

# Adventist Schools Victoria

## PD & Training Planner Guide

Insert Year(s)

Training Module	Frequency	When	Participants	Provider/Platform & Method of Delivery
<b>OH&amp;S Training – Damastra<sup>1</sup> (Previously Velpic) Platform (Online training)</b>				
Bullying in the Workplace	Every two years	beginning of term 1	All staff except “Very Casuals” <sup>1</sup>	<a href="https://www.asv.vic.edu.au/staff-links/">https://www.asv.vic.edu.au/staff-links/</a>
Hazardous manual tasks	Every two years	beginning of term 2	All staff except “Very Casuals”	<a href="https://www.asv.vic.edu.au/staff-links/">https://www.asv.vic.edu.au/staff-links/</a>
Slips, Trips, and Fall	Every two years	beginning of term 3	All staff except “Very Casuals”	<a href="https://www.asv.vic.edu.au/staff-links/">https://www.asv.vic.edu.au/staff-links/</a>
Work Related Stress	Every two years	beginning of term 4	All staff except “Very Casuals”	<a href="https://www.asv.vic.edu.au/staff-links/">https://www.asv.vic.edu.au/staff-links/</a>
Discrimination and Harassment	Every two years	beginning of term 1	All staff except “Very Casuals”	<a href="https://www.asv.vic.edu.au/staff-links/">https://www.asv.vic.edu.au/staff-links/</a>
Risk management	Every two years	beginning of term 2	All staff except “Very Casuals”	<a href="https://www.asv.vic.edu.au/staff-links/">https://www.asv.vic.edu.au/staff-links/</a>
Ladder safety	Every two years	beginning of term 3	All staff except “Very Casuals”	<a href="https://www.asv.vic.edu.au/staff-links/">https://www.asv.vic.edu.au/staff-links/</a>
Fire Fighting Awareness	Every two years	beginning of term 4	All staff except “Very Casuals”	<a href="https://www.asv.vic.edu.au/staff-links/">https://www.asv.vic.edu.au/staff-links/</a>
<b>Child Protection Training</b>				
Child protection and mandatory reporting procedures	Annually	Beginning of Term 1	All staff	DET Platform. Accessing training and uploading of certificate of completion via Damastra platform
Keeping Safe: Child Protection Curriculum Training (Complete training)	Once	Start of Employment	All staff who teach KS:CPC (excluding casuals)	<ul style="list-style-type: none"> <li>● Face to face. Uploading of the certificate of completion via Damastra platform</li> <li>● All teaching staff working within Adventist Schools Victoria are required to complete the first module of the Keeping Safe: Child Protection Curriculum Training</li> </ul>

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Keeping Safe: Child Protection Curriculum Training (Module 1)	Once	Start of Employment	All teaching staff (including ESO's <sup>4</sup> , excluding casuals)	<ul style="list-style-type: none"> <li>All teaching staff (this includes ESO's) working within Adventist Schools Victoria are required to complete the first module of the Keeping Safe: Child Protection Curriculum Training</li> <li>Uploading of certificate of completion via Damastra platform</li> </ul>
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 Standards Training</b>				
Disability Standards for Education P 1	Every 2 years	Odd Years	All teaching staff (excluding casuals)	<ul style="list-style-type: none"> <li>All teaching staff working within Adventist Schools Victoria are required to complete the Disability Standards for Education Online Training Modules P1 every 2 years.</li> <li>Uploading of certificate of completion via Damastra platform</li> </ul>
Disability Standards for Education P 2	Every 2 years	Even Years	All teaching staff (excluding casuals)	<ul style="list-style-type: none"> <li>All teaching staff working within Adventist Schools Victoria are required to complete the Disability Standards for Education Online Training Modules P1 every 2 years.</li> <li>Uploading of certificate of completion via Damastra platform</li> </ul>

Training Module	Frequency	When	Participants	Provider/Platform & Method of Delivery
<b>Emergency Management Training</b>				
Warden Training	Annual	Check with local school timing	All Staff	Face to face. Dynamiq partnership <sup>3</sup> (Limited time)
Chief Warden/Communication Officer	Annual	Check with local school timing	Selected staff	Face to face. Dynamiq partnership (Limited time)
<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
Cardiopulmonary Resuscitation (CPR) - HLTAID009	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
22578VICAnaphylaxis	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  <ul style="list-style-type: none"> <li>• X number of representatives do the whole course</li> </ul>	Refer to local school arrangements with provider

Training Module	Frequency	When	Participants	Provider/Platform & Method of Delivery
			<ul style="list-style-type: none"> <li>• All staff do the course online</li> <li>• The x number of representatives who did the whole course would go for a refresher with an RTO every three years and annual refresher of the EpiPen Update course.</li> </ul>	
Defibrillator Access Briefing	Annual	Refer to local school	All Staff	Check with school arrangement and provider
EpiPen Briefing	Annual	Refer to local school	Selected: Can be all teaching and administrative staff based on school risk assessment	Check with school arrangement and provider
<b>Other School Based Professional Development Training</b>				
Example: Solv Safety				
Example: Student Voice				
Example: PB4L Training				
Example: Refresher and Data Entry				
Example: Mental Health and Wellbeing				
Example: VIT Effective Mentoring Program Training				

## Definitions:

<sup>1</sup>**Velpic/Damastra:** Learning Management System Platform; a software application for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, or learning and development programs.

- **Damastra** is the new owner of what is previously known as Velpic. **Damstra Technology** is a global leader in enterprise protection software.

<sup>2</sup>**“Very Casual Employee/Worker”:** 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. Not managed through the Velpic platform.

<sup>3</sup>**Dynamiq Partnership:** Is our partner in providing emergency management training. The partnership is for 5 years starting from 2020.

<sup>4</sup>**ESO's:** Education Support Officer