

Induction and Compliance Training Overview

27 April 2022

tafesa.edu.au

RTO: 41026 | CRICOS: 00092B | IHE: PRV14002

TAFE SA Induction and Compliance Training

All new employees (including permanent, term employees casuals, weekly paid and contactors) joining TAFE SA are required to complete the **TAFE SA Staff Online Induction and On-boarding Program**.

The TAFE SA Staff Online Induction and On-boarding Program is accessed via our learning management system [Lumitt](#). It provides new employees with an overview of TAFE SA as a business – its function and vision, compliance and what makes TAFE SA a great place to work.

The Program is comprised of two components:

- **Course 1** – TAFE SA Online Induction Program
- TAFE SA Online Induction, various mandatory training including but not limited to (please see slide 2 for detail)
- Code of Ethics
- WHS – Induction for TAFE SA Workers
- Cyber Security Training
- **Course 2** – TAFE SA Employee On-boarding
- TAFE SA Employee Onboarding (slide 3)
- Safety & Wellbeing
- ICAC conflict of interest training

The induction program is based on TAFE SA agreed mandatory training requirements:

Please find the following documents that support induction and onboarding at TAFE SA:

- 1) Compliance and Training Matrix (slide 3)
- 2) Onboarding checklist (slide 4 & 5)
- 3) General Mandatroy checklist for employees/managers and Directors (slide 6)
- 4) Example of Mandatory training dashboard for Managers (slide 7- 10)

Onboarding Checklist – Page 1 and 2



TAFE SA ON-BOARDING CHECKLIST

Name of employee:	█	Line Manager:	█
Employee ID:	█	Business Unit:	█
Position:	█	Workgroup:	█
Commencement Date:	█		

Your On-boarding is a partnership between yourself and your Line Manager. Your Line Manager may choose a delegate to induct you on their behalf if required. Please use the checklist as a guide to ensure you have covered all relevant aspects of the on-boarding process.

Add any items specific to your business unit on the last page and mark the box against each item once it has been completed.

Preparation prior to commencement											
<input type="checkbox"/>	Confirm that all relevant paperwork prior to Day 1 has been posted by the HR Business Partner <table border="0"> <tr> <td><input type="checkbox"/> Contract Letter of Offer</td> <td><input type="checkbox"/> Current Working with Children Clearance / Child Related Employment Screening</td> </tr> <tr> <td><input type="checkbox"/> Employment Declaration</td> <td><input type="checkbox"/> Personal Emergency Evacuation Plan (PEEP) (if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Direct Deposit</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Tax Declaration</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Role Descriptor</td> <td></td> </tr> </table>	<input type="checkbox"/> Contract Letter of Offer	<input type="checkbox"/> Current Working with Children Clearance / Child Related Employment Screening	<input type="checkbox"/> Employment Declaration	<input type="checkbox"/> Personal Emergency Evacuation Plan (PEEP) (if applicable)	<input type="checkbox"/> Direct Deposit		<input type="checkbox"/> Tax Declaration		<input type="checkbox"/> Role Descriptor	
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<input type="checkbox"/> Direct Deposit											
<input type="checkbox"/> Tax Declaration											
<input type="checkbox"/> Role Descriptor											
<input type="checkbox"/>	Advise team of the arrival of new team member (role title and commencement date)										
<input type="checkbox"/>	Organise with ICT, a work station, network login , and access to any required shared drive access or programs										
<input type="checkbox"/>	Organise: <table border="0"> <tr> <td><input type="checkbox"/> Campus Security Access (Key or Card)</td> <td><input type="checkbox"/> Credit Card (Corporate Purchase Card)</td> </tr> <tr> <td><input type="checkbox"/> Name badge</td> <td><input type="checkbox"/> New Staff ID Card (if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Business card (if applicable)</td> <td></td> </tr> </table>	<input type="checkbox"/> Campus Security Access (Key or Card)	<input type="checkbox"/> Credit Card (Corporate Purchase Card)	<input type="checkbox"/> Name badge	<input type="checkbox"/> New Staff ID Card (if applicable)	<input type="checkbox"/> Business card (if applicable)					
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<input type="checkbox"/> Name badge	<input type="checkbox"/> New Staff ID Card (if applicable)										
<input type="checkbox"/> Business card (if applicable)											
<input type="checkbox"/>	Nominate a delegate (if required)										
Day 1: Welcome											
<input type="checkbox"/>	Welcome by Line Manager/Delegate and introduction to the team										
<input type="checkbox"/>	Show facilities of office area and/or immediate office areas (e.g. toilets, lunch room, etc).										
<input type="checkbox"/>	Explain emergency procedures, including emergency exits, assembly points and reporting of incident/accident										
<input type="checkbox"/>	Introduce work station and resource requirements: <table border="0"> <tr> <td><input type="checkbox"/> Conduct an Ergonomic self-assessment of work station</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Computer login details</td> <td><input type="checkbox"/> Mobile phone (if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Laptop (if applicable)</td> <td><input type="checkbox"/> Desk phone setup (e.g. voicemail)</td> </tr> <tr> <td><input type="checkbox"/> ipad (if applicable)</td> <td><input type="checkbox"/> Access to shared drives</td> </tr> </table>	<input type="checkbox"/> Conduct an Ergonomic self-assessment of work station		<input type="checkbox"/> Computer login details	<input type="checkbox"/> Mobile phone (if applicable)	<input type="checkbox"/> Laptop (if applicable)	<input type="checkbox"/> Desk phone setup (e.g. voicemail)	<input type="checkbox"/> ipad (if applicable)	<input type="checkbox"/> Access to shared drives		
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<input type="checkbox"/>	Brief tour of work areas, common associated groups and the campus										
<input type="checkbox"/>	Run through the Induction Schedule, including Online Induction and On-boarding Checklist. Explain new employee and Line Manager/Delegate responsibility										

Week 1: Job requirements									
<input type="checkbox"/>	Organise daily catch-ups with Line Manager/Delegate								
<input type="checkbox"/>	Day 2 - Completion of TAFE SA Staff Online Induction Program via Lumitt . This includes: <input type="checkbox"/> Online Induction <input type="checkbox"/> Code of Ethics <input type="checkbox"/> Cyber Security Training <input type="checkbox"/> WHS Induction for Workers								
<input type="checkbox"/>	Completion of Mandatory training identified in Lumitt. This includes: <input type="checkbox"/> ICAC Conflicts of Interest <input type="checkbox"/> ICAC Induction for Public Officers <input type="checkbox"/> Records Management Awareness <input type="checkbox"/> Introduction to Disability Awareness <input type="checkbox"/> Building and Office Evacuation <input type="checkbox"/> Safe Manual Handling <input type="checkbox"/> Preventing Slips, Trips and Falls <input type="checkbox"/> Office Ergonomics <input type="checkbox"/> Risk Assessment Fundamentals <input type="checkbox"/> Bullying in the Workplace <input type="checkbox"/> Aboriginal Cultural Respect Training For Managers and Supervisors, the following also needs to be completed: <input type="checkbox"/> Work Related Stress <input type="checkbox"/> The Principles of Accident Investigation <input type="checkbox"/> Duty of Care and Injury Management for Managers (Coming Soon)								
<input type="checkbox"/>	Confirm understanding of terms and conditions of contract, including pay/pay rates, conditions of employment, probationary period, etc through HR21.								
<input type="checkbox"/>	Confirm currency of high-risk work licences								
<input type="checkbox"/>	Confirm understanding of working hours around necessary Act (e.g. Public Sector Act 2009 or TAFE SA Act 2012)								
<input type="checkbox"/>	Confirm understanding of the use of Timesheet/Flexitime and Voluntary Flexible Working Arrangements								
<input type="checkbox"/>	Understanding of relevant Human Resources Forms and where to access them (including Timesheet/Flexi Sheet)								
<input type="checkbox"/>	Clarify job role and responsibilities (refer to role descriptor)								
<input type="checkbox"/>	Discuss specific policies, procedures (TAFE SA policy portal) and legislation associated with the role								
<input type="checkbox"/>	Familiarisation with the following: <table border="0"> <tr> <td><input type="checkbox"/> HR21 Employee Self Service</td> <td><input type="checkbox"/> TAFE SA Intranet</td> </tr> <tr> <td><input type="checkbox"/> HR21 Manager Self Service (if applicable)</td> <td><input type="checkbox"/> HPI & Casual Contract & Claim process (if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Student Information System (SIS) (if applicable)</td> <td><input type="checkbox"/> BASWARE (if applicable)</td> </tr> <tr> <td><input type="checkbox"/> Content Manager System (Records Management) (if applicable)</td> <td></td> </tr> </table>	<input type="checkbox"/> HR21 Employee Self Service	<input type="checkbox"/> TAFE SA Intranet	<input type="checkbox"/> HR21 Manager Self Service (if applicable)	<input type="checkbox"/> HPI & Casual Contract & Claim process (if applicable)	<input type="checkbox"/> Student Information System (SIS) (if applicable)	<input type="checkbox"/> BASWARE (if applicable)	<input type="checkbox"/> Content Manager System (Records Management) (if applicable)	
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<input type="checkbox"/> Content Manager System (Records Management) (if applicable)									
First month									
Policies, procedures and follow-up									
<input type="checkbox"/>	Discuss progress of On-boarding with Line Manager/Delegate on a weekly basis and ensure that Onboarding in Lumitt is being progressed including								
<input type="checkbox"/>	Confirm understanding of policies and procedures (TAFE SA policy portal) and legislative requirements which are related to your work, role, the business unit and/or program area								

Onboarding Checklist – Page 3 and 4

<input type="checkbox"/>	Familiarisation with the following: <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Job role and responsibilities <input type="checkbox"/> TAFE SA policy portal <input type="checkbox"/> Conflict of Interest Procedure <input type="checkbox"/> TAFE SA Delegations Policy <input type="checkbox"/> ESOS Compliance & Student Management <input type="checkbox"/> Reconciliation Action Plan </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> WHS Training Catalogue <input type="checkbox"/> WHS Intranet page <input type="checkbox"/> WHS policies and procedures <input type="checkbox"/> Employee Assistance Program (EAP) <input type="checkbox"/> Disability Access and Inclusion Plan <input type="checkbox"/> Diversity and Inclusion </td> </tr> </table>	<input type="checkbox"/> Job role and responsibilities <input type="checkbox"/> TAFE SA policy portal <input type="checkbox"/> Conflict of Interest Procedure <input type="checkbox"/> TAFE SA Delegations Policy <input type="checkbox"/> ESOS Compliance & Student Management <input type="checkbox"/> Reconciliation Action Plan	<input type="checkbox"/> WHS Training Catalogue <input type="checkbox"/> WHS Intranet page <input type="checkbox"/> WHS policies and procedures <input type="checkbox"/> Employee Assistance Program (EAP) <input type="checkbox"/> Disability Access and Inclusion Plan <input type="checkbox"/> Diversity and Inclusion
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<input type="checkbox"/>	Familiarisation with: <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Use of Microsoft Outlook <input type="checkbox"/> Use of MS Teams </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Use of <u>iphone</u> (if applicable) <input type="checkbox"/> Use of <u>ipad</u> (if applicable) </td> </tr> </table>	<input type="checkbox"/> Use of Microsoft Outlook <input type="checkbox"/> Use of MS Teams	<input type="checkbox"/> Use of <u>iphone</u> (if applicable) <input type="checkbox"/> Use of <u>ipad</u> (if applicable)
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<input type="checkbox"/>	<input type="checkbox"/> Performance Management and Development (PMD) Completion of the Performance Management and Development Plan by Week 4		
<input type="checkbox"/>	Introduction to relevant personnel <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Human Resource Business Partner <input type="checkbox"/> Health and Safety Representative/Committee Representatives </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> WHS Consultant <input type="checkbox"/> Colleagues within and from other Business Units </td> </tr> </table>	<input type="checkbox"/> Human Resource Business Partner <input type="checkbox"/> Health and Safety Representative/Committee Representatives	<input type="checkbox"/> WHS Consultant <input type="checkbox"/> Colleagues within and from other Business Units
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First three months			
Follow up and evaluation			
<input type="checkbox"/>	Completion of: <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Content Manager (TAFE SA records management system) - submit a MyService ICT request for User Training in Content Manager (if applicable) </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Complete a Professional Development Form – refer to WHS Training Needs matrix (where required) for role or job specific training. </td> </tr> </table>	<input type="checkbox"/> Content Manager (TAFE SA records management system) - submit a MyService ICT request for User Training in Content Manager (if applicable)	<input type="checkbox"/> Complete a Professional Development Form – refer to WHS Training Needs matrix (where required) for role or job specific training.
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<input type="checkbox"/>	Confirmation of booking to attend training on Safe Environments - Through Their Eyes . Further information available on the Safe Environments intranet page .		
<input type="checkbox"/>	Confirmation of employee's first performance coaching meeting to discuss performance and development opportunities		
<input type="checkbox"/>	Closing off of any outstanding issues related to On-boarding		
<input type="checkbox"/>	Continue familiarisation with TAFE SA's policies and procedures (TAFE SA policy portal) in relation to job role		
<input type="checkbox"/>	Revisit any outstanding items in the TAFE SA Staff Online Induction Program in Lumitt		

Additional business unit items	
<input type="checkbox"/>	

Signature of employee:		Signature of Line Manager/Delegate:	
Date:		Date:	

Once you have completed your On-boarding Checklist, please ensure that you and your Line Manager or Delegate, have confirmed completion of your on-boarding by signing on the appropriate section above.

You need to go back to TAFE SA Employee Onboarding Program on [Lumitt](#) and submit your checklist by following the instructions provided.

Thank you for your time and we wish you all the best!

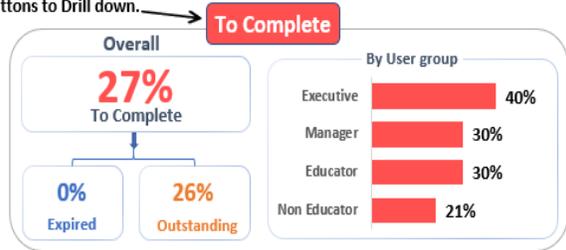
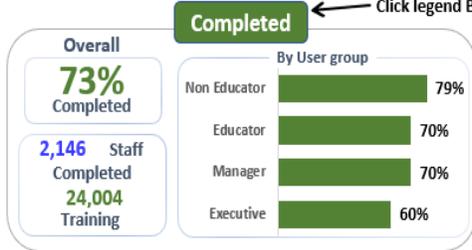
For further information or assistance, please contact Workforce.Development@tafesa.edu.au

Mandatory Training Dashboard

Data As at: 21-Apr-22 | Mandatory Training Compliance Dashboard | Filter Status: OFF | Applied Filters: HPI / Non HPI: Staff Group: Manager: Business Unit: Staff: Cheryl Borg | CHERYL.BORG@TAFESA.EDU.AU

Mandatory Training By User Group

Manager	17
Educator	15
Non Educator	15
Executive	10



Notes:
- Executive group includes CE, CFO, all executives and Directors

Average **5** Training To Complete Per Staff

1,774 Staff To Complete **8,771** Training (Distinct - 17)

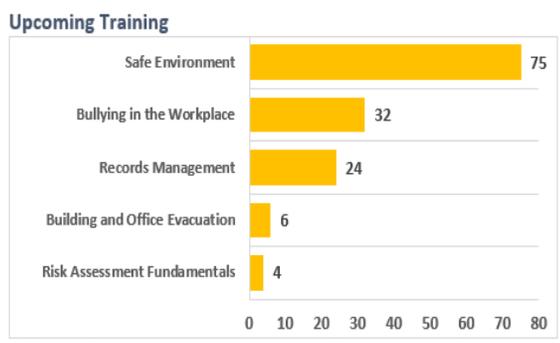
136 Staff have **141** Upcoming Training (Distinct - 5)

To Complete - By COA Hierarchy

Hierarchy By Division, BU & Workgroups	%	Staff Count	Training Count
OFFICE OF THE BOARD	73%	1	11
OFFICE OF THE CE	41%	25	154
FINANCE & PERFORMANCE	41%	40	271
PEOPLE AND CULTURE	36%	34	199
TAFESA EXCESS & UNPLACED STAFF	35%	8	42
EDUCATION	28%	1191	6,238
ACADEMIC DEVELOPMENT	24%	49	207
STRATEGY AND INFRASTRUCTURE	22%	185	712
STUDENT & COMMUNITY ENGAGEMENT	21%	233	910
TAFESA CAPITAL	20%	8	27
Grand Total	27%	1,774	8,771

Training To Complete

Training	%	Count
The Principles of Accident Investigation	63%	92
Bullying in the Workplace	61%	1,309
Work Related Stress	59%	86
Building and Office Evacuation	55%	1,196
Risk Assessment Fundamentals	50%	1,065
Safe Manual Handling	47%	1,019
Preventing Slips, Trips and Falls	45%	973
ICAC Training - Induction for Public Officers	32%	697
Records Management	23%	510
Safe Environment	17%	372
Onboarding	17%	367
ICAC Training - Conflicts of Interest	16%	342
Cyber Security Awareness	13%	272
Code of Ethics	8%	179
WHS Induction for Workers	7%	143
Online Induction	4%	84
Office Ergonomics	3%	65
Grand Total	27%	8,771



Upcoming Training - By COA Hierarchy

Hierarchy By Division, BU & Workgroups	Training Count	Staff Count
EDUCATION	89	86
STRATEGY AND INFRASTRUCTURE	28	27
STUDENT & COMMUNITY ENGAGEMENT	18	17
PEOPLE AND CULTURE	5	5
ACADEMIC DEVELOPMENT	1	1
Grand Total	141	136

HPI and/or Non HPI

Staff Group

Business Unit

- ACADEMIC DEVELOPMENT
- BUSINESS & ARTS
- EXEC DIR EDUCATION & SUPPORT
- FACILITIES AND PROJECTS
- FUTURE INDUSTRY & TRADE
- HEALTH COMM & FOUNDATN SKILLS
- PEOPLE AND CULTURE
- STRATEGY AND INFRASTRUCTURE
- STUDENT EXPERIENCE
- TAFE SA ICT
- FINANCE & PERFORMANCE
- STUDENT & COMMUNITY ENGAGEMENT
- TAFE SA BOARD
- TAFE SA CHIEF EXECUTIVE
- TAFESA CAPITAL
- TAFESA EXCESS & UNPLACED STAFF

General Mandatory Training Checklist - Employees



General Mandatory Training at TAFE SA

<u>Employees (excl below)</u>	
<u>Executive</u>	
<u>Managers</u>	

[Access your existing training records in Lumitt here](#)

PLEASE NOTE: ROLE SPECIFIC MANDATORY TRAINING IS NOT INCLUDED HERE.

FOR EXAMPLE, IF YOUR ROLE AT TAFE SA REQUIRES YOU TO WORK AT HEIGHTS, TRAINING FOR THIS WOULD BE MANDATORY IN YOUR ROLE, BUT DOES NOT SIT UNDER 'GENERAL MANDATORY TRAINING'. THIS TRAINING IS STILL IMPORTANT AND NEEDS TO BE IDENTIFIED AND MANAGED BY YOUR LINE MANAGER.

Completion of TAFE SA Staff Online Induction Program via [Lumitt](#). This includes:

- [Induction Course](#) **Only required for staff who commenced after 01 July 2017**
- [Code of Ethics](#)
- [Cyber Security Training](#)
- [WHS Induction for Workers](#)
- [TAFE SA Onboarding](#) **Only required for staff who commenced after 01 July 2017**

Completion of Mandatory training identified in Lumitt. This includes:

- [ICAC Induction for Public Officers](#)
- [ICAC Conflicts of Interest](#)
- [Safe Environments - Through Their Eyes](#)
- [Records Management Awareness](#) Required 2 yearly
- [Introduction to Disability Awareness](#)
- [Building and Office Evacuation](#) – Required 3 yearly
- [Safe Manual Handling](#)
- [Preventing Slips, Trips and Falls](#)
- [Office Ergonomics](#)
- [Risk Assessment Fundamentals](#) Required 3 yearly
- [Bullying in the Workplace](#) _Required 2 yearly

General Mandatory Training Checklist - Managers

General Mandatory Training at TAFE SA



<u>Managers</u>	<input checked="" type="checkbox"/>
<u>Employees</u>	<input type="checkbox"/>
<u>Executive</u>	<input type="checkbox"/>

[Access your existing training records in Lumitt here](#)

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- [Induction Course](#) **Only required for staff who commenced after 01 July 2017**
- [Code of Ethics](#)
- [Cyber Security Training](#)
- [WHS Induction for Managers](#)
- [TAFE SA Onboarding](#) **Only required for staff who commenced after 01 July 2017**

Completion of Mandatory training identified in Lumitt. This includes:

- [ICAC Conflicts of Interest](#)
- [ICAC Induction for Public Officers](#)
- [Records Management Awareness](#)
- [Introduction to Disability Awareness](#)
- [Building and Office Evacuation](#) – Required 3 yearly
- [Risk Assessment Fundamentals](#) - Required 3 yearly
- [Safe Manual Handling](#)
- [Office Ergonomics](#)
- [Preventing Slips, Trips and Falls](#)
- [Bullying in the Workplace](#) - Required 2 yearly

For Managers and Supervisors, the following also needs to be completed:

- [Work Related Stress](#) - Required 3 yearly
- [The Principles of Accident Investigation](#) Required 3 yearly
- [Duty of Care and Injury Management for Managers \(Coming Soon\)](#)

General Mandatory Training Checklist - Directors



General Mandatory Training at TAFE SA

<u>Directors</u>	✓
<u>Managers</u>	
<u>All Staff (excl above)</u>	

[Access your existing training records in Lumitt here](#)

Completion of TAFE SA Staff Online Induction Program via [Lumitt](#). This includes:

- [Induction Course](#) **Only required for staff who commenced after 01 July 2017**
- [Code of Ethics](#)
- [Cyber Security Training](#)
- [WHS Induction for Workers](#)
- [TAFE SA Onboarding](#) **Only required for staff who commenced after 01 July 2017**

Completion of Mandatory training identified in Lumitt. This includes:

- [ICAC Conflicts of Interest](#)
- [ICAC Induction for Public Officers](#) (Not currently available)
- [Safe Environments - Through Their Eyes](#)
- [Records Management Awareness](#)
- [Introduction to Disability Awareness](#)
- [Building and Office Evacuation](#) – Required 3 yearly
- [Due Diligence Training](#) – Please contact the [WHS Team](#) for further information relating to this training.

Ongoing Staff Training Relevant to ICAC, Fraud, codes of Conduct, Integrity Matters

	Total Staff	Staff Completed	Completion Rate	
Code of Ethics Training	2087	1964	94.10%	
ICAC - Conflicts of Interest Course	2087	1806	86.50%	
ICAC Induction for Public Officers (currently unavailable)	2087	1518	72.70%	**Please note this course has been unavailabe since Nov 21. Once released again by ICAC, we will follow up outstanding employees.

New to TAFE SA Educator Program

All new Contract and Permanent educational employees joining TAFE SA will be required to complete TAFE SA Online Induction and onboarding as well as the **TAFE SA New Educator Program**. The program is currently in pilot stage. Once fully implements HPI staff will be required to complete the New Educator Training.

Participants are Mentored throughout the program by a workgroup mentor and CEP Principal Consultant.

The TAFE SA New Educator Program is accessed via our learning management system Lumitt. It provides new educators with an overview of the requirements of their role as an Educator within TAFE SA it is completed in conjunction with the TAFE SA Induction program while ensuring compliance with the Standards for RTO's 2015 .

If new Educators are employed without the Certificate IV in Training and Assessment (TAE40116) they will be required to complete this within this 12 Month period.

- 1.3. The RTO has, for all of its scope of registration, and consistent with its training and assessment strategies, sufficient: learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery
- 1.6 The RTO implements a range of strategies for Industry engagement to ensure industry relevance of Its training and assessment strategies, practices and resources; and the current industry skills of its trainers and assessors

The Program is comprised of Four Components. The components have a blend of online delivery including webinars and recordings as well as face to face/teams workshops

Week 1

- HR Induction and onboarding and the Centre for Educator Practice (CEP) Course 1 and workgroup worksite /role specific to requirements

Week 2 - 8

- CEP Course 2 – Teaching at TAFE SA and professional identity as an educator and educator competency and currency requirements (ECCM)

Week 9 -16

- Completion of the ECCM Matrix
- Educator Digital capability self assessment

Week 20 - 40

- Focus on TAFE SA Quality systems and processes and further student learning services



Welcome to Week 1

This guide is intended to help you transition into your role as an educator and develop your professional identity, not only in your vocational area, but in the practice of learner centred education. The following outline is a suggested/recommended pathway for your professional learning over the next 12 months. There will be some activities that will be labelled as **'required'** For those new educators undertaking TAE40116, the action learning outline will be embedded in this suggested timetable.

You will meet your Educational Manager and Workplace Mentor in your first week, along with staff from TAFE SA's Centre for Educator Practice (CEP). There are some components of your induction that you will be required to complete and others that will be suggested for you, if you feel that you need further assistance in certain areas.

Most activities require a Staff ID that acts as a security swipe along with your staff photo. This can only be completed after you have filled in the necessary HR employee forms where a staff ID Number will be allocated to you. If you do not have a staff ID number, please refer this to your Educational Manager (EM) or Workplace Mentor (WPM). The library is the centre of most learning activities for both educators and students. Make sure you locate the library on your campus and meet your friendly library staff.

Activity 1: HR Onboarding Mandatory Requirements

Required for your Completion Checklist

As the New to TAFE SA - Educator program is designed to be customised to each new educator's need undertaking the following Induction and Onboarding checklist will help you undertake an audit of your knowledge and skills which will help you design your ideal pathway.

[Onboarding Checklist](#)

TAFE SA Staff Online Induction and On-boarding Program can be accessed via [Lumitt](#). The program has both audio and video features, as well as short activities to make it interactive and engaging. It provides new employees with an overview of TAFE SA as a business – its function and vision and more importantly, demonstrates employee's passion for education and learning, which makes TAFE SA a great place to work.

The Program is comprised of two sections in [Lumitt](#).



Activity 2: CEP Course 1 Online and Self-Paced Activity

Required for your Completion Checklist

Although you may already know of the services, campuses and courses that TAFE SA offer, CEP course 1, will provide you with an overview of TAFE SA. After watching this video, please complete the quizzes at the end which will give you the completion certificate. This is a one-hour self-paced recording split into 2 parts. Please access the link via the New to TAFE SA Lumitt course.

Activity 3: CEP Online Activity

Please watch the following 3 videos prior to Week 2 to help you understand the framework in which the TAFE SA Courses are delivered and assessed within. You will need to watch these videos and complete the quizzes at the end.

- [VET Training Packages, Qualifications, Units of Competency](#)
- [Unpacking a Unit of Competence?](#)
- [What is a Training and Assessment Strategy \(TAS\)?](#)

Activity 4: Orientation to Online Portal Services

The following list of activities are an essential part of an educator's daily routine. It is important that you are stepped through these processes with your workplace mentor to ensure that you have access to all the tools that will form part of your daily schedule.

To be completed with workplace mentor:

- How to Log on to Portal
- How to access Microsoft 365
- How to access emails
- How to send and receive emails
- Orientation to LEARN
- Orientation to Lumitt
- Orientation to Microsoft Office
- Outlook
- Calendar and Scheduling
- Teams
- How to Access HR21





Welcome to Weeks 2 to 8 Nominal (1-2 months)

Congratulations for making it through the load of information that has been given to you during Week 1. We hope you enjoyed finding out more about TAFE SA, your program area and approaches to teaching and assessment.

Weeks 2 - 8 will focus on the pedagogies of learning and teaching and assist you with the development of your professional identity as an educator. Your WPM will be on hand these first few weeks to address any questions or queries you may have and to assist you with completing the following activities. Remember to schedule in **weekly 'catch-ups'** with your WPM for the first two months in your new role.

Activity 1: CEP Course 2 – Teaching @ TAFE SA (Online, blended or face to face)
Required for your Completion Checklist

This two-hour session will start the process of developing your professional identity as an educator by introducing student centred learning approaches. Depending on your needs, this can be completed in either an online, face to face or blended format.

Activity 2: Enhancing your Professional Identity as an Educator (Online and self-paced)
Required for your Completion Checklist

This is a one-hour webinar that will cover the important aspects of becoming a self-reflective professional educator with an evidence-based approach to your teaching. Completing the quizzes at the end of this webinar will give you a completion certificate.

Please access the recording of this session on this link:

- [Enhancing my Professional Identity as an Educator](#)

Activity 3: Join a Community of Practice (CoP)

The CEP will facilitate a new to TAFE SA educators' CoP Teams site where you can share your questions and opinions. Its purpose is to form an informal learning group and network for support and knowledge sharing. More information on this will be provided in the first few weeks of your appointment.

You will receive an invite to join the group once you have completed CEP Course 2.



Activity 4: Highly Recommended self-study activities

The following instructional videos are recommended as means of helping you design your learning activities and develop quality online teaching materials. Completing the quizzes at the end of each video will add to your professional learning records on Lumitt and can be used to demonstrate continual professional learning during your Professional Management Development (PMD) with your Educational Manager.

- [Creating Professional PowerPoint Presentations](#)
- [Blackboard Collaborate Orientation](#)
- [Introduction to Online and Blended Pedagogy](#)
- [Adult Learning Principles](#)

Activity 5: Highly Recommended

Activities that form a part of your quality and compliance aspect in your role as an educator:

a. Educator Competency and Currency Matrix

This is a very important aspect of your role and outlines the approach to the maintenance of both your competence and currency in your dual professional roles as an industry/subject expert and educator. It is essential that you record the evidence that you have the qualifications and the currency to undertake your role as educator in TAFE SA. And teach in the Units of Competence that are assigned to you.

Please watch the following video which explains this in more detail.

Your EM will arrange to review your qualifications, competency and currency requirements for the Units of Competence that are assigned to new educator. To find out more information on Educator Requirements please access the intranet on the following link:
https://in.tafesa.edu.au/educator_practice/educator_requirements.php

b. Training and Supervision Plan (TAS)

If applicable, a TAS will need to be completed in collaboration with EM and WPM. More information of TAS can be found on this link:
https://in.tafesa.edu.au/educator_practice/educator_requirements.php

c. Observation of teaching with mentor and/or colleague

In the first few weeks of your appointment, it is highly recommended that you observe a teaching session/s with a colleague and/or mentor. Take the time to discuss the relevant Unit/Units of Competence and the session design, to include delivery methods with your WPM to prepare you for your first teaching session. You will be provided with a checklist to use to guide your observation and provide you with some prompts to discuss with your WPM. Your WPM will explain the Teaching and Assessment strategy for the relevant Units of Competence that you will be observing.



Welcome to Weeks 9 to 16 Nominal (3-4 months)

By now you should be settling into your new role and becoming more familiar with processes, though it does take the first 6 months to start feeling completely comfortable. You would be getting to know the students as well, which is always the best part of an educator's role.

It is no longer necessary to continue your weekly meetings with your WPM but scheduling monthly catchups is a great idea for the first 6 to 8 months. However, you can negotiate to meet more regularly if this works best for you and your WPM.

Activity 1: Educator Competency and Currency Matrix (ECCM)

By this stage, you would have started to complete your ECCM. Have WPM provide you with some feedback to review with your EM.

[Educator Competency and Currency Matrix and Associated Documents](#)

Activity 2: Student Services

TAFE SA offers a range of student services to support students in all aspects of the study. As an educator, it is important for you to be aware of these services so that you can assist students in accessing these. Please watch the following videos which will provide you with the background knowledge you will need.

- [Student Services Intranet Page](#)
- [Student Services Information Sheet](#)
- [Studiosity](#)

It is important for you to understand the TAFE SA Disability Action and Inclusion Policy

- [TAFE SA Disability Action and Inclusion](#)

Activity 3: Digital Tools Self-Assessment

With the assistance of the workplace mentor, new educators should undertake the TAFE SA Digital Tools Self-Assessment Survey.

Choose from a suite of professional learning modules from [Lumitt](#) to address identified gaps in discussion with your EM and WPM.

Access the survey here: [Educator Digital Capability - Skills Analysis Pilot](#)



Welcome to Weeks 20 to 40

By now, you will be ready to delve into TAFE SA's quality systems and processes, and further student learning services. For the second half of the New to TAFE SA educator induction pathway, meetings with your WPM should continue to remain bi-weekly or monthly, depending on your circumstances.

The following videos will provide you with an opportunity to understand many of TAFE SA's compliance and quality systems.

Highly recommended for viewing

- [Student attendance and resulting](#)
- [Viewing Student Information and Reporting](#)
- [ASQA Understanding the VET Sector](#)
- **Quality Education System (QES)**
 - [Participating in Panel Quality Check](#)
 - [Undertaking a Peer Review](#)
 - [What is Validation of Assessment Judgement? \(Educators\)](#)
 - [Recognition of Prior Learning \(RPL\) Practitioner Training](#)

Professional Management and Development Plan (PMD)

Towards the second half of your first 12 months, you will need to reflect on what you have achieved, learnt and what you still need to develop as a part of your Professional Development Plan. Complete the template under the guidance of your WPM, prior to your discussion with your EM.

Certificate IV in Training and Assessment (TAE40116)

New educators must have completed the Certificate IV in Training and Assessment (TAE40116) within the first 12 months or less, depending on the level of completion/teaching experience at the time of appointment and/or have applied for RPL if eligible.

List of TAFE SA Acronyms

You may feel as though your colleagues in TAFE SA are speaking another language at times. They are speaking in acronyms that are specific to policies, procedures, projects etc., in TAFE SA. To assist you with an orientation to the list of acronyms and TAFE SA terminology, please visit the recording in Lumitt that explains the most important ones to become familiar with.

[TAFE SA Terminology](#)