

## Frequently Asked Questions

### Online Training Modules for Casual and Sessional 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, workplace health and safety, and Aboriginal and Torres Strait Islander cultural awareness.

Earlier this year, we rolled out refresher training to all existing ongoing and fixed-term staff. It is now time to roll out this training to all existing casual and sessional staff.

#### **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 Workforce Health and Safety. It is important that all staff complete this refresher training to reduce unnecessary risks to staff, students and the university.

#### **I am a sessional academic staff member. How will I be paid for my time to complete this training?**

Once you have completed all the modules in the Staff Learning Hub that have been allocated to you, this will trigger a notification to the payroll team to ensure that you are paid for the training. You will be paid two hours for the training at the 'Other Required Activity' rate of pay.

#### **I am a casual professional staff member, 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 and include the training time in your regular fortnightly timesheet, clearly identified as ACU Training Hours.

#### **I am a casual professional staff member. How will I be paid for my time to complete this training?**

After completing all the required modules, 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'.

#### **I am a casual academic staff member and/or casual teacher. How will I be paid for my time to complete this training?**

After completing all the required modules, 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'.

**I have no additional funds in my budget to pay for staff to complete the induction training**

Payment for staff to complete the training is being centrally funded by ACU and will not impact your cost centre/budget.

**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.

**Is this training program compulsory?**

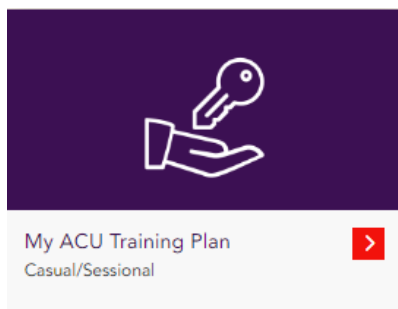
Yes, all staff at ACU are required to complete an induction program upon commencement of employment and complete refresher training every two years.

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 located 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.

**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.

**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.