



Casual Academic Work Items for Mandatory ELMO training modules

Casual academic staff are required to complete a minimum of five mandatory ELMO training modules:

- Orientation
- Safe U @ CSU (Your Safety)
- Information Security Awareness
- Academic Integrity
- Child Safety

Some staff may need to complete additional modules based on their role as determined by their School/Unit.

The relevant ELMO training requirements for your School/Unit and the module completion times (mins/hours to complete the module) can be found in the [School requirements for Mandatory Module Matrix: Casual Academic staff](#) document.

Work Item requirements

- ELMO training requirements must be planned in a separate Work Item to other training activities that the staff member is required to complete.
- The table below outlines the information required when adding a Work Item for the completion of ELMO training modules.

Field	Details
Type:	Other
Work For:	Training
Work Type:	Other
Sub Type:	Standard <i>NOTE: The selection in this field does not determine the pay rate. The system will determine the pay rate based on whether the staff member is approved with PhD in one or more disciplines.</i>
Time (hrs):	The total number of hours required to complete the modules.
Details:	Enter the details of the ELMO modules the staff member is required to complete using the format below: Mandatory ELMO training modules: <list modules requiring completion>

Example:

To add a Work Item go to:

- Individuals
- Click on casual academic staff member's name (use the filter to search for them if required)
- Click on Add a Work Item

Fill out the form using the details in the above table.

Type	<input type="text" value="Other"/>	
Work For	<input type="text" value="Training"/>	
Work Type	<input type="text" value="Other"/>	✓
Sub-type	<input type="text" value="Standard"/>	✓

☐ Relevant PhD or Equivalent

☐ Commercial Rate - Subject Coordinator (DO NOT USE – Casuals are not permitted to do Subject Coordination)

☐ Commercial Rate - Approved Market Rate

When to use higher rates

Position Number	<input type="text"/>	
Paid from account	<input type="text"/>	<input type="text" value="102"/>
Time (hrs)	<input type="text" value="4"/>	✓ View workload calculation guidelines
Total Time (hrs)	4.00	

Details

Mandatory ELMO training modules: Orientation; Your Safety; Information Security and Awareness; Academic Integrity; and Child Safety.

✓

This text will be visible to the Casual Academic when they accept/decline this work item.

