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12 December 2022

§ 9(2)(a)

By email: s 9(2)(a)
Ref: H2022017606

Tēnā koe § 9(2)(a)

Response to your request for official information

Thank you for your request under the Official Information Act 1982 (the Act) to Manatū Hauora (the Ministry of Health) on 25 November 2022 regarding mandatory staff training. You requested:

- “1. What mandatory training courses/programmes have staff (some staff or all) been required to attend in 2022? Please list the name of the course, the purpose, who facilitated it, who was required to attend, and the cost to Ministry of Health in total and per participant.*
- 2. For each training courses/programme please indicate whether or not they were run during normal work hours.”*

Please find the information you have requested in the table overleaf.

I trust this information fulfils your request. Under section 28(3) of the Act, you have the right to ask the Ombudsman to review any decisions made under this request. The Ombudsman may be contacted by email at: info@ombudsman.parliament.nz or by calling 0800 802 602.

Please note that this response, with your personal details removed, may be published on the Manatū Hauora website at: www.health.govt.nz/about-ministry/information-releases/responses-official-information-act-requests.

Nāku noa, nā



Celia Wellington
Deputy Director-General
Corporate Services | Te Pou Tiaki

Table: Mandatory training courses and/or programmes Manatū Hauora staff are required to complete in 2022.

Name of Course	Purpose	Facilitator	Who was required to complete	Cost to Ministry	Completed in normal work hours
Unconscious Bias	<p>At the Ministry, we want to create an equitable and inclusive workplace, where our people feel safe to bring their whole selves to work.</p> <p>This e-learning helps our people with understanding biases and identifies ways in which these can be managed.</p>	Self-paced e-learning	<p>This is part of the mandatory training that all new employees at Manatū Hauora must complete.</p> <p>Completion of Unconscious Bias e-learning is part of the Ministry's Gender Pay and Accessibility Tick Action Plans, and a requirement by Te Kawa Mataaho The Public Service Commission.</p>	No cost	Yes
Health & Safety	To ensure all employees are aware of the Health & Safety risks that are associated with their work, how to mitigate against these and work in a safe environment.	Self-paced e-learning	This is part of the mandatory training that all new employees at Manatū Hauora must complete.	No cost	Yes
Managing workplace injuries	To ensure that all people leaders know their responsibilities for supporting their staff returning to work after work-related injury/illness.	Self-paced resources and assessment	This is part of the mandatory training that all people leaders at Manatū Hauora must complete.	No cost	Yes
Protective security induction	To ensure all employees have the same common understanding of their security obligations to the Ministry.	Manager, ICT Security Services	This is part of the mandatory training that all new employees at Manatū Hauora must complete.	No cost	Yes