



**Education**  
Public Schools

# 2018 Corporate Staff Training Guide

Training and certification to be undertaken by corporate staff



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Produced by: School Policy and Information Management

## Corporate Staff

### 1. Mandatory for all staff

| Name  | Description  | MyPL Course Code or Requirement   | Applicable to  | Accountability/ Review Period                                 | Links   |
|---|--|---|--|---|---|
| <p>ⓂⓇ<br/><b>Child Protection Awareness Training</b></p> <p>Responsible area: <i>Employee Performance &amp; Conduct</i></p>           | <p>Child Protection Awareness Training is a self-paced e-learning course that provides training for all staff. It includes 3 sections: legislation, agencies and policies; responsibilities of employees; professional practice.</p>   | <p>The course no longer needs to be scheduled in MyPL.</p> <p>Log-in and successful completion will generate MyPL and NESAs accreditation</p> <p>MyPL course code RG00326</p> | <p>All new staff.</p> <p>Staff such as contractors, without a log-in can access an external version at <a href="http://cpat.learnbook.com.au/my/">http://cpat.learnbook.com.au/my/</a></p> | <p>One off</p> <p>Workplace registers must be maintained</p>  | <p>Child Protection Awareness Training (CPAT) <a href="https://corporate.learn.det.nsw.edu.au/login/index.php">https://corporate.learn.det.nsw.edu.au/login/index.php</a></p> <p>External version <a href="http://cpat.learnbook.com.au/my/">http://cpat.learnbook.com.au/my/</a></p>   |
| <p>Ⓜ<br/><b>Mandatory Child Protection Training for Corporate Staff</b></p> <p>Responsible area: <i>Child Protection Services</i></p> | <p>Mandatory Child Protection Training for corporate staff is a compulsory annual update course, reinforcing the responsibility to report suspected risk of harm concerns and support children and young people.</p> <p>Delivery: Online. Course can be accessed in MyPL. Available early term 1 2018.</p> | <p>Course Code RG01956</p> <p>The course no longer needs to be scheduled in MyPL. Log-in and successful completion will generate MyPL and NESAs accreditation.</p>            | <p>All staff.</p>  | <p>Annually</p> <p>Workplace registers must be maintained</p> | <p>For questions or further information: <a href="mailto:cptraining.cps@det.nsw.edu.au">cptraining.cps@det.nsw.edu.au</a></p> <p>Protecting and Supporting Children and Young People Policy <a href="https://education.nsw.gov.au/policy-library/policies/protecting-and-supporting-children-and-young-people-policy">https://education.nsw.gov.au/policy-library/policies/protecting-and-supporting-children-and-young-people-policy</a></p> <p>Protecting and Supporting Children and Young People Procedures <a href="https://education.nsw.gov.au/policy-library/associated-documents/protecting_proced.pdf">https://education.nsw.gov.au/policy-library/associated-documents/protecting_proced.pdf</a></p> |

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| <p>Ⓜ</p> <p><b>Health and Safety Induction for Employees</b></p> <p>Responsible area: <i>Health and Safety</i></p> | <p>This course provides all new employees and others with key health and safety information to keep themselves and others safe whilst working for the Department.</p> <p>Once this course is completed online, the principal or workplace manager will provide a local level induction specific to the workplace.</p> | <p>MyPL course code NR06185</p>  | <p>All new employees, contractors, visitors and volunteers.</p> | <p>One off</p>                | <p>Health and Safety Induction for Employees<br/> <a href="https://education.nsw.gov.au/inside-the-department/health-and-safety/training-and-induction/induction">https://education.nsw.gov.au/inside-the-department/health-and-safety/training-and-induction/induction</a></p> <p>Work Health and Safety Policy<br/> <a href="https://education.nsw.gov.au/policy-library/policies/work-health-and-safety-whs-policy">https://education.nsw.gov.au/policy-library/policies/work-health-and-safety-whs-policy</a></p>  |
| <p>Ⓜ</p> <p><b>Code of Conduct</b></p> <p>Responsible area: <i>Employee Performance and Conduct</i></p>            | <p>The Code clarifies the standards of behaviour that are expected of Departmental staff in their performance of their duties and provides guidance in areas where staff need to make personal and ethical decisions.</p>   | <p>Maintain records that staff have reviewed Code of Conduct</p> <p>Code of Conduct Update 2014-15<br/> MyPL Course Code DV02913</p> | <p>All staff.</p>   | <p>Annually</p>               | <p>NSW Department of Education Code of Conduct<br/> <a href="https://education.nsw.gov.au/policy-library/associated-documents/The-2014-Code-of-Conduct-approved-by-Minister-1-July-2014-updated-Dec-2016-not-tracked.pdf">https://education.nsw.gov.au/policy-library/associated-documents/The-2014-Code-of-Conduct-approved-by-Minister-1-July-2014-updated-Dec-2016-not-tracked.pdf</a></p> <p>Code of Conduct Policy<br/> <a href="https://education.nsw.gov.au/policy-library/policies/code-of-conduct-policy">https://education.nsw.gov.au/policy-library/policies/code-of-conduct-policy</a></p> |

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| <p>Ⓜ</p> <p><b>Corruption Prevention</b></p> <p>Responsible area: <i>Audit Directorate</i></p> <p><i>Employee Performance &amp; Conduct (PID Policy)</i></p> | <p>All employees need to be aware of their responsibilities in mitigating fraud and corruption in the workplace. Topic areas include ethical decision making, conflicts of interest, gifts and benefits and reporting corrupt conduct.</p> | <p>Maintain records that staff have reviewed Fraud and Corruption Policy and Procedures</p> <p>Corruption Prevention for Public Schools e-Learning Course<br/>MyPL Course Code RG19000</p> | <p>All staff, particularly new staff.</p> | <p>Annually</p>               | <p>Corruption Prevention e-learning<br/><a href="https://myplsso.education.nsw.gov.au/scorm/player/play?id=f532e5d3-fc98-e711-80c0-0003ff85eb77">https://myplsso.education.nsw.gov.au/scorm/player/play?id=f532e5d3-fc98-e711-80c0-0003ff85eb77</a></p> <p>Corruption Prevention Policy<br/><a href="https://education.nsw.gov.au/policy-library/policies/corruption-prevention-policy">https://education.nsw.gov.au/policy-library/policies/corruption-prevention-policy</a></p> <p>Fraud and Corruption Control Procedures<br/><a href="https://education.nsw.gov.au/policy-library/associated-documents/CP_Procedures_2013.pdf">https://education.nsw.gov.au/policy-library/associated-documents/CP_Procedures_2013.pdf</a></p> <p>Corruption Prevention Framework<br/><a href="https://education.nsw.gov.au/policy-library/associated-documents/CP_Framework_2013.pdf">https://education.nsw.gov.au/policy-library/associated-documents/CP_Framework_2013.pdf</a></p> <p>Public Interest Disclosures Internal Reporting Policy<br/><a href="https://education.nsw.gov.au/policy-library/policies/public-interest-disclosures-internal-reporting-policy">https://education.nsw.gov.au/policy-library/policies/public-interest-disclosures-internal-reporting-policy</a></p> <p>Register of Gifts and Benefits Procedures<br/><a href="https://education.nsw.gov.au/audit/corruption-prevention/policies-and-procedures/Gifts_and_Benefits-27042017.pdf">https://education.nsw.gov.au/audit/corruption-prevention/policies-and-procedures/Gifts_and_Benefits-27042017.pdf</a></p> |

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| <p>Ⓜ</p> <p><b>Working with Children Check</b></p> <p>Responsible area: <i>Human Resources</i></p> | <p>The Working with Children Check (WWCC) is an important part of the NSW Department of Education's recruitment process to prevent people who pose a risk to the safety, welfare and well-being of children from being employed or engaged in child-related work.</p> | <p>Apply for a WWCC before staff start work.</p> <p>Existing non-school based teaching service and child related corporate staff will be phased in from 1 April 2017 to 31 March 2018.</p> | <p>All staff employed in the School Operations and Performance Division</p> | <p>WWCC last for 5 years</p>  | <p>Transition implementation for the Working with Children Check<br/> <a href="https://education.nsw.gov.au/human-resources/recruitment/probity/working-with-children-check">https://education.nsw.gov.au/human-resources/recruitment/probity/working-with-children-check</a></p> <p>Working with Children Check Policy (and appendices)<br/> <a href="https://education.nsw.gov.au/policy-library/policies">https://education.nsw.gov.au/policy-library/policies</a></p> <p>Working with Children Check Procedures<br/> <a href="https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Procedure_FINAL.pdf">https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Procedure_FINAL.pdf</a></p> <p>New Working with Children Check Memorandum<br/> <a href="https://detwww.det.nsw.edu.au/inprincipal/state_of_fice/2013-07-19/z_schooladmin_2.htm">https://detwww.det.nsw.edu.au/inprincipal/state_of_fice/2013-07-19/z_schooladmin_2.htm</a></p> <p>Clarification for new Working with Children Check (WWCC) for SRE &amp; SEE Teachers Memorandum<br/> <a href="https://detwww.det.nsw.edu.au/inprincipal/state_of_fice/2014-03-14/z_schooladmin_2.htm">https://detwww.det.nsw.edu.au/inprincipal/state_of_fice/2014-03-14/z_schooladmin_2.htm</a></p> <p>Office of the Children's Guardian – Working with Children Check<br/> <a href="http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check">http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check</a></p> |

## 2. Where applicable only

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| <p>Ⓜ</p> <p><b>Provide First Aid (HLTAID003)</b></p> <p>Responsible area:<br/><i>Health and Safety</i></p> | <p>SafeWork NSW requires all first aid courses be aligned to the unit of competency HLTAID003 Provide First Aid.</p> <p>All first aid qualifications are to be delivered and assessed by qualified registered training organisations that have HLTAID003 Provide First Aid on their scope of registration. HLTAID003 describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.</p> <p>It is recommended that NSW government schools and departmental workplaces arrange their first aid training through the Department's approved panel of registered training providers.</p> <p>Delivery: Face to face</p> | MyPL course code DV02270        | Staff who have been appointed to first aid officer positions. | 3 years                       | <p>First Aid<br/><a href="https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/first-aid">https://education.nsw.gov.au/inside-the-department/health-and-safety/emergency-planning-and-incident-response/first-aid</a></p> <p>First Aid Procedures<br/><a href="https://education.nsw.gov.au/inside-the-department/health-and-safety/media/documents/emergency-planning-and-incident-response/PROC03_FIRSTAIDPROCEDURES.pdf">https://education.nsw.gov.au/inside-the-department/health-and-safety/media/documents/emergency-planning-and-incident-response/PROC03_FIRSTAIDPROCEDURES.pdf</a></p> <p>Approved Panel of Registered Training Providers<br/><a href="https://education.nsw.gov.au/inside-the-department/health-and-safety/training-and-induction/face-to-face-training/cpr-training-and-anaphylaxis/finding-a-registered-training-organisation">https://education.nsw.gov.au/inside-the-department/health-and-safety/training-and-induction/face-to-face-training/cpr-training-and-anaphylaxis/finding-a-registered-training-organisation</a></p> <p>* The list of panel providers is password protected and only available to principals and workplace managers and their delegates.</p> |

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| <p>Ⓜ</p> <p><b>Private and Secondary Employment</b></p> <p>Responsible area: <i>Human Resources</i></p> | <p>The Department recognises that private or secondary employment can contribute to an employee acquiring additional skills and knowledge. Therefore employees may engage in private or secondary employment provided that they meet relevant requirements.</p> | <p>Complete application form at Appendix 3 of the Private and Secondary Employment Guidelines (<a href="https://education.nsw.gov.au/policy-library/policies/private-and-secondary-employment-policy">https://education.nsw.gov.au/policy-library/policies/private-and-secondary-employment-policy</a>), and submit for approval through their immediate supervisor to the appropriate delegate</p> | <p>All staff</p> | <p>Annually</p>               | <p>Private and Secondary Employment Policy <a href="https://education.nsw.gov.au/policy-library/policies/private-and-secondary-employment-policy">https://education.nsw.gov.au/policy-library/policies/private-and-secondary-employment-policy</a></p> <p>Private and Secondary Employment Guidelines <a href="https://education.nsw.gov.au/policy-library/associated-documents/P-And-SGuidelines.doc.docx">https://education.nsw.gov.au/policy-library/associated-documents/P-And-SGuidelines.doc.docx</a></p> |