**NHS**
**Salisbury**
**NHS Foundation Trust**

## Process for identifying and agreeing statutory or mandatory learning needs

New legislation, service directive, policy, or incident indicates potential learning needs or change to existing e.g refresher period or major change to staff requiring training

⬇

SME completes Mandatory Training Ratification (MTR) Request form to determine the need for learning with rationale, the delivery mechanism, who requires training, recording/monitoring/reporting mechanism and communication plan etc.

⬇

SME presents to the Education Development Group (EDG) for approval

⬇

MTR form approved by EDG

— No → EDG panel make recommendations for resubmission or alternative suggestions

Yes ⬇

MTR submitted to OMB for ratification

— Not approved → Justification and recommendations made to SME

Approved ⬇

Learning added to MLE and implementation plan instigated

⬇

Delivery of training/e-learning commences