

Instructions for the use of the DEECD Training Needs Analysis

This document is intended to be used by Workplace Managers and/or Management OHS Nominees to assist in the identification of OHS training needs and competencies for specific job roles within the workplace. The pre-populated job roles, training requirements and competencies specified in this template are a guide only and modification should be made in accordance with identified OHS training and competencies and job roles that are specific to the school/workplace. This template assists in meeting the requirements of DEE-EHU-26-1-1 Induction and Training Procedure.

The ultimate responsibility for the management of the training needs analysis is that of the Workplace Manager/Management OHS Nominee.

Job Role	Competencies																										
	Management OHS Nominee	Hazard Id and Risk Management	Incident Investigation	Manual Handling	Job Specific Training and Competency Assessment	Writing a Safe Work Procedure (SWP)	All SWP in Technology Room	OHS Policy and Issue Resolution	Technology Refresher Course	Restorative Practice	OHS Induction	Workplace Behaviour and Bullying (online)	Occupational Violence	5 Day Health and Safety Representative Training	HSR Refresher Training	Voice Care	Anaphylaxis Training	Asbestos Management	First Aid Training	Duty of Care and Mandatory Reporting	Chemical Safety	Emergency Management	Food Handling	Working at Heights	Ladder Training	Office/Safety Ergonomics	Site Induction
Identify retraining timeframes	Annual	Annual	As Required	3 years/As Required	As Required	As Required	Annual	Annual	As Required	Annual	As Required	As Required	Annual	As Required	Annual	Annual	3 years	As Required	Annual	Annual	As Required	Annual	2 years	Annual	As Required	Annual	As Required
Management OHS Nominee	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓			✓	✓	✓		✓	✓	✓		✓		✓	
Health and Safety Representative		✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓		✓	
Deputy Health and Safety Representative		✓		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓			✓	✓	✓		✓		✓	
First Aid Officer		✓		✓	✓						✓	✓	✓			✓	✓		✓	✓	✓	✓		✓		✓	
Principal Class		✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Teacher - Arts (Ceramics and Photography)		✓		✓	✓				✓	✓	✓	✓				✓	✓			✓	✓	✓		✓		✓	
Teacher - Arts (other)		✓		✓	✓				✓	✓	✓	✓				✓	✓			✓	✓	✓		✓		✓	
Teacher - Arts (Drama and Theatre Studies)		✓		✓	✓				✓	✓	✓	✓				✓	✓			✓	✓	✓		✓	✓	✓	
Teacher - Foods, VET Hospitality		✓		✓	✓				✓	✓	✓	✓				✓	✓		✓	✓	✓	✓	✓	✓		✓	
Teacher - Outdoor Education		✓		✓	✓				✓	✓	✓	✓				✓	✓		✓	✓	✓	✓	✓	✓		✓	
Teacher - Physical Education		✓		✓	✓				✓	✓	✓	✓				✓	✓		✓	✓	✓	✓	✓	✓		✓	
Teacher - Sciences (excluding Pysch, PE)		✓		✓	✓				✓	✓	✓	✓				✓	✓		✓	✓	✓	✓	✓	✓		✓	
Teacher - Technology (excluding Foods), VET Technology		✓		✓	✓	✓	✓		✓	✓	✓	✓				✓	✓		✓	✓	✓	✓		✓		✓	
Teacher - VCAL		✓		✓	✓				✓	✓	✓	✓				✓	✓		✓	✓	✓	✓	✓ ²	✓		✓	
Teacher - Business & IT, English, Humanities, Maths, Pscology, VET, NETschool, International Program, VLN, Library		✓		✓	✓				✓	✓	✓	✓				✓	✓		✓	✓	✓	✓		✓		✓	
Education Support - Facilities Staff		✓		✓	✓	✓	✓	✓			✓	✓	✓			✓	✓	✓ ¹		✓	✓	✓		✓	✓	✓	
Education Support - Foods Assistant		✓		✓	✓						✓	✓	✓			✓	✓			✓	✓	✓	✓	✓		✓	
Education Support - Integration Aide		✓		✓	✓						✓	✓	✓			✓	✓		✓	✓	✓	✓		✓	✓	✓	
Education Support - IT Staff		✓		✓	✓						✓	✓	✓			✓	✓			✓	✓	✓		✓	✓	✓	
Education Support - Laboratory Technician		✓		✓	✓						✓	✓	✓			✓	✓		✓	✓	✓	✓		✓	✓	✓	
Education Support - Technology Assistant		✓		✓	✓	✓	✓		✓		✓	✓	✓			✓	✓			✓	✓	✓		✓		✓	
Education Support - Teacher Assistant, Deaf Support, Language Assistant, Literacy Support, BIHC, Homestay Coordinator, Sports Coordinator, Administration, Library Technician, Student Wellbeing, Careers & Pathways		✓		✓	✓						✓	✓	✓			✓	✓			✓	✓	✓		✓		✓	
Staff - involved in food preparation for any College activity																							✓				
Staff - involved in workplace visits		✓																									
Trainees, SBNA		✓		✓	✓						✓	✓	✓			✓	✓			✓	✓	✓		✓		✓	✓
Cleaners																											✓
Canteen Officer																											✓
School Nurse, Chaplain, District Staff																										✓	✓
Contractors																											✓
Teacher - CRT																											✓

✓ = all members must have competency
 1 = one member of Team required to have competency
 2 = if any class taught is to use the kitchen