

### Training Needs – CESA staff (as at November 2023)

CESA is committed to ensuring that staff receive suitable and adequate information, instruction and training for any task they may be required to perform at work. This document summarises the types of training that are mandatory for all or some staff, (subject to specific roles) and supports compliance with the *Catholic Safety and Injury Management Induction and Training Procedure*. Schools, centres and offices should monitor for completion of staff training requirements.

Note: For Timing of training, "On commencement" means on initial employment or on commencing new roles/duties.

TYPE OF TRAINING		ROLES	TIMING	FREQUENCY	NOTES	COMPLETION RECORDED IN
<b>MANDATORY TRAINING</b>						
Site Induction / re-induction		All staff	On commencement	5 yearly	Refer CSaIM Form 012 for a checklist <a href="https://cshwsa.org.au/">https://cshwsa.org.au/</a>	Site responsible for recording completion in Preceda (or similar) – Preceda code SITEIND
Emergency drills - evacuation/lock-in		All staff	Ongoing	Each Term	Chief Fire Warden to arrange drills. At CEO, drills need only occur twice each year.	Local WHS Coordinator to keep a record of dates.
RRHAN-EC	<i>Fundamentals</i> Responding to Risks of Harm, Abuse and Neglect - Education and Care Settings	All staff	Prior to commencement	Current cycle valid until 31/12/24	Refer <a href="https://www.education.sa.gov.au/working-us/rrhan-ec/rrhan-ec-mandatory-notification-training-list-courses">https://www.education.sa.gov.au/working-us/rrhan-ec/rrhan-ec-mandatory-notification-training-list-courses</a>	Site responsible for recording completion in Preceda (or similar) – Preceda codes: <ul style="list-style-type: none"><li>RRHAN_F - use this code to record completion of Fundamentals.</li><li>RRHAN_M - use this code to record completion of Masterclass.</li></ul>
	<i>Masterclass</i> Responding to Risks of Harm, Abuse and Neglect - Education and Care Settings	All school staff and CEO staff as required by their role	Prior to commencement (Or within two months of commencement so long as evidence of booking of the <i>Masterclass</i> is provided.)			
First Aid	HLTAID012 Provide first aid in an education and care setting	OSHC, Pre-school, occasional care and long day care (ELC) staff	On commencement	3 yearly	HLTAID012 satisfies ACECQA requirements for basic first aid, anaphylaxis management and asthma management training. CPR training is also part of this three-yearly course however to maintain currency in CPR (recommended though not required), a refresher should be undertaken annually.	Site responsible for recording completion in Preceda (or similar) – Preceda codes: <ul style="list-style-type: none"><li>FA CESA1 – HLTAID012</li><li>FA CESA2 – HLTAID010</li><li>FA CESA3 – HLTAID009</li><li>FA CESA4 – HLTAID013</li></ul>
	<i>Recommended training</i> - HLTAID012 Provide first aid in an education and care setting (this has replaced HLTAID004) OR <i>Minimum training</i> - HLTAID010 Provide basic emergency life support	All school staff	On commencement	3 yearly	School staff are recommended to complete HLTAID012 rather than HLTAID010 (but either will meet the mandatory requirements). In addition to basic first aid, HLTAID012 includes anaphylaxis management asthma management and CPR training. To maintain currency in CPR (recommended for all staff though only required for staff attending camps – see below), a refresher should be undertaken annually.	
	<i>Recommended training</i> - HLTAID009 Provide cardiopulmonary resuscitation (CPR)	Staff attending camp	Prior to Camp	Annually	This training is included as part of both HLTAID012/010. It is recommended to be undertaken annually (in between the three yearly training cycle for HLTAID012/HLTAID010) and should be up to date for staff attending camp.	
	HLTAID013 Provide first aid in remote situations	Staff attending remote camp	Prior to Remote Camp	3 yearly	In accordance with <i>Camps, Excursions, Sporting and Adventure Activities Procedure</i> , where medical assistance would be unable to be received within 2 hours of the camp location at least 1 staff member must be the designated first aider and hold this higher level first aid qualification.	
CESA Teacher Onboarding and Induction (online) <ul style="list-style-type: none"><li>Catholic Identity and Mission – what does it mean? (1 hour)</li><li>An introduction to teaching Religious Education with Crossways (and MITIOG) (1 hour)</li><li>Duty of Care and Protective Practices (1/2 hour)</li></ul>		All teachers who are new to CESA	Within first term of employment in a CESA school	Once-off	Three online courses provided by the Catholic Education Office to complement school-based induction with a focus on the nature and purpose of Catholic schools, the connection of the RE curriculum to all learning areas, Australian Professional Teacher Standards, and legal responsibilities of teachers.	Site should view and retain evidence of completion.
Visionary Inspired & Prophetic (VIP) retreat <ul style="list-style-type: none"><li>Face-to-face overnight and next day retreat (limited places) OR</li><li>Online real-time input and reflection (3 hours)</li></ul>		All teachers who are new to CESA	Within first year of employment in a CESA school	Once-off	Provided by the Catholic Education Office to support new CESA teachers to bring an authentic, relational self to the Catholic School workplace. This retreat offers opportunities for reflection, input and conversation with peers that respects the diverse faith (or no faith), backgrounds of attendees.	Site should view and retain evidence of completion.
Catholic Studies Graduate Certificate		All teachers who are new to CESA	Prior to or within five years of initial employment in a CESA school	Once-off	Four semester length units of approved Higher Education Catholic Studies courses offered through accredited higher education providers. (Teachers who have previously completed Catholic Studies as part of their Bachelor degree need to evidence completion.)	Site should view and retain evidence of completion.
Keeping Safe: Child Protection Curriculum		All teachers who are new to CESA	Prior to or within first year of employment in a CESA school AND prior to teaching the Keeping Safe	3 yearly	Face-to-face training is provided by the Catholic Education Office and is a pre-requisite to gaining access to the curriculum resources that are behind the Department for Education firewall. Every 3 years thereafter, an online refresher course is required to be completed which is accessed on the Department's Keeping Safe: Child Protection Curriculum Website. (Teachers who have previously completed this training outside of CESA need to evidence completion.)	Site responsible for recording completions in Preceda (or similar) – Preceda code KPCPC
Disability Standards for Education		All school staff	Within first year of employment in a CESA school	3 yearly	Training accessed at <a href="https://www.nccd.edu.au/resources-and-tools/professional-learning/format/e-learning-5">https://www.nccd.edu.au/resources-and-tools/professional-learning/format/e-learning-5</a>  Staff should complete one of the seven courses most relevant to their role. All courses are designed to help staff uphold their legal obligations under the <i>Disability Discrimination Act 1992</i> and the Disability Standards for Education 2005 with respect to providing fair access to education for students with disability.	Site responsible for recording completion in Preceda (or similar) – Preceda code DISSTD5

TYPE OF TRAINING		ROLES	TIMING	FREQUENCY	NOTES	COMPLETION RECORDED IN
<b>MANDATORY TRAINING CONTINUED</b>						
Religious Education (RE) Curriculum	Introduction to Made in the Image of God (MITIOG) Human Sexuality and Respectful Relationships Curriculum (Years R-12).	All teachers of MITIOG, Wellbeing and Pastoral Care Coordinators/Leaders	Within first year of employment in a CESA school AND prior to teaching any aspect of the MITIOG curriculum	3 yearly	Full day face-to-face training is provided by the Catholic Education Office and is a pre-requisite to teaching the MITIOG Curriculum or any aspect of human sexuality and respectful relationships. Every 3 years thereafter, a 1.5 hour online 'curriculum update' course is required to be completed (available from 2024).	Site should view and retain evidence of completion.
Salt online training	Key SACCS Documents <ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Intersector Protective Practices Guidelines</li> <li>ICT Acceptable Use Guidelines</li> <li>Privacy Statement</li> <li>Reporting Harm of Children and Young People Procedure</li> <li>Anti-Sexual Harassment Procedure</li> </ul>	All staff	February 2023 thereafter on commencement	Annually	These courses are offered on the Salt online platform. Those separately governed schools that use an alternative platform to Salt should make arrangements to provide equivalent training to staff.	Completion of Salt online courses is recorded automatically in Salt and can be easily tracked through reporting from Salt. There is no need to record Salt course completions elsewhere.
	Safeguarding Essentials	All staff	February 2023 thereafter on commencement	Annually		
	Work Health and Safety <ul style="list-style-type: none"> <li>Health and safety at school</li> <li>Workers' rights and obligations</li> </ul>	All staff	July 2022 thereafter on commencement	3 yearly		
	Practical Work Health and Safety <ul style="list-style-type: none"> <li>Slips, Trips and Falls</li> <li>Ergonomics and Manual Handling</li> <li>Fire and Other Emergencies</li> </ul>	All staff	July 2022 thereafter on commencement	3 yearly		
	Workplace Behaviours for Schools <ul style="list-style-type: none"> <li>Workplace Bullying</li> <li>Discrimination and Sexual Harassment</li> <li>Diversity and Inclusion</li> </ul>	All staff	April 2023 thereafter on commencement	3 yearly		
	Privacy for schools – introducing Privacy	All staff	July 2023 thereafter on commencement	Once-off		
	Cybersecurity <ul style="list-style-type: none"> <li>Introducing cybersecurity</li> <li>Protecting work data</li> <li>At work, home and offsite</li> </ul>	All staff	July 2023 thereafter on commencement	2 yearly		
	Mental Health and Wellbeing at work	All staff	January 2024 thereafter on commencement	Once-off		

...Please see next page for **Role Specific Training Requirements**

TYPE OF TRAINING		ROLES	TIMING	FREQUENCY	NOTES	COMPLETION RECORDED IN
<b>ROLE SPECIFIC TRAINING</b>						
Driver Safety Awareness (Salt course)		Staff who drive for work purposes	On commencement	Once-off	These courses are offered on the Salt online platform. Schools that use an alternative platform to Salt should make other arrangements to provide this training to staff.	Completion of Salt online courses is recorded automatically in Salt and can be easily tracked through reporting from Salt.
Camps & Excursions (Salt course)		Staff involved in Camps and excursions				
Work Health and Safety (WHS) for Officers		Principals, Deputies, APRIMs, Business Managers/Bursars, Director OSHC, CEO Senior Managers	On commencement	3 yearly	Training provided by CSaIM – phone 08 8210 8101.	Site responsible for recording completion in Preceda (or similar) – Preceda code WHSOFF
Emergency Wardens		Fire/Emergency Wardens	On commencement	3 yearly	Training booked through a registered training provider.	Site responsible for recording completion in Preceda (or similar) – Preceda code FIRE WRD
Designated First Aiders – <i>Recommended training</i> – HLTAID012 Provide first aid in an education and care setting (this has replaced HLTAID004) <i>OR</i> <i>Minimum training</i> - HLTAID011 Provide First Aid		Designated First Aiders responsible under WHS Act for staff safety	On commencement	3 yearly	Under the <i>First Aid on the Workplace Code of Practice</i> , one (1) designated First Aider is required for every fifty (50) staff. Training booked through a registered training provider.	Site responsible for recording completion in Preceda (or similar) – Preceda code FA CESA5
Authority for Adults to Monitor a Children’s Crossing		Staff traffic monitors	On commencement	Annually	Training provided by SAPOL – phone 8207 6585 or email <a href="mailto:SAPOLRoadSafetySection@police.sa.gov.au">SAPOLRoadSafetySection@police.sa.gov.au</a> . See <a href="https://www.police.sa.gov.au/_data/assets/pdf_file/0011/952832/Emu-Crossing-Fact-Sheet.pdf">https://www.police.sa.gov.au/_data/assets/pdf_file/0011/952832/Emu-Crossing-Fact-Sheet.pdf</a>	Certificate retained at school site.
Contact Officer Training		Staff who are Contact Officers for a site	On commencement	3 yearly	Training provided by CSaIM – phone 08 8210 8101.	Site responsible for recording completion in Preceda (or similar) – Preceda code CONTACT
Return to Work Coordinator		RTW Site Coordinator	On commencement	Once-off	Training booked through a registered training provider.	Site responsible for recording completion in Preceda (or similar) – Preceda code REHAB
Hazardous Chemicals		WHS Coordinators, Lab staff, Grounds & Maintenance staff	As required	3 yearly	Training provided by CSaIM – phone 08 8210 8101.	Site responsible for recording completion in Preceda (or similar) – Preceda code CHEMICAL
Food Safety	Food Safety Supervisor – Role required in some circumstances for which formal training through an RTO is required.	Canteen Manager, Kitchen Manager in OSHC/Boarding/ELC/Childcare/Special School/Café	On commencement	Every 5 years (required since 8/12/23)	Where site is operating a food business (food is provided as part of service for which customer is paying and food that is being handled is potentially hazardous), one person is required to be a certified Food Safety Supervisor. Details of Training Courses and Training Providers available at <a href="https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/public+health/food+safety+for+businesses/food+safety+management/food+safety+supervisor+certification">https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/public+health/food+safety+for+businesses/food+safety+management/food+safety+supervisor+certification</a> . See <a href="#">Changes to Food Safety Standards.pdf</a>	Site should view and retain evidence of completion.
	Food Handler – Provides evidence of required common sense practices in food safety and hygiene.	OSHC staff, canteen staff and volunteers, boarding house staff and others involved in food preparation and handling	On commencement	Once-off	SA Health in partnership with Victoria’s Department of Health and Human Services and the Queensland Government offer a free online food safety learning program <i>DoFoodSafely</i> , which is available in multiple languages and is designed to educate food handlers – refer <a href="https://dofoodsafely.health.vic.gov.au/index.php/en/">https://dofoodsafely.health.vic.gov.au/index.php/en/</a>	Site should view and retain evidence of completion.
Medication Safety		Staff responsible for administering medication to children	On commencement	As required	Staff who administer medication must be competent and willing to do so. General training is provided online by SA Health through the Women’s and Children’s Hospital at <a href="https://launch.sahealth.sa.gov.au/about/medication-safety">https://launch.sahealth.sa.gov.au/about/medication-safety</a>	Site should view and retain evidence of completion.
Safety Intervention Foundation Course – Working with Children and Young People (previously known as Management of Actual or Potential Aggression (MAPA))		Staff in Special Schools and Special Units/Centres	On or soon after commencement	2 yearly	Training provided jointly by Crisis Prevention Institute/CEO Learning Diversity & Wellbeing Team – refer <a href="https://www.crisisprevention.com/en-AU/Our-Programs/MAPA-Management-of-Actual-or-Potential-Aggression">https://www.crisisprevention.com/en-AU/Our-Programs/MAPA-Management-of-Actual-or-Potential-Aggression</a>	Site should view and retain evidence of completion.
Personal Care Support	Contenance Care	Staff responsible for students with specific health and personal care needs	On commencement	3 yearly	Training provided by CSaIM – phone 08 8210 8101.	Site should view and retain evidence of completion.
	Oral Eating & Drinking Support (OEDS)				Training provided by Novita – see OEDS - <a href="https://www.novita.org.au/training/oeds-workshop/">https://www.novita.org.au/training/oeds-workshop/</a> and TAPS - <a href="https://www.novita.org.au/training/taps-workshop/">https://www.novita.org.au/training/taps-workshop/</a>	
	Transfer & Positioning (TAPS)				OR training specific to the support for the individual student through the student’s NDIS-accredited Speech Pathologist/Occupational Therapist/Physiotherapist as appropriate.	
WHS Coordinators Induction		WHS Coordinators	On commencement	Once-off	Training provided by CSaIM – phone 08 8210 8101.	Site responsible for recording completion in Preceda (or similar) – Preceda code COORDN8R
Working at Heights		Grounds & Maintenance Staff	As required	3 yearly	Training booked through a registered training provider.	Site should view and retain evidence of completion.

Working With Children Checks	Oversight of process	Principals (as the Responsible Authority)	On commencement	Once-off	Training booked through SAVA – phone 8210 8150.	Site responsible for recording completion in Preceda (or similar) – Preceda code SAVA RA
	Administration of process	Administration staff (as the Nominated Authorised Representative)				Site responsible for recording completion in Preceda (or similar) – Preceda code SAVA NAP
Health and Safety Representative		Elected HSR	Yr1 – 5 days Yr2 – 3 days Yr3 – 2 days	Once-off	Training booked through a registered training provider. From Year 4 and beyond, consult with CSaIM for appropriate training.	Site responsible for recording completion in Preceda (or similar) – Preceda code HSR YR1, HSR YR2 or HSR YR3