Mandatory Training Procedure

1 Purpose

To outline the minimum mandatory training requirements to enable a healthy, safe, and engaging working environment for University Employees.

2 Scope

This Procedure applies to all Employees (including casual Employees).

3 Procedure Overview

This Procedure outlines the minimum mandatory training requirements that must be completed by all Employees and identifies the subject matter experts responsible for keeping mandatory training up to date. The responsibilities of relevant stakeholders relative to mandatory training requirements are also outlined.

4 Procedures

All Employees are required to complete all mandatory training within the prescribed timeframes. Completion of mandatory training will be recorded in the University's human resource management system. Employees who do not complete mandatory training requirements may be subject to performance management in accordance with the Enterprise Agreement.

Mandatory training is the minimum knowledge required to keep Employees and the workplace safe, and to meet legislative and other compliance responsibilities in accordance with:

- Relevant legislation or regulations.
- Codes of practice subordinate to legislation.
- The University's industrial instruments.
- Other compliance policies and organisational requirements.

In addition to their responsibilities as Employees, Supervisors are responsible for:

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- Ensuring Employees have been given the opportunity to complete the required mandatory training during regular working hours and are paid appropriately for doing so.
- Managing the performance of Employees that do not complete the required mandatory training.
- Undertaking additional mandatory training specific to their role as Supervisors.

In addition to their responsibilities as Employees and Supervisors, members of Vice-Chancellor's Executive are accountable for high-level monitoring of completion of mandatory training within their organisational units and ensuring their Supervisors are proactively monitoring and managing mandatory training compliance.

The subject matter experts outlined in this Procedure are responsible for providing mandatory training course content and amendments, and are required to:

- Provide the organisation with accurate, timely, and appropriate guidance, advice, and support regarding their mandatory training.
- Review and update course content at least every two years, or earlier if required (for example, following a change in legislation).

Human Resources is responsible for:

- Maintaining a process to enable completion of mandatory training to be recorded in the University's human resource management system.
- Managing the overall approach to mandatory training for the University.
- Providing mandatory training completion data to Supervisors and members of Vice-Chancellor's Executive.

The Category 1 Delegate determines the training that is mandatory for all Employees and determines the training that is mandatory for specific roles or positions that exist in more than one Portfolio. A Category 2 Delegate determines the training that is mandatory for specific roles or positions that only exist in their Portfolio. The relevant Category 2 Delegate determines the subject matter expert for training.

4.1 Mandatory training

This table sets out the minimum mandatory training requirements for all University Employees. The stated duration is indicative of the reasonable maximum time it should take the majority of

Employees to complete. This represents approximately 3.5 hours for all Employees each year, and 4 hours for new Employees upon their commencement.

Topic	Timeframe from start, Frequency	Access, Duration	References
General Evacuation	Two days Annually	Online 5 minutes	*Work Health and Safety Act 2011 (Qld)* *Building Fire and Safety Regulation 2008*
Fire and Emergency Response	One week Annually	Online 15 minutes	*Work Health and Safety Act 2011 (Qld)* *Building Fire and Safety Regulation 2008*
Standards of Conduct	One week Annually	Online 20 minutes	*Public Sector Ethics Act 1994* *UniSQ Code of Conduct Policy (13/279PL)* *Public Interest Disclosure Act 2010 (Qld)* *UniSQ Public Interest Disclosure Policy (13/418PL)* *Public Interest Disclosure Standard No. 1/2019: Public Interest Disclosure Management Program* *Crime and Corruption Act 2001* *CCC Fraud and Corruption Control: Best Practice Guide* *UniSQ Fraud and Corruption Risk Management Policy (13/329PL)* *Corrupt Conduct Reporting Policy (20/569PL)* *Criminal Code Act 1899* *Public Sector Ethics Act 1994* *UniSQ Conflict of Interest Policy (14/2758PL)* *UniSQ Work Procedure (13/374PL)* *Criminal Code Act 1899*
Cybersecurity	One week	Online	*Telecommunications (Interception and*

	Annually	15 minutes	*Access) Amendment (Data Retention) Act 2015* *Queensland Government Information security policy (IS18:2018)* *UniSQ ICT Information Management and Security Policy (13/340PL)*
Walking Together (First Nations cultural capability)	One week Annually	Online 15 minutes	*UniSQ Aboriginal and Torres Strait Islander Employment Procedure (13/342PL)* *Racial Discrimination Act 1975 (Cth)*
Health, Safety, and Wellbeing	One week Annually	Online 15 minutes	*Work Health and Safety Act 2011 (Qld)* *Work Health and Safety Regulation 2011 (Qld)* *UniSQ Work Health and Safety Policy (13/482PL)*
Discrimination, Bullying and Harassment	One week Annually	Online 15 minutes	*Fair Work Act 2009* *Anti-Discrimination Act 1991 (Qld)* *Sex Discrimination Act 1984* *Racial Discrimination Act 1975 (Cth)* *Respect at Work Amendment Act 2009* *UniSQ Employee Diversity and Inclusion Policy (15/2854PL)* *UniSQ Employee Complaints Policy (15/2853PL)* *Work Health and Safety Act 2011* *Work Health and Safety (Sexual Harassment) Amendment Regulation 2024*
Preventing Gender Based Violence	One week Annually	Online 30 minutes	*Universities Accord (National Higher Education Code to Prevent and Respond to Gender-based Violence) Act 2025 (Cth)* *National Higher Education Code to Prevent and Respond to Gender-based Violence*
Foreign	One week	Online	*UFIT Guidelines to Counter Foreign*

Interference and Modern Slavery	Annually	10 minutes	*Interference in the Australian University Sector (D19/1947123)* *Modern Slavery Act 2018*
Information Management	One week Annually	Online 10 minutes	*Public Records Act 2023* *Queensland State Archives Records Governance Policy* *UniSQ Records and Information Management Policy (13/427PL)*
Information Privacy	One week Annually	Online 15 minutes	*Information Privacy and Other Legislation Amendment Act 2025 (Qld)* *Right to Information Act 2009 (Qld)* *Information Privacy Act 2009 (Qld)*
Child Safety	One week Annually	Online 15 minutes	*Child Safe Organisations Act 2024 (Qld)*
Preventing Workplace Racism	One week Annually	Online 30 minutes	*Racial Discrimination Act 1975 (Cth)* *Higher Education Standards Framework (Threshold Standards) Instrument 2026*
Conditions and Entitlements of Employment	One week Once only	Online 30 minutes	*Fair Work Act 2009* *UniSQ Enterprise Agreement 2023-2026* *National Employment Standards* *Superannuation Guarantee (Administration) Act 1992*

4.2 Subject matter experts

This table sets out the organisational units and teams (where applicable) that are the subject matter experts responsible for mandatory training course content and amendments.

Organisational Unit (Team)	**Topics of responsibility**
Facilities Management (Operations)	• General Evacuation • Fire and Emergency Response

Human Resources (Workplace Relations and Operations)	• Standards of Conduct • Discrimination, Bullying and Harassment • Conditions and Entitlements of Employment
Information Technology and Digital Services (Cyber Security and Networks)	• Cybersecurity
Office of the Chief Operating and Financial Officer	• Foreign Interference and Modern Slavery
Information Technology and Digital Services (Enterprise Information Solutions)	• Information Management
Governance and Compliance (Legal)	• Information Privacy
Human Resources (Health, Safety and Wellbeing)	• Health, Safety, and Wellbeing
Students (Student Life)	• Child Safety
Human Resources (Workforce Development and Diversity)	• Walking Together • Preventing Gender-Based Violence • Preventing Workplace Racism

4.3 Delegations

Position	Delegation
Category 1 Delegate	• Determine training that is mandatory training for all Employees. • Determine training that is mandatory training for specific roles and positions that exist in more than one Portfolio.
Category 2 Delegate	• Determine training that is mandatory training for specific roles and positions that exist only within their Portfolio/organisational unit. • Determine subject matter experts for training.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Professional Development Policy
Subordinate Schedules	
Approved Date	9/9/2026
Effective Date	9/9/2026
Review Date	24/3/2031
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	
Related forms, publications and websites	Mandatory Training SharePoint
Definitions	**Terms defined in the Definitions Dictionary**
	Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of

	employment are covered by a written agreement or contract with the University. Enterprise Agreement University of Southern Queensland Enterprise Agreement 2023-2026. University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this procedure only
	Supervisor Any person responsible for leading, managing, or supervising the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have one or more direct reports.
Keywords	Training, mandatory, annual, compliance, statutory, legislative, obligations
Record No	25/68PL

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