



## Learning and Development Checklist

### Case Administrator – Learning support for post day 1

The learning outlined in this checklist will be available digitally via MyLearning in the form of videos, guidance and eLearning so you can access the learning when you need it and apply it on the job.

Regional L&D plans that outline the timelines for completing the learning are being developed and will be shared with you in June. The learning highlighted in **purple** reflects the mandatory learning that must be refreshed every three years; if you are up to date with this learning there is no need to re-complete.

Prior learning will be recognised and if you have come from a CRC your current 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?	How long will it take?	Completed?	N/A
<b>Mandatory Civil Service Learning</b> Inclusion in the Civil Service <a href="https://mydevelopment.org.uk/course/view.php?id=7655">https://mydevelopment.org.uk/course/view.php?id=7655</a> Health & Safety <a href="https://mydevelopment.org.uk/course/view.php?id=4159">https://mydevelopment.org.uk/course/view.php?id=4159</a> Responsible For Information 2018 <a href="https://mydevelopment.org.uk/course/view.php?id=4284">https://mydevelopment.org.uk/course/view.php?id=4284</a> Counter fraud, bribery & corruption <a href="https://mydevelopment.org.uk/course/view.php?id=4075">https://mydevelopment.org.uk/course/view.php?id=4075</a>	4 hours	<input type="checkbox"/>	<input type="checkbox"/>
<b>Safeguarding</b> (3 modules) myLearning: NPS ( <a href="https://mydevelopment.org.uk">mydevelopment.org.uk</a> ) myLearning: Safeguarding ( <a href="https://mydevelopment.org.uk">mydevelopment.org.uk</a> )	3 hours	<input type="checkbox"/>	<input type="checkbox"/>
<b>Prevent (previously WRAP3)</b> Course: Prevent ( <a href="https://mydevelopment.org.uk">mydevelopment.org.uk</a> )	1 hour	<input type="checkbox"/>	<input type="checkbox"/>
PPUD (if required) – provided regionally	TBC	<input type="checkbox"/>	<input type="checkbox"/>
Process changes	Blended – EQuIP, guidance, team briefings	<input type="checkbox"/>	<input type="checkbox"/>