



STAFF INDUCTION

Training

We require all staff to complete some statutory training as part of their induction.

These will be assigned to you on The National College Training website and should be completed prior to starting or as soon as possible during your first month.

The Safeguarding and Prevent Training is also listed on the Safeguarding page.

The
National
College®

National College Training

We use the National College training portal for a variety of online training courses. These are video modules which can be speeded up (in settings) or completed with breaks in between and require a short quiz at the end. Your certificates are saved on the portal for school to access directly.

You can access the training here:

<https://nationalcollege.com/auth/login>

Email: firstname.surname@col.318education.co.uk

Password: Coleham1

Statutory Training will be assigned to you in a folder.

Please work through the courses in this folder (or any other relevant to your role from the Statutory Training document above) during your induction and first month of employment:

- Annual certificate in **Safeguarding** for Primary Schools & Academies
- Annual certificate for **Fire Safety** for Primaries & Academies
- Certificate in **Equality, Diversion & Inclusion** for Primary Schools & Academies
- Certificate in Understanding **Female Genital Mutilation (FGM)** for Primary Schools & Academies
- Annual certificate in **Online Safety** for X staff for Primary Schools & Academies (Please choose the course relevant to your role Teaching /Support/DSL/ICT lead)
- Annual certificate in **Cyber Security** for Staff for Primary Schools & Academies
- Annual certificate in **Data Protection** GDPR for staff
- Annual certificate in **Health & Safety** for Primary Schools & Academies
- Annual certificate in understanding **The Prevent Duty**
- Annual certificate in **Preventing Sexual Harassment in the workplace**
- Award in **Food Hygiene** for Primary Schools & Academies

You are welcome to complete any other National College Training of your choice at any time.



STAFF INDUCTION

Continued Professional Development Training & Qualifications

The 3-18 Education Trust is committed to developing and retaining staff and provides a variety of opportunities to upskill staff and forge a desired career path such as training courses, and coaching, network groups, mentoring and shadowing, Trust Consultant expertise roles, the annual Staff Conference and completing recognised professional qualifications. You can discuss training with your Line Manager at your Line Manager meetings or at any opportune time.

Our Staff Conference video can be watched [here](#)