Bulk Uploading Data Items

Training Records

November 2024

Version 10

Introduction

The training file can be used to create or update the data of the training's the worker has attended. This file is optional but if using it the mandatory fields must be included to enable the system to create/update the record.

PLEASE NOTE: On your staff training record each individual training record must be on a separate row per worker i.e. if worker A has four incidents of training then worker A must appear four times on separate rows within your CSV file. Also, for your training records to be created/updated the corresponding staff record(s) on your staff CSV file must have their STATUS set to UPDATE.

If you are transferring a staff record from one workplace to another using the inserted column TRANSFERSTAFFRECORD on your staff file, the LOCALESTID for that worker on your training file should be where they currently sit.

Column heading	Validation	Mandatory for which users
LOCALESTID Set at workplace level and must match your workplace file. See notes above if you are using TRANSFERSTAFFRECORD on your staff file.	**Maximum 50 characters**	**All users**
UNIQUEWORKERID This is a unique identifier that you set for each of your workers. This must match your staff record file.	**Maximum 50 characters**	**All users**
CATEGORY Which training do you want to add?	**Must be a number from the** **Category list**	**All users**
DESCRIPTION Enter a description for the training category.	**Maximum 120 characters**	
DATECOMPLETED This is the date the training was completed, cannot be in the future or before workers 14th birthday. **If you do not know the exact day set the date to the 1st of the month.**	**Must be in date format dd/mm/yyyy**	
EXPIRYDATE This is the date the training will expire. **If you do not know the exact day set to the 1st of the month.**	**Must be in date format dd/mm/yyyy**	
ACCREDITED Is the training accredited? **0 = Not accredited** **1 = Accredited** **999 = Not known**	**Must be either 0, 1 or 999**	
NOTES Free text to add your notes about the training if required.	**Maximum 1000 characters**	

Categories

1 – Control and restraint
2 – Dementia care
5 – Emergency Aid awareness
6 – Fire Safety
7 – Basic life support and first aid
8 – Food hygiene
9 – Health and Safety awareness
10 – Infection prevention and control
11 – Leadership and Management
12 – Learning disability
13 – Medication management
14 – Mental capacity and liberty safeguards
15 – Assisting and moving people
16 – Nutrition and hydration
17 – Palliative, end of life care
18 – Physical Disability
19 – Positive behaviour support and non-restrictive practice
20 – Safeguarding Adults
22 – Dignity, Respect, Person Centred Care
23 – Equality and diversity
25 – Children's, young people's related training
26 – Data management and GDPR
27 – Epilepsy
28 – Communication
29 – Diabetes
30 – COSHH
31 – Mental Health
32 – Autism
33 – Continence Care
34 – Duty of Care
35 – Supervision, Performance management
36 – Stroke
37 – Complaints handing, conflict resolution
38 – Personal Care
39 – Activity provision/Well-being
40 – Sensory disability
41 - Oliver McGowan Mandatory Training (eLearning)
42 - Oliver McGowan Mandatory Training (Tier 1)
43 - Oliver McGowan Mandatory Training (Tier 2)
44 – Oral health
45 – Moving and handling objects
46 – Assisted digital and accessibility
47 – Digital leadership skills
48 – In-house systems and applications
49 – Online safety and security
50 – Social media and communications
51 – Working with digital technology
21 – Any other not in the above categories