
Casual Employee Induction Training – FAQ's

1. Why are new induction requirements being introduced for casual employees?

The changes support Flinders University's obligations under the National Higher Education Code to Prevent and Respond to Gender-based Violence and our commitment to maintaining a safe, respectful and inclusive workplace. The updated induction requirements ensure casual employees understand their responsibilities and know how to prevent and respond to gender-based violence, while also covering other essential induction content.

2. When will these changes take effect?

The new Casual Staff Induction training will be introduced in mid-October 2026.

3. Do Fixed Term and Continuing employees need to complete this training?

No. Fixed Term and Continuing employees already receive induction and refresher training through the Staff Learning Portal.

Employees who hold both a Fixed Term or Continuing appointment and a Casual appointment will not be assigned the one-off casual induction training, as their requirements are covered through their primary employment profile.

4. Which Casual employees need to complete the Online Induction Module?

The Online Induction Module applies to employees engaged in the following job profiles:

- Casual Academic
- Casual Professional
- Student Professional

Employees in other casual job profiles will instead be required to complete the Checklist Induction.

5. Why are there two induction training pathways for casual employees?

The dual training approach reflects the nature and duration of different Casual engagements, ensuring training is appropriate and accessible for staff undertaking short-term roles, such as supporting O'Week or Graduation events.

6. How do I know which induction pathway applies to a casual employee?

The induction requirement is determined by the employee's Workday job profile.

The table below provides an overview of the casual job profiles and the induction requirements associated with each:

Job Profile	Type of Engagement		Typical Roles	Also a Flinders Student?		Induction Requirement	
	Longer-term roles supporting University services & operations	Short-term, event-specific roles		Yes	No	Online Induction Module (Staff Learning Portal)	Casual Checklist Induction
Casual Academic	✓		-Casual Academic (Teaching/DVCS/Research)		✗	✓	
Casual Professional	✓		-Casual Professional -Casual Professional (Research)		✗	✓	
Casual Chief Invigilator		✓	-Casual Chief Invigilator		✗		✓
Casual Invigilator		✓	-Casual Invigilator		✗		✓
Student Professional	✓		-Library Services -IDS Services -Data analysis -Research -Teaching activities	✓		✓	
Student Engagement		✓	-Open Day Support -Graduation Support	✓			✓

7. Who fits into the new Student Engagement and Student Professional Job Profiles?

Two new casual job profiles have been introduced in Workday following consultation with Supervisors of Casual Staff, People & Culture Business Partners are other key stakeholders.

Casual employees who were previously engaged under the *Casual Professional* job profile who are also Flinders Students have now been reclassified into one of the following job profiles, depending on the nature of their role.

Job Profile	Description	Induction Pathway
Student Professional	Flinders students engaged in Casual roles which are longer-term and/or supporting University services and operations.	Online Induction Module (Staff Learning Portal)
Student Engagement	Flinders students engaged in Casual roles which are short-term or event-specific, such as Open Day or Graduation support.	Casual Induction Checklist

8. How do supervisors track completion of the Online Induction Module?

Supervisors can view training assignments and completion status for employees in their reporting line through the Staff Learning Portal.

Guidance on accessing team learning assignments is available on the [Professional Development Page](#)

9. When must casual employees complete their induction?

New casual employees should complete their assigned induction as soon as possible after commencing, ideally during their first shift.

Existing casual employees assigned the new induction requirements will be asked to complete them within one month of notification.

10. Is the Online Induction Module completed in paid time?

Yes. Casual employees assigned the Online Induction Module must be provided with one hour of paid time to complete the training.

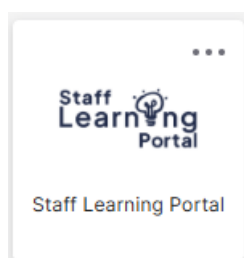
For Casual Professional and Student Professional employees, this should generally occur during their first paid shift. Casual Academics should be scheduled one hour of paid time to complete the training.

11. What is a casual employee has completed similar training elsewhere?

The casual Induction training is a mandatory Flinders University requirement and must be completed if assigned, regardless of any previous training completed elsewhere.

12. How will casual employees access their induction?

Employees assigned the Online Induction Module will receive a notification and can access the training through the Staff Learning Portal via their Okta dashboard.



Support materials for using the Staff Learning Portal are available [HERE](#).

New employees assigned the new Checklist Induction will receive the checklist through their supervisor as part of the onboarding process, from mid-October onwards.

The Organisational Development and Diversity (OD&D) Team will contact Supervisors to advise which of their existing casual staff need to complete the checklist.

13. What happens if training is not completed by the required deadline?

Supervisors should support casual employees to complete their assigned induction requirements within the required timeframe.

The Organisational Development and Diversity (OD&D) team will monitor outstanding completions and work with supervisors to facilitate completion where required.

14. What if a casual employee is no longer working for the University?

Supervisors should ensure employment records in Workday are kept up to date so that training is only assigned to active casual employees.

If a casual employee's engagement has ended, please contact Employment Services at employment@flinders.edu.au to update their employment record.

15. Why is gender-based violence prevention included in the induction?

Creating a safe and respectful environment is everyone's responsibility. The training is designed to equip Casual employees with a basic understanding of gender-based violence, including how to recognise inappropriate behaviour, support a safe workplace culture and access appropriate support and reporting pathways if needed.

16. What support is available if a casual employee has trouble accessing or completing the training?

Casual employees should initially seek support from their Supervisor, for assistance to navigate and complete the relevant training. If further assistance is required, they can contact the OD&D team via organisational.development@flinders.edu.au