

## Guidance for Associate Staff & Mandatory Training

The following information outlines the requirements for Associate Lecturers and Associate Demonstrators for mandatory training. Staff who also have another substantive post with the University, should follow the requirements for core staff.

Associate Staff need to complete the following online training modules and can claim the following amounts for each module completion and how often:

Online Module	Maximum Time Claim	Refresher Training / Frequency of Claim
Equality in the Workplace	45 minutes	Once only
Information Compliance: <ul style="list-style-type: none"><li>• Data Protection Act</li><li>• Information Security Awareness</li></ul>	45 minutes 45 minutes	Complete annually
Safeguarding Children, Vulnerable Adults and Student Mental Health	45 minutes	Complete every 2 years
Health & Safety: <ul style="list-style-type: none"><li>• Introduction to Health &amp; Safety</li><li>• Fire Safety</li></ul>	45 minutes 45 minutes	Complete every 3 years

Associate Lecturers and Associate Demonstrators should follow the normal claims process through [My View](#) and submit their certificates from the online learning site as proof of completion. Finance Officers will need proof of completion attaching to your claim to be able to approve this and enable payment from Payroll.

The project code for the Associate's main engagements should be used for mandatory training. This is from effect of 1<sup>st</sup> September 2022 and does not include any payments for mandatory training completed prior to this date.

Associate Staff may only claim the maximum time, and in line with the refresher training, as detailed above. The refresher training may be completed one month prior to the training expiring to ensure continual completion of mandatory training.

If Associate Staff complete any other modules outside of this requirement, they should speak to their Head of School before completing the training to agree payment.