

# Frequently Asked Questions

## Online Training Modules for Casual Staff

### Why do I need to complete this training, I've been working at ACU for many years?

This training is an important part of ACU's duty of care to reduce unnecessary risks to staff, students and the university.

This will ensure all ACU staff have an appropriate level of training and are aware of ACU's code of conduct, mission, managing risks, work health and safety, and Aboriginal and Torres Strait Islander cultural awareness.

### How will I be paid for my time to complete this training?

See table below for the payment method relevant to you. You must first check that you have been issued the red badge on the [My Learning](#) page.



Staff Type	Payment Method
Casual professional Casual academic	You need to include the training time in your regular fortnightly timesheet by selecting 'ACU Training Hours' as the hours type from the drop-down list in Staff Connect. If you submit a manual timesheet, add a separate line clearly identifying the hours as 'ACU Training Hours'.
Sessional academic	You are not required to action anything, you will be paid automatically. Payment for the two hours will come under the 'Other Required Activity' rate of pay.
Casual teacher/tutor	You need to include the two hours training time in your regular fortnightly timesheet by selecting 'ACU Training Hours' under 'Project Descriptor' and 'Pay Rate' columns drop down list. The payment for the training hours will be made at the hourly rate relevant to the Level/Step you are employed.

### When will I be required to complete the training?

You are expected to complete the modules during your ordinary working hours on a day that you are ordinarily rostered for work.

### Does payment for this training come out of the budget of my organisational area?

No, payment for staff to complete the training is being centrally funded by ACU and will not impact your cost centre/budget.

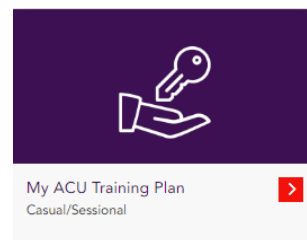
### Is this training program compulsory?

Yes, all staff at ACU are required to complete an induction program upon commencement of employment and complete refresher training every two years.

Each module provides essential information and guidance on ACU's expectations of staff in the workplace. These requirements are key to how we operate, so keeping up to date is important for us all.

### **I cannot find the training modules on the website. Can you help me locate them?**

The modules can be accessed directly via the Staff Learning Hub (see link) [ACU Hub](#). Click on the My ACU Training Plan tile. Your modules will be listed under the heading My ACU Training Plan. Click on the title of the course to open it.



### **As a supervisor, how can I check my team members progress on the modules?**

You can check progress and completion records using the My Team tile via the [Staff Learning Hub](#). Locate your team member under My Direct Reports on the left and click on their profile. You will need to verify the training has been completed before you approve payment for it on the staff member's timesheet.

### **I've started the training module, however some of the modules will not let me move on.**

Some activities through the training are mandatory and may require you to flip cards, sort cards or watch a video.

You will see the highlighted 'Continue' button when you have successfully completed all activities. Contact [learning@acu.edu.au](mailto:learning@acu.edu.au) for troubleshooting support.

### **I have completed extensive training at another university and/or workplace. Will certificates from those places be accepted if I provide evidence?**

The training provided by ACU is specific to the ACU work environment and needs to be completed by all ACU staff.

### **The Staff Learning Hub is showing staff reporting to me that are no longer working at ACU can you remove them from my list?**

If there are records showing in the Staff Learning Hub for casual or sessional staff that are no longer working at ACU, please advise the People & Capability team by raising a [General Enquiry](#) in Service Central.

### **I work at ACU every second semester, will I need to redo this training every year?**

Every two years, all staff at ACU will need to complete three core compliance modules: Code of Conduct, Managing Risk, and Work Health and Safety. It is important that all staff complete this refresher training to reduce unnecessary risks to staff, students and the university.