

Mandatory Annual Training – Ready Reckoner: 2024 Edition

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 – Central Office and regional offices	General – Central Office 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	Completed 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	Online	1–6 hours	Week 1	30 April	👤	👤			👤*								👤	👤*			
Student Protection training	Online	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 Anaphylaxis and Health Support training	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											👤						
HAT and LT certification process for applicants program	Online	5 hours	Not applicable	Prior to application			*														
Financial management for principals	Online	6 hours	Yes	No	👤																
Corporate card training	Online or Refresher online	2 hours / 30 mins	Yes	Refresher 30 April	★	★			★								★	★			
Education House building emergency procedures	Online	60 minutes	Yes	Annual													👤	👤			
AM60 building emergency procedures	Online	60 minutes	Yes	Annual													👤	👤			
R4QSkills – Foundation and Adept levels	Online	As required	Yes	Yes													👤	👤			
Executive recruitment and selection training	Online	As required	Yes	As required													👤	👤			
Low value purchasing training – up to \$5,000	Online	As required	Yes	Every 3 years	👤	👤											👤	👤			
Intermediate purchasing training – up to \$100,000	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.	+	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.
★	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.	👤	The Annual Cleaners Training (ACT) facilitated sessions are scheduled and delivered by the Maintenance and Improvement team.
👤*	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 .	★	Issue of a corporate card requires completion of Corporate card training (new cardholders) . Existing cardholders must complete Corporate card refresher (existing cardholders) annually by 30 April.
👤	Mandatory role-specific and/or location-specific training must be completed on induction and/or as outlined in policy, guideline or Director-General messaging.	👤	ECEC regulatory authority staff must complete role-specific mandatory online R4QSkills training, as well as testing for authorisation.
👤	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.	👤	Before engaging in a panel arrangement for an Executive recruitment process, the panel chair must complete the Executive recruitment and selection training and provide the completion certificate to ExecutivePerformance@qed.qld.gov.au .
✳	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.	👤	Staff who require a purchasing delegation up to \$5,000 must complete Low value purchasing training .
👤	Relevant school and office-based employees must complete first-aid training (including asthma, anaphylaxis and CPR) as designated by their principal or line manager.	👤	Staff who require a purchasing delegation up to \$100,000 must complete Intermediate purchasing training .