

Name of Policy	Compliance Training Policy	
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Description of Revision		

Human Resources Directorate

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1. Background

In its role as a University offering quality education and pursuing quality research, Australian Catholic University recognises that it has a range of obligations under the Commonwealth, State and territory legislation and statute. Such compliance is important in assisting the University adopt the highest standards of probity and accountability in all its operations.

Compliance is what individuals and the University are required to do to ensure that both the University and its staff meet the requirements of the law as it applies to the activities and operations of the University.

Australian Catholic University abides by all relevant laws for the benefit of individuals and the University and the broader community and to reduce liability.

Under some legislation, the University as the employer could be legally liable for the inappropriate, unlawful behaviour or actions of its employees. The University, therefore, wishes to be able to demonstrate that it has taken all reasonable steps, to prevent such unlawful behaviour from occurring that could render the University vicariously liable. Vicarious Liability describes the legal liability of an employer for the behaviour of its employees or agents where the actions are:

- carried out in connection with their employment or duties;
AND
- the actions would be unlawful under an Act such as (but not limited to) the Equal Opportunity Act as if carried out by the employer;
AND
- where it cannot be established that the employer has taken all reasonable steps to prevent such acts occurring.

2. Policy Statement

The University believes that the responsible approach to managing compliance is to take a proactive stance in meeting its legal obligations on a day to day basis. This will include ongoing training of staff in the requirements of relevant legislation and in their responsibilities and accountabilities in relation to its implementation and ongoing management at the University.

Relevant legislation which might apply to Australian Catholic University in its operations include areas such as copyright, equal opportunity, occupational health and safety, workplace discrimination and harassment, bullying and trade practices. From time to time, legislation covering other areas may be included.

3. Policy Purpose

This policy sets out how the University proposes to manage compliance training so as to best meet its obligations and the objectives of this policy.

4. Application of Policy

To fulfil its obligations, Australian Catholic University will, from time to time, require staff to undertake specific training in the requirements and implementation of relevant legislation as it applies to staff and University responsibilities.

The training will be arranged by the University and provided to staff in such a way that the University can report on the level of compliance. Staff will be required to undertake the required relevant training in order to protect its staff, students, the community and the University. They will be advised of the requirements of the training including how and

when to register for the training, the timeframe for completion of the nominated training and any expectations in relation to completion of any assessment activities.

5. Procedures

- Based on legislative obligations, the University will identify and develop a range of training programs that meet the legislative requirements.
- Such training will be provided to staff using a range of delivery techniques, including on-line programs, ensuring that all staff have equal access to the training.
- Staff members who are required to undertake designated training programs will be informed of such programs which shall be required to be completed within a stipulated time frame.
- The staff member will complete the training within the stipulated time-frame.
- Records will be maintained of all compliance training programs and reports will be prepared on a regular basis including staff members who have complied with this Policy and those who have not complied.

5.1 Roles and Responsibilities

- It is the responsibility of the University to identify and endorse the training to be covered by this Policy, based on the legislative obligations of the University.
- It is the responsibility of the Nominated Supervisor to ensure that time is made available for staff members to undertake the training when required; to require completion of the training; and to encourage staff to behave and act in accordance with the relevant policies and legislation and associated University policies.
- It is the responsibility of the individual staff member to undertake and complete the required training, within the set time frame and to the level of attainment for an assessment as competent.
- It is the responsibility of the Human Resources (HR) to organise and schedule appropriate training and to maintain records of training undertaken and successfully completed and to report on compliance and non-compliance.

6. Policy Review

The University will develop a process for reviewing the effectiveness of this Policy. Where applicable, the review will take account of necessary changes to other relevant University policies and procedures. Any staff member wishing to suggest improvements to the Compliance Training Policy is invited to forward her/his suggestions to the Director, Human Resources.

7. Further Assistance

Any staff member who requires assistance in understanding the Compliance Training Policy should first consult her/his nominated supervisor. Should further policy advice be needed, she/he should contact the Human Resources Consultant responsible for their campus.