

Mandatory Annual Training Ready Reckoner: 2018 Edition

Course Information					Target Audience													
Title of Training	Delivery Format: For school based employees, F2Fcourse content can be delivered via reading, discussion OR Staff PD sessions.	Duration: Indicative time required for initial completion of online training modules by new employees.	New Employees: Completed at induction for new employees as indicated. →	Existing Employees: Completed via annual refresher training for existing employees as indicated. →	School Leaders	School Teachers	State School Junior Secondary Teacher	Teacher Aides	School-based Public Servants	Science Operations Officers	Community Ed. Counsellors	Community Participation Officers	Agricultural Assistants	Schools Officers – Grounds and Facilities	School Cleaners	Central Office (CO) and Regional Office (RO)	CO and RO promoted, returning, transferred	Volunteers, visitors and Contractors (inc. P&C)
Mandatory All-Staff Training **NEW**	Online , F2F , Self-Paced or Key Messages	2 hours	Yes	Yes	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱	✱
2018 Student Protection Training – Full Program	Online	3 hours	Yes	No	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Student Protection – Annual Training Update	F2F	60 minutes	No	Yes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Principal Powers for Exclusion – Principal Training	Online	40 minutes	As required	As required	✓													
Financial Management for Principals	Online	6 hours	Yes	No	✓													
Curriculum Activity Risk Assessment	Online OR F2F	60 minutes	Yes	Yes	✓	✓	✓		✓		✓	✓	✓					
First Aid Training (inc. Asthma Anaphylaxis and CPR)	As per procedure & SoA for training	As required	As required	As required	x	x	x	x	x	x	x	x	x	x	x			
School Emergency Response Plan – Review, Update and Test	Desktop Exercise OR Practical Drill	As required	Yes	Yes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			~
Management of students with specialised health needs	As per procedure	As required	Yes	As required	+	+	+	+	+	+	+	+	+	+	+			
Manual Tasks – Assisting Students with Physical Impairments	As per procedure & Online course	3 hours	Yes	As required	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆			
Asbestos Awareness	Online presentation	30 minutes	Yes	Yes	*	*	*	*	*	*	*	*	*	*	*			~
Asbestos Management Team	F2F	4 hours	Yes	As required	#				#					#				
Safety and Hazard alerts	Website Info	As required	Yes	As required											✓			
Building Security	Website Info	As required	Yes	As required												✓	✓	
Fire Safety	Website Info	As required	Yes	As required	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	~
Education House Building Emergency Procedures	Online	60 minutes	Yes	Yes												✓	✓	
NOTES:																		
✱	Mandatory All-Staff Training is required to be completed by all DoE staff via online, face to face or self-paced workbook options. This program covers: Getting started, Working ethically, Protecting our information, Working safely, Protecting our students and Next steps. This new program replaces the four programs previously required to be completed by all staff, including Code of Conduct and Ethical Decision Making, Internal Controls, Keys to Managing Information and Health, Safety and Wellbeing. A key messages guide must be completed by volunteers, contractors and visitors to DoE workplaces and endorsed by the Principal. Please note: BAS contractors are not required to complete the Key Messages Guide, a valid BAS induction card demonstrates compliance to work on DoE site.																	
👤	Departmental employees based in central and regional offices who have regular contact with students must complete the online Student Protection Training upon commencing work with students.																	
✓	Mandatory Role-Specific Training is required to be completed as indicated, on induction and/or refresher.																	
*	Asbestos Awareness is required for employees, volunteers and contractors within a school or workplace where there is confirmed and/or assumed asbestos containing material. Principals are required to facilitate this session annually for P&C employees and volunteers.																	
#	Asbestos Management Team (AMT) Training is required for staff assigned as an AMT member or an officer responsible for the management of asbestos containing material in department owned facilities. Training is provided by Infrastructure Services. Principals and staff assigned facilities management responsibilities in schools where the BEMIR environmental status indicates asbestos is 'Not present' may negotiate to undertake Facilities Management Team (FMT) Training if transfer or relocation to an AMT school is unlikely.																	
x	First Aid Training (inc. Asthma, Anaphylaxis and CPR) is required for relevant school based and office based employees, as designated by their Principal or Line Manager, in line with the DoE First Aid procedure. Reaccreditation training requirements must also be considered to ensure relevant employees maintain currency and accreditation.																	
+	Management of Students with Specialised Health Needs is required for relevant school based employees, as directed by their Principal, in line with the DoE procedure. Reaccreditation training requirements must also be considered to ensure relevant employees maintain currency and accreditation.																	
◆	Manual Tasks- Assisting Students with Physical Impairments training is required for relevant school based employees, as designated by their Principal, in line with the DoE procedure.																	
~	Volunteers, Contractors and Visitors to DoE facilities require additional training, information and support in these topics, to be delivered as determined by the Principal or responsible line manager. This may include information delivered via 1:1 or group discussions or review of web-based or printed information on their first day in the workplace.																	

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This document is intended to provide an overview of training requirements that apply to all DoE employees and/or large cohorts of employees. It is not intended to provide full coverage of all mandatory role-specific training or competence requirements. Please visit the [DoE Induction site](#) to ensure you have the latest version. To provide feedback on this document, or for further information, please contact LeadershipAndCapability.HR@det.qld.gov.au