# Application to establish a mandatory training requirement

Complete this form if you have a training request which has been identified as a potential mandatory requirement. Approval will result in the training being classified as mandatory, included on the department’s Mandatory Training Ready Reckoner, to be completed by identified employees, at the assigned frequency, with records of training completion collected, maintained and reportable.

Please ensure you have read and followed the [Establish a mandatory training requirement procedure](https://ppr.mpe.qed.qld.gov.au/pp/establish-a-mandatory-training-requirement-procedure) prior to considering any application to request a mandatory training requirement. The Learning and Professional Development team is available to support you to develop your application as per the procedure.

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| **Business unit** | Business unit. | **Topic** | Topic. |
| **Contact person** | Contact person. | **SME(s)** | Subject matter expert(s). |
| **Contact details** | Contact details. | | |

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| **Background to request** | | | |
| Background. | | | |
| **Request must meet both Criterion 1 and Criterion 2** | **Y/N** | **Provide a reference** | **Explanation of the need** |
| **Criterion 1**  The requested training requirement has been derived from a legislative, regulatory obligation, departmental policy or industrial instrument? | Y/N. | Reference. | Explanation. |
| and/or  The requested training requirement is a control or action to mitigate a risk that is assessed as medium (for areas of lowest appetite) or high (all other areas) in the department’s strategic, division/branch or regional risk registers in Risk Express? | Y/N. | Reference. | Explanation. |
| and/or  The requested training requirement has been derived from an internal control? | Y/N. | Reference. | Explanation. |
| **Criterion 2**  The requested training has been deemed to be the most appropriate method of addressing the obligations, requirements and/or identified risk? | Y/N. | Reference. | Explanation. |

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| **Audience questions, if approved** | **Y/N** | **Guidelines** |
| 1. Is the intended audience “All Staff”?  If Yes, which topic in MAST would it fit in?  Comments. | Y/N. | * knowledge is applicable to all staff no matter their role, level or location * knowledge is used regularly by all departmental employees * content is general - the purpose is to raise awareness and is able to be included in the Mandatory All-Staff Training program ( MAST) * knowledge is not available in other programs or contained in other role specific training undertaken by departmental employees. |
| 2. Is the intended audience “Role Specific”?  If yes, what role?  Comments.  Is it a qualification?  If yes, what qualification?  Comments. | Y/N. | * knowledge is required by a specific role, position or location * knowledge is not required by all departmental staff * knowledge is used regularly by specific roles to meet the responsibilities of their role * knowledge is not available in other programs. |
| 3. Is the intended audience ‘Activity Specific”?  If yes, what activity?  Comments.  Who is the target audience?  Comments. | Y/N. | * knowledge is required to complete a specific activity * knowledge is not required by staff who do not complete the activity * knowledge is used regularly by specific roles to complete the specific activity in meeting the responsibilities of their role * knowledge is not available in other programs. |

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| **Training delivery questions-**  **If approved** | **Y/N** | **Additional comments** |
| 1. Will new employees be required to complete the training upon commencement? | Y/N. | Comments. |
| 2. Will existing employees be required to complete the training as a one off? | Y/N. | Comments. |
| 3. Will existing employees be required to complete the training at regular intervals?  If yes, how often? | Y/N. | Comments. |
| 4. Will the training lead to a new qualification? | Y/N. | Comments. |
| 5. Is the training required to maintain an existing qualification required to continue in a role? | Y/N. | Comments. |

## **Approvals Business unit**

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| **Prepared by:** | Prepared by. | **Signature:** |  |
| **Endorsed by:** | Endorsed by. | **Signature:** |  |
| **HPE Records Manager reference:** | TRIM reference number. | | |

### Please forward application to [LearningandPD.HUMANRES@qed.qld.gov.au](mailto:LearningandPD.HUMANRES@qed.qld.gov.au?subject=Mandatory%20All-Staff%20Training%20reporting%20query) with Mandatory training requirement in the subject line

### **L&PD use only**

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| **L&PD Consultant allocated:** | Consultant. | **Date:** | Date. |
| **Prepare L&PD Governance Board Submission:** | Prepare submission – HPE Records Manager reference | | TRIM reference number. |
| Recommended as mandatory training requirement | | Y/N. |
| Date | | Date. |
| **Board decision:** | **If approved and is an existing training program:**   * add mandatory training requirement to Mandatory Training Ready Reckoner and Induction planner, update documents published on OnePortal and department website as appropriate.   **If approved and is a new training program (internal):**   * prioritise and plan design, development and deployment.   **If approved and is a new training program (external)**   * follow procurement process to engage approved vendor.   **If not approved:**   * the training requirement is categorised as non-mandatory. | | |
| Communicate results to the business unit and explain next steps | | Date. |