Mandatory learning policy overview for learners

# What is this policy about?

This policy helps those working, learning and volunteering at [insert organisation name] to:

* understand how to complete their mandatory learning and keep it up to date
* understand what to expect if mandatory learning is not completed in line with requirements
* get advice and support

# What is mandatory learning, and why is it important?

Mandatory learning helps everyone working, learning and volunteering in the NHS to ensure a safe working environment for themselves, colleagues, patients and the public. It does this by helping people develop and retain essential knowledge, skills and behaviours (collectively referred to as competencies) to work safely and reduce risks. Mandatory learning covers a range of topics, including what to do in the event of an emergency.

The effectiveness of mandatory learning is reviewed by the local mandatory learning oversight group, the board and, nationally, by NHS England.

# What do I need to do?

* + You must know what mandatory competencies are required for your role(s), demonstrate them within the given timeframes and check for changes in requirements that are made from time to time.
  + You must demonstrate mandatory competencies by, for example, completing a self-declaration, online or practical assessment or drill as required.
  + You must ensure you complete new mandatory learning when it becomes required or if you fail an assessment.
  + If you are absent from work, due to reasons such as sickness or maternity or paternity leave, you are expected to complete any expired mandatory learning as soon as you return.
  + If you think your learning record is incorrect and requires updating or amending, you should speak to your manager.
  + You are encouraged to speak up if you are aware of unsafe environments or risks of harm that are not being addressed.

# What support is available?

* + If you need support to attend training or to demonstrate your competencies, you should contact your manager to discuss your needs, and they will get help from the [insert learning and development department name].
  + We can look at making changes to help you learn in a way that best suits you.
  + If you haven’t been able to demonstrate your competencies by the date required, your manager will discuss this with you, including letting you know how they can help.

# Our promise:

* + We’re here to help learners attend training and demonstrate their competencies to ensure they can work safely.
  + We will use data to help us understand how we might improve mandatory learning, including how to be more inclusive.
  + We will act on feedback to learn, change and improve.

If you want to talk to someone about this policy, you can ask your manager or contact [insert learning and development department name].

**[Insert link to] read the full version of the recruitment policy.**