

# Flinders University Required Training Register

Training Program		Type	Applicable Cohorts (casuals excluded)	Refresher period	Approx. Duration	To be completed	Legislative alignment	Content owner
1	Code of Conduct	Required	All fixed term and continuing staff	2 years	1 hour	Within first 3 months	Privacy Act 1988 (Cth) Work Health and Safety Act 2012 (SA) Equal Opportunity Act 1984 (SA) Fair Work Act 2009 (Cth)	People and Culture
2	Responding to disclosures of Sexual Assault and Sexual Harassment	Required	All fixed term and continuing staff *Exemptions may apply	1 year	40 mins	Within first 3 months	Sex Discrimination Act 1984 (Cth) Equal Opportunity Act 1984 (SA)	Student Life/ People and Culture
3	Equal Opportunity modules 1-3	Required	All fixed term and continuing staff	2 years	1 hour	Within first 3 months	Equal Opportunity Act 1984 (SA)	People and Culture
4	Indigenous Cultural Awareness	Required	All fixed term and continuing staff	N/A	60 mins	Within first 3 months	Flinders University Reconciliation Action Plan	People and Culture
5	WHS Risk Management course	Required	All fixed term and continuing staff	3 years	20 mins	Within first 3 months	Work Health and Safety Act 2012 (SA) Return to Work Act 2014 (SA) Fair Work Act 2009 (Cth)	People and Culture
6	Disability Awareness	Required	All fixed term and continuing staff	2 years	30 mins	Within first 3 months	Disability Discrimination Act, 1992 (Cth) Equal Opportunity Act 1984 (SA)	Student Life/ People and Culture
6	Equal Opportunity module 4	Required	Supervisors	2 years	30 mins	Within first 3 months	Equal Opportunity Act 1984 (SA)	People and Culture
7	WHS program for supervisors	Required	Supervisors	3 years	40 mins	Within first 3 months	Work Health and Safety Act 2012 (SA) Return to Work Act 2014 (SA) Fair Work Act 2009 (Cth)	People and Culture
8	New Staff Induction (all staff module) (Includes above programs 1-5)	Required	All new fixed term and continuing staff	N/A	Total: 4 hours 30 mins  1.5 hours (including policies and all links) + 3 hours for programs 1-5.	Within first 3 months	Privacy Act 1988 (Cth) Work Health and Safety Act 2012 (SA) Equal Opportunity Act 1984 (SA) Fair Work Act 2009 (Cth) Sex Discrimination Act 1984 (Cth) Equal Opportunity Act 1984 (SA)	People and Culture
9	New Staff Induction Supervisor Module (Includes above programs 6 and 7)	Required	All new supervisors	N/A	Total: 1 hour 45 mins 15 mins for module + 90 mins for programs 6 and 7.	Within first 3 months	Privacy Act 1988 (Cth) Work Health and Safety Act 2012 (SA) Equal Opportunity Act 1984 (SA) Fair Work Act 2009 (Cth)	People and Culture
10	University Teaching Enhancement at Flinders (UTEF)	Required	Academic staff (excludes research only) **Exemptions may apply	N/A	100 hours (12 optional modules with a min of 4 being required to complete)	Within first 2 years	TEQSA Requirements	Learning & Teaching Innovation
11	Academic Integrity	Required	Academic staff (excludes research only)	3 years	Up to 2 hours (4 modules x 30 min each)	Within first 2 years	TEQSA Requirements	Learning & Teaching Innovation
12	Research Integrity	Required	Academic staff and professional research support roles (excludes teaching specialist)	3 years	Up to 2 hours (4 modules x 30 min each) modules 1, 2, 9, & 12)	Within first 3 months	Research Integrity Policy	Research Development & Support
13	ESOS Online training	Required	Staff involved in marketing, advising or teaching international students	N/A	30 mins	Within first 3 months	Education Services for Overseas Students Act 2000 (Cth)	Flinders International
14	HDR Supervisor Development Program	Required	HDR Supervisors	2 years	4 hours	Before registering as a HDR supervisor	Higher Education Standards (Threshold Standards) Framework 2021, Section 4.2 Research Training. The Australian Code for Responsible Conduct of Research, Supervision Guide. Responsibilities for Institutions, Section 3.2	Office of Graduate Research
15	Records Management	Required	All fixed term and continuing staff	3 years	20 mins	Within first 3 months	State Records Act (1997)	Library
16	Psychosocial Hazards	Required	All fixed term and continuing staff	3 years	20 mins	Within first 3 months	Work Health and Safety Act 2012 (SA) Return to Work Act 2014 (SA)	People and Culture

\* Staff are able to confidentially seek an exemption for completion of this course if concerned it may negatively impact their wellbeing, by emailing [equal.opportunity@flinders.edu.au](mailto:equal.opportunity@flinders.edu.au).

\*\* Staff who have recently completed similar training may apply for partial exemptions through discussion with Learning and Teaching Innovation.