

Mandatory Training

Version 3 - February 2022

	... at a glance	Duration	People Manager / Supervisor	Team Member	Need Identified by Risk Assessment or by Role / Venue	Refresh
Health & Safety	Health & Safety Essentials - Workshop <u>or</u> GOLD eLearning	2.5H / 1D	✓	✓		No
	Fire Warden	1D			✓	Yes
	GOLD – Fire Warden Refresher (<i>coming soon</i>)	30M			✓	2 Years
	First Aid at Work / Emergency First Aid	3D / 1D			✓	3 Years
	Automated External Defibrillator (AED)	2.5H			✓	1 Year
	Dealing with Difficult Situations - Workshop or GOLD eLearning	½D			✓	No
	Assessing & Controlling Risk	1D			✓	No
	Evac Chair - Train the Trainer	½D			✓	No
	Manual Handling Trainer Assessor	2D			✓	No
	IOSH Managing Safety (<i>Externally Delivered</i>)	3D	✓			No
	GOLD - Management of H&S Assessment (<i>to be completed alongside IOSH</i>)	60M	✓			2 Years
	GOLD - Asbestos Awareness (<i>Glasgow Life Version</i>)	45M	✓	✓		2 Years
	GOLD - Display Screen Equipment (DSE) Awareness	45M			✓	2 Years
	GOLD - Ladder Safety Awareness	30M			✓	2 Years
	GOLD - Legionella Awareness	45M	✓	✓		2 Years
Policy	Recruitment & Selection (<i>Mandatory for anyone on Interview Panel</i>)	1D	✓			No
	GOLD - Unconscious Bias (<i>Mandatory for anyone on Interview Panel</i>)	30M	✓			No
	Handling Grievance Effectively	½D	✓			No
	Carrying out Effective Investigations	½D	✓			No
	Dealing with Discipline	1D	✓			No
	Attendance Management	½D	✓			No
	Managing Equalities at Work (<i>Mandatory for New Managers & Supervisors</i>)	½D	✓			No
	GOLD - Maximising Attendance (<i>Glasgow Life</i>)	45M	✓			No
	GOLD - Bullying and Harassment Awareness	20M	✓	✓		No
	GOLD - Complaint Handling - Front Line Resolution (<i>Glasgow Life</i>)	35M	✓	✓		No
	GOLD - Complaint Handling - Investigation (<i>Glasgow Life</i>)	35M	✓		✓	No
	GOLD - Safeguarding (<i>this replaces our Child Protection Course</i>)	30M			✓	No
	GOLD - Trauma Informed Practice - Opening Doors & Sowing Seeds Courses	20M			✓	No
Development	GOLD - Glasgow Life Induction	90M	✓	✓		No
	Running your Venue	1D			✓	No
	Understanding Finance (<i>For New Mgrs & Supervisors</i>)	½D	✓			No
	Understanding Governance & Risk (<i>For New Mgrs & Supervisors</i>)	½D	✓			No
	GOLD - Performance Management	30M		✓		No
	Performance Management Workshop	1D	✓			No
Pool Safety	Pool Lifeguard Award	6D			✓	3 Years
	Pool Lifeguard Award - Revalidation	½D			✓	-
	STA Tutor Award	5D			✓	Ongoing
	Pool Plant Operator Qualification	3D			✓	5 Years
	Swimming Pool Water Treatment Qualification	1D			✓	5 Years
	Water Testing - Train the Trainer	½D			✓	No
Security	Level 4 Diploma in Stadium Safety Management	1½Y			✓	No
	Level 2 Certificate in Understanding Stewarding at Spectator Events	½Y			✓	No
	GOLD - Information Security (<i>Annual update</i>)	30M	✓	✓		1 Year
	GOLD - Action Counters Terrorism - All 7 Modules	75M	✓	✓		No
	GOLD - Introduction to Records Management'	20M			✓	No

GOLD = Glasgow Online Learning and Development - See the Learning & Development Directory for more details