

MANDATORY COMPLIANCE TRAINING PROCEDURE

SCOPE

This procedure applies to all fixed-term, continuing, casual or sessional staff, consultants, adjuncts, and any individual (herein collectively referred to as 'you') engaged to perform work for the University ('us', 'our' or 'we').

PROCEDURE STATEMENT

This procedure outlines the compliance training you must complete to ensure you are aware of your obligations and responsibilities in contributing to a healthy and safe culture of professional and ethical conduct.

1. Mandatory compliance training

- 1.1 Mandatory compliance training is delivered via online training modules within [myDevelopment](#) and is designed to:
- outline the law as it relates to the subject matter;
 - covers key policies, responsibilities and concepts; and
 - articulate and contextualise the responsibilities of staff and managers.
- 1.2 You must complete the relevant mandatory compliance training (the 'modules') within 1 month of commencement (or at an alternative time as directed by the University). Completion of the training is reflected on your Training Record.
- 1.3 Each module has a period of validity, after which you must complete "refresher" training to ensure your knowledge remains current. Towards the end the validity period, we will email your University account to advise you:
- the modules due for completion and the specified timeframe for completion;
 - the relevant link for accessing the training modules; and
 - that the training is mandatory and the email constitutes a directive from the Chief Human Resources Officer as a delegate of the Vice Chancellor.

The table below outlines the modules and the validity periods that are applicable to you dependant on your engagement type:

Engagement Type	Training Module	Period of Validity
Staff	Equal Opportunity	2 years
	Occupational Health and Safety	3 years
	Data Protection and Privacy	
	Anti-Fraud & Corruption	
	Cyber Safety	
	Ethics and Professional Conduct	
Affiliates	Engaging with Monash	3 years

2. Non-Compliance

- 2.1 You are responsible for ensuring you complete the mandatory compliance training. Your supervisor is responsible for ensuring you have the time to complete the relevant modules.
- 2.2 If you have not completed the modules within the relevant timeframe, we will notify you and your supervisor via email. If you do not complete the required modules despite the reminders, you may be deemed to have not complied with a reasonable and lawful direction. Such continued non-compliance may lead to disciplinary action in accordance with the [Disciplinary action and dismissal procedure](#).
- 2.3 Supervisors who fail to ensure their staff complete the required modules may have demonstrated unsatisfactory performance of their duties as a supervisor in accordance with the Managing unsatisfactory performance: professional staff procedure or the Managing unsatisfactory performance: academic staff procedure (as relevant).
- 2.4 Heads of unit/departments will be provided with a report identifying staff who have not completed the training and should discuss non-completion of the modules with the staff member and./or supervisor. Monash HR should be contacted regarding disciplinary action.
- 2.5 The University's senior management will be periodically informed of completion rates across the University.

3. Breach of procedure

- 3.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

Affiliates	For the purposes of this procedure means any person engaged by the university to perform work in a capacity not defined as staff i.e.) Adjunct, University visitors, affiliates.
Head of Unit	The head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as his or her nominee.
Mandatory Compliance Training (modules)	Staff training mandated by legislation, regulation or policy. Designed to educate staff and other affiliates on relevant legislation, key policies and responsibilities and obligations relevant to their job function or industry.
Staff	For the purposes of this procedure, means any person employed by the university on a continuing, fixed-term, casual or sessional basis, or a person seconded or contracted to perform work for the university under direction from a university supervisor.
Supervisor	The person who is responsible for managing the performance of a staff member. This will be the immediate line manager, unless the University nominates an alternative supervisor. Where a staff member has two or more supervisors, one should be nominated as the performance supervisor.

GOVERNANCE

Parent policy	Integrity and respect
Supporting schedules	
Associated procedures	<ul style="list-style-type: none">• Disciplinary Action and Dismissal• Managing Unsatisfactory Performance: Academic Staff• Managing Unsatisfactory Performance: Professional Staff• Performance development process: Academic Staff• Performance development process: Professional Staff• Data Protection and Privacy

Legislation mandating compliance	<p>Federal Legislation</p> <ul style="list-style-type: none"> • Racial Discrimination act 1975 (Cth) • Sex Discrimination Act 1984 (Cth) • Disability Discrimination Act 1992 (Cth) • Age Discrimination Act 2004 (Cth) • Australian Human Rights Commission Act 2004 (Cth) • Privacy Act 1988 (Cth) • Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth) <p>State Legislation</p> <ul style="list-style-type: none"> • Equal Opportunity Act 2010 (Vic) • Racial and Religious Tolerance Act 2001 (Vic) • Privacy and Data Protection Act 2014 (Vic) • Occupational Health and Safety Act 2004 (Vic)
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