Policy · WRK-POL-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 2E.2

At a glance

- Every workforce member has a training plan and access to the courses required for their role.
- The training matrix (WRK-REG-001) lists the required training for each role.
- Time for training is protected in the rota and is not refused without a recorded reason.
- Learning is recorded and linked to competency gaps.
- Stop and get help straight away if: a staff member has been refused the required training for their role with no recorded reason.

1. Purpose

To make sure every workforce member can keep their knowledge and skills up to date, and that the organisation pays for and protects that learning [EC].

2. Scope

Applies to	All workforce members
Locations	All services of the facility
When	Continuously, with an annual plan for each role
Does not apply to	Personal study not linked to the role

3. Definitions

Term	Meaning
Required training	Training that the role must have to practise safely
Training matrix	A register of required and completed training for each role

4. Background

Access to education is what keeps competence current between annual assessments. It also supports retention, which is measured under 2E.7.

5. Responsibilities

Role	Responsibility	Competence
Chief executive	Approves the annual training budget	Executive
Human resources lead	Maintains the training matrix and the course list	HR administration
Line manager	Agrees each person’s training plan and releases staff to attend	Management
Staff member	Attends agreed training and records completion	Own role

6. Materials and equipment

Item	Requirement	Condition
Training matrix register (WRK-REG-001)	Current	Updated each quarter
Course catalogue (e-learning and face to face)	Current	Checked each year

7. Safety

- Required training that affects patient safety is never deferred for service convenience without a documented risk decision.

8. Before you start

- Confirm the required training for each role in the matrix.

9. Procedure

Step 1. Set the required training.

- For each role, list the training it must have and how often.

- Enter it in WRK-REG-001.

Key point: A role without a list cannot be checked.

Step 2. Agree the plan.

- At each annual assessment, agree the training the person will do in the next 12 months.

Key point: The plan links to the gaps found in 2E.1.

Step 3. Protect the time.

- Include training days in the rota.
- If a manager must refuse, record the reason and the new date.

Key point: A refusal with no reason is treated as a failure of this policy.

Step 4. Record completion.

- Enter completions in WRK-REG-001 within 10 working days.

Key point: Unrecorded training did not happen for audit purposes.

10. Decision points

- If required training cannot be given in time, the service manager decides on temporary supervision and records the decision with a date for completion.

11. Special situations

Situation	Action
New role	Required training is completed in the first 3 months, or before independent practice if sooner.

12. Escalation

- Required training not completed within 3 months of its due date is reported to the clinical director.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Staff with all required training current	At least 70%	Quarterly	Human resources lead	Escalate to clinical director
Training refusals with a recorded reason	100%	Quarterly	Line managers	Review with the manager

14. Records

Record	Kept in	Retention
WRK-REG-001 Training matrix register	Human resources files	Employment plus the period set by the facility’s records policy years

15. Training

- Line managers are briefed on this policy when they start in post.

16. Related documents

ID	Title	Use
WRK-REG-001	Training matrix register	Record this policy requires
WRK-POL-001	Ongoing competency evaluation policy	Gaps feed into training

17. Evidence

Reference	Note
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- **Safety Training Programme & Competency Assessment** (TRAIN-01)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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