

**From:** [REDACTED]  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** New Induction Program and cultural competency training requirements for EL2 employees [SEC=OFFICIAL]  
**Date:** Friday, 2 August 2024 2:25:00 PM  
**Attachments:** [image001.png](#)  
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Dear Managers,

I want to advise you of two changes occurring over the next couple of weeks for you to be across.

### **Cultural competency training for all EL2s**

As you may be aware, our new [enterprise agreement](#) requires all ongoing EL2 employees to complete First Nations Cultural Competency Training within 12 months of the commencement of the agreement. This clause is one of the common clauses in all APS enterprise agreements and so is a requirement for all EL2 employees in the APS. We have selected the [SBS Inclusion Program – First Nations Course](#) to meet this requirement. This module is currently being updated by SBS. We anticipate being able to enrol you in this module from Monday 12 August and you will need to complete the module by March 2025.

There is an action in our [Diversity and Inclusion Strategy](#) to build cultural capability through managers and supervisors completing at least one module from the SBS program each year. By undertaking this module you will meet this requirement also. Beyond just meeting your mandatory requirements, the SBS Inclusion program is an excellent resource and a very useful tool for learning more about First Nations culture.

### **New Induction Program for new employees**

Our existing Induction Program requires a lot of time from new employees and is difficult to maintain to ensure information is accurate. It also contains some training that overlaps with our existing suite of mandatory training modules, requiring employees to undertake duplicate content.

We have built and are about to launch a much simpler Induction Program. This recognises that an effective induction transfers key information to employees within their first few days in the organisation and also directs them to where to find information in the future. The new program utilises our mandatory training modules and in most cases points employees to key information on The Hub rather than replicating information in the module. For those of you who own corporate content relevant to new employees, this means you will no longer have to maintain information within the induction program and can simply keep your content on The Hub up to date.

The new Induction package for all new employees will include:

- an updated welcome email
- an online [Induction program](#) hosted in Learnhub
- six mandatory *Your commitment* learning modules (seven for eSafety)
- mandatory EL2 First Nations cultural competency training
- APS Induction modules for employees new to the APS
- recommended cultural competency learning including all SBS Inclusion program modules, and
- three new induction guides for ☐ [new employees](#), ☐ [managers](#) and new employee ☐ [buddies](#).

Each new employee will receive the welcome email at commencement which will provide them

with information to get ~~that~~ started in the Induction Program. All new employees will be enrolled into the new Induction upon the creation of their Learnhub account. Please note, Learnhub accounts are automatically created 24 hours after ICT system access has been granted. The new Induction Program will launch on Monday 5 August 2024 and so will apply to any new staff you have commence from that date. Once it launches, updated information will be available on [The Hub](#).

Please get in touch to me or the HR Strategy Team via [REDACTED] if you have any questions or would like any further information.

Thanks

[REDACTED]

[REDACTED]

Manager | HR Strategy and Internal Communications

**Australian Communications and Media Authority**

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*The ACMA acknowledges First Nations peoples as the Traditional Owners and Custodians of Australia. We respect and celebrate First Nations peoples as the original storytellers and content creators of the lands on which we work and honour the enduring strength and commitment of Aboriginal and Torres Strait Islander peoples to the land, waters and their communities. We pay our respects to Elders past, present, and emerging.*

