

Appendix 1: All Staff Mandatory Training Schedule – 22 July 2025

All Mandatory Training can be accessed via the [Staff Learning Hub](#), with the exception of JCU Respect and Academic Integrity which can be accessed via [LearnJCU](#)

Course Name	Required to Complete Training	Affiliates Required to Complete Training	Length of time	Frequency	Responsible Organisational Group
Within 2 Days of Commencement					
Emergency Response Training	All Staff	Adjuncts (dependent upon attendance on campus)	15 minutes	Annually	Work Health and Safety
JCU Work Health and Safety Induction	All Staff	Adjuncts	15 minutes	Every three years	Work Health and Safety
Welcome to JCU – Corporate Induction	Fixed-term and Continuing Staff	Adjuncts	20 minutes	Once	Human Resources
Within 2 Weeks of Commencement					
Bullying, Discrimination and Harassment Prevention (coming soon)	Fixed-term and Continuing Staff		45 minutes	Every two years	Human Resources
Cyber Security Training	Fixed-term and Continuing Staff	Adjuncts	1 hour	Every two years	Technology Solutions
Cyber Security Training (coming soon)	Casual Staff		15 minutes	Every two years	Technology Solutions
Diversity and Inclusion (coming soon)	Fixed-term and Continuing Staff		30 minutes	Every two years	
JCU Respect	All Staff	Adjuncts (Deans apply risk-based approach based on if time is on campus or supervising students)	1 hour	Every three years	Office of the Chief of Staff

Staff Code of Conduct	Fixed-term and Continuing Staff		1 hour	Every two years	Office of the Chief of Staff
Within 3 Months of Commencement					
JCU Academic Integrity Training	All Academic Staff	Adjuncts	1 Hour	Every two years	Education Design, Quality and Standards
JCU Research Integrity Training	All Academic and Professional & Technical Staff engaged in Research Activity	Adjuncts (Engaged in Research Activity)	70 minutes	Every two years	Research and Innovation Services
RiskWare System Use	All Staff	Adjuncts (upon attendance on campus)	15 minutes	Once	Work Health and Safety
WHS Risk Management Fundamental Training	All Staff	Adjuncts	15 minutes	Once	Work Health and Safety