

Schedule 1 – Mandatory Training

Note: Further training may be added to this schedule

COURSE	TARGET AUDIENCE			CONTENT OWNER/SUBJECT MATTER EXPERT	COURSE DESCRIPTION	COURSE COMPLETION TIME (mins)	RETRAIN PERIOD
	Continuing	Fixed Term	Casual				
UON Health and Safety Induction	Y	Y	Y	HR Services, Wellbeing Health & Safety	An introduction to key components of health and safety to ensure we continue to meet or exceed international work, health and safety standards.	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
Emergency Preparedness	Y	Y	Y	HR Services, Wellbeing Health & Safety	This module is designed to empower individuals with the knowledge and skills necessary to protect themselves, support others, and mitigate risks when faced with unexpected and potentially dangerous situations.	15	Every 1 Year
Personal Interest Disclosure (Encompassing Disclosure of Reportable Gifts, Conflict of Interest, Personal Interests and Outside Work)	(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