



# Seventh-day Adventist Schools (Victoria) Ltd

## Mandatory Training Procedure

<b>Department:</b> Education	<b>Description:</b> Procedure
<b>Administrative Area:</b> Risk Management and Compliance	<b>Type:</b> Mandatory
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# Mandatory Training Procedure

## Scope

All staff must complete a range of mandatory training to comply with Adventist Schools Victoria and legislative requirements. Mandatory training is required when staff enter the school as part of the induction process and on an ongoing basis throughout employment. This applies to all permanent, temporary and casual staff, both school-based and non-school-based. The exception to this is the Very Casual Worker/Employee. A Very Casual Worker/Employee is an employee where it is anticipated they will work for 3 weeks in total or less per year. These staff need to receive a local, onsite induction with policies and procedures shared with them. This is not managed through the Velpic platform.

## Objectives

- Provides employees with skills, knowledge and understanding so they can deliver safe and effective services across ASV Schools
- Enables ASV to meet its mandatory training obligations set by relevant standards, accreditation, legislative obligations, industrial instruments or organisational requirements
- Provides an overview of what it means to work within legal and ethical frameworks and ensures ASV compliance with legislation and policy.

## New Teachers and Staff

- All new staff and teachers are required to complete the relevant training as per the training planner within three months of employment.
- Mandatory role-specific training must be completed on induction and/or as required by the local school and ASV Admin Office. For example,
  - Course in Safe Use of Machinery for Technology Teaching to be completed by the Design and Technology teachers
  - C2G Front Office Administration
  - C2G Excursion and event organisers
  - Chemical management
  - Asbestos management
  - Driver Safety
  - Working At Height
  - Return To Work

# Damastra “Velpic” Training Guidelines

## Rolling out & Launching a New Training Lesson

Training modules will be launched via email from ASV OHS Manager. The email will contain:

- Name of the training module
- Duration and the closing date of the training module

## Lesson Reminders

- An email will be sent every 10–15 days to the local school OHS Coordinator with the due list
- An automatic reminder from Damastra “Velpic” will be sent to those who are due. This will be done twice during the training period
- Once the lesson is overdue, an automatic reminder will be sent every 14 days to the staff member to complete their overdue lesson

## End-of-Term Report

Final report to be provided HR General Manager:

- Completed and overdue lists
- Summary of the statistical report
- Copying Principals and schools’ OH&S Coordinators

## Requirement to observe:

- 40 days to complete the lesson
- Lessons will be left to access after the 40-day period; however, staff are responsible for completing their lesson within the given period. HR and school management will address staff who don't finish their lesson within the allotted time.
- Some terms can have more than one module
- The training cycle is over two years. All training lessons will be covered over the two-year cycle.
- Staff on leave will be either rescheduled to a later date or cancelled. This will be decided based on individual circumstances.

# Damastra “Velpic” Q & A Facts Sheet

## [Q1. What is Damastra?](#)

A1. Damastra is simply a Learning Management System (an online platform) that we use its licence to provide different training modules mainly related to Wellbeing and OH&S

## [Q2. Do I get a welcome email every time a training module is rolled out?](#)

A2. NO. You already have one that provided you with your username. Your username will be Your “Adventist ID” and your password will be the one associated with your “Adventist ID”. You will be using these to log in and complete your lesson.

## [Q3. How will I get the notification/reminder to complete my assigned modules?](#)

A3. You will get a reminder email from your local school OHS Coordinator and an automatic reminder sent to your email.

## [Q4. What modules will I get and need to complete on Velpic?](#)

A4. Check out the ASV PD & Training Planner Guide: <https://www.asv.vic.edu.au/staff-links/>

## [Q5. What is the duration of time for each module?](#)

A5. You will be given 40 days to finish the module assigned to you. Some users might get less time or more. This will be based on individual circumstances.

## [Q6. Will I get an automatic reminder?](#)

A6. NO. Refer to Q & A 3

## [Q7. What about if I did not finish the assigned training module in the designated period \(40 days\)?](#)

A7. No extension is to be made after the closing date.

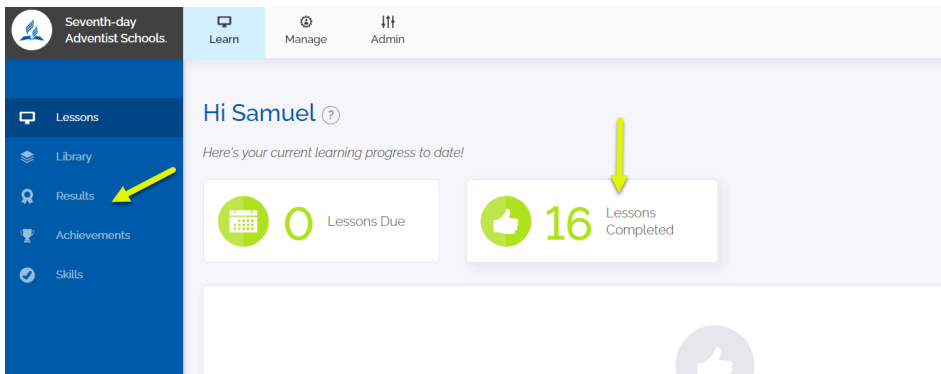
## [Q8. Would the system \(Damastra\) allow me to generate/print a certificate of completion, and what shall I do with it?](#)

A8. Yes, you will be able to print a certificate of completion. Do not send the certificate to anyone. The certificate is for your reference. Sometimes there might be glitches caused by the system not recognising that you have already finished the training module, so the certificate is proof you have already completed the training module. Moreover, you can use your printed certificate to upload to your Professional Development register at Victoria Institute of Teaching:

<https://nexus.vit.vic.edu.au/nexus/login>

### Q9. How can I print a certificate of completion for Damastra's completed lessons?

1. Log in to your account. Access your results either from the “results” tab on the left side menu or from the “lessons completed” tab, as shown in the screenshot.



2. Tab on the three dots (ellipse) next to the “Notes” at the far right. Download your certificate for the lesson completed.

Lesson Name	Version	Type	Completed On	Assessment	Notes
<a href="#">Bullying in the Workplace</a>	1		8 Feb 2023	Quiz	Multiple Attempts Required
<a href="#">Fire Awareness</a>	1		19 Oct 2022	Score 87%	
<a href="#">Ladder Safety: Prevention of Falls</a>	1		13 Jul 2022	Quiz	Multiple Attempts Required
<a href="#">Risk Management</a>	4		30 May 2022	Quiz	
<a href="#">Discrimination and Harassment</a>	1		11 Mar 2022	Quiz	Multiple Attempts Required
<a href="#">Work Related Stress</a>	1		6 Oct 2021	Quiz	Multiple Attempts Required
<a href="#">Slips, Trips and Falls</a>	1		14 Jul 2021	Quiz	

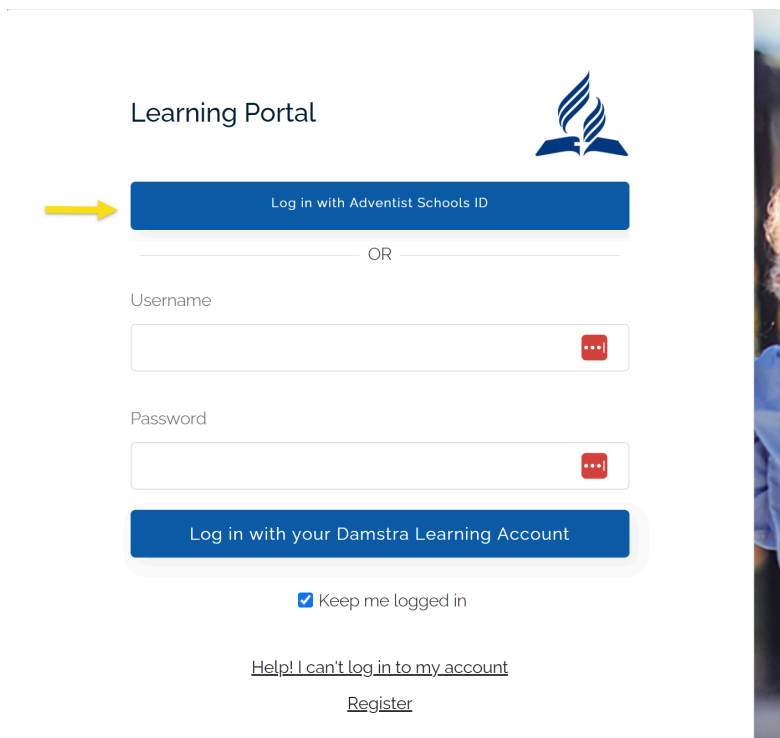
[Q10. What do I need to consider when writing an email asking for something?](#)

A10. Please use simple email etiquette.

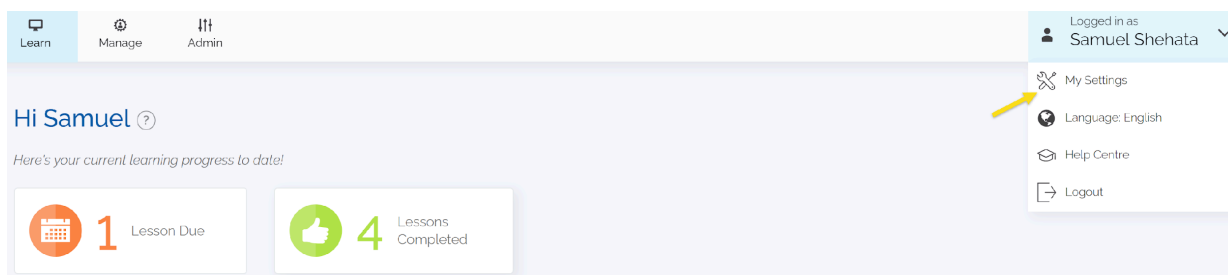
- Introduce yourself
- Describe the issue
- Use your signature (which is very important to identify who you are)

### Logging in to Damastra “Velpic” Platform

- All staff (permanent, part-time, casual, or CRT) can access the Adventist Schools Victoria Website via the Staff Links menu: <https://www.asv.vic.edu.au/staff-links/>
- Or via the direct weblink: <https://sdas-vic.velpic.net/#login>
- All schools: Put your username and password (Adventist ID and associated password), then tab on “Log in with Adventist Schools ID.”



To change your password: Go to the far-right corner where “logged in as a drop-down arrow” is, then click my settings.



## Mobile App (Android and IOS)

- You can download “Damastra Learner” from Google Play or Apple Store.
- In the enter your organisation login web, type sdas-vic.velpic.net
- Use your username and password as normal. If your school is enabled with Single Sign On (SSO), use “Login with Adventist Schools ID.”

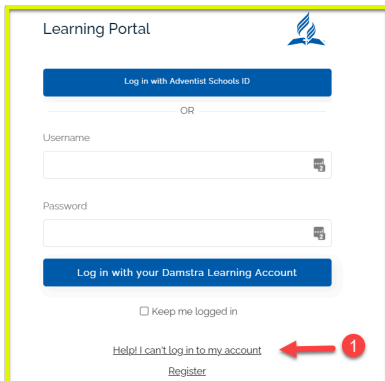
**Note:** (Limitations of the mobile app)

- Downloading a certificate is not enabled via the mobile application for now.
- You can’t change your password while in the app; however, you can click on “forgot password” to receive a link to reset.

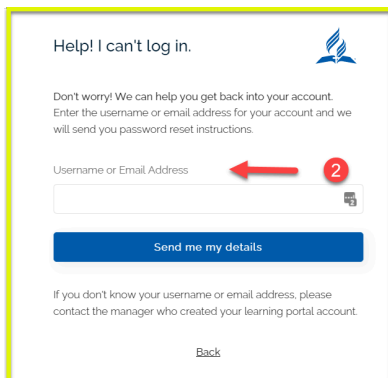
## Resting your password

To reset Your Password, please follow the following steps:

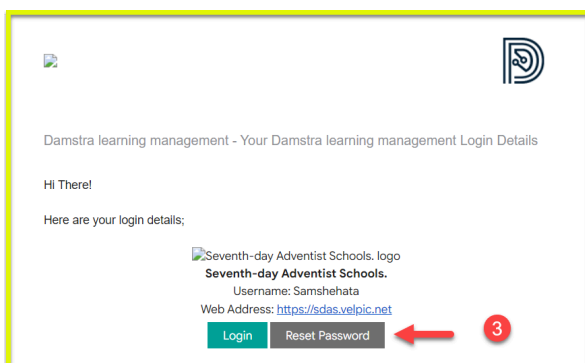
Step 1: Tab on “Help! I can’t log in to my account.”



Step 2: Enter your username or email address that you are registered with



Step 3: You will receive an email to reset your password



# ASV Training Planner

Training Module	Frequency	When	Applicable to	Approximate duration including quiz	Provider/Platform & Method of Delivery
eLearning – Damastra <sup>1</sup> (Previously Velpic) Platform (Online training)					
Year 1					
Privacy & Cyber Security	Annually – Term 1	beginning of term 1	All staff except “Very Casuals”	15 & 30 minutes	<a href="#">Damastra (Velpic)</a>
Bullying in the Workplace	Every two years	beginning of term 2	All staff except “Very Casuals” <sup>1</sup>	18 minutes	<a href="#">Damastra (Velpic)</a>
Hazardous manual tasks & slips trips and falls	Every two years	beginning of term 3	All staff except “Very Casuals”	15 & 15 minutes	<a href="#">Damastra (Velpic)</a>
Work Related Stress	Every two years	beginning of term 4	All staff except “Very Casuals”	18 minutes	<a href="#">Damastra (Velpic)</a>
Year 2					
Privacy & Cybersecurity	Annually – Term 1	beginning of term 1	All staff except “Very Casuals”	15 & 30 minutes	<a href="#">Damastra (Velpic)</a>
Discrimination and Harassment	Every two years	beginning of term 2	All staff except “Very Casuals”	25 minutes	<a href="#">Damastra (Velpic)</a>
Risk management & ladder safety	Every two years	beginning of term 3	All staff except “Very Casuals”	15 & 15 minutes	<a href="#">Damastra (Velpic)</a>
Child Protection Training					
Child protection and mandatory reporting procedures	Annually	Beginning of Term 1	All staff		DET Platform. Accessing training and uploading of certificate of completion via



Training Module	Frequency	When	Applicable to	Approximate duration including quiz	Provider/Platform & Method of Delivery
					Damastra platform (on hold till Single Sign On is activated for all staff including "Very Casuals")
Keeping Safe: Child Protection Curriculum Training (Complete training)	Once	Start of Employment	All staff who teach KS:CPC (excluding casuals)		Face to face. All teaching staff who will be teaching the keeping safe curriculum
Child Safe Code of Conduct	Annual With new employees/ inductions/ CRT's/ volunteers- anyone who works in the school	Start of year  When new people join or volunteer	All Staff/ new employees/ volunteers/ education practicum students/ CRT's etc.		Refer to school arrangements
<b>Disability Training</b>					
<b>Recommended Option</b>					
Disability Standards for Education P 1	Every 2 years	Odd Years	All teaching staff (excluding casuals)	30 mins per lesson x 3 lessons	All teaching staff working within Adventist Schools Victoria are required to complete the Disability Standards for Education Online Training Modules P1 every 2 years.
Disability Standards for Education P2	Every 2 years	Even Years	All teaching staff (excluding casuals)	30 mins per lesson x 5 lessons	All teaching staff working within Adventist Schools Victoria are required to

Training Module	Frequency	When	Applicable to	Approximate duration including quiz	Provider/Platform & Method of Delivery
					complete the Disability Standards for Education Online Training Modules P1 every 2 years
<b>Other Options</b>					
Schools could engage a private consultant to provide the disability training					
<b>Emergency Management Training</b>					
Warden Training	Annual	Check with local school timing	All Staff	Approx 80 – 90 minutes	Online via Damastra platform. Local school to contact ASV to discuss rolling out time/term
Chief Warden/Communication Officer	Annual	Check with local school timing	Selected staff		Face to face. R2S partnership (Limited time). After partnership, local school Chief Warden(s), communication officers, First Aiders, to meet for like 30 minutes annually to review: Emergency procedures Performance Improvements
<b>First Aid &amp; Anaphylaxis</b>					
Provide First Aid - HLTAID0011	Every three years	Refer to local school	All Staff		Refer to local school arrangements with provider

Training Module	Frequency	When	Applicable to	Approximate duration including quiz	Provider/Platform & Method of Delivery
Cardiopulmonary Resuscitation (CPR) - HLT AID 009	Annually	Refer to local school	All Staff		Refer to local school arrangements with provider
22556 VIC Asthma	Every three years	Refer to local school	All Staff/ Or Selected Staff Selected number of staff based on risk assessment and location within the school.		Refer to local school arrangements with provider
22578VIC Anaphylaxis	Every three years	Refer to local school	All Staff/ Or Selected Staff Selected staff to do the training then they will verify the operation of the EpiPen with the rest of the staff X number of representatives do the whole course All staff do the course online The x number of representatives who did the whole course would go for a		Refer to local school arrangements with provider

Training Module	Frequency	When	Applicable to	Approximate duration including quiz	Provider/Platform & Method of Delivery
			refresher with an RTO every three years and an annual refresher of the EpiPen Update course.		
Defibrillator Access Briefing	Annual	Refer to local school	All Staff		Check with school arrangement and provider

Other School-Based Professional Development & Role-Specific Training					
Training Module	Frequency	When	Participants	Provider/Platform/Method of delivery	
Example: C2G Front Office Administration Training	As required		Front Office Staff dealing with school excursions	<a href="#">Damastra (Velpic)</a>	
Example: C2G Event Organisers Training	As required. During on boarding for teaching staff		Event and excursion organisers	<a href="#">Damastra (Velpic)</a>	
Driver Safety	As required		<ul style="list-style-type: none"> <li>All existing bus drivers</li> <li>New bus drivers as part of induction</li> <li>Staff drive for excursion purposes</li> </ul>	<a href="#">Damastra (Velpic)</a>	
Working At Height	As required		Maintenance and Ground Keepers	<a href="#">Damastra (Velpic)</a>	
Example: PB4L Training					

Example: Refresher and Data Entry				
Example: Mental Health and Wellbeing				
Example: VIT Effective Mentoring Program Training				