



**ACT**  
Government

# CORE LEARNING IN THE ACT PUBLIC SERVICE

CMTEDD, WORKFORCE CAPABILITY  
AND GOVERNANCE DIVISION

JANUARY 2018

**CONTENTS**

**INTRODUCTION** ..... 3

**CORE LEARNING REQUIREMENTS** .....3

**NEW EMPLOYEES**.....4

**EXISTING EMPLOYEES** .....4

**RECOGNITION OF PRIOR EXPERIENCE** .....4

**REFRESHER TRAINING** .....5

**ATTENDANCE**.....5

**HIGHLY RECOMMENDED TRAINING** .....5

**RECORD KEEPING AND REPORTING** .....5

**ROLES AND RESPONSIBILITIES**.....6

**STRATEGIC BOARD**..... 6

**WORKFORCE CAPABILITY AND GOVERNANCE**..... 6

**DIRECTORATES (MANAGERS/SUPERVISORS)** ..... 6

**REFERENCES**.....6

**ANNEX A: CORE TRAINING LIST:**.....7

**ANNEX B: RECOGNITION OF PRIOR EXPERIENCE (RPE)  
    APPLICATION FORM**.....8

**ANNEX C: ACTPS TRAINING CALENDAR** .....9

## INTRODUCTION

Since 2015 the Head of Service and Directors-General have endorsed the development of a range of workforce strategies focussed on building an agile, responsive and innovative ACT Public Service (ACTPS). These include the ACTPS Learning Strategy (the Learning Strategy) and the ACTPS Shared Capability Framework (the Capability Framework).

The Learning Strategy articulates our commitment to an ongoing learning environment for the ACTPS and reinforces the commitment to innovation and change. The learning strategy will ensure we are heading in the right direction and building the culture we want in the ACTPS.

The Capability Framework has been developed to describe the skills, knowledge and behaviour that can universally be expected of every ACTPS employee at different organisational levels and in every workplace across the Service including those at the executive level.

Core learning in the ACTPS supports both the Learning Strategy and the Capability Framework in building the ACTPS of the future. It identifies training for all employees regardless of the directorate they work in or the position they hold. The core learning topics have been selected to ensure employees are aware of the fundamentals of working in Government and provide a consistency of core skills development across the ACTPS.

Whole of government “highly recommended” training has also been developed and is directly linked to the capability framework. Highly recommended training is determined from an individual employee’s capability, skill set and job role requirements.

In addition to the core learning and highly recommended training prescribed in this document, directorates may also identify areas of core learning and highly recommended training for their employees. This training would be specific to their business.

### CORE LEARNING REQUIREMENTS

The following topics have been prescribed as core learning in the ACTPS:

- > ACTPS Induction Program;
- > Performance and Development\*;
- > Respect, Equity and Diversity;
- > Family Violence;
- > Governance; and
- > Workplace Health and Safety\*.

The core learning modules marked with \* are targeted at the employee and manager/supervisor levels.

Core training modules and content are set out in the core training list (Annex A)

## NEW EMPLOYEES

On commencement, new employees will automatically receive an email from the Workforce Capability and Governance Division (WCAGD) with the core learning modules outlined and the e-learning modules attached. Core learning modules must be completed within the first six months of their employment with the ACTPS or sooner if requested to by their manager/supervisor. This coincides with the employee's probation period and should be completed prior to confirmation of appointment. During this time, the employee's manager/supervisor will determine what other additional training is required that may be role-specific or directorate-specific including training from the 'highly recommended' list. Additional training will be included as part of the employee's performance development plan.

## EXISTING EMPLOYEES

Existing employees will not be required to complete the core learning modules if they can obtain recognition of prior experience (RPE) (refer to the RPE section below). Should any existing employee be unable to obtain RPE for the core learning modules their manager/supervisor will develop an appropriate timetable and action plan to ensure the training is completed as soon as possible.

Employees who have recently been promoted to managers or supervisors roles will be required to complete the relevant level 2 core learning modules or apply for RPE. Managers/supervisors will also need to review the employees highly recommended training to ensure it reflects any changes required due to the employees new role or directorate.

## RECOGNITION OF PRIOR EXPERIENCE

RPE is acknowledgement of an employee's current skills and knowledge gained through working and learning. It may be awarded to an employee for completion of relevant core/highly recommended learning requirements once assessed. Assessment may include workplace observation, interviews, discussions and documented evidence.

An RPE can be awarded by completing a RPE Application Form (**Annex B**) and submitted with approval from their direct executive.

The executive will take into consideration the following:

- > Previous education (internal or external) including content and timeframes, documentation will need to be provided;
- > Equivalent work experience;
- > New legislation that may require refresher training; and
- > Organisational requirements and policies.

The executive signing off on the RPE Application Form must be confident that the employee already has the skills and knowledge that would be gained if they undertook the core learning modules.

## REFRESHER TRAINING

Refresher training will need to be undertaken when employees return to the workplace after an extended period of leave (12 months or more). Where there is a change in legislation, all employees may be required to do refresher training on the relevant core learning module. Employees may also be specifically directed by their managers/supervisors to undertake or refresh the training, at any time. For example work place health and safety training may be need refreshing in the instance of a preventative measure of accident or incident reoccurring.

## ATTENDANCE

Employees are to complete all Core Learning modules and allocated 'highly recommended' training to meet their training obligations and Performance and Development Plan objectives. Some training sessions only require attendance once whilst others may require a regular attendance to achieve competence. Any work related training is counted towards an employee's normal working hours and their manager/supervisor will make time for attendance.

Directorates will be required to monitor and report on compliance with the Core Learning requirements. Where employees have not completed the Core Learning modules and allocated 'highly recommended' training within the specified time frame and without legitimate reason (e.g. sickness absence, maternity leave etc.) access to other forms of training will be withheld until the learning requirements have been met.

## HIGHLY RECOMMENDED TRAINING

Directorates are required to manage and define 'highly recommended' training for employees based on job role requirements, Performance and Development plans, team reviews and or as identified through an induction.

'Highly recommended' training sessions have been mapped against the capability framework on the ACTPS training calendar as per attached diagram (**Annex C**).

For any training listed as 'highly recommended', the requirement to complete this training is determined by:

- > The manager/supervisor in consultation with the employee deciding what is appropriate for them to complete. This includes the training that has been mapped against the Capability Framework; and/or;
- > The Directorate deciding that certain employees in an area are required to complete specific occupational training due to role requirements.

Managers/supervisors are responsible for ensuring that conversations regarding 'highly recommended' training are documented in the employee's Performance and Development Plans.

## RECORD KEEPING AND REPORTING

The *Territory Record Act 2002* requires all directorates to have a record management system in place that maintains a full and accurate record of all activities undertaken. Directorates will be required to update their employees training records and provide reports to WCGD in line with the ACTPS Learning Strategy reporting model.

## ROLES AND RESPONSIBILITIES

### STRATEGIC BOARD:

The role of the Strategic Board is to endorse the direction for workforce development in line with government priorities.

### WORKFORCE CAPABILITY AND GOVERNANCE:

- > will manage the implementation and maintenance of the Core Learning requirements to ensure that aspects of safety, quality, leadership and risk for all members of the ACTPS are covered and relevant; and
- > will coordinate Core Learning providers to ensure programs are aligned to the government's priorities, evaluated and updated annually.

### DIRECTORATES (MANAGERS/SUPERVISORS):

- > will implement and monitor compliance with the Core Learning requirements for employees within their directorate;
- > will ensure employees are provided with time to complete Core Learning modules within work hours and within the prescribed timeframes;
- > will manage and define additional employees training requirements to ensure service delivery to the community;
- > will provide information to employees regarding their obligations in completing Core Learning. These requirements are to be met before consideration is given to any other training or development opportunities;
- > will provide information to employees regarding highly recommended training and ensure it is included in individual Performance and Development plans; and
- > will follow up employees who have not completed their Core Learning modules within the prescribed timeframes and any non-attendance.

## REFERENCES

ACTPS Training Calendar

<http://shareservices/actgovt/training/calendar.html>

ACTPS Induction Manual December 2016

[http://www.cmd.act.gov.au/\\_data/assets/pdf\\_file/0011/1020989/Induction-Manual.pdf](http://www.cmd.act.gov.au/_data/assets/pdf_file/0011/1020989/Induction-Manual.pdf)

ACT Public Service Learning Strategy

<https://www.cmtedd.act.gov.au/employment-framework/performance-framework/actps-learning-strategy>

ACTPS Shared Capability Framework October 2015

[http://www.cmd.act.gov.au/\\_data/assets/pdf\\_file/0009/805536/Shared-Capability-Framework](http://www.cmd.act.gov.au/_data/assets/pdf_file/0009/805536/Shared-Capability-Framework)

## CORE TRAINING LIST

## ANNEX A

Core Training Module	Content	Who	Delivery Method
<b>ACTPS Induction Program</b>	<ul style="list-style-type: none"> <li>* Structure of our Service</li> <li>* ACTPS Values and Signature Behaviours</li> <li>* Security and Risk matters</li> <li>* Human Resources matters</li> </ul>	Level 1 – Employees & Level 2 – Managers/Supervisors	Face to Face/ Online
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>* Responsibilities and expectations of public servant</li> <li>* Effectively identify and manage workplace hazards and risks</li> <li>* Reporting a workplace accident</li> <li>* Employee Assistance Program</li> </ul>	Level 1 – Employees	Face to Face/ Online
<b>Workplace Health and Safety for Managers/Supervisors</b>	<ul style="list-style-type: none"> <li>* Managing WHS in the ACTPS</li> <li>* Understanding workplace health and safety due diligence obligations for managers</li> <li>* Conducting a ‘root cause’ investigation</li> <li>* Early intervention</li> <li>* Workers’ compensation and the legislative framework</li> <li>* Support and key contacts for managers and supervisors</li> </ul>	Level 2 – Managers/Supervisors	Face to Face/ Online
<b>Family Violence</b>	<ul style="list-style-type: none"> <li>* Awareness raising and training on recognising and responding to family violence</li> </ul>	Level 1 – Employees & Level 2 – Managers/Supervisors	Face to Face
<b>Respect, Equity and Diversity (RED)</b>	<ul style="list-style-type: none"> <li>* Responsibilities under the RED Framework</li> <li>* Legal obligations in the workplace</li> <li>* How to respond, report and resolve incidents of unacceptable behaviour</li> </ul>	Level 1 – Employees & Level 2 – Managers/Supervisors	Face to Face
<b>Performance and Development</b>	<ul style="list-style-type: none"> <li>* Overview of the ACTPS Performance Framework</li> <li>* The purpose and value of performance planning</li> <li>* How to get the most out of your individual performance plans and discussions</li> </ul>	Level 1 – Employees	Face to Face/ Online
<b>Performance for Managers/Supervisors</b>	<ul style="list-style-type: none"> <li>* Discussing expectations and providing feedback appropriately</li> <li>* Facilitating two feedback</li> <li>* Having difficult conversations</li> </ul>	Level 2 – Managers/Supervisors	Face to Face/ Online
<b>Governance</b>	<ul style="list-style-type: none"> <li>* Information Privacy</li> <li>* Ethics, Integrity and Fraud Control</li> <li>* Procurement</li> <li>* Delegations</li> <li>* FOI and Record Keeping</li> </ul>	Level 1 – Employees & Level 2 – Managers/Supervisors	Face to Face/ Online

## RECOGNITION OF PRIOR EXPERIENCE (RPE) APPLICATION FORM

### **Instructions**

1. Complete this form to seek RPE for any core training requirements.
2. Executive Director or delegate to sign off the form once they are reassured that the employee is competent and has the skills and knowledge to meet the requirements of the core learning modules. This may include sighting documents and providing evidence.
3. Completed form to be emailed to [WorkforceLearningandDevelopmentUnit@act.gov.au](mailto:WorkforceLearningandDevelopmentUnit@act.gov.au)

<b>Applicant Details</b>		
Name:	AGS/Employee number:	
Directorate:	Division:	
Contact Details (email and phone):		
<b>Name of Core training you are seeking to RPE</b>		
Name of Core training:		
Evidence describing your current competence:	<i>Please attach a copy of evidence to this form and summarise evidence that is attached in this box.</i>	
<b>Employee Declaration</b>		
All information and documentation I provide to support this application is true and correct.		
Employee Signature:	Date: / /	
<b>Manager/Supervisor to Complete</b>		
I verify that I have discussed the RPE application with the applicant and there is sufficient evidence to warrant the processing through the RPE process.		
Name:	Signature:	Date: / /
<b>Executive Director to Complete</b>		
By signing this form I acknowledge that: <ul style="list-style-type: none"> <li>I approve the application for RPE as described above; and</li> <li>I acknowledge my responsibility for ensuring the employee member knows and applies the content of the core training requirement.</li> </ul>		
Name:	Signature:	Date: / /
<b>Workforce Learning and Development use only</b>		
RPE actioned and recorded	Date: / /	
Further information required (reason) and follow up action:		

## ACTPS TRAINING CALENDAR (ANNEX C)





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