Mandatory learning policy overview for managers

# 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 their 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 (known collectively 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 as a manager?

You must ensure your team:

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

# What support should I provide?

* + Have supportive and fair discussions when someone hasn’t been able to attend training or demonstrate their competencies by the date required or if they need help to learn effectively.
  + Discuss reasonable changes that would support training attendance and effective learning.

If you need assistance, you should contact [insert learning and development department name] to discuss what support is available.

# Our promise:

* + We’re here to help learners attend training and update 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.**