Curriculum Outline

Phase	Module	Session Content	Participant		Delivered by
			APS2 - APS5	**APS6 – SES**	
1	**Module 1** **Pre-commencement**	■ Activities requiring action prior to Participant commencement: – On-boarding confirmation – System access – AEC security passes/access – Workstation set up – Participant check-in – Participant to review the videos of the AEC's Executive Leadership Team. The four short videos are designed to set out agency expectations and embed the AEC's agency culture – Assignment of Local Induction Adviser. Completion and sign off of *Module 1 - Pre-commencement checklist* <u>Note</u>: All current AEC staff will also be expected to watch the ELT videos.			Line Manager Local Induction Adviser
2 &3	**Module 2** **Introduction to the AEC (Day 1)**	■ Information and required actions on the Participant's first day: – Welcome to the AEC and role – Introduction to the AEC values and expectations – Introduction to the state/branch future directions – Introduction to the site and team – AEC identification and asset handover – AEC resources and obtaining systems access – Discuss key policies and where to find them (Social Media Policy, Political Neutrality Policy, and Conflict of Interest Policy). Completion and sign off of *Module 2 – Introduction to the AEC (Day 1) checklist*			Line Manager Local Induction Adviser
	Module 3 **Week 1**	■ Information and required actions in the Participant's first week: – Work Health Safety and Fatigue Prevention – Injury Management and Safety in the workplace – Workplace bullying and harassment – Wellbeing and the Employee Assistance Program (EAP) – Pay, leave and conditions, including how to use Aurion ESS – Key agency activities – Discuss eLearning courses and link to Participant role through the use of case studies and scenarios ■ eLearning courses: – AEC Induction Program – Work, Health and Safety – Maintain a Positive Workplace			Line Manager Local Induction Adviser

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		Completion and sign off of *Module 3 – Week 1 checklist*			
	Module 4 **Week 2**	■ Information and required actions in the Participant's second week: – Cultural Appreciation – Working with Indigenous Australians – Diversity, culture and inclusion – Privacy, security and fraud in the AEC – Recordkeeping and information management in the AEC – Individual Performance Plan (IPP) – Probation requirements (where applicable) – Discuss eLearning courses and link to Participant role through the use of case studies and scenarios ■ eLearning courses: – Protective Security Awareness – Fraud Awareness – Information Management and ObjectiveIM – Cultural Appreciation Completion and sign off of *Module 4 – Week 2 checklist*			Line Manager Local Induction Adviser
	Module 5 **Week 3**	■ Information and required actions in the Participant's third week: – Privacy Awareness – Key documents & policies – political neutrality – conflict of interest – discuss eLearning courses and link to Participant role through the use of case studies and scenarios ■ eLearning courses: – Privacy Awareness Completion and sign off of *Module 5 – Week 3 checklist*			Line Manager Local Induction Adviser
	Module 6 **Week 4**	■ Information and required actions in the Participant's fourth week: – APS Values and Code of Conduct – Procurement and contract management in the AEC – Ballot paper handling – Discuss eLearning courses and link to Participant role through the use of case studies and scenarios – Individual Performance Plan (IPP) finalised ■ eLearning courses: – Procurement and Contract Management – Ballot Paper Handling Completion and sign off of *Module 6 – Week 4 checklist*			Line Manager Local Induction Adviser Executive Level Officer *(Phase 3 only)*

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	Module 7 **Months 2 and 3**	■ Information and required actions in the Participant's second and third month: – Public Engagement – Complaints Framework – Public engagement contact tool – Probation – discussion and report (2 month mark) Completion and sign off of *Module 7 – Months 2 and 3 checklist*			Line Manager Local Induction Adviser Executive Level Officer *(Phase 3 only)*
	Module 8 **Months 4 and 5**	■ Information and required actions in the Participant's fourth and fifth month: – Election Readiness – Transition to Election Time – Risk Management – Discuss eLearning course and link to Participant role through the use of case studies and scenarios – Probation – discussion and report (4 month mark) – Probation – discussion and final report – recommendations and signed report provided to Corporate Services Branch (5 month mark) ■ eLearning courses: – Risk Management Completion and sign off of *Module 8 – Months 4 and 5 checklist*			Line Manager Local Induction Adviser Executive Level Officer *(Phase 3 only)*
	Module 9 **Month 6**	■ Information and required actions in the Participant's sixth month: – Provide feedback on the national induction program – Check-in point – final induction meeting with Line Manager Completion and sign off of *Module 9 – Month 6 checklist*			Line Manager Local Induction Adviser Executive Level Officer *(Phase 3 only)*
	Module 10a **AEC Foundation Program – National Experience** **(APS6 - SES level)**	■ AEC Foundation Program – National Experience Agenda (face to face and virtual agendas)			NTEU Line Manager and Executive Level Officer *(consult National calendar for next available session)*
	Module 10b **AEC Foundation Program – Network Experience** **(APS2 – APS5 level)**	■ AEC Foundation Program – Network Experience Agenda (face to face and virtual agendas) Module 10b will be a condensed, one day face to face or one week virtual version of Module 10a. This module will be delivered at the local level (State or Branch) by assessed AEC Trainers.			Assessed AEC Trainers Line Manager and Executive Level Officer *(consult State calendar for next available session)*