

Bulk Uploading Data Items Training Records

March 2023
Version 6

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.

LOCALESTID	Maximum 50 characters	Mandatory for all users			
The LOCALESTID is set at workplace level and this column must match your workplace (was organisation) file. It is this entry that determines which workplace the staff record sits with.					
UNIQUEWORKERID	Maximum 50 characters Must be unique	Mandatory for all users			
This is a unique identifier that you set for each of your workers. This must match your staff record (was worker) file.					

CATEGORY	Must be a number from the list below	Mandatory for all users			
1 – Control and restraint		18 – Physical Disability		33 – Continence Care	
2 – Dementia		19 – Positive Behaviour and support		34 – Duty of Care	
5 – Emergency Aid awareness		20 – Safeguarding Adults		35 – Supervision/Performance management	
6 – Fire Safety		22 – Dignity, Respect, Person Centred Care		36 – Stroke	
7 – First Aid		23 – Equality, Diversity and Human Rights training		37 – Complaints handling/conflict resolution	
8 – Food hygiene/handling		21 – Any other not in the above categories		38 – Personal Care	
9 – Health and Safety		25 – Children’s/young peoples related training		39 – Activity provision/Well-being	
10 – Prevention and control of infection		26 – Confidentiality/GDPR		40 – Sensory disability	
11 – Leadership and Management		27 – Epilepsy		41 - Oliver McGowan Mandatory Training (elearning)	
12 – Learning disability		28 – Communication Skills		42 - Oliver McGowan Mandatory Training (Tier 1)	
13 – Medication safe handling and awareness		29 – Diabetes		43 - Oliver McGowan Mandatory Training (Tier 2)	
14 – Mental capacity and deprivation of liberty		30 – COSHH			
15 – Moving and handling		31 – Mental Health			
16 – Malnutrition care and assistance with eating		32 – Autism			
17 – Palliative Care		33 – Continence Care			
DESCRIPTION	Maximum 120 characters	Mandatory for all users			
Enter a description of the training					
DATECOMPLETED	Must be in date format dd/mm/yyyy				
This is the date the training was completed and cannot be in the future or before the workers 14 th birthday. If you do not know the exact day of the month set it to the 1 st of the month.					

EXPIRYDATE	Must be in date format dd/mm/yyyy				
This is the date the training will expire. If the exact day of the month is unknown set it to the 1 st of the month.					
ACCREDITED	Must be either 0, 1 or 999				
Is the training accredited? 0 = Not accredited 1 = Accredited 999 = Not known					
NOTES	Maximum 1000 characters				
Free text box					