

Mandatory Annual Training Ready Reckoner: 2021 Edition

Course Information					Target Audience														
Title of Training	Delivery Format:	Duration: Indicative time required for employees to complete	New employees: Completed at induction or before completing a specific activity	Existing employees: Completed via annual refresher training as indicated	School leaders	School Business Managers	School teachers	Teacher Aides	School-based public servants	Science Operations Officers	Community Education Counsellors	Community Participation Officers	Agricultural Assistants	Schools Officers – grounds and facilities	School Cleaners	Leaders - central offices & regional offices	General - central offices & regional offices	Volunteers, visitors and contractors, includes P&C	
Mandatory All-Staff Training program	Online, F2F, self-paced or key messages	2 hours	Yes	No	★	★	★	★	★	★	★	★	★	★	★	★	★	★	
Mandatory All-Staff Training Refresher program	Online, F2F or self-paced	Up to 2 hours	No	Yes	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	
Management Foundations (NEW)	Online	As required	Yes	Yes	✓	✓			✓							✓			
Student Protection Training – full program*	Online	3 hours	Yes	As required	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	↑	↑		
Student Protection – annual training update*	F2F	60 minutes	No	Yes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Curriculum Activity Risk Assessment	Online and F2F	60 minutes	Yes	Yes	✓		✓	✓		✓	✓	✓	✓						
School Emergency Response Plan – Review, Update and Test	Desktop exercise or practical drill	As required	Yes	Yes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	
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 and SoA for training	As required	As required	As required	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇			
Asbestos awareness	Online presentation	30 minutes	Yes	Yes	x	x	x	x	x	x	x	x	x	x	x			x	
Asbestos Management Team	F2F or online (through Regional infrastructure)	4 hours	Yes	As required	+	+			+					+					
School cleaners annual training	F2F	4 hours	Yes	Yes											*				
HAT and LT certification process for applicants program	Online	5 hours	Yes	As required			*												
Financial management for principals	Online	6 hours	Yes	No	✓														
Delegations	Website information	As required	Yes	As required	◆	◆			◆							◆	◆		
Corporate credit card training	Online	2 hours	Yes	As required	#	#			#							#	#		
Fire safety	Website information	As required	Yes	As required	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Building security	Website information	As required	Yes	As required												✓	✓		
Education House building emergency procedures	Online	60 minutes	Yes	Yes												✓	✓		
AM60 building emergency procedures	Online	60 minutes	Yes	Yes												✓	✓		
R4QSkills- Foundation and Adept levels	Online	As required	Yes	Yes												□	□		
★	◇	All new department employees must complete the Mandatory All-Staff Training program during induction. All existing department employees must complete the Mandatory All-Staff Training Refresher program annually. Principals and corporate leaders have access to compliance reporting in the Learning and Professional Development (L&PD) Reporting site																	
✓		Mandatory role-specific and/or location-specific training must be completed on induction and/or refresher and/or as outlined in policy, guideline or Director-General messaging.																	
↑		Departmental employees based in Central Office and Regional Offices who have regular student contact must complete the online Student Protection Training upon commencing work with students. Note also that there are Blue Card requirements, effective 31 August 2020, that apply a frequency test for regulated employment of 7 days in a calendar year.																	
⌘	✳	Relevant school-based employees must complete Management of Students with Specialised Health 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.																	
x	+	Employees, volunteers, contractors and P&C members within a school or workplace with confirmed and/or assumed asbestos-containing material must complete the Asbestos awareness session. Principals must facilitate this session annually for P&C members and volunteers. Staff assigned to roles within the Asbestos Management Team (AMT) or Facility Management Team (FMT) must complete Asbestos Management Team (AMT) training. FMT members must complete AMT training to utilise the BEMIR systems for issuing Work Areas Access Permits (WAAP'S) for all work conducted and to understand the responsibilities and processes required in circumstances where asbestos may be discovered.																	
*		School cleaning staff must attend annual face-to-face sessions on various topics associated with their role.																	
*		From 2021 onward, teachers must complete training before applying for teacher certification for Highly Accomplished Teacher (HAT) or Lead Teacher (LT).																	
◆		Delegation holders must understand their obligations as outlined on the Delegations page on OnePortal.																	
#		Relevant staff must complete training before being issued with a corporate credit card.																	
□		ECEC regulatory authority staff must complete role-specific mandatory online R4QSkills training, as well as testing for authorisation.																	

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