

HOW TO STAY COMPLIANT

A guide to choosing compliance training for your organisation



Workplace health and safety and compliance training is essential in all sectors. It ensures that your employees know their responsibilities and are able to work safely, without risking harm to themselves, others or the organisation.

But what training do you provide and how should you go about it?

BUSINESS COMPLIANCE

Business compliance often covers general day-to-day tasks that many of us encounter, regardless of our role.

The correct training will make sure that all your colleagues have the same level of understanding as to their duties and responsibilities.

The following titles generally cover what you need:

- Equality, Diversity and Inclusion
 - Confidentiality
- Data Protection/GDPR Training
 - Cyber Security Awareness
 - The Bribery Act
- Payment Card Industry – Data Security Standard
- The Consumer Rights Act 2015
 - Anti-Money Laundering



HEALTH AND SAFETY COMPLIANCE

Health and safety covers a wide range of areas – from moving and handling to first aid to fire safety. Finding training that is comprehensive and provides a sufficient level of detail is vital.

Many training providers will offer courses on individual areas, and some will offer comprehensive training that covers all the main touchstones of health and safety in one place. But, broadly, your learners will need to cover:

- **Health and Safety**
- **Risk Assessment**
- **Working At Heights**
- **COSHH**
- **DSE Workstation Assessment**
- **Fire Safety**
- **First Aid**
- **Manual Handling**
- **Lone Worker Safety**
- **Slips and Trips**
- **Mental Health and Wellbeing**



FOOD SAFETY AND COMPLIANCE TRAINING

If your business is food-related, or you have an on-site canteen, café or provide any food or drink to consumers, you will need employees to be trained in the basics of food safety and hygiene to ensure that they know how to keep themselves safe, as well as the customers or consumers of the food products.

Food safety and hygiene training is offered at three different levels:

- **Level 1 covers the basics**
- **Level 2 is the required level for anyone working directly with food**
- **Level 3 is suitable for managers or supervisors in a food environment**
- **Food allergy and HACCP training are complimentary courses for those working with or handling food**



SAFEGUARDING TRAINING

Safeguarding is an important consideration if any of your employees come into contact with children, young people or vulnerable adults as part of their day-to-day role. Anyone in this position has a duty of care to the individuals they work with. They will need to be able to spot the signs and symptoms of abuse and know how to respond to suspected or disclosed abuse.

Training will generally be pitched at one of three different levels:

- Level 1 for people who have contact with children but are not responsible for safeguarding
- Level 2 for those who work closely with children and have safeguarding responsibilities
- Level 3 for those who have direct responsibility for safeguarding in their setting (for example, a safeguarding lead).



HOW DO YOU ROLL OUT THE RELEVANT COMPLIANCE TRAINING?

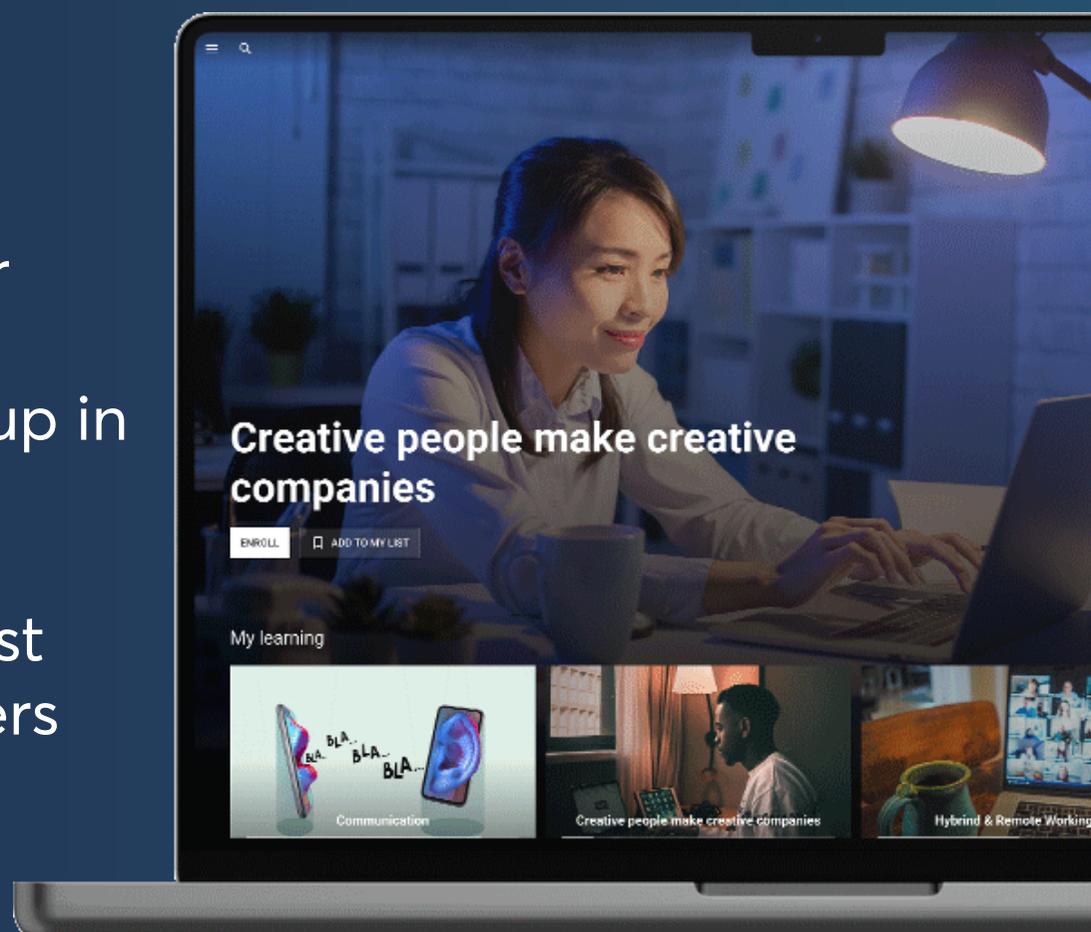
Online training is a convenient, thorough way of ensuring that staff have completed the correct level which also offers a varied learning experience, using different interactive elements and resources and culminating in a final assessment to check the learner's knowledge.

TRAINING SUBSCRIPTION

Our ready-to-go subscription is simple. Pay for the employees you're training, give them 12 months' unlimited access to our extensive library of compliance training courses, and get it set up in 48 hours or less.

No long contracts, no hassle, just quality courses that your learners will thank you for.

It's a no brainer.



Visit virtual-college.co.uk to get started.

