










Mandatory Training Requirements – Admin & Clerical Roles

On the following pages we have indicated the training requirements for your role (please note that this may vary based on your area of work), we have indicated how this learning is delivered and the course or learning certificate title within ESR eLearning for you to enrol onto.



Please note that as we have now fully aligned to the Core Skills Training Framework, therefore any training that you have completed at another trust that is a CSTF competency (indicated by the  icon) will be accepted, avoiding unnecessary duplication of training as staff move between roles and organisations.

Competency Requirement	Frequency	Method of delivery	Course listing in ESR
NHS CSTF Equality, Diversity and Human Rights - No Specified Renewal 	Once only	Face to face	*Part of Trust Induction Day 1*
NHS CSTF Moving and Handling - Level 1 - No Specified Renewal 	Once only	Face to face	*Part of Trust Induction Day 1*
NHS CSTF NHS Conflict Resolution (England) - 3 Years 	3 Yearly	Face to face (3 hour session, followed by eLearning every 3 years)	*Part of Trust Induction Day 2* Or 000 Conflict Resolution Level 1
NHS CSTF Health, Safety and Welfare - 3 Years 	3 Yearly	Face to face and	*Part of Trust Induction Day 1* Followed by the refresher:

Mandatory Training Requirements – Admin & Clerical Roles

		eLearning	000 Health, Safety and Welfare - Level 1
NHS CSTF Infection Prevention and Control - Level 1 - No Specified Renewal 	Once only	Face to face	*Part of Trust Induction Day 1*
NHS CSTF Fire Safety - 1 Year  or NHS CSTF Fire Safety - 2 Years 	Annually for Patient facing Staff (including Ward Clerks) or 2 Yearly for Non-Patient facing Staff	Face to face	*Part of Trust Induction Day 1* Followed by the refresher: 389 MAND Fire Training for Staff with Patient Contact or 389 MAND Fire Training for Staff with no Patient Contact or 000 Fire Safety Level 1
NHS CSTF Information Governance and Data Security - 1 Year 	Annually	Face to face and eLearning	*Part of Trust Induction Day 1* Followed by the refresher: 000 Data Security Awareness Level 1

Mandatory Training Requirements – Admin & Clerical Roles

<p>NHS CSTF Safeguarding Adults (Version 2) - Level 1 - 3 Years </p>	<p>3 Yearly</p>	<p>Face to face and eLearning</p>	<p>*Part of Trust Induction Day 1* Followed by the refresher: 000 Safeguarding Adults Level 1</p>
<p>NHS CSTF Safeguarding Children (Version 2) - Level 1 - 3 Years </p>	<p>3 Yearly</p>	<p>eLearning or Face to face</p>	<p>*Part of Trust Induction Day 1* Followed by the refresher: 000 Safeguarding Children Level 1</p>