

Recommended Education and Training Guidelines

Positive Duty under Respect@Work

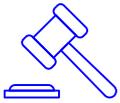
Factsheet



This fact sheet underscores the need for organisations to proactively address workplace equality under recent amendments to the Sex Discrimination Act. It emphasises the role of effective education and training, particularly online learning, and provides key guidelines for implementation.



Australian Human Rights Commission's Guidelines for Effective Online Education and Training Sex Discrimination Act 1984 (Cth)



Why is proactive action necessary under recent amendments to the Sex Discrimination Act?

Recent amendments require organisations to proactively address behaviours undermining workplace equality, emphasising the need for a fair and inclusive environment.



What goes beyond updating policies in fostering workplace equality?

Effective education and training go beyond policy updates, requiring consistent efforts to cultivate knowledge, shape attitudes, and enhance skills across the workplace.



What does effective education and training entail?

Organisations must seamlessly integrate impactful education and training into compliance strategies, with online learning as a powerful tool for quick and effective implementation.



Does online training meet AHRC's guidelines?

Yes. AHRC recommend a variety of training methods, with online training being the most easy to rollout. Online training can be sent out to your entire workforce a lot quicker than face-to-face, allowing you to easily track completion and identify knowledge gaps faster.



How often should we be training our staff and leaders?

It should be ongoing and regular training. A single educational campaign or a one-off training session is unlikely to result in long-term change. Education and training activities are most effective when they are used together.



What are the key guidelines for effective education and training programs?

- **Accessible learning:**
 - Ensure flexible scheduling for all individuals.
 - Recognise individual learning preferences with versatile course formats.
- **Inclusive training:**
 - Create materials with clear language and inclusive terminology.
- **Relevant education:**
 - Tailor training to specific industries.
 - Provide focused sessions for supervisors and managers.
- **Continuous learning:**
 - Encourage ongoing workplace training to stay current.
 - Embrace a continual approach with refresher training or short sessions.
- **Holistic approach:**
 - Prioritise a person-centred and trauma-informed approach.



Why is ongoing assessment crucial for education and training activities?

Ongoing assessment, as outlined in AHRC guidelines, ensures the effectiveness of learning initiatives. Safetrac emphasises the use of surveys, quizzes, and testing for consistent measurement and validation, aligning with the Kirkpatrick Model.



Safetrac's practical application of the Kirkpatrick Model

What to measure

Example of how to measure

How Safetrac can help

Reaction

Aim is to measure learner's initial satisfaction with education/training activity

Learner feedback questionnaire (e.g., what did/did you not like about education / training, what do you now think about topic.

Safetrac Compliance LMS provides full visibility into training effectiveness, engagement, progress, and risks. Utilise our survey management feature to create custom questionnaires and audits, enabling detailed reports on survey results. Measure learner satisfaction with tailored surveys.

Learning

Aim is to measure learner's acquired knowledge and/or skills from education/training activity

Learner quiz both before and after education/training activity (e.g., test what knowledge, skill or attitude has been acquired)

Each Safetrac online course includes thorough testing, enabling organisations to gauge their employees' understanding of the law and their responsibilities under the Sex Discrimination Act. Clients have the flexibility to create custom quizzes, questionnaires, or surveys within our Compliance LMS Platform to delve deeper into these areas. Alternatively, they can upload our courses to their own LMS platform and conduct independent surveys.

Behaviour

Aim is to measure learner's use of acquired knowledge or skills in practice

Seek feedback from learner's manager or supervisor e.g., ask how learning is being used in team or workplace, what has changed)

Team leaders can assess the outcomes of employee learning to identify knowledge gaps and risks among team members and divisions. Utilising our Compliance LMS Platform during the rollout of online training facilitates this process. Through analysing the team's comprehension of laws and acceptable behaviours, team members can initiate supplementary training to address knowledge gaps and subsequently reassess employees' understanding.

Result

Aim is to measure wider organisational or cultural change

Use wider organisational data to determine impact of activity/activities (e.g., staff surveys, number of reports of unlawful behaviour, customer feedback etc)

Safetrac offers clients access to an anonymised survey designed to assess the prevalence of sexual harassment in the workplace. This survey serves as a valuable tool for clients to gauge the current state of sexual harassment, enabling them to benchmark progress. After implementing training and education initiatives, clients can re-evaluate the workplace environment by conducting a follow-up survey in 6 to 12 months to determine the effectiveness of the interventions.

Safetrac | Your compliance training partner

The difference between ordinary and exceptional compliance training lies in the approach. Delve into the Safetrac approach and discover the key elements that set us apart. From legally accurate content to educational expertise, we're committed to ensuring your compliance journey is effective and transformational.



How Safetrac can help



Our flexible courses accommodate both field and office staff, promoting accessibility.



Safetrac is the trusted compliance partner for all, from startups to ASX-listed giants.



With comprehensive, updated online training for leaders and employees on key topics, including Respect@Work, Diversity & Inclusion, and more.



Efficiently rollout updated policies and streamline compliance with our user-friendly Compliance Learning Management System (LMS), centralising training, surveys, and staff tracking.

Join countless organisations across Australia who trust Safetrac to engage and educate their workforce while navigating the complexities of compliance.

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