

Guide for new starters on how to transfer mandatory learning to Imperial

Mandatory learning can be transferred between NHS organisations. This helps streamline the process for new starters, ensuring time and effort saved when transitioning between roles. All NHS Trusts have agreed to accept **some** prior training. We aim to make this process as straightforward as possible.

We accept mandatory learning records from the following organisations:

- NHS Trusts
- Integrated Care Boards (ICBs)
- Community Interest Companies (CICs)
- Commissioning Support Units (CSUs)
- E-learning for healthcare

How to transfer your records

To transfer your records please complete our [learning transfer form](#) and email copies of your mandatory learning records to imperial.mandatorylearning@nhs.net

1. Evidence must include:
 - Your name
 - The name of the organisation you would like to transfer records from
 - The name of the topic, level (if higher than level 1) and the training date

Which topics can be transferred?

○ 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 for tiers 1 and 2	3 years
○ Patient safety essentials	once only
○ Patient safety level 2	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, 2 or 3	3 years
○ Prevent or WRAP training	3 years
○ Safeguarding children level 1, 2 or 3	3 years

These records will be uploaded to your [LEARN account](#). LEARN is our main learning management system. You should have access within a week of joining us and your records should be uploaded within a week or your account becoming available.

You should complete any remaining topics on your 'To do' page within your first month in post, or before the training expiry date.