

Tailored provision for staff without computers

Course Name	Required For	Frequency	Approach for non desk-based staff
Bribery Act	All Staff	Induction	Managers will brief their staff on a number of scenarios relevant to their role and log on the LMS this has been done
Criminal Finances Act	All Staff	Induction	
Fire Safety Induction & Training	All Staff	Induction + every 2 years or any change of location (whatever comes first)	
Safeguarding Essentials	Staff who come into contact with students, applicants or those doing outreach work	Induction + every 3 years	A bespoke session will be delivered as part of a rolling programme for new non desk-based staff to access.
Introducing Inclusion	All Staff	Induction + every 2 years	This has been developed into a workbook and translated into 10 languages.
Cyber Security & GPDR	All Staff	Induction + Annually	A bespoke session will be delivered as part of a rolling programme for new non desk-based staff to access.