



The Midcounties
Co-operative

Opportunities to Develop

Learning and Development
Calendar 2025

L&D

Quarter 1 | 26th January 2025 - 19th April 2025

Mandatory

Food & Post Office Specific			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
H&S Policy Review	i.Learn	15 Minutes	Line Managers
Managers upskilling Module(s)	i.Learn	20 Minutes	Line Managers
Appropriate Behaviours	i.Learn	20 Minutes	All Colleagues
Risk Assessment	i.Learn	20 Minutes	Site Managers
Age Restricted Sales Refresher	i.Learn	15 Minutes	All till operators

Travel Specific			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
H&S Policy Review	i.Learn	15 Minutes	Line Managers
Managers upskilling Module(s)	i.Learn	20 Minutes	Line Managers
Appropriate Behaviours	i.Learn	20 Minutes	All Colleagues
Staying Safe Instore - Major Incidents	i.Learn	7 Minutes	All Site Colleagues
Risk Assessment	i.Learn	20 Minutes	Site Managers

Childcare Specific			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
H&S Policy Review	i.Learn	15 Minutes	Line Managers
Managers upskilling Module(s)	i.Learn	20 Minutes	Line Managers
Appropriate Behaviours	i.Learn	20 Minutes	All Colleagues

Support Services			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
H&S Policy Review	i.Learn	15 Minutes	Line Managers
Managers upskilling Module(s)	i.Learn	20 Minutes	Line Managers
Appropriate Behaviours	i.Learn	20 Minutes	All Colleagues

Utilities Specific			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
H&S Policy Review	i.Learn	15 Minutes	Line Managers
Managers upskilling Module(s)	i.Learn	20 Minutes	Line Managers
Appropriate Behaviours	i.Learn	20 Minutes	All Colleagues



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Open

Leadership Development Programmes			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Skills & Knowledge - Knowing Your Team Live Online 1	Trainer Led Session via MS Teams	4th March 10am-11:30am or 13th March 2pm-3:30pm	Managers Only (with direct reports) CF up to and including Level 7
Essentials - Knowing Your Team Live Online 1	Trainer Led Session via MS Teams	4th March 2pm-3:30pm or 13th March 10am-11:30am	CF Levels 4 & 5 with some leadership responsibility
Skills & Knowledge - Knowing Your Team Live Online 2	Trainer Led Session via MS Teams	18th March 10am-11:30am or 27th March 2pm-3:30pm	Managers Only (with direct reports) CF up to and including Level 7
Essentials - Knowing Your Team Live Online 2	Trainer Led Session via MS Teams	18th March 2pm-3:30pm or 27th March 10am-11:30am	CF Levels 4 & 5 with some leadership responsibility
Skills & Knowledge - Knowing Your Team Live Online 3	Trainer Led Session via MS Teams	1st April 10am-11:30am or 10th April 2pm-3:30pm	Managers Only (with direct reports) CF up to and including Level 7y

LEAP			
Course Name	Dates of Information Sessions	Application Dates	Apprenticeship Start Date
Early Years Practitioner Level 2	14th February 2025 17th February 2025	24th February - 16th March 2025	April 2025
Early Years Educator Level 3	14th February 2025 17th February 2025	24th February - 16th March 2025	April 2025