

Eligibility to attend University of Exeter Staff Training

Staff category	Who does this include?	Access to staff training	Additional Information
Open-ended and fixed term contract staff	Includes all staff on the payroll, Postgraduate Teaching Assistants, Early Career Researchers, NHS staff employed by the University	Access permitted to all staff training	Under current regulations NHS staff, who are also employed on an open-ended or fixed term contract by the University, can access all training and are required to complete the University mandatory training for their role.
External Partners	INTO, UPP, FX Plus, Northcote Theatre Staff	As a partner firm with the University access to training is possible on a fill up basis but there may be associated restrictions and costs. No direct access to LearnUpon.	Requests for training for this group will be accepted providing demand from UoE staff has been met first. An email requesting training should be sent to peopledevelopment@exeter.ac.uk two weeks prior to the course start date. If space exists then the booking can go ahead. For training provided internally there is a £50 fee. For training provided using an external supplier the fee will be quoted per person as a proportion of the overall fee split between the maximum number of attendees. Course owners may decide to waiver the fee. The only exception is INTO staff. It has been agreed that INTO can be booked onto courses at no cost however the no booking before the 2 week window prior to course start dates does apply. Contact peopledevelopment@exeter.ac.uk to book.
Associates	Honorary, Interns (other than SCPs), Student's Guild, Secondees from an external organisation	Associates have access to LearnUpon and are to complete the required mandatory training for their	

		<p>role. They can also access the LearnUpon catalogue courses. No formal access to wider staff training via Trent. Access may be granted on a case by case basis with justification provided by the line manager.</p>	
Temporary Workers	<p>Temporary Staff Bank, Claims, Agency and Contract for Service</p>	<p>Temporary Staff have access to LearnUpon and are to complete the required mandatory training for their role. They can also access the LearnUpon catalogue courses.</p> <p>No formal access to staff wider training for instance via Trent. Access can be granted on a case by case basis with justification provided by the line manager but will depend on availability of spaces on courses. Priority for spaces will be given to permanent members of staff.</p>	
Student Campus Partnership		<p>No access to University of Exeter staff training</p>	<p>Interns do not need to undertake the University mandatory training, but are permitted to apply for University training with the consent of their line manager. Places on staff training may be available to SCPs, subject to other staff demand and the approval of the Learning and Development team.</p>

			To request training for your intern please email the team on the Student Campus Partnership Webpage
Student Business Partnerships		No access to University of Exeter training – should complete training at host organisation	For more information please contact the The Student Business Partnership Scheme (SBP)
Graduate Business Partners	Graduates who are employed through the University, DCC or The RAMM	Access to training will depend on the employing and host organisation. Please refer to the web page in the ‘notes’ column for training eligibility, access and requirements	GBP Advice Employing Organisation Advice
Postgraduate Researchers	PhD and Masters students	No access to University of Exeter staff training (see notes column for exceptions)	Certain roles undertaken by this group might require Health and Safety training. Students might be able to attend the relevant staff training if the course sponsor agrees. This is an arrangement between the student and course sponsor. The course sponsor must consider the role of the student and whether they are potentially taking a staff member’s space. Visit the Doctoral College Website for more information regarding development opportunities for this group.
Staff employed overseas (supplied by another		Agree each request on a case by case basis	This category of staff is most likely to be those employed by the International Office.

company but paid for by the University)

Student Ambassadors

Have access to LearnUpon and are required to complete the relevant mandatory training. They can also access the LearnUpon catalogue courses.

No formal access to wider staff training.