

Guide for leavers wishing to transfer mandatory learning records to a new NHS employer

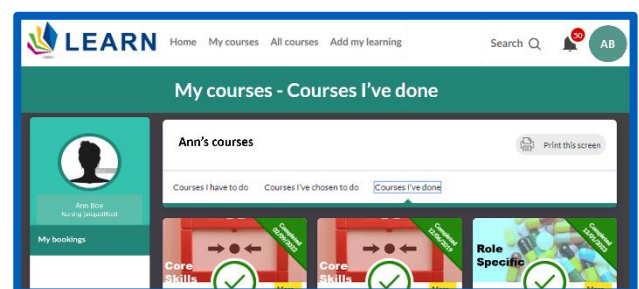
Transfer mandatory learning records when you move between NHS employers can save you time in having to re-do topics. If you're moving to another NHS employer, you can transfer your mandatory learning for nationally agreed topics, saving you time from repeating them. This applies to 12 topics.

Below is information on how to:

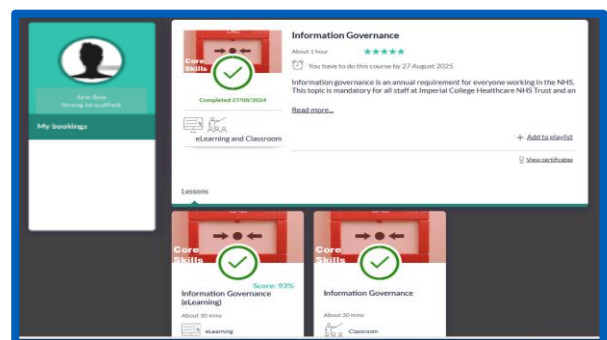
- [Screenshot your training records](#)
- Download [certificates for individual courses](#) or your [overall training record](#)
- A [list of transferable topics](#)

Screenshots

Completed courses on [LEARN](#), will be shown on your 'Courses I have done' page. You can take a screenshot of the page.

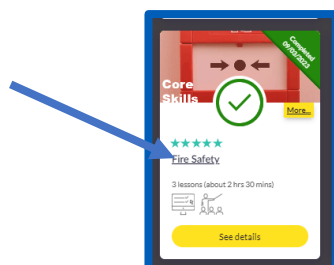


You can also open the individual course and take a screenshot of one course and the lessons which form part of that course.

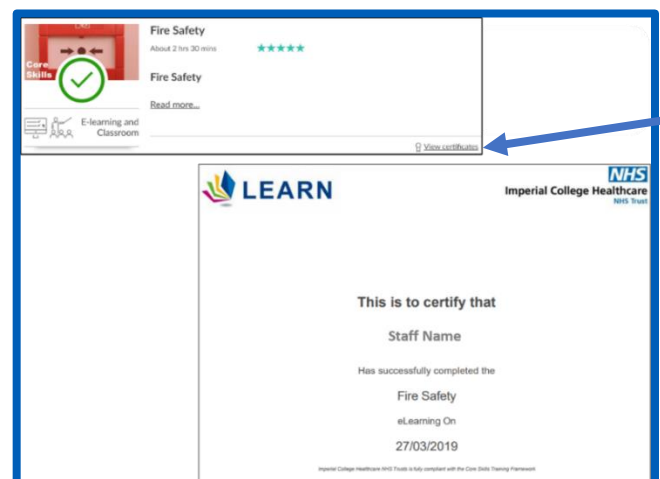


Certificates

You can download course certificates by clicking on the course name, and then clicking 'View certificates'.



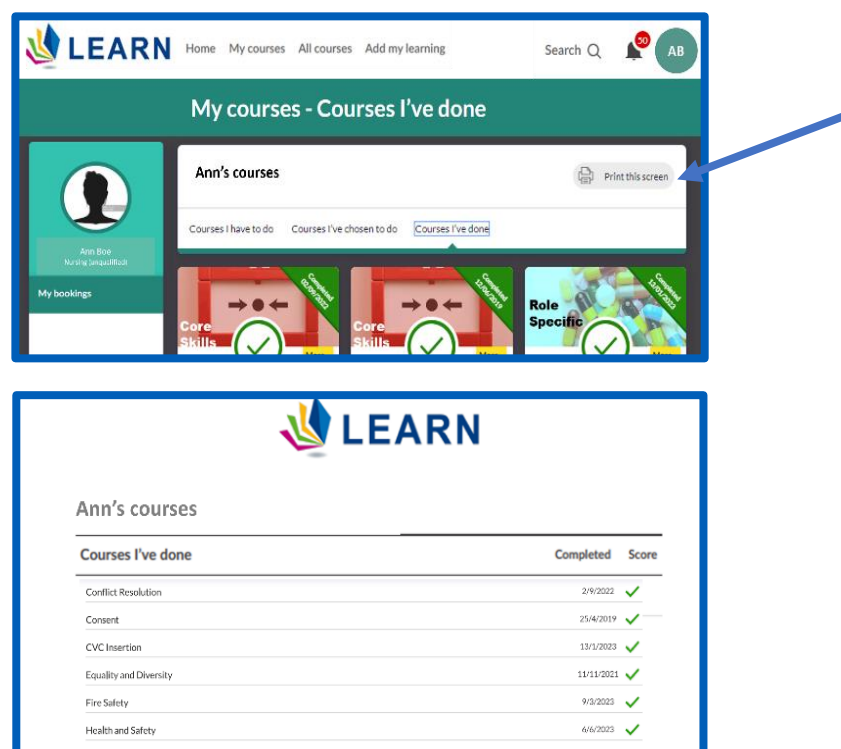
Certificates are only available once a course is on your 'Courses I've done' page. The name on your certificate is from your ICT user account.



All of the transferable topics have the option to download a certificate.

Training records

You can download a copy of all of your completed training records by selecting 'Print this screen' and printing your training record.



Transferable topics

The following topics are transferable to any NHS organisation in England:

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|--|-----------|
| ○ Conflict resolution | 3 years |
| ○ Equality and diversity | 3 years |
| ○ Fire safety | 2 years |
| ○ Health and safety at work | 3 years |
| ○ Information governance | 1 year |
| ○ Infection prevention and control level 1 | 3 years |
| ○ Infection prevention and control level 2 | 1 year |
| ○ Moving and handling level 1 and level 2 | 3 years |
| ○ Oliver McGowan training on learning disability and autism – part 1 | 3 years |
| ○ Oliver McGowan training on learning disability and autism – part 2 | 3 years |
| ○ Patient safety essentials | Once only |
| ○ Resuscitation level 1 and 2 (basic life support) | 3 years |
| ○ Immediate life support (ILS) | 2 years |
| ○ Advanced life support (ALS) | 4 years |
| ○ Safeguarding adults level 1 or 2 | 3 years |
| ○ Safeguarding children level 1, 2 or 3 | 3 years |