

# Online Compliance Training



interactive



regulator trusted



legally updated



Safetrac is a leading provider of accessible courses with a global reach, catering to organisations seeking comprehensive training solutions in Australia, New Zealand, and globally.

We offer a diverse range of industry specific online compliance courses that can be tailored to meet your organisational needs. All our courses can be customised to suit your organisation requirements.



Anti-Money Laundering & Counter-Terrorism Financing	✓	✓	✓
Banking Code of Practice		✓	
Compliance Incidents and Breaches (Insurers)	✓		
Compliance Incidents and Breaches (Non-Insurers)	✓		
Complaints Handling (RG271)*	✓		
Debt Collection	✓	✓	✓
FSR - Customer Service Representatives (Non-Advice)	✓	✓	
FSR - Financial Advisers	✓	✓	
FSR - Vulnerable Customers	✓		
FSR - Vulnerable Customers (Insurance)	✓	✓	
General Insurance Code of Practice	✓	✓	
Hawking Prohibitions	✓		
Life Insurance Code of Practice	✓		
Insurance Brokers Code of Practice	✓		
National Consumer Credit Protection	✓	✓	
Payment Card Industry Data Security Standards (PCI DSS)	✓	✓	
Private Health Insurance - Code of Conduct	✓		
Prudential Standard CPS 520 (Fit and Proper)	✓		
RG 78 Breach Reporting by AFS & Credit Licensees	✓		
RG 234 - Advertising Financial Products and Services (inc credit)	✓		
RG 274 Product Design & Distribution Obligations	✓		
Sanctions		✓	

Anti-Bullying and Anti-Harassment	✓	✓	✓ ^	✓
Appropriate Behaviour at Work Functions			✓	
Business Continuity Plan *	✓			
Code of Conduct *	✓			
Creating a Child Safe Organisation (NSW) & (VIC)	✓	✓		
Discrimination Prevention	✓	✓	✓ ^	✓
Diversity and Inclusion	✓	✓	✓ ^	
Domestic and Family Violence	✓			
Drug and Alcohol Policy *	✓		✓ ^	

First Nations' Australians	✓			
Modern Slavery	✓	✓		
Racial Discrimination	✓		✓ ^	
Respect@Work	✓	✓	✓ ^	
Unconscious Bias Awareness	✓		✓ ^	
Whistleblowing - Reporting, Rights & Protections	✓	✓	✓ ^	✓

Cyber Security Awareness	✓	✓	✓	✓
Cyber Security Phishing				✓
Social Media in the workplace	✓	✓		



Anti-Competitive Conduct	✓	✓	✓	✓
Anti-Bribery and Corruption	✓	✓		
Chain of Responsibility	✓	✓		
Conflicts of Interest	✓	✓		
Consumer Protection & Unfair Business Conduct	✓	✓	✓	✓
Contract Law	✓			
Environmental Compliance	✓	✓		
Franchising Code of Conduct	✓			
Fraud Awareness	✓	✓		
General Data Protection Regulation (GDPR)	✓			
Greenwashing	✓			
Insider Trading	✓	✓		
Integrity and Compliance	✓			
Intellectual Property	✓	✓		
Local Government Act (Vic)	✓			
Privacy	✓	✓	✓^	✓
Privacy (including GDPR)	✓			
Privacy Credit Reporting (CR) Code	✓			
Records Management	✓			
Risk Management Awareness	✓	✓		
Spam Act	✓	✓		
Victorian Charter of Human Rights and Responsibilities	✓			
Victorian Privacy Principles	✓			



Equal Employment Opportunity	✓	✓	✓ ^	✓
Health and Safety   Managers	✓	✓	✓	✓
Mental Health Obligations for Managers	✓	✓		
Occupational Health and Safety for Managers (VIC)	✓	✓	✓ ^	
Psychosocial Hazards   Managers	✓			
Respect @ Work Positive Duty Guidelines for Leaders	✓			
Respect@Work Preventing Sexual Harassment for Leaders	✓			
Whistleblowing   Training for Eligible Recipients	✓			
Work Health and Safety for Managers all states (except VIC)	✓	✓	✓ ^	✓

Work From Home: Compliance	✓
Working From Home Checklist	✓
Working From Home: Cyber Security	✓

Asbestos & Silica Dust Safety (Employees)	✓		✓ ^	
Driver Safety	✓		✓ ^	
Fatigue Management		✓	✓ ^	
Fire Safety	✓		✓ ^	
General Evacuation & First Response	✓		✓ ^	
How to ask R U OK?	✓			
Manual Handling	✓	✓	✓ ^	
Psychosocial Hazards   Employees	✓			
Occupational Health & Safety (Employees VIC)	✓	✓	✓ ^	
Resilience & Mental Health	✓	✓	✓ ^	
Work Health & Safety (Employees) (All states except VIC)	✓	✓	✓ ^	✓
Workplace Violence and Aggression - Retail	✓		✓ ^	

Anti-Money Laundering & Counter-Terrorism Financing	✓	✓		
Credit Contracts and Consumer Finance Act	✓	✓		
Fair Insurance Code	✓	✓		
Anti-Bullying and Anti-Harassment	✓	✓		✓
Appropriate Behaviour at Work Functions			✓ ^	
Business Ethics	✓	✓		
Code of Professional Conduct for Financial Advisers		✓		
Discrimination Prevention *	✓	✓		✓
Diversity and Inclusion *		✓		
Drug and Alcohol Policy		✓		
Protected Disclosures (Whistleblowing)		✓		
Respect at Work	✓			
Cyber Responsibility		✓		
Cyber Security Awareness	✓	✓		
Cyber Security Phishing				✓
Social Media in the workplace	✓	✓		

Our compliance courses are suitable for all industries and are available to use as a SCORM file within your LMS or hosted on Safetrac's platform.

Anti-Competitive Conduct		✓	✓ ^	✓
Anti-Bribery and Corruption	✓	✓		
Conflicts of Interest	✓	✓		
Consumer Protection & Unfair Business Conduct	✓	✓	✓ ^	
Contract Law	✓	✓		
Fraud Awareness	✓	✓		
Insider Trading	✓	✓		
Integrity and Compliance	✓			
Privacy	✓	✓		✓
Risk Management Awareness		✓		

Anti-Bullying, Harassment & Discrimination Guidance for Managers	✓	✓		✓
Directors' Duties – General Principles		✓		
Directors' Duties – Listed Companies		✓		
Equal Employment Opportunity	✓	✓	✓	✓
Health & Safety   Managers	✓	✓		

Fatigue Management		✓		
General Evacuation & First Response	✓			
Health & Safety - Employees	✓	✓	✓ ^	
Resilience and Mental Health		✓		





Anti-Bullying and Anti-Harassment	✓			✓
Appropriate Behaviour at Work Functions			✓	
Discrimination Prevention	✓		✓ ^	
Diversity and Inclusion	✓			
Cyber Security Awareness	✓	✓	✓	
Social Media in the workplace	✓	✓		
Anti-Bribery and Corruption	✓			
Fraud Awareness	✓			
Equal Employment Opportunity	✓	✓	✓	✓
Health & Safety   Managers	✓	✓	✓	

Our comprehensive range of online compliance courses can be fully tailored to meet the specific needs of a diverse global audience.



**Structured Learning (SL)** - Our most interactive course format, designed with maximum impact for knowledge retention. Perfect for inductees and suitable for all learner levels. Duration 35-40 minutes topic.



**Accelerated (ACCEL)** - Modules provide learners with comprehensive knowledge but as these contain fewer interactions, learners can proceed through the training faster especially when completing on hand-held devices. Duration is between 20-30 minutes.



**ShortBurst (SB)** - Courses sum up the key learnings from our full-length courses. ShortBurst are refresher courses that are ideal for learners who need a quick summary of a specific area of compliance. Not recommended for inductees. Duration 5-10 minutes.



**MicroLearn (ML)** - Bite-sized modules of the Structured Learning courses to be completed in 3 to 5 sittings. Designed for time-poor learners. Completion of each module between 5-10 minutes.



**Field-Based (FB)** - Tailored Field-Based courses designed specifically for staff working in the field. These courses provide an ideal learning opportunity for those who aren't regularly present in the office setting.



Customisation required.



Enhance your business culture with Safetrac's Career Skills online courses. Safetrac offers a range of Career Skills courses that promises to enhance soft skills in your organisation. The Career Skills courses, along with our award-winning compliance training, provide a holistic and multi-faceted approach to learning and development in the workplace.

- ✓ Enhance your workforce culture. Personal development skills are crucial in a successful work environment.
- ✓ Encourage personal career development. How staff work together and relate to one another is important.
- ✓ Career Skills courses provide real-life skills and attributes that will encourage emotional intelligence within the workplace.
- ✓ Maintain brand integrity. A stronger and happier workforce is aligned to the longevity of your organisation.

## CORPORATE CULTURE



Becoming a Progressive Employer

Code of Conduct: Setting the Tone for Your Workplace

Creating a Positive Work Environment

Digital Transformation

Employee Recognition: Appreciating Your Workforce

Encouraging Sustainability & Social Responsibility in Business

Making Your Business Better - Parts 1 and 2

## HUMAN RESOURCES



Closing the Generation Gap in the Workplace

Conducting Effective Performance Reviews

Creating a Talent Management Program

Creating an Onboarding Program

Developing a Safety Procedures Manual

Disability Awareness - Working with People with Disabilities

Employee Accountability

Employee Dispute Resolution

Giving Effective Feedback

Hiring for Success - Parts 1 and 2

Human Resources for the Non-HR Manager - Parts 1, 2 and 3

Managing Difficult Conversations

Workplace Violence - Parts 1 and 2

## MARKETING



Creating Webinars

Public Relations - Parts 1 and 2

Social Media for Marketing

Working with the Media

Writing for the Web

## PERFORMANCE MANAGEMENT



Performance Management- Parts 1 and 2

Stress Management

Working Smarter with Technology - Parts 1 and 2

## PROJECT MANAGEMENT



Project Management Fundamentals - Parts 1 & 2

Advanced Project Management - Parts 1 and 2

Making a Project Plan

## SALES AND CUSTOMER SERVICE



Body Language for Sales Success

Call Center Training - Sales & Customer Service Training

Getting the Most Out of Trade Shows

Managing Customer Service

Prospecting for Leads

Telemarketing Essentials

## SELF IMPROVEMENT



Active Listening

Conflict Resolution: Dealing with Difficult People

Conflict Resolution for the Workplace - Parts 1 and 2

Effective Planning and Scheduling - Parts 1 and 2

Negotiating for Results - Parts 1 and 2

Time Management

Women and Leadership: Owning Your Strengths

Women and Leadership: Gender and Equality in the Workplace

## TEAM SKILLS



Being a Team Player

Building Better Teams

Collaboration

Creative Thinking and Innovation - Parts 1 and 2

Developing High-Performance Teams - Parts 1 and 2

## PERSONAL DEVELOPMENT



Anger Management

Digital Citizenship

Getting Organised — Personal Development Bootcamp

Managing Pressure and Maintaining Balance

## SUPERVISION AND MANAGEMENT



Basic Business Management

Becoming Management Material - Parts 1, 2 and 3

Business Succession Planning- Parts 1 and 2

Coaching and Mentoring

Conversational Leadership

Crisis Management - Parts 1 and 2

Delegation

Executive Presence - Parts 1 and 2

From Boss to Leader

Leadership Skills for Supervisors - Parts 1 and 2

Managing the Virtual Workplace

Motivating Your Workforce

Self-Leadership

The ABCs of Supervising Others - Parts 1 and 2

The Professional Supervisor - Parts 1 and 2

## STRATEGY



Critical Thinking

Essential Workplace Skills and Communication Strategies

Fostering Innovation

Strategic Planning - Parts 1 and 2

Successfully Dealing with Change

## WORKPLACE SKILLS



Building Self Esteem and Assertiveness Skills

Business Writing: Parts 1 and 2

Advanced Business Writing

Public Speaking for Presentations

Writing an Oral Presentation

Writing Reports

Writing Proposals