

Mandatory Training and Onboarding Procedure

Schedule 2: People Leaders and Staff in Specialised Roles

Please note: Schedule 2 is not an exhaustive list. Additional mandatory Health, Safety and Wellbeing (HSW) training requirements are defined in the HSW Training Needs Analysis (TNA) Matrix, in accordance with the Health and Safety Guideline (HSG) 4.2 Health, Safety and Wellbeing Induction, Training and Competency.

Course Name	Course Description	Target Audience	Content Owner	Approximate Course Time	Retrain Period
Cyber Security Awareness for SLT	Executive briefing on emerging cybersecurity risks, threat trends, and strategic considerations for senior leaders.	Senior Leadership Team (SLT)	DTS	30 mins	Every 1 Year
Cyber Awareness for System Administrators	Additional cybersecurity responsibilities and risk management requirements for staff with elevated system and data access.	DTS Prescribed Audience	DTS	15 mins	Every 1 Year
Dealing with Reports of Serious Wrongdoing	Key responsibilities for managers and disclosure officers in receiving and managing reports of serious wrongdoing under the Public Interest Disclosures Act 2022.	People Leaders and PID officers	LAC	20 mins	Every 3 Years
Delegations	Key governance principles and obligations associated with exercising delegated authority.	Roles Listed on the Delegations Register	GAS	20 mins	Every 1 Year
Year 1: Research Integrity	Comprehensive training to minimise the risk of research misconduct, building awareness of what constitutes a healthy research culture.	All Staff Involved in Research	R&I	150 mins	Onboarding Only
Year 2: Advanced Research Integrity	Advanced training focused on fostering professional behaviours in research to support a responsible research culture.	All Staff Involved in Research	R&I	60 mins	Year 2 Only
Year 3: Advanced Research Integrity	Advanced training focused on research processes to support a responsible research culture.	All Staff Involved in Research	R&I	60 mins	Year 3 Only
Year 4: Advanced Research Integrity	Advanced training focused on research practices to support a collaborative research culture.	All Staff Involved in Research	R&I	60 mins	Year 4 Only
Care A	Information for animal-based researchers about their obligations and responsibilities in the principles and practice of animal care and welfare.	Animal-Based Researchers	R&I – Animal Ethics	90 mins	Every 3 Years
Human Research Ethics	An introduction to human research ethics under the National Statement, supporting ethics approval and helping you view your research through participants' eyes.	Investigators and Professional Staff Supporting Human Research	R&I	60 mins	Every 3 Years

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Higher Degree Research (HDR) Supervision	Key principles and responsibilities for HDR supervision, including supervisory culture, governance requirements, professional relationships, and available support.	HDR Supervisors	R&I – Graduate Research	90 mins	Every 2 Years
Managing expectations, responsibilities, and relationships	Key roles and responsibilities in HDR supervision, including aligning expectations and fostering productive, respectful, and inclusive supervisor–candidate relationships.	HDR Supervisors	R&I – Graduate Research	30 mins	Once prior to the end of 2026
Data Consumer Fundamentals	Responsibilities, data handling requirements, and acceptable use standards for accessing and working with approved data platforms.	PowerBI & Fabric Platform Users	DTS	30 mins	Every 1 Year
Data Owner Training	Data Owner responsibilities, including oversight of assigned data throughout the full data lifecycle, and obligations relating to data access, data sharing and stewardship practices.	Data Owners Identified by the Data Governance Committee and Data Governance Team	DTS	15 mins	Every 1 Year
Timesheet Awareness Training for Supervisors and Approvers	Understanding casual staff entitlements and obligations when approving timesheets.	Supervisors and Approvers of Casual Staff Members	HRS	15 mins	Every 2 Years
Department of Defence Security Awareness	Key security responsibilities associated with holding an Australian Security Clearance. Completion of this training is required annually by the Department of Defence.	Staff who hold a Security Clearance	Chief Security Officer	25 mins	Every 1 Year