

COMPLIANCE EDUCATION

LAUNCH TO RMIT VIETNAM – EFFECTIVE MAY 9 2016

STAFF FAQs

Background:

As of May 9 2016 all RMIT Vietnam staff will now be required to complete their required mandatory Compliance Education modules and maintain currency every two (2) years through completion of refreshers.

1. Why do I have to do Compliance Education modules?

The University and staff have a responsibility to create and foster an environment that upholds ethical and legal standards and respect when dealing with others; and must comply with a range of statutory requirements.

Completion of the modules will enable you to work more effectively and maintain awareness of internationally accepted standards.

Legislation, codes and practice change over time and it is vital that you are aware of the most recent requirements and best practice. It also ensures you are aware of the resources and support available at RMIT and are familiar and can follow RMIT policy and processes.

- All existing RMIT Vietnam staff must complete their required mandatory Compliance Education modules
- New staff are required to complete these modules in their first month of employment as part of their Induction
- All staff are required to refresh them every two (2) years to ensure knowledge remains current
- Modules can take between 20-30 minutes, but times will vary between individuals

The development and content maintenance of Compliance Education modules has been completed by relevant RMIT subject matter experts and approved by the Vice Chancellors Executive

2. What modules do I have to complete?

a. Academic Staff	<ul style="list-style-type: none"> • Know Your RMIT • Health and Safety • Privacy and Record Keeping • Equal Opportunity Module 1 • Research Integrity
b. Academic Staff Level C or above and/or a Manager	<ul style="list-style-type: none"> • Know Your RMIT • Health and Safety

	<ul style="list-style-type: none"> • Privacy and Record Keeping • Equal Opportunity Module 2 • Research Integrity • Competition and Consumer Protection
c. Professional Staff	<ul style="list-style-type: none"> • Know Your RMIT • Health and Safety • Privacy and Record Keeping • Equal Opportunity Module 1
d. Professional Staff Level 7 or above and/or a Manager	<ul style="list-style-type: none"> • Know Your RMIT • Health and Safety • Privacy and Record Keeping • Equal Opportunity Module 2 • Competition and Consumer Protection

3. When do I have to complete my required modules?

From May 9 2016 RMIT will provide Management Staff of RMIT Vietnam with access to complete their online module suite. Remaining centre staff will be provided access on June 6. This is an important step in centre staff having a shared understanding and awareness of Institutional compliance obligations.

a. Current Academic Staff	<ul style="list-style-type: none"> • No later than July 4 2016 • Access will be issued June 6 2016 and staff have up to one month to complete
b. Current Academic Staff Level C or above and/or a Manager	<ul style="list-style-type: none"> • No later than June 6 2016 • Access will be issued May 9 2016 and staff have up to one month to complete
c. Current Professional Staff	<ul style="list-style-type: none"> • No later than July 4 2016 • Access will be issued June 6 2016 and staff have up to one month to complete
d. Current Professional Staff Level 7 or above and/or a Manager	<ul style="list-style-type: none"> • No later than June 6 2016 • Access will be issued May 9 2016 and staff have up to one month to complete
e. New starters post May 9 2016	<ul style="list-style-type: none"> • Within one month of commencement • Completed as part of Induction

4. How do I access my Compliance Education modules?

All RMIT staff in all locations access their Compliance Education modules from a central Compliance Education web portal: <http://www1.rmit.edu.au/browse;ID=8regtqdpqxg8tz>.

Simply click on the drop down 'RMIT Vietnam' as below and the list of modules will appear.

Compliance Education

> Staff > My employment > Professional development > Information technology > eLearning > Compliance Education

RMIT University is committed to the health, safety and wellbeing of staff, students and partners.

The University and staff have a responsibility to create and foster an environment that upholds ethical and legal standards and respect when dealing with others; and must comply with a range of statutory requirements.

- New staff are required to complete these modules in their first month of employment.
- All staff are required to refresh them every two years to ensure knowledge remains current.
- Modules can take between 30-60 minutes, but times will vary between individuals.

To fully complete the modules ensure your personal details are entered correctly at the end of each module, and that you print or save a pdf copy of your certificate – these form your record of completion.

To access the modules from a non-RMIT network computer (e.g. from home) or **RMIT Vietnam** select 'RMIT offsite' when accessing the module and use the following login details:

- Username: rmit
- Password: compliance

For all enquires on Compliance Education please contact [HR Assist](#).

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- ▼ **RMIT Vietnam**
- ▼ Academic staff
- ▼ Professional staff
- ▼ Vocational Education (VE) staff

LAUNCH

- EEO Module 1
- EEO Module 2
- Competition and Consumer Protection
- Regulation of the VE Sector
- Know Your RMIT
- Health and Safety
- Privacy and Record Keeping
- Research Integrity

TECHNICAL ISSUES?
[CONTACT ITS](#)

It is essential that **Vietnam staff use their e-number and password to access** this page as it is centrally hosted. Your v-number will not give you access.

5. How is my completion of each compliance module recorded?

At the end of each module staff are asked to enter their details including their five digit employee number. **Vietnam staff must enter their e-number, not v-number.** This ensures that your completion of the compliance module is recorded in central HR systems.

If you have accidentally entered your v-number please contact HR Assist to have your record updated on + 61 3 9925 0600 or email: hr.assist@rmit.edu.au.

6. I don't know my e-number

Please contact Vietnam Human Resources should you need assistance on how to get your e-number.

7. What information is recorded about my module completion? And where is this information stored?

Information is recorded regarding the completion or non-completion of the modules by RMIT Compliance, Regulation and Reporting who provide reports to the RMIT Audit and Risk Committee.

Completions are also recorded by Vietnam Human Resources. You can also print or save a copy of your certificate of completion for your records.

8. What if I don't complete these modules?

Completion of these modules is compulsory for all staff at RMIT and you and your Manager will receive reminder emails if you have outstanding modules to complete.

If you do not complete these modules after email notifications have been sent to both yourself and your Manager then it will be escalated to your Director or Executive.

9. How often will I have to complete the modules?

All compliance modules must be completed on commencement for new staff and every two (2) years for existing staff. You will receive an email notification when your refresher date is due as a reminder.

10. I completed the Research Integrity module recently before it was made mandatory. Do I have to do it again?

As with other compliance modules, this module will need to be completed every two (2) years. If you have completed the module recently, then you will not need to revisit the module until the two (2) year period is up. At this time you will receive an email notification from HR that it is time to refresh.

11. I am having technical issues with a module.

If you are experiencing difficulties viewing the modules or the quiz content please refer to the Compliance Education homepage for a guide on technical troubleshooting.

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TECHNICAL ISSUES?
CONTACT ITS

- ∨ RMIT Vietnam
- ∨ Academic staff
- ∨ Professional staff
- ∨ Vocational Education (VE) staff
- ∨ Casual, Sessional staff or Contractors
- ∨ RMIT Europe
- ∨ RMIT Training
- ∧ **FAQ's and Troubleshooting**

If you require information about the Research Integrity Module please see [Research Integrity FAQs](#).

If you are experiencing difficulties viewing the modules or the quiz content:

- Firstly try opening the module in a different browser (for example, Internet Explorer or Chrome)
- Use the RMIT off-site login option, even if accessing the module onsite
- Clear the cache on your browser.
- For detailed instructions on clearing the cache on your browser please refer to the attached [Cache Clearing Guide \(PDF, 161KB\)](#).
- You only need to clear your cache once to ensure you have the most up to date Compliance Education content.
- If you continue to experience difficulties please contact [HR Assist](#).

We strongly recommend using Chrome as your browser.

If your issue isn't resolved then it may be an ITS issue and we suggest contacting your ITS department to confirm.

If you still require assistance please contact HR Assist.

12. How do I contact HR Assist?

The HR Assist team is available 8.30 am to 5.30 pm (AEST) Monday to Friday.

Phone: + 61 3 9925 0600; email: hr.assist@rmit.edu.au