

## University of Sussex - UoS (BSMS) Mandatory trainings and NHS/University of Brighton - UoB interface

Clinical Academics at BSMS are expected to complete the following mandatory trainings:

Mandatory training	Provider	Refresher frequency
Anti- Money Laundering (Mandatory for Grades 7 and above, Finance staff and DARO staff) v.1	UoS	One-off
Introduction to Worktribe - Research Management System (Mandatory for research staff...)	UoS	One-off
Introduction to Counter Fraud (Mandatory for Grades 7 and above and Finance staff) v.1	UoS	One-off
Recruitment and Selection (Mandatory for Grades 5 and above) v.1	UoS	One-off
Research Integrity: A brief introduction (Mandatory for all researcher and research supervisors)	UoS	One-off
Unconscious Bias (Mandatory for Grades 7 and above) v.1	UoS	One-off
Safeguarding Essentials (Mandatory for all staff) v.2	UoS/NHS	<b>One-off (we accept your certificate of completion from NHS training)</b>
Passwords and access control: UCISA Information Security Awareness (Mandatory for all staff) v.1	<b>UoS / UoB</b>	<b>UoS Refresher every 12 months / UoB Refresher every 3 years</b>

Phishing and other scams: UCISA Information Security Awareness (Mandatory for all staff) v.1	UoS / UoB	UoS Refresher every 12 months / UoB Refresher every 3 years
Protecting your devices: UCISA Information Security Awareness (Mandatory for all staff) v.1	UoS / UoB	UoS Refresher every 12 months / UoB Refresher every 3 years
Report it: UCISA Information Security Awareness (Mandatory for all staff) v.1	UoS / UoB	UoS Refresher every 12 months / UoB Refresher every 3 years
GDPR (Mandatory for all staff) v.1	UoS/NHS	Refresher every 2 years (we accept your certificate of completion from NHS training)
Core training for all Postgraduate Researcher (PGR) Supervisors (Mandatory for all staff on Education...)	UoS	Refresher every 3 years
Addressing Harassment and Sexual Misconduct Affecting Students in Higher Education	UoS	Refresher every 3 years
Disability Awareness (Mandatory for all staff) v.1	UoS	Refresher every 3 years
Health and Safety Essentials (Mandatory for all staff) v.1	UoS	Refresher every 3 years
Fire Awareness (Mandatory for all staff) v.1	UoS	Refresher every 3 years
Diversity in the Workplace (Mandatory for all staff) v.1	UoS/NHS	Refresher every 3 years (we accept your certificate of completion from NHS training)

We understand that many of our Clinical Academics are required to complete mandatory training through the NHS, and may feel it is unnecessary to repeat similar training at the University of Sussex (BSMS).

Please note for clarity:

**The only mandatory training completed at the NHS that can be used to replace training for BSMS purposes includes:**

- Safeguarding
- GDPR
- Equality, Diversity & Inclusion (EDI)

**A valid certificate or evidence of completion should be obtained and submitted to the Learning and Development team at [learnupon@sussex.ac.uk](mailto:learnupon@sussex.ac.uk)**

For other mandatory training topics, even if you have completed similar modules at the NHS, you are still required to complete the BSMS versions, as these are aligned with your main employer statutory requirements:

- Fire Safety
- Health & Safety
- Data Security (this includes refresher training following GDPR and periodic reminders during your employment)

**Important:**

Clinical Academics will continue to receive automated reminders to complete or refresh all mandatory training, as with other staff. However, these reminders will include a note explaining that if you have completed NHS training for the transferable modules listed above, you should contact the Learning and Development team at [learnupon@sussex.ac.uk](mailto:learnupon@sussex.ac.uk) and provide your certificate or evidence of completion.

Further details can be found on our Learning and Development page:

**Mandatory training for staff which can be found here:** [Mandatory training for staff : Online learning : Learning and Development : Schools and services : University of Sussex.](#)

Staff members can download evidence of their completion of mandatory training by going to their LearnUpon dashboard, selecting **Actions** in the top right-hand corner, and then downloading **Training History**.

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