

Guide for line managers on whether contractors or temporary staff should complete the mandatory training

<b>If the colleagues will be</b>	<b>They should complete</b>
Using a computer	<a href="#"><i>Information Security Awareness Training</i></a> <a href="#"><i>MySafety-Workstation-Assessment-Guidance</i></a>
In our buildings	<a href="#"><i>Fire Safety</i></a> <a href="#"><i>Health &amp; Safety Essentials</i></a>
Involved in buying products or services Taking payments International recruitment agents	<a href="#"><i>Criminal Finances Act</i></a> <a href="#"><i>Anti-Bribery Essentials</i></a>
Involved in marking students work	<a href="#"><i>Anti-Bribery Essentials</i></a>
In contact with students, applicants or those doing outreach work	<a href="#"><i>Safeguarding</i></a>
In contact with any personal data	<a href="#"><i>Information Security Awareness Training</i></a>
Engaging with students or colleagues	<a href="#"><i>Introducing Inclusion</i></a>
Working with our students	<a href="#"><i>Effective Advising and Signposting</i></a>
Conducting research or supporting those conducting research in FS&E and encourage for FMD and HSS	<a href="#"><i>Protecting your research</i></a>
Producing teaching materials and conducting research or supporting those conducting research	<a href="#"><i>Copyright</i></a>
Involved in the staff recruitment and selection process	<a href="#"><i>Staff Recruitment &amp; Interview Selection</i></a>