

School of Sport and Health Sciences- Mandatory Training

All learners are required to complete mandatory training before attending practice learning. Learners will be advised what they are required to complete and the timing of this by their Practice Learning Lead or Course/ Module Leader. This training comprises both practical and e-learning and once completed should be recorded by the learner in their relevant documentation e.g. placement passport or PAD.

Learners have to complete all the required **practical** mandatory training sessions at the University of Brighton and cannot use external organisation or training certificates that exclude them from this, unless there are exceptional circumstances that have been agreed with the Practice Learning Lead / course / module leader. Learners can use external organisation certificates for the e-learning modules so that these do not have to be repeated un-necessarily. Learners need to download and show these certificates to the Practice Learning Lead / module / course leader. If a learner wants to use their university training for purposes outside the University e.g. with their employer, the employer would need to agree that the learners' e-learning certificates or date of attendance at practical sessions was acceptable. The mandatory training provided is for the purposes of learners training and practice learning and does not mean they are competent for employment purposes.

Learners are responsible for keeping a record of their own training and downloading e-learning certificates that they may need to prove they have completed this. Certificates of attendance are not provided for practical sessions so it is important that learners record the date of attendance on their passport or PAD.

Apprentices do not need to repeat mandatory training that they have completed in their workplace but do need to review the learning outcomes for the session to ensure there are no gaps and agree with their workplace mentor that University based training is not required. Both learner and mentor need to sign to say they agree that equivalent training has taken place at work and this needs to be sent to placement lead. Training dates (and where this took place) should be reported on placement passport

26/10/21