



University of
Strathclyde
Glasgow

Mandatory Training Policy

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Policy Owner: Organisational and Staff Development Unit

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1. Introduction

At Strathclyde, we are committed to providing a safe and inclusive environment for our staff and students. To support this aim, and to ensure compliance with legal and regulatory requirements, all staff are required to carry out some mandatory and recommended training, designed to provide essential skills and knowledge in the following key areas:

- Health and Safety
- Equality, Diversity, and Inclusion
- Data Protection and Cyber Security
- Social Responsibility, Safeguarding and Compliance

This policy outlines the required training modules, how to access them and timelines for completion. It also defines the roles and responsibilities of Human Resources, line managers and staff members.

Please note, if this policy refers to additional guidance, FAQs, online forms, or iTrent guides, these are accessible to University colleagues on our [People Hub](#).

2. Who is Covered by This Policy?

This policy applies to all employees of the University.

3. Definitions

Mandatory training for all staff

Training/development that all employees of the University are required to complete to ensure legal and regulatory compliance and to provide an environment that is safe and inclusive. See Appendix I for the current list of mandatory and recommended training.

Role or department specific mandatory training

As well as the mandatory training/development that everyone must complete, there may be some additional mandatory training specific to a role or department, for example working with chemicals or equipment. Your Line Manager or Departmental Safety Coordinator will highlight these to you.

Recommended training

Training/development that everyone, or those in specific areas/roles should undertake to ensure that knowledge, skills and understanding of key areas are up to date. For example, those in supervisory or leadership roles.

4. What is Expected of You?

As an employee you are expected to:

- Undertake mandatory training within specified timelines. Failure to complete mandatory training may affect your ability to do your job and could lead to performance management and/or disciplinary action. Of course, we understand that there may be a reason that you have not completed the training e.g. you have had a period of extended leave, and this will be taken into consideration.
- Raise any issues that may impact your ability to complete training to your line manager as soon as possible.
- Renew training within specified timelines.

As a Line Managers or Departmental Safety Coordinator you are expected to:

- Ensure appropriate time, resource and support is provided to employees to undertake the necessary training. You should bear in mind that some staff may find it difficult to complete online training and support should be offered.
- Ensure all mandatory and recommended training is completed and refreshed within specified timelines and take appropriate action regarding non-completion.
- Identify role/department specific mandatory or recommended training and ensure completion.

The Organisational and Staff Development Unit will:

- Manage and process requests for training that is mandatory/recommended for all staff to be considered by ET.
- Coordinate and maintain list of mandatory/recommended training.
- Ensure onboarding and induction documentation for new staff is kept up to date.

The Course provider/coordinator will:

- Be responsible for the content of the training, ensuring that content is in line with current legislation and the University Values.
- Liaise with external providers.
- Support staff to access e-learning platforms.
- Ensure that monitoring and completion reports are made available, as required.

5. Monitoring and Compliance

- The monitoring of completion of training is the responsibility of the employee and line manager.
- Course providers will periodically provide reports to Heads of Department and Directors.
- Compliance audits may be undertaken on occasion by course providers, relevant University Departments and/or external agencies.
- Some online training platforms may provide automatic notifications and reminders for renewal.
- Line managers are responsible for ensuring team compliance and should use annual reviews and probation reviews to implement and monitor this.
- Non-compliance should be escalated to Heads of Department or Directors and may result in performance management and/or disciplinary action.

6. Process for Identification of New Mandatory or Recommended Training

Training is normally mandatory where the training meets a legal or regulatory compliance obligation or, in some cases, where it is strongly aligned to the University's Values and Strategic Priorities. The decision to mandate training will also consider the overall training load for staff and whether the proposed mode of delivery is the most efficient and effective.

If a need for new mandatory training is identified, then the [Request for Mandatory or Recommended Training form](#) (staff login required) should be completed and submitted to OSDU.

7. Further Information and Support

You may find it helpful to refer to the Running Effective Training Sessions Guidance when you are designing training.

If you have identified a training need and would like further support and guidance, contact the [Organisational and Staff Development Unit](#).

Appendix I

Course Title	Category	Staff group	Refresh/ renewal period	Approx time required to complete	Contact Dept	Platform
Mandatory training						
OHS Induction Part 1	Mandatory for all staff	All staff		2 hours	SHaW	MyPlace
Manual Handling	Mandatory for all staff	All staff	3 years	30 mins	SHaW	Britsafe
Stress Awareness	Mandatory for all staff	All staff	3 years	30 mins	SHaW	Britsafe
Display Screen Equipment	Role specific mandatory training	All staff using display screen equipment	3 years	30 mins	SHaW	Britsafe
Fire Safety Awareness	Mandatory for all staff	All staff	3 years	40 mins	SHaW	MyPlace
Diversity in the Workplace	Mandatory for all staff	All staff		45 mins	EDI	LearnUpon
Unconscious Bias	Mandatory for all staff	All staff		40 mins	EDI	LearnUpon
Insiders and Outsiders: Microbehaviours	Mandatory for all staff	All staff		60 mins	EDI	LearnUpon

Diversity in the Workplace for Managers	Role specific mandatory training	Staff with management responsibility		40 mins	EDI	LearnUpon
Bullying and Harassment for Managers	Role specific mandatory training	Staff with management responsibility		30 mins	EDI	LearnUpon
Diversity in Learning & Teaching	Role specific mandatory training	Staff involved in teaching		40 mins	EDI	LearnUpon
Recruitment and Selection	Role specific mandatory training	Staff on recruitment panels		40 mins	EDI	LearnUpon
Recognising Sexual Harassment	Mandatory for all staff	All staff		30 mins		
Data Protection	Mandatory for all staff	All staff	12 months	30 mins	IGU	MyPlace
Cyber Security	Mandatory for all staff	All staff	12 months	30 mins	ISD	MyPlace
Frontline Complaint Handling – Pt 1-4	Mandatory for all staff	All staff		40 mins	Strategy and Planning	MyPlace
Frontline Complaint Handling Section 5	Role specific mandatory training	Those nominated as a complaints investigator		30 mins	Strategy and Planning	MyPlace
Carrying Out Right to Work Checks	Role specific mandatory training	Staff carrying out Right to Work Checks		30 mins	HR	SharePoint
PCI-DSS Training	Role specific mandatory training	All staff in the Cardholder Data Environment (CDE)	12 months	30 mins	ISD	MyPlace
Recommended training						

Modern Slavery Training	Recommended training	All staff		30 mins	Procurement	Strath website
Sustainability	Recommended training	All staff		2 hours	Centre for Sustainable Development	