

Secure Care Division High Level Training Matrix 2026/27

Core Mandatory Training – All Staff

Subjects	Refresher Period	Lead Time	Method of Completion	KPI
CSTF Conflict Resolution – Level 1	3 Yearly	30 Days	eLearning	95%
CSTF Health and Safety - Level 1				
CSTF Infection Control - Level 1*				
CSTF Moving and Handling – Level 1*				
CSTF Safeguarding Adults - Level 1*				
CSTF Safeguarding Children - Level 1*	2 Yearly Annual			
CSTF Equality Diversity and Human Rights - Level 1				
CSTF Prevent Awareness				
CSTF Fire Safety - Level 1				
CSTF Data Security Awareness				

*Level 1 not mapped to colleagues completing a higher level of training

CPD – All Staff

Subjects	Refresher Period	Lead Time	Method of Completion	KPI
Adverse Incidents	Once Only	1 Year	eLearning	90%
Complaints				
Dementia Awareness				
Smoking Cessation				
Respect and Civility				
Introduction to Anti Racism	3 Yearly	1 Year	eLearning	90%
Understanding sexual misconduct in the workplace				
Carer Awareness/ Triangle of Care*				

*Specialist Learning Disabilities teams only

Oliver McGowan Mandatory Training**

Subjects	Refresher Period	Lead Time	Method of Completion	KPI
eLearning	3 Yearly	90 Days	eLearning	90%
Tier 1			Webinar	
Tier 2			Classroom	

**Phased rollout for Tier 1 & Tier 2 – 30% of workforce 2026/27, 60% of workforce 2027/28, 90% of workforce 2028/29

Divisional Training – All Staff***

Subjects	Refresher Period	Lead Time	Method of Completion	KPI
Counter Fraud Awareness	3 Yearly	90 Days	eLearning	90%
Freedom to Speak Up Level 1				
Freedom to Speak Up Level 2				
Freedom to Speak Up - Senior Managers				
Patient Safety Level 1				
Patient Safety Level 2				
Suicide L1 Training				

***FTSU – B5 and below = Level 1, B6&B7 = Level 2, B8a and above = Level 3, Medics = Level 1, Level 2 and Level 3

***Patient Safety – B6 and below (inc B7 and above Non-Clinical) = Level 1, B7 and above Clinical Staff = Level 2

Role Specific Mandatory Training

Competence		Basic Life Support	Immediate Life Support [^]	Infection Control Prevention and Control Level 2	Moving and Handling of Inanimate Objects	Moving and Handling of People Level 2	Moving and Handling of People Level 3	Personal Safety Breakaway ^{^^}	Personal Safety Team Skills [^]	Resuscitation L1	Safeguarding Adults Level 2/3	Safeguarding Children Level 2	Safeguarding Children Level 3	Safeguarding Children Specialist Level 3
Trust KPI		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Target		90%	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%
Renewal Period		Annual	Annual	Annual	3 Yearly	2 Yearly	2 Yearly	Annual or 2 Yearly	Annual	Annual	3 Yearly	3 Yearly	3 Yearly	3 Yearly
Method of Delivery		Classroom	Classroom	eLearning	eLearning	eLearning	Classroom	Classroom	Classroom	eLearning	eLearning	eLearning	eLearning	eLearning & Virtual
Staff Group	Add Prof Scientific and Technic	✓	✗	✓	✗	✗	✗	✓	✓	✗	✓	✓	✓	✓
	Additional Clinical Services	✓	✗	✓	✗	✓	✓	✓	✓	✗	✓	✓	✓	✓
	Administrative and Clerical	✓	✗	✗	✗	✗	✗	✓	✓	✓	✗	✗	✗	✗
	Allied Health Professionals	✓	✗	✓	✗	✓	✓	✓	✓	✗	✓	✓	✓	✓
	Estates and Ancillary	✗	✗	✗	✓	✗	✗	✓	✓	✓	✗	✗	✗	✗
	Medical and Dental	✓	✗	✓	✗	✗	✗	✓	✓	✗	✓	✓	✓	✓
	Nursing and Midwifery Registered	✓	✓	✓	✗	✓	✓	✓	✓	✗	✓	✓	✓	✓

[^] Inpatient wards only

^{^^} Mainly clinical colleagues in non-ward based teams, e.g., Community LD, Offender Health. Inpatient wards annual, all other 2 yearly

Divisional Training

Competence		Controlled Drugs & High-Risk Medicines*	Deprivation of Liberties - Level 1 ^	eRisk °	Eating, Drinking and Swallowing Difficulties (Dysphagia) - Level 1*	Eating, Drinking and Swallowing Difficulties (Dysphagia) - Level 2**	Epilepsy Awareness and Buccal Midazolam Administration	Falls Prevention and Management	Food Hygiene and Allergens Level 2	MCA/MHA/DoL's Level 2^	Medicines Calculations	Medicines Management Awareness^^	Mental Capacity Act - Level 1^	Mental Health Act – Level 1 ^	News2 eLearning*	Nicotine Management Level 2***	Rapid Tranquillisation Training	Safe and Effective Use of Medicines	Security Training Level 1	Security Training Level 2	Supportive Observations****	Witness to the Administration of Medicines**
Trust KPI		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Target %		90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90
Renewal Period		3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	Annual	3 Yearly	3 Yearly	3 Yearly	Annual	Annual	Annual	3 Yearly
Method of Delivery		eLearning	eLearning	eLearning	eLearning	Classroom	Classroom	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	Classroom	Classroom	eLearning	eLearning & Practical
Staff Group	Add Prof Scientific and Technic	x	✓	x	✓	✓	x	✓	x	✓	x	x	✓	✓	x	✓	x	x	x	✓	x	x
	Additional Clinical Services	x	✓	✓	✓	✓	✓	✓	✓	✓	x	x	✓	✓	✓	✓	x	x	✓	x	✓	✓
	Administrative and Clerical	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	✓	x	x
	Allied Health Professionals	x	✓	✓	✓	✓	✓	✓	✓	✓	x	x	✓	✓	x	✓	x	x	✓	x	x	x
	Estates and Ancillary	x	x	x	x	x	x	✓	✓	x	x	x	x	x	x	x	x	x	✓	x	x	x
	Medical and Dental	x	x	✓	✓	✓	✓	✓	✓	✓	x	x	x	x	x	✓	✓	x	✓	x	x	x
	Nursing and Midwifery Registered	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	x	✓	x

^ MCA/MHA/DoL's L1 mainly patient facing B4 and below, MCA/MHA/DoL's L2 mainly patient facing B5 and above

^^ Ex Mid Mersey teams only

° eRisk - Clinical staff from Band 2 - 8a including Medics and Consultants (Clinicians Banded 8b - 8d may also be required by their managers to complete the training, depending upon their clinical role e.g., Psychology)

* Inpatient wards only

** B3&4 Inpatient Healthcare Assistants and Support Workers only

* Inpatient clinical staff bands 3 and 4

** Inpatient clinical staff bands 5 – 7

*** Inpatient clinical staff bands 3 – 7

***** Inpatient wards only

Note: Training subjects highlighted in yellow in this document are currently part of the “New Training” competency group, where it will remain during its 12-month induction period.

Practical Competency Assessments

Competence		NEWS2 Part B Sign Off	PPE Fit Mask Testing	Supportive Observations Sign Off
Trust KPI		x	x	x
Target %		90	90	90
Renewal Period		2 yearly	Once Only	Annual
Method of Delivery		Competency Sign Off	Competency Sign Off	Competency Sign Off
Staff Group	Add Prof Scientific and Technic	x	✓	x
	Additional Clinical Services	✓	✓	✓
	Administrative and Clerical	x	x	x
	Allied Health Professionals	x	✓	x
	Estates and Ancillary	x	✓	x
	Medical and Dental	x	✓	x
	Nursing and Midwifery Registered	✓	✓	✓