (previously WRAP3) Course: Prevent (mydevelopment.org.uk) | All staff | 1 hour |