

Schedule 1 – Mandatory Training

Note: Further training modules may be added to this schedule as part of the Training Compliance Project

MODULE	TARGET AUDIENCE			CONTENT OWNER/SUBJECT MATTER EXPERT	MODULE DESCRIPTION	MODULE COMPLETION TIME	RETRAIN PERIOD
	Continuing	Fixed Term	Casual				
UON Health and Safety Induction	Y	Y	Y	HR Services, Wellbeing Health & Safety	An introduction to the University Health, Safety and Wellbeing for new and existing	40	Every 2 Years
Information Security Awareness	Y	Y	Y	IT Services	An introduction to the fundamentals of information security and your responsibilities in keeping UON information safe.	30	Every 1 Year
Conflict of Interest	Y	Y	Y	HR Services	An overview of the management of Conflict of Interest here at the University of Newcastle for new and existing staff.	30	Every 1 Year
National Security Awareness	Y	Y	Y	HR Services	An overview of our National Security responsibilities and the framework in place to support both individuals and the broader University.	30	Every 1 Year
Personal Interest Disclosure	(HEW8 and above with delegation, and all academic)	(HEW8 and above with delegation, and all academic)		HR Services	Declaration	15	Every 1 Year
Declaration - Foreign Influence Transparency Scheme Act 2018 (FITSA)	(HEW8 and Above, and all academic)	(HEW8 and Above, and all academic)	(HEW8 and Above, and all academic)	National Security Compliance Manager	Declaration	5	Every 1 Year