

Policy and Procedure Register updates

Summary of changes to:

Mandatory training procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
The procedure has undergone a full review to ensure the information provided is clear, accurate and streamlined for end users.		
2. Summary of changes		
The updated Mandatory training procedure provides a clearer process for mandatory training to be undertaken. Key changes include:		
<ul style="list-style-type: none"> clarification of the procedure's scope to include mandatory training outlined in the Mandatory training ready reckoner alignment with current systems and processes for mandatory training programs clearer definitions of roles and responsibilities, including responsibilities for leaders relating to reporting and compliance 'visitor' definition aligned to the Student Protection procedure definition inclusion of considerations related to human rights impacts administrative updates to fix broken links, simplify language and remove outdated references. 		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities	<input type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page#
Leaders (principals, directors and managers)	Include consideration of human rights when providing access to employees to undertake mandatory training	#2
Leaders (principals, directors and managers)	Recordkeeping and reporting: <ul style="list-style-type: none"> monitor completion rates and run reports via the Training completion reporting site 	#4

	<ul style="list-style-type: none"> • communicate with employees to support and ensure mandatory training completion requirements 	
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4. Communication and support for implementation

The updated Mandatory training procedure is communicated via:

- Updates to Education Futures Institute Advisory Group members and key stakeholders including representatives from Principals associations and the Queensland Teachers’ Union
- A OnePortal news bulletin and ConnectED article

Supporting information includes:

- Information updated on the Mandatory training OnePortal page.

For further assistance, please contact:

- Policy/procedure contact:
School Support and Corporate Capability
(07) 3028 8230
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Procedure effective: 20 April 2026, version 3.0