

## How to manage and improve Mandatory and Role Specific Training Compliance for your Ward / Department

- ✓ Use Light to check compliance for your ward / department
- ✓ Access Light via your desktop, or find it in “useful links” also on your desktop
- ✓ When you have opened up Light, search for “ID 18335 – Compliance”. If you don’t have access to this section of LIGHT you will need to request access from Business Intelligence. You can do this through the “Request Information” button on the left hand menu.
- ✓ LIGHT is updated on a Thursday; therefore for your most accurate and up to date compliance reports, check compliance on a Thursday.
- ✓ We have user guides and a video available on the [staff hub here](#) if you are not familiar with how to access compliance information for your ward / department.
- ✓ LUHFT’s Mandatory training compliance target is 88%
- ✓ LUHFT’s Role Specific Training Compliance target is 80%
- ✓ It is important to do to more than simply check the compliance for your ward or department as even if you are above LUHFT’s target, checking your “Due to Expire” is essential to ensure your compliance doesn’t start to fall.
- ✓ Export your compliance report into excel (the self-help guides referenced above show you how to do this)
- ✓ Use the filters to filter down to your due to expires / amber – these are your staff who will expire in the next 3 months – make a plan for addressing this, this could include some or all of the following:
  - If you have a large team to manage, delegate this responsibility to someone else in the team. Anyone can request access to Light.
  - Book any necessary face to face sessions for those competency’s that cannot be completed by E-Learning.
  - Inform staff that they are due to expire and need to complete the relevant E-Learning with a clear expectation of when they need to do this by.
  - Make sure if you book staff onto face to face training or allocate time to complete training, that you Roster accordingly for this.

- Ensure you have a clear plan in place for regularly checking your due to expires, e.g. make this a monthly task and set yourself a reminder
- ✓ Once you have a plan in place for your due to expires, next work on the staff who have already expired. Taking action here will see your compliance improve – so long as you continue monitoring staff who are due to expire.

Please also see Frequently Asked Questions as this may also be of use to you

