Staff Training and Dissemination Policy 2017

1. Dissemination Policy

New and returning members of staff are asked to familiarise themselves with all College Policies.
All members of staff employed at the College are required to demonstrate they are aware of College policies and agree to abide by them.
To this end all staff is asked to sign the College Dissemination Policy. The document can also be found in the following location:

Dissemination of Policy to Staff.doc

You need to review College policies and if needed you can seek clarification from one of the Secondary or Primary Leadership team members.

2. Staff Training

All staff, including new and returning staff needs to complete staff training modules planned for the 2017 school year. All training will be available via SALT online modules.
Please use your existing passwords, if you have forgotten them then go to the 'forgot password link'.
If you are a new member of staff then email Georgette for your initial log in.

The modules you need to complete are:
Child Protection: all staff; all modules
Discrimination Harassment & Bullying: all staff; all modules
WHS: For the WHS modules only:
The WHS Committee, SLT and PLT are required to complete all 5 modules
All teaching and Administration Staff are required to complete **only** the following two WHS modules:
Introduction to health and safety at schools and offices
Workers' obligations and rights

3. Handing in your documents

i) Print a copy of your certificates, staple them all together with the Dissemination Policy.
ii) I will be collecting all certificates during a staff meeting Week 3 Monday 13th February 2017.
iii) Do not email them and do not hand them in individually, they must be stapled in a bundle with your Dissemination Policy

4. Link

The link to SALT is in the User Guide below.

User Guide

Salt Web Enterprise Online Legal Compliance Training

Login Information
Open your web-browser and go to the website address: **http://ccer.saltcompliance.com**

This will display the Salt Web login page. You need to enter your username and password details to access your Salt Web training.

Retrieving your login details

If you are logging in to Salt Web for your first time or have forgotten your login details, click on the "**Retrieve Your Login Details**" Link located beneath the Login button on the website to be emailed your username and password for Salt Web.
Your login information will be sent to your email address as recorded in Salt Web. If you do not receive an email with your login information, check with your salt Administrator that your email address in Salt Web is consistent with your current email address.

Change your password

To ensure the security of your training progress and results, please change your password from the initial password that was assigned to you. After you have logged in:
1 Select Administration from the menu items

2 In the User section, click Personal Details

3 In the New Password box, enter your new password

4 In the Confirm Password box, retype your new password

5 Click the Save button

6 Please record your new password for your future reference

My Training

1 From the Salt Web Homepage, click on the **My Training** link.
2 Click on the link for the course you wish to select, for example Child Protection. This will take you to a new page with the list of modules for the course.

Course	Status	Print Certificate	Last Completion Date
CCER Child Protection	☑	🗒	10 Dec 2016
CCER Discrimination Harrassment and Bullying	☑	🗒	08 Feb 2016
CCER WHS	☑	🗒	08 Feb 2016

Begin Lesson

1 Click on the **Begin Lesson** icon for each module.

2 Use the navigation buttons in the right hand corner to move between the training pages.

3 The first page contains the learning objectives for the lesson. Training consists of a factual situation, legal content pages, and scenario questions relating to the factual situation.

4 The scenario questions are not scored and your responses are not recorded. Use them to apply the knowledge you have gained so far in the lesson.

Begin Quiz

1 Click on the **Begin Quiz** icon for each module.

2 You will be asked up to 10 multiple choice questions.

3 Use the next button to navigate through the test. If you hit the back button on your browser or exit Salt Web, your quiz results will not be saved and you will have to test again.

4 Your quiz responses will be scored and recorded. At the end of the quiz you can view a summary of your quiz responses and results.

5 When you have passed all modules in a course you can print a certificate of completion from the home page.

For technical support, please contact:
Salt Helpdesk 8:30 – 19:00 AEST 1800 676 011
support@saltcompliance.com
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