







Mandatory Training for NSW Health managers

-  Your role as a manager includes supporting your staff to complete their mandatory training requirements.
-  Mandatory training helps you and your staff to keep the workplace safe and meet your responsibilities as NSW Health employees.
-  Online mandatory training, accessed through My Health Learning, provides flexible learning for you and your staff. Staff can complete training at their own pace and at a time that best suits them and the workplace.
-  You can track your team's progress via the managers' view on My Health Learning. This allows you to see at a glance mandatory training that has been completed or is due for each of your staff members.
-  You can check that your staff have been assigned the correct ANZSCO code and occupation in StaffLink. This information is contained under the 'Job' heading on the 'Employee Employment Information' page.

You may find this a helpful feature if staff tell you that they may have been wrongly allocated specific mandatory training.
-  Please contact your local My Health Learning LMS Administrator If you have any concerns regarding mandatory training allocated to your staff or yourself. Contact details for local LMS administrators can be found on the [Statewide LMS Administrator List](#).