

# 1.6.3 & 1.6.4 Training

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## Document Control

<b>Title:</b>	Training	<b>Document Number:</b>	1.6.3 & 1.6.4
<b>Issue / Revision status:</b>	Draft		
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<b>Approval:</b>	Staff Development Manager	<b>Date:</b>	

Group	Training needs	Method	Hours	Date
Management champions	<ul style="list-style-type: none"> <li>• Key environmental issues</li> <li>• Waste minimisation techniques</li> <li>• Legislation &amp; codes, enforcement, sanctions.</li> <li>• Significance</li> <li>• Monitoring &amp; Auditing</li> <li>• Reporting</li> <li>• EMS</li> </ul>	Attend Level 2 course in sustainability or environmental management, such as the IEMA Foundation Certificate in Environmental Management.	24 hours (not necessarily continuous)	2009 / 10 academic year.
Implementation Team	Initial training <ul style="list-style-type: none"> <li>• Key environmental issues that affect College</li> <li>• EMS</li> <li>• Communication issues</li> </ul>	Staff Development	half-day session,	July 2009 (completed).
	Further training <ul style="list-style-type: none"> <li>• Use of legislation &amp; codes register</li> <li>• Significance</li> <li>• Implementation of EMS               <ul style="list-style-type: none"> <li>○ College policy</li> <li>○ Objectives and targets</li> </ul> </li> </ul>	Staff Development	half-day session,	2009 / 10

All staff	<ul style="list-style-type: none"> <li>• Benefits of EMS</li> <li>• How to find and apply requirements that affect them</li> <li>• Sources of information and assistance</li> <li>• How to take an active part</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Development all-college session</li> <li>• New staff induction, alongside health and safety issues.</li> </ul>	, 0.5 – 1 hour	2009/10
Site Maintenance and Security Staff and Contractors	<ul style="list-style-type: none"> <li>• Leaks <ul style="list-style-type: none"> <li>○ Identification of potential and actual leaks</li> <li>○ Using spill kits</li> <li>○ Reporting leaks</li> </ul> </li> <li>• Waste Separation</li> <li>• Energy conservation</li> <li>• Sewerage treatment plant maintenance (Lackham)</li> </ul>	Staff development on specific issues, including dealing with leaks, waste and energy conservation.,	3 hour	2009/10.

### Training needs to be analysed:

- Farm Manager
- Theatre Manager
- Contracts & Procurement Manager

