

## Mandatory Annual Training Ready Reckoner: 2020 Edition

Course Information					Target Audience													
Title of Training	Delivery Format: For school based employees, F2Fcourse content can be delivered via reading, discussion OR Facilitated Staff PD sessions.	Duration: Indicative time required for completion by 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	School Cleaners	Central Office (CO) and Regional Office	CO and RO promoted, returning,	Volunteers, visitors and Contractors (inc. P&C)
Mandatory All-Staff Training	<a href="#">Online, F2F, Self-Paced</a> OR <a href="#">Key Messages</a>	2 hours	Yes	No	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Mandatory All-Staff Training Refresher Program	<a href="#">Online, F2F,</a> OR <a href="#">Self-paced</a>	1 hour	No	Yes	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇	◇
2019 Student Protection Training – Full Program	<a href="#">Online</a>	3 hours	Yes	No	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	↑	↑	
School cleaners annual training	<a href="#">F2F</a>	4 hours	Yes	Yes											*			
Student Protection – Annual Training Update	<a href="#">F2F</a>	60 minutes	No	Yes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Principal Powers for Exclusion – Principal Training	<a href="#">Online</a>	40 minutes	As required	As required	✓													
Financial Management for Principals	<a href="#">Online</a>	6 hours	Yes	No														
Delegations	<a href="#">Website Info</a>	As required	Yes	As required	◇			◇								◇	◇	
Curriculum Activity Risk Assessment	<a href="#">Online</a> and <a href="#">F2F</a>	60 minutes	Yes	Yes	✓	✓	✓	✓		✓	✓	✓	✓					
First Aid Training (inc. Asthma Anaphylaxis and CPR)	<a href="#">As per procedure</a> & <a href="#">SoA for training</a>	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	<a href="#">Desktop Exercise</a> OR <a href="#">Practical Drill</a>	As required	Yes	Yes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			~
Management of students with specialised health needs	<a href="#">As per procedure</a>	As required	Yes	As required	+	+	+	+	+	+	+	+	+	+	+			
Manual Tasks – Assisting Students with Physical Impairments	<a href="#">As per procedure</a> & <a href="#">Online course</a>	3 hours	Yes	As required	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆			
Asbestos Awareness	<a href="#">Online presentation</a>	30 minutes	Yes	Yes	*	*	*	*	*	*	*	*	*	*	*			~
Asbestos Management Team	<a href="#">F2F</a>	4 hours	Yes	As required	#			#						#				
Safety and Hazard alerts	<a href="#">Website Info</a>	As required	Yes	As required										✓				
Building Security	<a href="#">Website Info</a>	As required	Yes	As required												✓	✓	
Fire Safety	<a href="#">Website Info</a>	As required	Yes	As required	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	~
Education House Building Emergency Procedures	<a href="#">Online</a>	60 minutes	Yes	Yes												✓	✓	

*	<b>Mandatory All-Staff Training program</b> completed by all new department employees during induction.
◇	<b>Mandatory All-Staff Training Refresher program</b> completed annually by all existing department employees
↑	Departmental employees based in central and regional offices who have regular contact with students must complete the online <b>Student Protection Training</b> upon commencing work with students.
✓	<b>Mandatory Role-Specific Training</b> is required to be completed as indicated, on induction and/or refresher.
Ⓜ	<b>Recognise, Respond, Refer online program to be completed by all School leaders, Corporate and Regional Leaders ( AO8 and above )</b>
◇	Delegation holders are required to understand their obligations as outlined on the Delegations OnePortal page.
*	<b>Asbestos Awareness</b> 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.
#	<b>Asbestos Management Team (AMT)</b> 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	<b>First Aid Training (inc. Asthma, Anaphylaxis and CPR)</b> 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.
+	<b>Management of Students with Specialised Health Needs</b> 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.
◆	<b>Manual Tasks- Assisting Students with Physical Impairments</b> training is required for relevant school based employees, as designated by their Principal, in line with the DoE procedure.
~	<b>Volunteers, Contractors and Visitors</b> 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.
*	<b>School cleaning staff</b> need to attend annual face to face sessions on various topics associated with their role. Training sessions are normally scheduled during autumn, winter and spring vacation breaks. Separate communications will be sent to schools closer to the training dates.

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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 [LearningandPD.HUMANRES@qed.qld.gov.au](mailto:LearningandPD.HUMANRES@qed.qld.gov.au)