

## Learning Manager Courses 2021

All staff working in early childhood settings and schools within Victoria, particularly those with mandatory reporting obligations, are strongly encouraged by VIT to regularly undertake and complete the [DET Mandatory Reporting – Protecting Children eLearning module](#). We recommend this course is undertaken by all staff annually in Term 1.

CEB provides access for all Diocesan school staff to the CCI “Learning Manager” online training. School and CEB staff are able to access and complete any of the thirteen (13) comprised courses (note a new course has been added ‘the Essentials of Whistleblowing’).

DOBCEL requires all staff to undertake the following five (5) courses at least every two years:

- Harassment and Bullying
- Anti-discrimination
- Sexual Harassment
- Essentials of Whistleblowing
- Work Health and Safety Education

If staff at your school completed the above courses during 2020, only new staff are required to do the courses this year.

From the remaining eight (8) courses, schools can review and select others that best sit with the needs of the school and/or align to your annual action plan.

### About CCI online courses

- Each course on average ranges from 15 minutes to one and a half hours in duration
- Users can commence and save the course and pick up where they left off if unable to complete in one session
- Compliance and Risk Support Officer (CARSO) can set dates, invites and reminder emails through the Learning Manager - Unit Manager privileges
- A certificate of successful completion can be activated at the end of each course (participants to keep for their own records)
- Online record of training completed provides evidence for compliance needs
- Each school has the ability to set the execution dates and has a choice of the thirteen (13) education-related courses on offer
- Smaller specific sub-work groups can be created at a local level, enabling relevance to that group rather than the full staff cohort (*Work Experience student may require topic awareness related to their off-site activities by completing a specific, relevant course, separate to school staff*).

### Logging in

- To log into Learning Manager, open your web browser and go to your login page. The address for this will be: <https://learningmanager.org.au/login/CEB>
- Enter the [Username] and [Password] that has been supplied, then press the [LOG IN] button.
- Your Username will usually be your C Number.
- Please contact your Compliance & Risk Support Officer in the first instance if you have any Log-in queries.

## Further Resources

- [Quick Reference Guide](#)

## List of Available Courses

Course	Description
1 <a href="#">Sexual Harassment</a>	Raise awareness of sexual harassment and help to prevent it.
2 <a href="#">Harassment and Bullying</a>	Encourage a positive, productive work environment.
3 <a href="#">Anti-discrimination</a>	Help ensure your employees get a fair go.
4 <a href="#">Work Health &amp; Safety - Education</a>	Educates schools about how to manage hazards and risks that commonly occur in their environment.
5 <a href="#">Information Security</a>	Empower your workers to help protect your information and technology.
6 <a href="#">Safeguarding Essentials</a>	Help provide a safe environment for those at risk.
7 <a href="#">Driver Safety Awareness</a>	Help to keep drivers of work vehicles safe.
8 <a href="#">Ergonomics &amp; Manual Handling</a>	Prevent injuries with positive ergonomics and correct handling techniques.
9 <a href="#">Privacy</a>	Bring your workers up to speed with privacy laws.
10 <a href="#">Due Diligence for Officers</a>	Give your Officers a greater understanding of their due diligence duties.
11 <a href="#">Camps and Excursions</a>	Help make educational adventures safer for everyone.
12 <a href="#">Preparing for Fire and Other Emergencies</a>	Support and enhance the safety of your organisation's people.
13 <a href="#">Essentials of Whistleblowing</a>	Help staff identify and call out misconduct or wrongdoing in the workplace and understand their rights and protections.