

26 JANUARY 2021**MANDATORY STAFF TRAINING****Introduction**

1. At present the Executive Board has made 'Responsible for Information' and 'Counter Fraud, Bribery and Corruption' mandatory for all Forestry Commission staff (requirement for Unconscious Bias having recently been removed) in line with Defra and the wider Civil Service.
2. To promote competence and ensure that employees have the necessary skills to carry out their roles safely, the Executive Board commissioned a task and finish group to further consider the organisations needs and identify training events which need to be mandated across the Forestry Commission. This paper presents the findings of this work.

Definitions

3. **Mandatory Training:-** training which must be completed within a specified time period to acquire relevant knowledge to carry out a role effectively, based on a statutory requirement.
4. In the period before that training is received, duties / activities would be expected to be undertaken under supervision of a colleague who has completed the relevant training or is otherwise deemed competent.
5. **Competence:-** Having the necessary skills, knowledge, experience and understanding to perform a task safely and effectively with the right attitudes and behaviours.

Proposal

6. The task and finish working group have agreed that it is necessary to have two types of mandatory training:
 - that which is required to be completed by everyone in the organisation;
 - and that which is required according to role specific requirements.

Mandatory for Everyone

7. The Forestry Commission requires all employees to complete the mandatory 'for everyone' training, regardless of start date in the organisation or role, and new employees to undertake as soon practical, to ensure that they understand their legal obligations and hazards to which they may be exposed in the course of their employment.

8. For new starters, this forms the basis of corporate induction, and a list of mandatory training is incorporated into the “New Starter Checklists” and “Induction Checklist” maintained by HR Services of FE and FR respectively.
9. The criteria to determine whether training is approved as mandatory ‘for everyone’ by the Executive Board are as follows:
 - 1) It is a legal requirement, and/or;
 - 2) It is Corporate Policy because it strategically reduces the highest areas of risk for the organisation, and;
 - 3) It applies to all employees – as deemed by the legislation and/or corporate policy.
10. It is proposed to make the following training mandatory for everyone in Commissioners Office, Forestry England, Forest Research and Forest Services.

MANDATORY TRAINING (to be completed by all staff, at all levels)		
Title	Delivery Format & Duration	Refresher Period
Risk Assessment	Virtual - 2 hrs	3 years
Manual Handling	E-Learning - 2 hrs	3 years
Display Screen Equipment (for users thereof)	E-Learning - 1 hr	Annual
Driving at Work (for those who will regularly be driving for work purposes other than commutes)	E-Learning - 0.5 hrs	Annual
Airsweb user / Accident & Incident Reporting	E-Learning - 1 hr	N/A
Loneworking protection system	E-Learning - 1 hr	N/A
Ticks & Lyme awareness	E-Learning - 0.5 hrs	Annual
Fire evacuation (not wildfires)	Virtual - 0.5 hrs	Annual
Safeguarding Awareness	E-Learning - 1 hr	3 years
Responsible for Information*	E-Learning - 2.75hrs	3 years
Counter Fraud, Bribery & Corruption*	E-learning - 0.75 hrs	3 years

*These items have already been approved by the EB but are included for completeness.

Mandatory For Role Specific Requirements

11. Training and competence required for roles across the organisation will be determined according to the responsibilities and accountabilities detailed in corporate policy and procedures.

Management of Mandatory Training

12. The cost of providing mandatory training to all staff is minimal as it created and hosted by either the Technical Training team or Civil Service Learning.
13. This enables the quality to be readily managed by HS&TT and HR respectively.
14. The resource required to undertake the training is low as it is a maximum of 13 hours which can be completed within the first month of employment and on a rolling programme of refresher thereafter.
15. The completion of training can be monitored through respective HR Management Systems for FE/FS and FR.

Recommendations

16. The Executive Board is asked to approve the following elements of this proposal:
 - 1) The definition of mandatory training
 - 2) The criteria by which it is determined any further training is approved and added to the list of mandatory or role specific mandatory training
 - 3) The initial list of training, itemised above, as mandatory within the definitions.

Head of Health, Safety & Technical Training
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