APPENDIX A. MANDATORY INDUCTION AND TRAINING PROGRAMS

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| **EMPLOYEE WORKGROUP** | **TITLE** | **CONTACT FOR FURTHER INFORMATION** |
| All employees | [Accountable and Ethical Decision Making](https://ikon.education.wa.edu.au/-/access-standards-and-integrity-training-and-presentations#toc2) [training](https://ikon.education.wa.edu.au/-/access-standards-and-integrity-training-and-presentations#toc2) (staff only)  Complete training every 3 years. | [Standards and Integrity](https://ikon.education.wa.edu.au/-/access-standards-and-integrity-training-and-presentations?section=contacts) (staff only)  T: 9264 4934  E: [integrity@education.wa.edu.au](mailto:integrity@education.wa.edu.au) |
| [Aboriginal and Torres Strait Islander](https://ikon.education.wa.edu.au/professional-learning?runCourse=28774625&play) [Cultural Awareness](https://ikon.education.wa.edu.au/professional-learning?runCourse=28774625&play) (staff only) | [Aboriginal education](https://ikon.education.wa.edu.au/-/access-aboriginal-education-professional-learning/?section=contacts) (staff only)  T: 9402 6497  E: [AboriginalEducation@education.wa.edu.au](mailto:AboriginalEducation@education.wa.edu.au) |
| [Work Health and Safety for employees](https://ikon.education.wa.edu.au/-/access-online-occupational-safety-and-health-training/) [online professional learning (staff only)](https://ikon.education.wa.edu.au/-/access-online-occupational-safety-and-health-training/) | [Employee Relations Health and Safety Support](https://ikon.education.wa.edu.au/-/access-online-occupational-safety-and-health-training/?section=contacts) (staff only)  T: 9264 4921, option 3  E: [EmployeeRelations.HealthandSafety@education.wa.edu.au](mailto:EmployeeRelations.HealthandSafety@education.wa.edu.au) |
| [Recordkeeping Awareness Training](https://ikon.education.wa.edu.au/-/complete-recordkeeping-training?inheritRedirect=true&redirect=%2Fsearch%3F_com_liferay_portal_search_web_search_bar_portlet_SearchBarPortlet_INSTANCE_templateSearch_formDate%3D1622793105695%26start%3D0%26_com_liferay_portal_search_web_search_bar_portlet_SearchBarPortlet_INSTANCE_templateSearch_emptySearchEnabled%3Dtrue%26q%3Drecord%2Bkeeping%2Btraining%26_com_liferay_portal_search_web_search_bar_portlet_SearchBarPortlet_INSTANCE_templateSearch_scope%3D) (staff only) | [Records Management](https://ikon.education.wa.edu.au/-/complete-recordkeeping-training?section=contacts) (staff only)  T: 9264 4867  E: [recmanhd@education.wa.edu.au](mailto:recmanhd@education.wa.edu.au) |
| Central and regional office employees | [TRIM Training](https://ikon.education.wa.edu.au/-/complete-recordkeeping-training?section=uykx) (staff only) is required to access TRIM. Recordkeeping Awareness Training is a prerequisite. | [Records Management](https://ikon.education.wa.edu.au/-/complete-recordkeeping-training?section=contacts) (staff only)  T: 9264 4867  E: [recmanhd@education.wa.edu.au](mailto:recmanhd@education.wa.edu.au) |
| All teaching and non-teaching employees working with children | [Anaphylaxis training](https://ikon.education.wa.edu.au/-/access-anaphylaxis-and-food-allergy-professional-learning) (staff only)  Complete training every 2 years. | Student Engagement and Wellbeing (staff only)  T: 9402 6448  E: [studentengagementandwellbeing.branch@education.wa.edu.au](mailto:studentengagementandwellbeing.branch@education.wa.edu.au) |
| [Child Protection and Abuse Prevention](https://ikon.education.wa.edu.au/-/access-child-protection-and-abuse-prevention-online-professional-learning?inheritRedirect=true&redirect=%2Fsearch%3F_com_liferay_portal_search_web_search_bar_portlet_SearchBarPortlet_INSTANCE_templateSearch_formDate%3D1622174618964%26_com_liferay_portal_search_web_search_bar_portlet_SearchBarPortlet_INSTANCE_templateSearch_emptySearchEnabled%3Dfalse%26q%3DChild%2BProtection%2Band%2BAbuse%2BPrevention%2B%26_com_liferay_portal_search_web_search_bar_portlet_SearchBarPortlet_INSTANCE_templateSearch_scope%3D) [(staff only)](https://ikon.education.wa.edu.au/-/access-child-protection-and-abuse-prevention-online-professional-learning?inheritRedirect=true&redirect=%2Fsearch%3F_com_liferay_portal_search_web_search_bar_portlet_SearchBarPortlet_INSTANCE_templateSearch_formDate%3D1622174618964%26_com_liferay_portal_search_web_search_bar_portlet_SearchBarPortlet_INSTANCE_templateSearch_emptySearchEnabled%3Dfalse%26q%3DChild%2BProtection%2Band%2BAbuse%2BPrevention%2B%26_com_liferay_portal_search_web_search_bar_portlet_SearchBarPortlet_INSTANCE_templateSearch_scope%3D)  Complete training every 3 years. | [Child Protection support](https://ikon.education.wa.edu.au/-/access-child-protection-and-abuse-prevention-online-professional-learning?section=contacts) (staff only)  T: 9402 6124  E: [child.protection@education.wa.edu.au](mailto:child.protection@education.wa.edu.au) |
| Principals | [Principal Eligibility Modules](https://ikon.education.wa.edu.au/-/register-for-the-principal-eligibility-modules-program) (staff only) must be completed by first time principals prior to or within six months of appointment to a school principal position. | [Leadership Institute](https://ikon.education.wa.edu.au/-/register-for-the-principal-eligibility-modules-program?section=contacts) (staff only)  T:1300 610 801  E: [leadership.institute@education.wa.edu.au](mailto:leadership.institute@education.wa.edu.au) |
| [Asbestos Awareness Training](https://ikon.education.wa.edu.au/-/online-asbestos-awareness-training) (staff only) is compulsory for principals. | [Environmental Health](https://ikon.education.wa.edu.au/-/online-asbestos-awareness-training?section=contacts) (staff only)  T: 9264 5415  E: [EnvironmentalServices.Health@education.wa.edu.au](mailto:EnvironmentalServices.Health@education.wa.edu.au) |
| Principals, directors and managers | All staff must complete [health and safety training](https://ikon.education.wa.edu.au/-/access-online-occupational-safety-and-health-training/) (staff only) upon commencing their role with the Department.  Principals, director and managers must complete [specific training](https://ikon.education.wa.edu.au/-/access-online-occupational-safety-and-health-training/) (staff only) in addition to the all-staff training within 3 months of appointment and must complete this additional training every 3 years. | [Employee Relations Health and Safety Support](https://ikon.education.wa.edu.au/-/access-online-occupational-safety-and-health-training/?section=contacts) (staff only)  T: 9264 4921, option 3  E: [EmployeeRelations.HealthandSafety@education.wa.edu.au](mailto:EmployeeRelations.HealthandSafety@education.wa.edu.au) |
| Site managers, deputy principals, managers corporate services | [Asbestos Awareness Training](https://ikon.education.wa.edu.au/-/online-asbestos-awareness-training) (staff only) is compulsory for site managers, deputy principals and managers corporate services. | [Environmental Health](https://ikon.education.wa.edu.au/-/online-asbestos-awareness-training?section=contacts) (staff only)  T: 9264 5415  E: [EnvironmentalServices.Health@education.wa.edu.au](mailto:EnvironmentalServices.Health@education.wa.edu.au) |

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| **EMPLOYEE WORKGROUP** | **TITLE** | **CONTACT FOR FURTHER INFORMATION** |
| Remote Teaching Service | [Remote Teaching Service induction](https://ikon.education.wa.edu.au/-/learn-about-remote-teaching-service-induction) (staff only)  All employees new to the Remote Teaching Service are required to participate in structured induction programs prior to and during the early part of their employment. | [Teach in WA](https://ikon.education.wa.edu.au/-/learn-about-remote-teaching-service-induction?section=contacts) (staff only)  T: 9264 4412, option 2  E: [teachinwa@education.wa.edu.au](mailto:teachinwa@education.wa.edu.au) |
| Graduate Teachers | [Graduate Teacher Induction Program](https://ikon.education.wa.edu.au/-/enrol-in-the-graduate-teacher-modules) (staff only) is compulsory for graduate teachers during the first two years of teaching. | [Graduate Teacher Support](https://ikon.education.wa.edu.au/-/enrol-in-the-graduate-teacher-modules?section=contacts) (staff only)  E: [graduateteacherprogram@education.wa.edu.au](mailto:graduateteacherprogram@education.wa.edu.au) |
| Education Assistants | [Union induction session for Education](https://ikon.education.wa.edu.au/-/host-union-induction-sessions-for-education-assistants) [Assistants](https://ikon.education.wa.edu.au/-/host-union-induction-sessions-for-education-assistants) (staff only) All new education assistants must attend a union induction session. This session must be within three months of starting work at a metropolitan school. If at a regional school, education assistants must attend a session within six months of starting work. | [Workforce Management](https://ikon.education.wa.edu.au/-/host-union-induction-sessions-for-education-assistants) (staff only) T: 9264 5406  E: [HRWorkforce@education.wa.edu.au](mailto:HRWorkforce@education.wa.edu.au) |
| Cleaners | [Cleaner’s induction occurs on the day they commence](https://ikon.education.wa.edu.au/-/induct-new-cleaning-staff-at-your-school) (staff only).  [All new cleaners](https://ikon.education.wa.edu.au/-/school-cleaner-and-cleaner-in-charge-training?section=gqwherdc) and [cleaners in charge](https://ikon.education.wa.edu.au/-/school-cleaner-and-cleaner-in-charge-training?section=cnweopcl) must complete practical cleaning workshops within three months of their commencement. | [Cleaner and gardener training support](https://ikon.education.wa.edu.au/-/school-cleaner-and-cleaner-in-charge-training?section=contacts) (staff only)  E: [StrategicAssetServices.Training@education.wa.edu.au](mailto:StrategicAssetServices.Training@education.wa.edu.au) |
| [Asbestos Awareness Training](https://ikon.education.wa.edu.au/-/online-asbestos-awareness-training) (staff only) is compulsory for cleaners in charge. | [Environmental Health](https://ikon.education.wa.edu.au/-/online-asbestos-awareness-training?section=contacts) (staff only) T: 9264 5415  E: [EnvironmentalServices.Health@education.wa.edu.au](mailto:EnvironmentalServices.Health@education.wa.edu.au) |
| Gardeners/ handypersons | [School gardener training](https://ikon.education.wa.edu.au/-/school-gardener-training?inheritRedirect=true&redirect=%2Fsearch%3Fq%3Dgardener%2520training) (staff only)  All new gardeners/handypersons must complete practical gardening workshops as soon as they start work, and every two to three years. | [Cleaner and gardener training support](https://ikon.education.wa.edu.au/-/school-cleaner-and-cleaner-in-charge-training?section=contacts) (staff only)  T: 9264 4693  E: [StrategicAssetServices.Training@education.wa.edu.au](mailto:StrategicAssetServices.Training@education.wa.edu.au) |
| [Asbestos Awareness Training](https://ikon.education.wa.edu.au/-/online-asbestos-awareness-training) (staff only) is compulsory for senior gardeners/gardeners. | [Environmental Health](https://ikon.education.wa.edu.au/-/online-asbestos-awareness-training?section=contacts) (staff only)  T: 9264 5415  E: [EnvironmentalServices.Health@education.wa.edu.au](mailto:EnvironmentalServices.Health@education.wa.edu.au) |
| Swimming Instructors | All new swimming instructors must complete their induction within the first two days of appointment. | [Swimming and Water Safety](https://ikon.education.wa.edu.au/-/roles-and-responsibilities-swimming-and-water-safety-staff?section=contacts) (staff only) T: 9402 6195  E: [vacswimstaffing@education.wa.edu.au](mailto:vacswimstaffing@education.wa.edu.au) |
| Science Teachers and Laboratory Technicians | [Hazardous Chemical Training](https://ikon.education.wa.edu.au/-/register-for-hazardous-substances-training) (staff only) All new Science Teachers and Laboratory Technicians must complete the Hazardous  Chemical training. | [Hazardous chemical training](https://ikon.education.wa.edu.au/-/register-for-hazardous-substances-training/?section=contacts) (staff only) T: 6318 5700  E: [rltteam@education.wa.edu.au](mailto:rltteam@education.wa.edu.au) |
| Site health and safety representatives | [Asbestos Awareness Training](https://ikon.education.wa.edu.au/-/online-asbestos-awareness-training) (staff only) is compulsory for site health and safety representatives. | [Environmental Health](https://ikon.education.wa.edu.au/-/online-asbestos-awareness-training?section=contacts) (staff only) T: 9264 5415  E: [EnvironmentalServices.Health@education.wa.edu.au](mailto:EnvironmentalServices.Health@education.wa.edu.au) |

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees.

