

Mandatory Annual Training – Ready Reckoner: 2025 Edition

Access compliance reporting in the [Training Completion Reporting Site](#).

Course Information					Target Audience																
Title of Training	Delivery Format	Duration	New employees	Existing employees	School leaders	School business managers	School teachers	Teacher aides	School-based public servants	Science technicians	Health practitioners	Community education counsellors	Community participation officers	Agricultural assistants	Schools officers – grounds and facilities	School cleaners	Leaders – corporate and regional offices	General – corporate and regional offices	Volunteers, visitors and contractors, including P&C	Preservice teachers, other adult students on placements	
					Indicative time required for employees to complete	Completed at induction or before completing a specific activity	Complete as indicated														
Mandatory All-Staff Training program	Online (preferred) or self-paced (by request)	1–2 hours	Week 1	30 April			★	★	★	★	★	★	★	★	★	★		★*			
Mandatory All-Staff Training program – Key messages guide	Key messages guide	15 minutes	Yes	Annual update															★	★	
Management Foundations	School staff or Corporate and regional office staff	1–6 hours	Week 1	30 April	👤	👤			👤*								👤	👤*			
Student Protection training	School staff or Corporate and regional office staff	2 hours	Week 1	30 April	👤	👤	👤	👤	👤	👤	👤	👤	👤	👤	👤	👤	👤	👤	👤	👤	
Curriculum Activity Risk Assessment	Online or Refresher online , and school-specific CARA training	60 minutes	Week 1	Refresher 30 April	👤		👤	👤		👤		👤	👤	👤							
Managing students' health support needs at school	As per procedure	As required	Yes	As required	✳	✳	✳	✳	✳	✳	✳	✳	✳	✳	✳	✳					
Manual tasks – Assisting students with physical impairments	As per procedure and online course	3 hours	Yes	As required	✳	✳	✳	✳	✳	✳	✳	✳	✳	✳	✳	✳					
First-aid training (including asthma, anaphylaxis and CPR)	As per procedure , SOA for training and Student Health Support program	As required	As required	As required	👤	👤	👤	👤	👤	👤	👤	👤	👤	👤	👤	👤					
Asbestos Management	Online	4 hours	Yes	5-year cycle	+	+			+							+		+	+		
Annual Cleaners Training (ACT)	Online or F2F	3 hours	Yes	Yes												🎯					
ITD (Technologies) safety awareness and induction course	Online or F2F	1 hour	Yes	30 April			✳	✳													
Financial management for principals	Online	6 hours	Yes	No	👤																
Corporate card training: CBA and Citibank	CBA corporate card or Citibank corporate card	2 hours	Yes	Refresher TBA	★	★			★								★	★			
Building emergency procedures: Education House, AM60, 123 Albert, 53 Albert	Online	60 minutes	Yes	Annual													👤	👤			
R4QSkills – Foundation and Adept levels	Online	As required	Yes	Yes													📄	📄			
Recruitment and selection resource	Online	As required	Yes	As required													📄	📄			
Low value purchasing training	Online	As required	Yes	Every 3 years	👤	👤											👤	👤			
Intermediate purchasing training	Online	As required	Yes	Every 3 years	👤	👤											👤	👤			

School and corporate leaders / managers have access to compliance reporting in the [Training Completion Reporting Site](#). Current programs include MAST, Management Foundations, CARA, Student Protection, and Student Health Support courses, including nurse-delivered training.

★*	Leaders and staff who are responsible for managing people and/or finance are not required to complete Mandatory All-Staff Training (MAST) . They must complete Management Foundations within one week of starting in the role and annually by 30 April.
★	New employees who are not required to complete Management Foundations must complete MAST within one week of starting work. Existing employees must complete MAST annually by 30 April.
👤*	New leaders and staff who are responsible for managing people and/or finance must complete Management Foundations within one week of starting the role. Existing leaders and managers must complete the program annually by 30 April. This cohort is not required to complete MAST .
👤	Mandatory role-specific and/or location-specific training must be completed on induction and/or as outlined in policy, guideline or Director-General messaging. Staff should complete school staff or corporate and regional office staff courses where relevant.
👤	Central Office and Regional Office employees who have regular student contact must complete Student Protection training . Blue Card requirements apply a frequency test for regulated employment of 7 days in a calendar year.
✳	Relevant school-based employees must complete Managing students' health support needs and/or Manual tasks – Assisting students with physical impairments as designated by their principal in line with the DoE procedure.
👤	Relevant school and office-based employees must complete first-aid training (including asthma, anaphylaxis and CPR) as designated by their principal or line manager.
✳	In 2025, all ITD teachers and teacher aides must complete updated course by 30 April.

+	Staff with facility management (non-ACM sites) and asbestos management responsibilities (ACM sites) on department owned sites including managing works, responding to asbestos-related incidents and the use of BEMIR under the Asbestos Management Procedure, Asbestos Incident Management Procedure and the Work Area Access Permit procedure are to complete within one week of starting work and on a 5-year cycle.
🎯	The Annual Cleaners Training (ACT) facilitated sessions are scheduled and delivered by the Maintenance and Improvement team.
★	In 2025, issue of a corporate card requires completion of CBA: Corporate card training or Citibank: Corporate card training . Existing cardholders must complete the Corporate card refresher annually. The refresher course is currently unavailable – a revised refresher course will be available in late 2025.
📄	ECEC regulatory authority staff must complete role-specific mandatory online R4QSkills training, as well as testing for authorisation.
📄	Before engaging in a panel arrangement for an Executive recruitment process, the panel chair must complete the Recruitment and selection resource training and provide the completion certificate to ExecutivePerformance@qed.qld.gov.au .
👤	In 2025, staff who require a purchasing delegation up to \$10,000 ex GST must complete Low value purchasing training .
👤	In 2025, staff who require a purchasing delegation up to \$250,000 ex GST must complete Intermediate purchasing training .

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