

# Mandatory Training and Onboarding Procedure

## Schedule 1: Core, Casual and Agency Staff

Course Name	Course Description	Target Audience		Content Owner	Approximate Course Time	Onboarding Week	Retrain Period
		Core - Ongoing & Fixed Term	Casual & Labour Hire				
University Onboarding	Explores how the Code of Conduct and Strategic Plan support a culture of integrity. Examines how this is reflected in practice through governance, decision-making, and key responsibilities, including fraud and corruption, public interest disclosures (PID), GIPA, and the higher education context (including TEQSA).	Y	Y	HRS	60 mins	1	Onboarding Only
Wellbeing, Health and Safety Fundamentals	Key health and safety principles, University WHS systems and processes, and obligations to meet or exceed work health and safety standards.	Y	Y	HRS	40 mins	1	Every 2 years
Emergency Preparedness	Core principles for personal safety, risk awareness, and responding to unexpected or potentially dangerous situations.	Y	Y	IFS	15 mins	1	Every 1 Year
Cyber Security Awareness	Fundamentals of cyber security and staff responsibilities for keeping University information safe.	Y	Y	DTS	30 mins	2	Every 1 Year
Disclosures of Interest	University procedures for declaring and managing conflicts of interest and other declarations of interest.	Y	Y	HRS	30 mins	2	Every 2 years
Record Keeping Concepts	Introduction to key records and information management concepts.	Y	Y	Legal / GAS	30 mins	2	Onboarding Only
Privacy Awareness	Correct and respectful handling of personal information collected by the University.	Y	Y	Legal / GAS	20 mins	3	Onboarding Only
National Security Awareness	Overview of National Security responsibilities and the framework in place to support both individuals and the broader University.	Y	Y	Legal / GAS	30 mins	3	Every 1 Year
Respect Matters	Responsibilities and obligations under the National Code to Prevent and Respond to Gender-based Violence in Australian Higher Education, including preventing and responding to sexual harassment, reporting pathways, relevant University policies, and supporting a safe and respectful culture.	Y	Y	HRS / Academic Division	60 mins	3	Every 1 Year
Equal Opportunity	Key principles, rights, and responsibilities relating to equal opportunity, diversity, inclusion, and the prevention of discrimination in the workplace.	Y	Y	HRS	60 mins	3	Onboarding Only

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<b>Cultural Capability Step 1: Online Modules</b>	Introduction to Indigenous Australia's history, cultural capability and the community, and family & Culture.	Y	N	Wollotuka Institute	60 mins	4	Onboarding Only
<b>Introduction to Performance and Development</b>	Overview of the University's performance and development processes.	Y	N	HRS	30 mins	5 to 8	Onboarding Only
<b>Adaptability Framework</b>	Overview of the University's change management framework and practices.	Y	N	HRS	35 mins	5 to 8	Onboarding Only
<b>Cultural Capability Step 2: Workshop</b>	Strengthening of cultural capability and understanding of Aboriginal and Torres Strait Islander histories and cultures.	Y	N	Wollotuka Institute	180 mins	Up to Week 26	Onboarding Only
<b>Timesheet Awareness Training for Casual Staff</b>	Entitlements and obligations for submitting casual staff timesheets.	N	Y	HRS	15 mins	N/A	Onboarding Only