

Compliance ready+

Get your workforce on board with compliance training that's engaging, useful and relevant...





Our learning

- Interactive
- Storytelling approach
- Highly relevant
- Engaging
- Short and focused (10-15 minutes per module)
- Structured in themed catalogues
- Highly visual
- Written in plain English



Our design

- Animation, graphics and movement
- Cutting-edge and modern
- Fully responsive

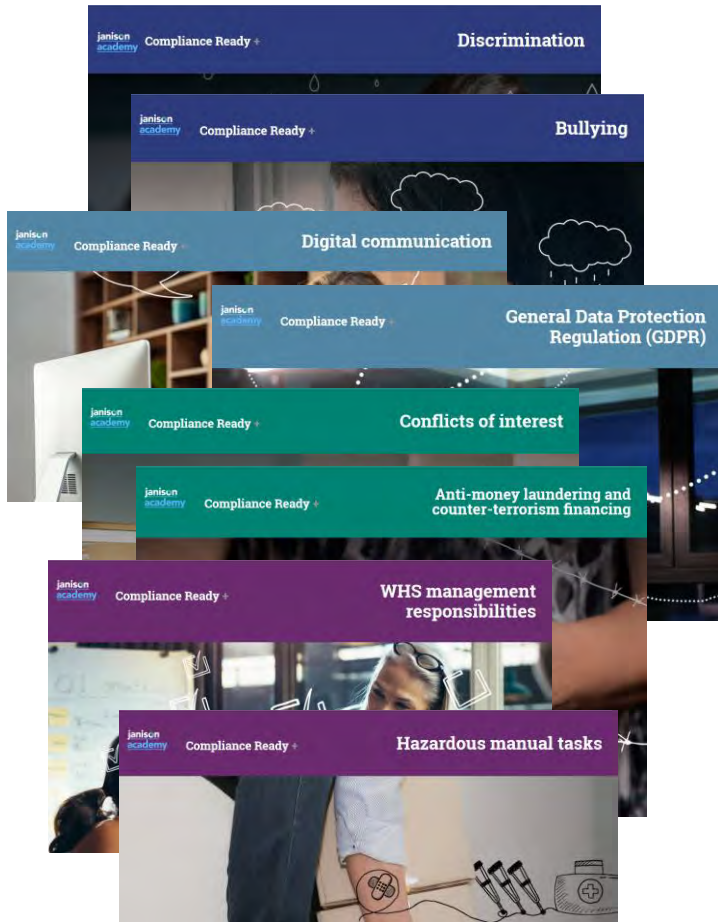


Our structure

- Catalogue structure
- Self-contained story
- Short independent assessment
- Shopping cart approach

Our catalogues

Build your own customised learning suite



Workplace behaviour

- Discrimination
- Bullying
- Harassment
- Victimisation

Workplace information management

- Data privacy
- Cyber security
- General Data Protection Regulation (GDPR)
- Digital communication

Workplace ethics

- Anti-money laundering and counter-terrorism financing
- Anti-bribery and corruption
- Conflicts of interest
- Fraud awareness
- Misleading conduct
- Anti-competitive behaviour

Workplace health and safety

- Hazardous manual tasks
- Ergonomics
- Emergency management
- Work Health and Safety (WHS)
- WHS management responsibilities

Discrimination

Running time:
13 minutes, plus short assessment

Audience:
All employees

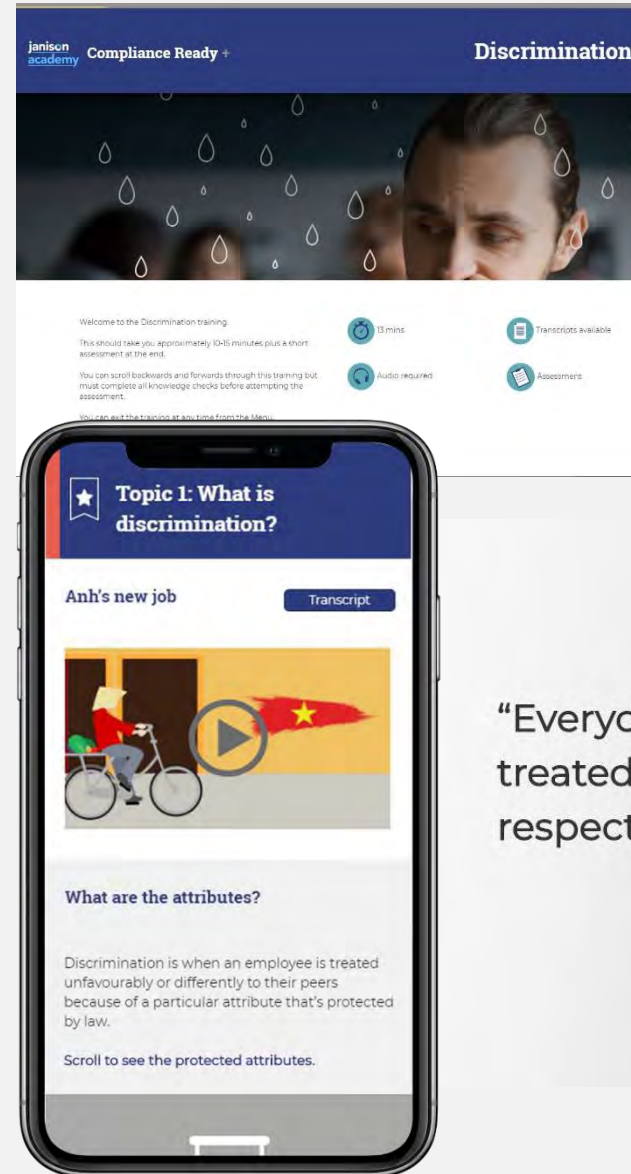
We cover:

- What workplace discrimination is and the specific attributes protected by law
- Direct and indirect discrimination (and the exceptions)
- Individual responsibilities in the workplace and options for dealing with discrimination

Applicable Federal legislation:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

(Note that state/territory laws also apply in all jurisdictions)



“Everyone deserves to be treated fairly and respectfully at work.”



Bullying

Running time:
14 minutes, plus short assessment

Audience:
All employees

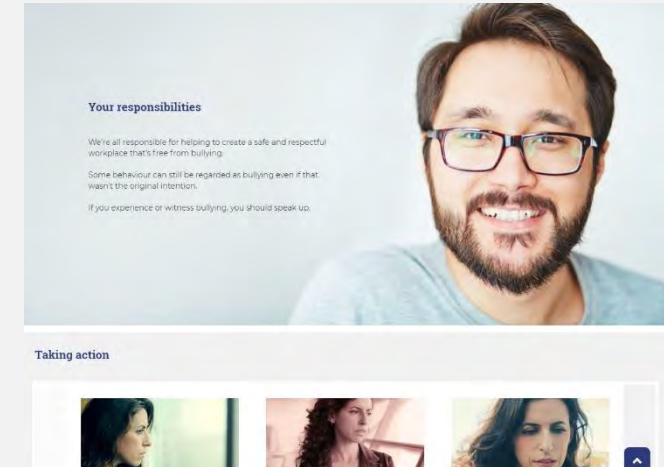
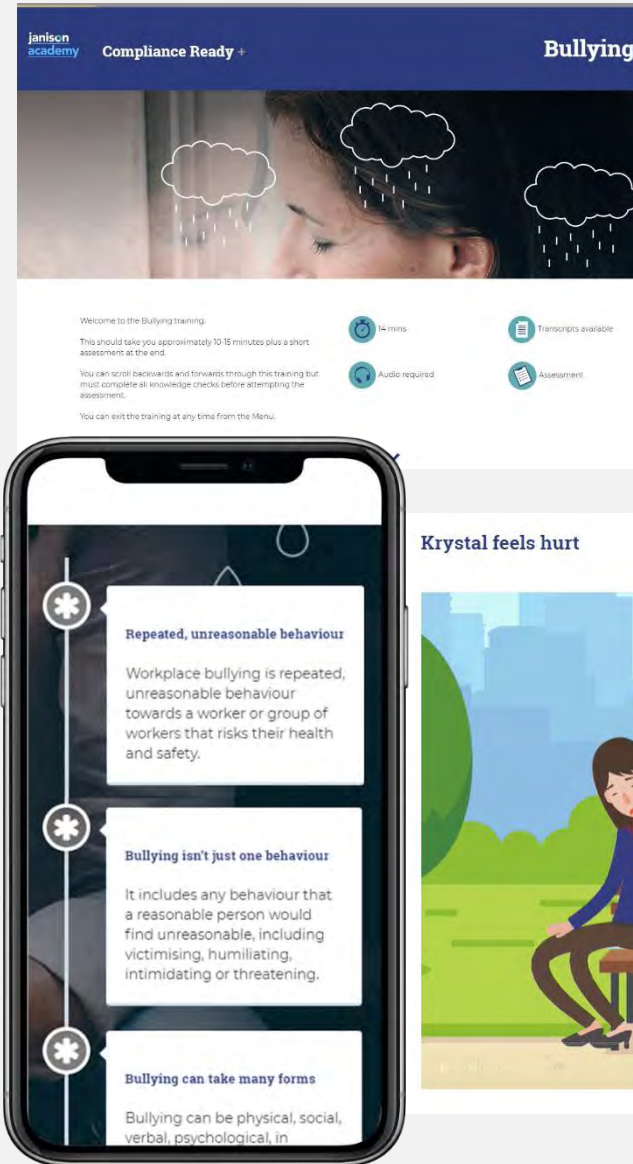
We cover:

- The many forms that workplace bullying can take, what it typically looks like and what isn't bullying
- The impacts of workplace bullying
- Individual responsibilities in the workplace and the importance of taking immediate action

Applicable Federal legislation:

- Fair Work Act 2009 s.789FD
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

(Note that state/territory laws also apply in all jurisdictions)



Krystal feels hurt



Harassment

Running time:
15 minutes, plus short assessment

Audience:
All employees

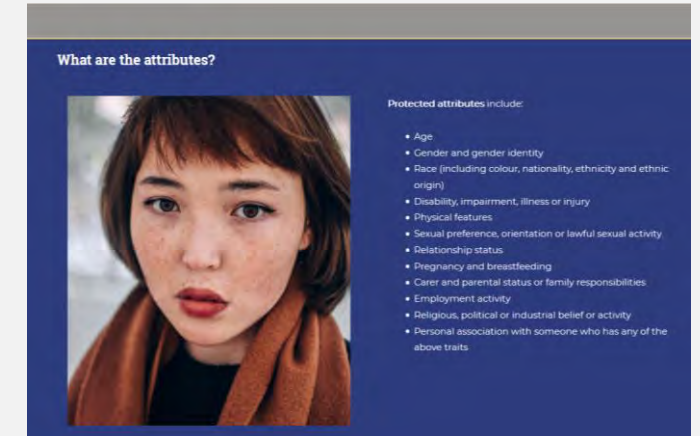
We cover:

- How to identify harassment (including sexual harassment) in the workplace
- How it differs from discrimination and the specific attributes protected by law
- What harassment typically looks like and options for dealing with it in the workplace

Applicable Federal legislation:

- Fair Work Act 2009 s.789FD
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

(Note that state/territory laws also apply in all jurisdictions)



Victimisation

Running time:

10 minutes, plus short assessment

Audience:

All employees

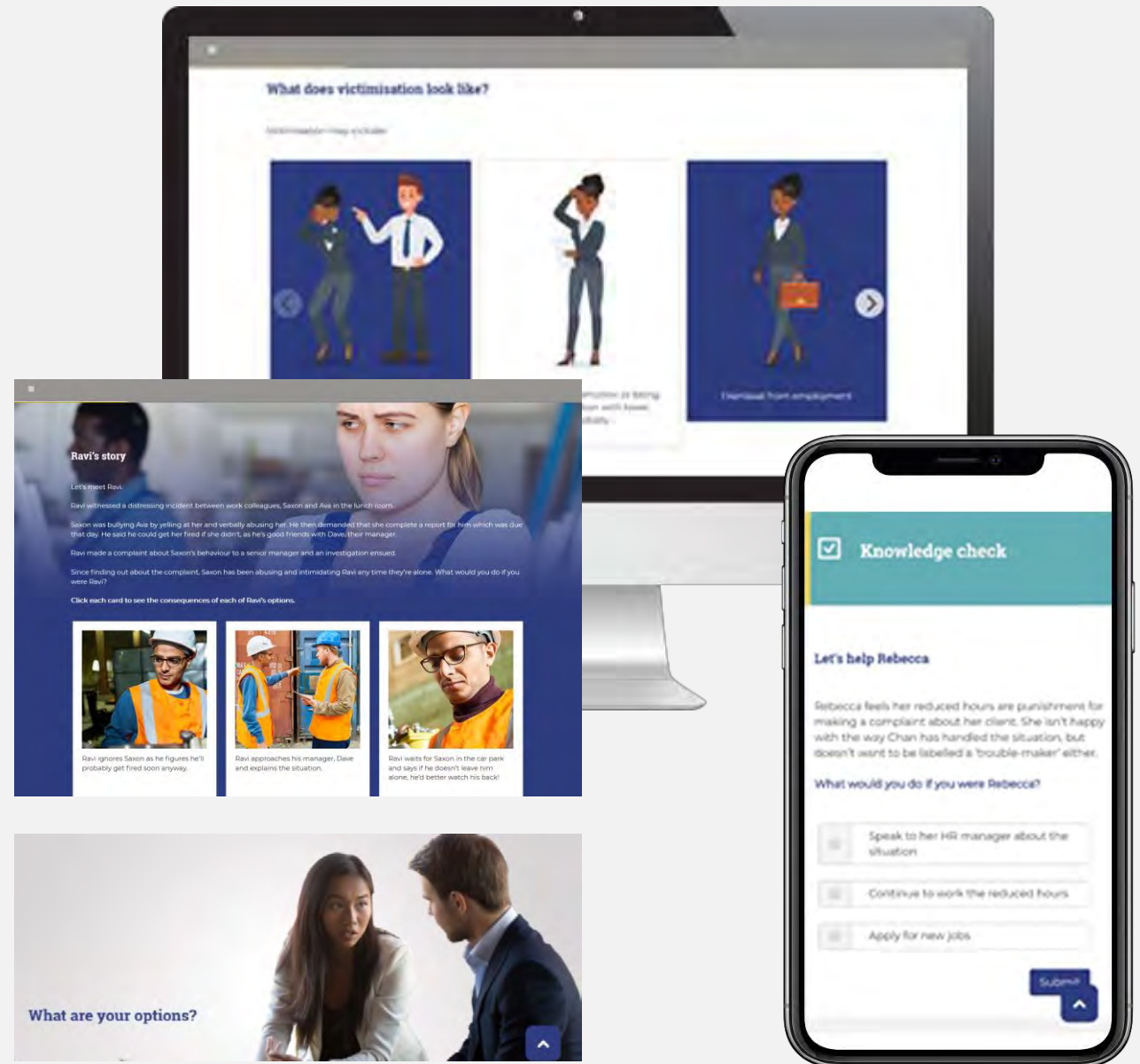
We cover:

- What victimisation is
- Examples of victimisation
- Options for dealing with victimisation in the workplace

Applicable Federal legislation:

- Fair Work Act 2009
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

(Note that state/territory laws also apply in all jurisdictions)



Data privacy

Running time:

13 minutes, plus short assessment

Audience:

All employees who work with data

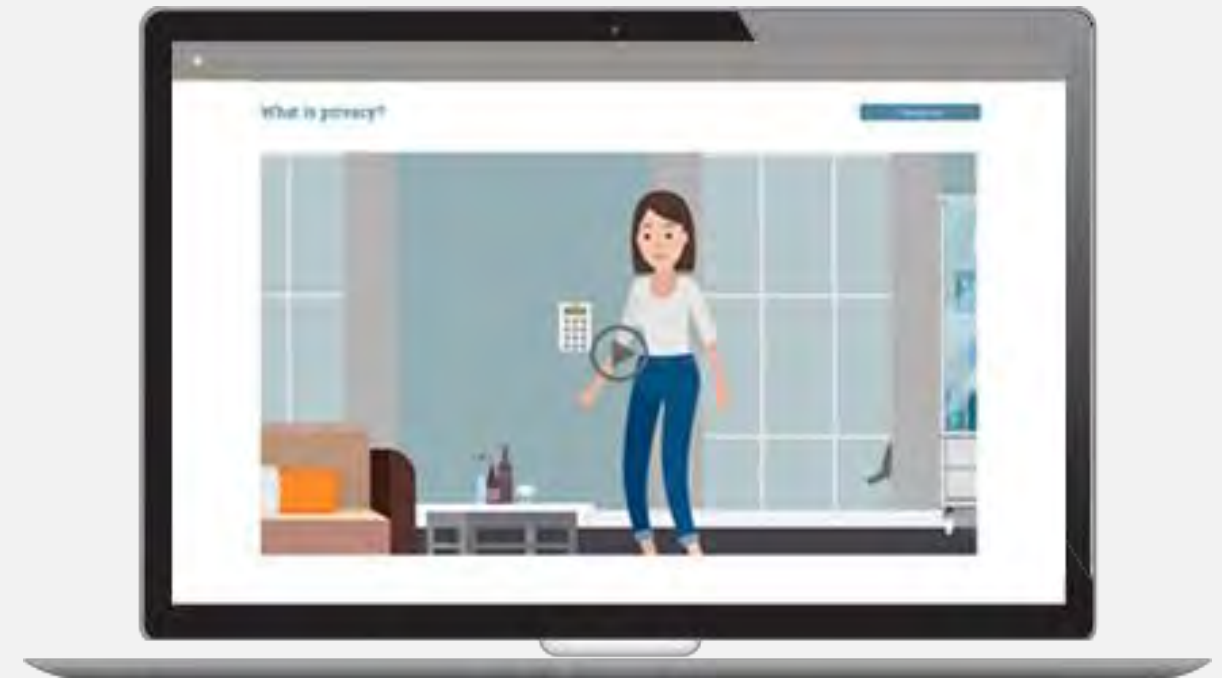
We cover:

- Privacy and its relationship to the personal information we collect in the workplace
- Privacy legislation and the Australian Privacy Principles
- Data breaches and how to deal with them

Applicable Federal legislation:

- Privacy Act 1988

(Note that state/territory laws also apply in all jurisdictions)



Cyber security

Running time:
12 minutes, plus short assessment

Audience:
All employees who work with digital information

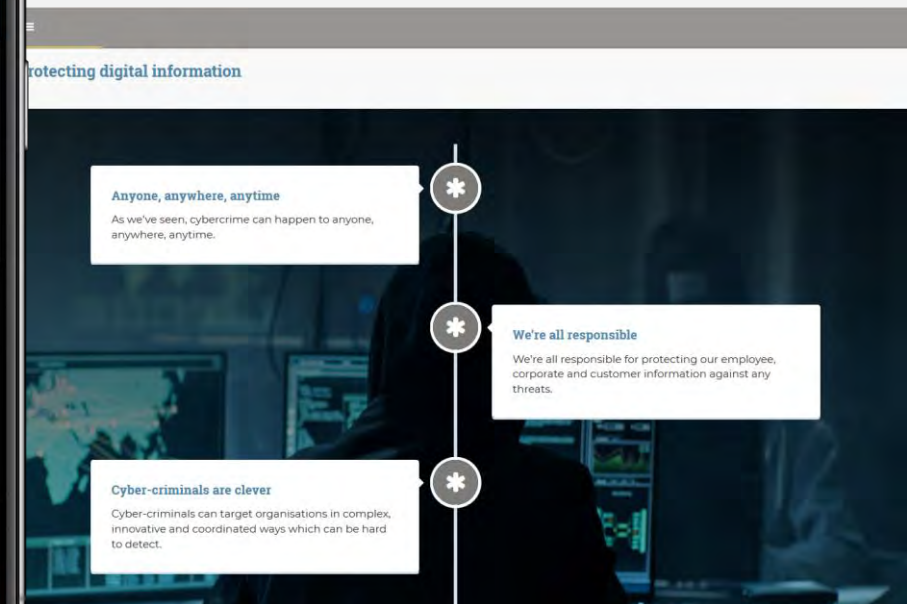
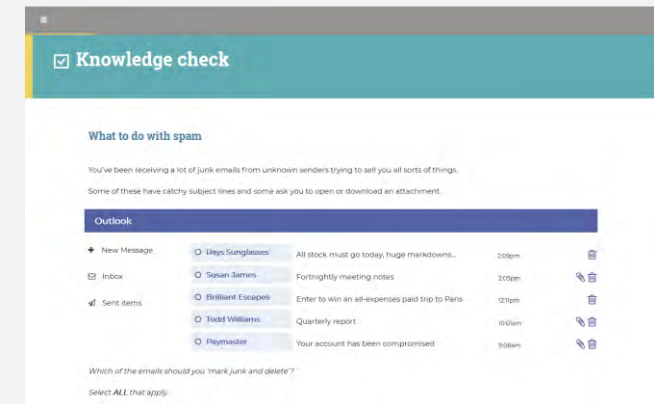
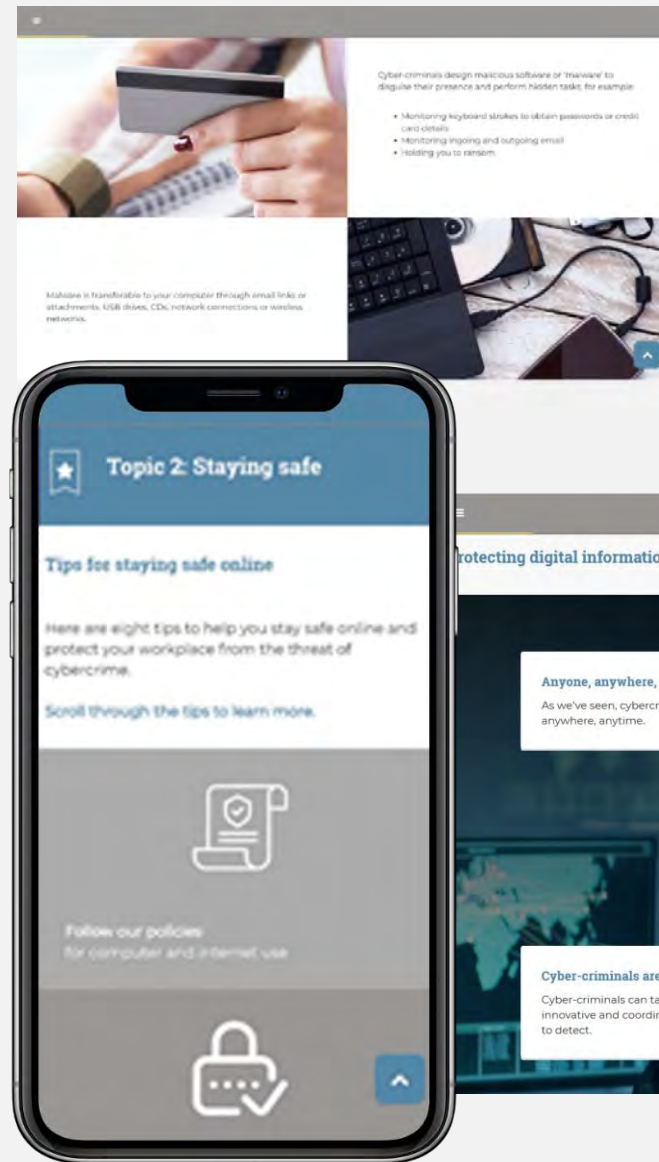
We cover:

- What cybercrime is
- The impacts of cybercrime on business
- The different methods used by cybercriminals
- How to protect digital information in the workplace

Applicable Federal legislation:

- Cybercrime Act 2001 (Cth)

(Note that state/territory laws also apply in some jurisdictions)



GDPR

Running time:
13 minutes, plus short assessment

Audience:
All employees who work for businesses covered by GDPR

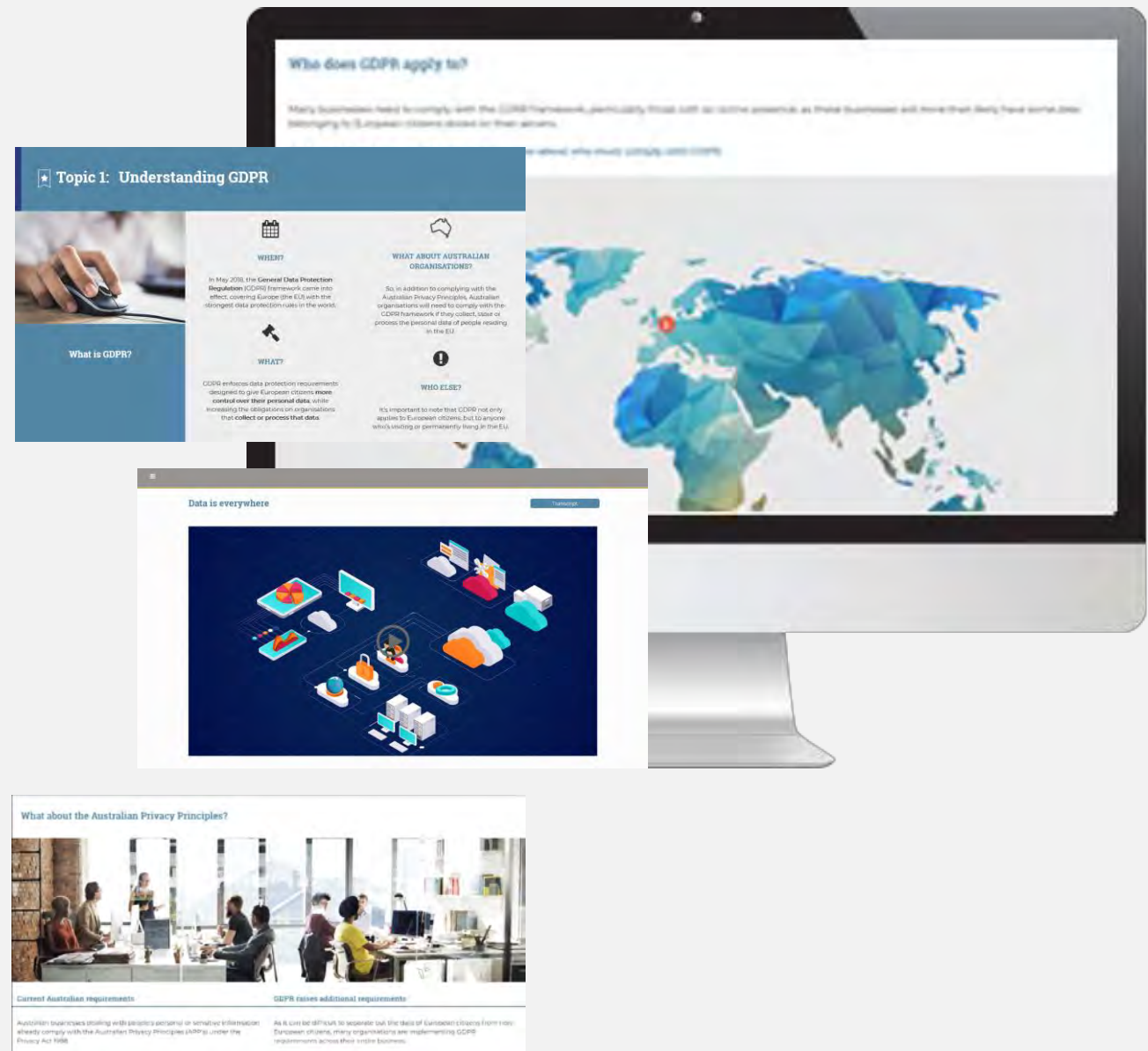
We cover:

- General Data Protection Regulation (GDPR) principles
- Why GDPR was introduced and how it impacts Australian businesses
- The types of data covered by GDPR and how it interacts with the Australian Privacy Principles
- The difference between data controllers and data processors and their responsibilities under GDPR

Applicable Federal legislation:

- Australian Privacy Act 1988 (Cth)

(Note that state/territory laws also apply in some jurisdictions)



Digital communication

Running time:
15 minutes, plus short assessment

Audience:
All employees

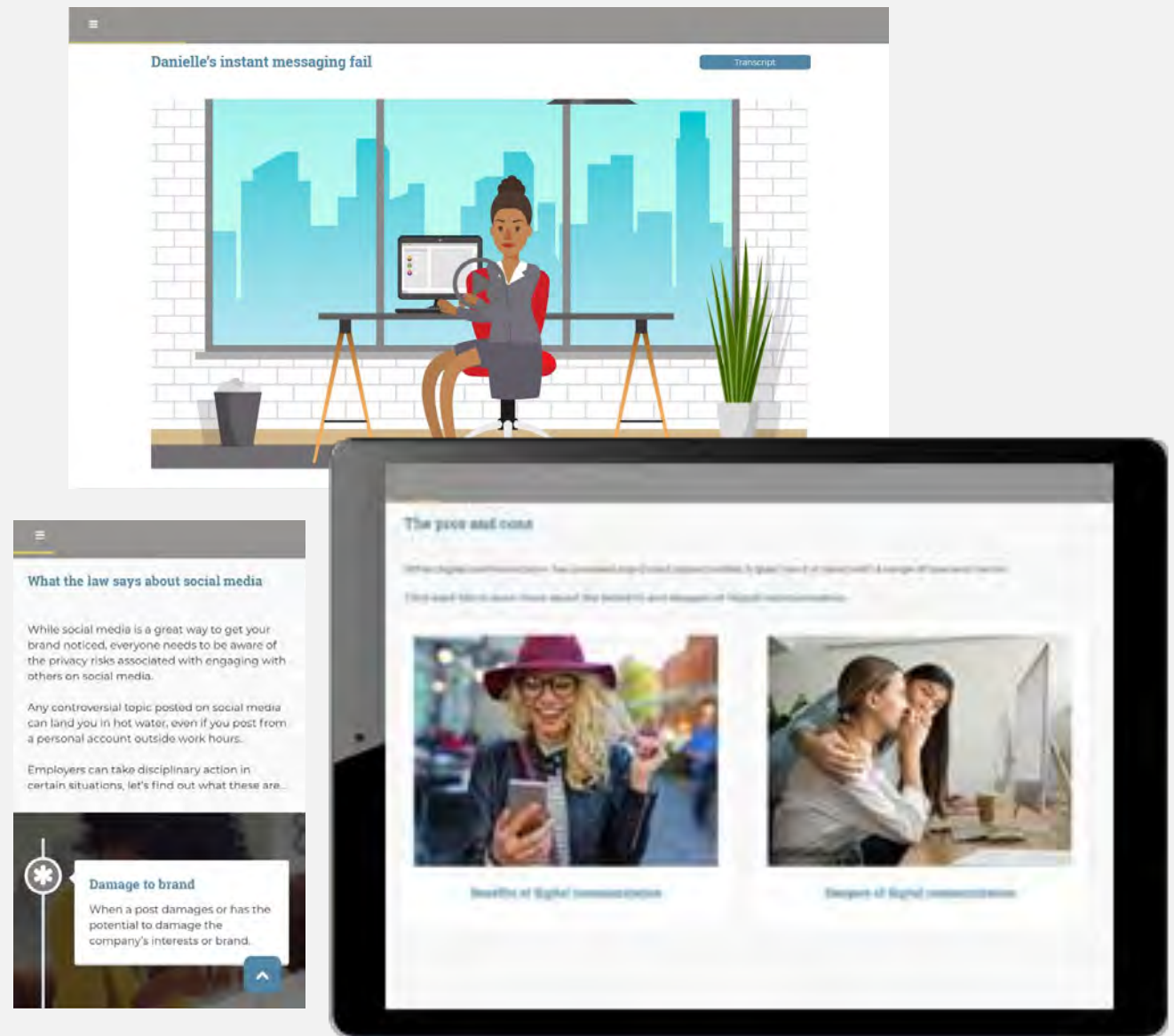
We cover:

- What digital communication is
- The pros and cons of digital communication
- The permanence of digital footprints
- What the law says about social media
- Some real-life examples and tips for digital communication

Applicable Federal legislation:

- Australian Privacy Act 1988 (Cth)

(Note that state/territory laws also apply in some jurisdictions)



Anti-money laundering & counter-terrorism financing

Running time:

13 minutes, plus short assessment

Audience:

Those working in designated services areas such as:

- Financial services
- Gambling
- Bullion dealers

We cover:

- What money laundering and counter-terrorism financing is and the techniques typically used by criminals to hide their profits, including the three stages of money laundering
- Your legal obligations, Know Your Customer (KYC) processes, and the common red flags that can alert you to money laundering

Applicable Federal legislation:

- Anti-Money Laundering and Counter-Terrorism Financing Act 2006

★ Topic 1: What is money laundering and terrorism financing?

Leon's experience

Transcript



Money laundering techniques

There are many ways for criminals to hide their profits, some are even quite creative!

Remember... it's all about trying to make illegal funds seem legitimate so criminals can continue to benefit from their crimes.

Scroll to see some of the common techniques.



Using a shell (inactive) company to disguise the real owners



Mixing illegal funds with the profits of a legitimate 'service' business such as a casino or bar



Embezzling through a trade-based business by altering invoices



Making many small transactions – known as 'straw'



Buying property with illegal funds then selling it



Gambling with illegal funds before cashing out chips



Using 'underground' banks



Smuggling cash on deposit into offshore

Common red flags

A number of red flags were raised for Renee during her dealings with Jillian.

Being aware and alert is really important.

Click through these common money laundering red flags.



Unusual activity

Be alert to any unusual activity. This could be a single large cash deposit, many smaller transactions to avoid the \$10,000 reporting limit. Think about how

Anti-bribery & corruption

Running time:
15 minutes, plus short assessment

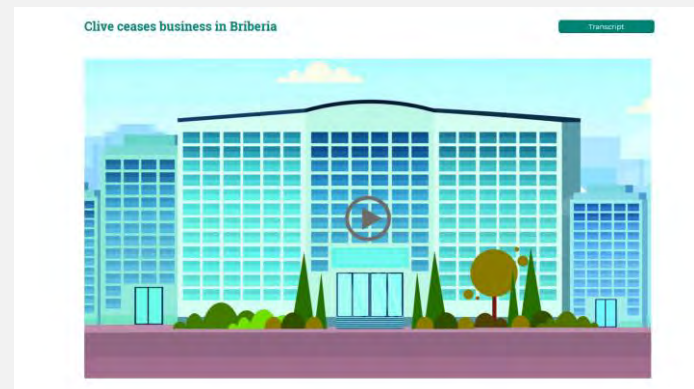
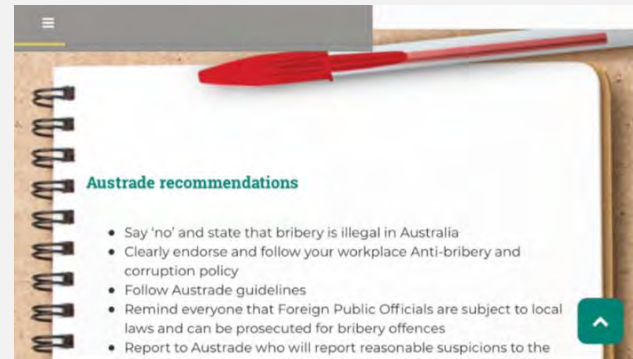
Audience:
All employees

We cover:

- What bribery and corruption looks like
- The global consequences of bribery and corruption and the legislation we must abide by
- How corruption can flourish and how to avoid typically risky situations, while being alert to red flag behaviours in the workplace

Applicable Federal legislation:

- Criminal Code Act 1995 (Cth), Part 7.6 – Bribery and related offences, Division 70 – Bribery of foreign public officials



Conflicts of interest

Running time:
15 minutes, plus short assessment

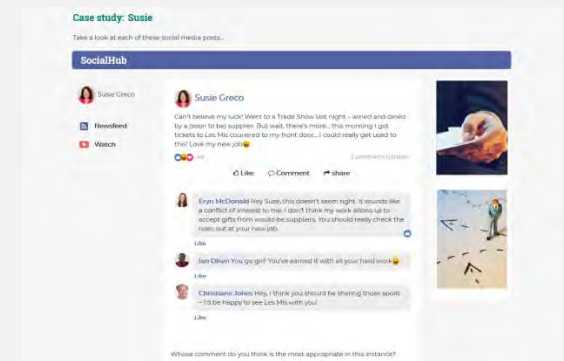
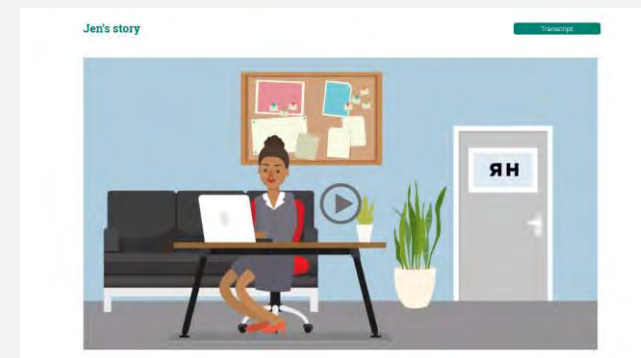
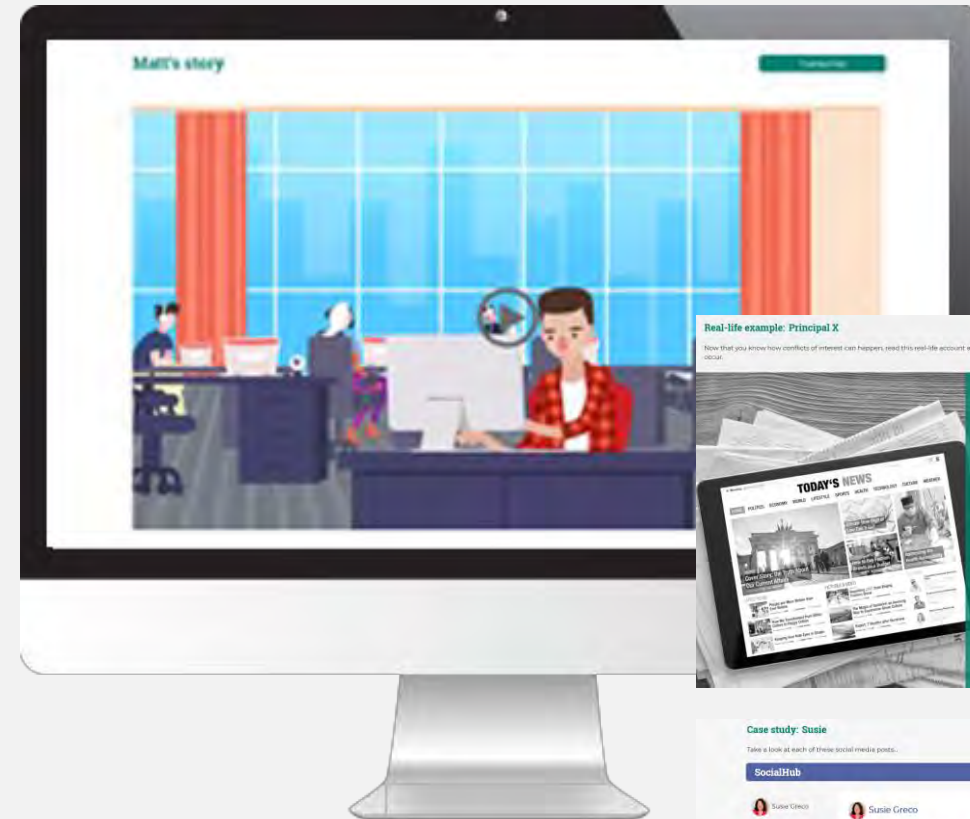
Audience:
All employees

We cover:

- When conflicts of interest and conflicts of duty can arise in the workplace
- The different types of conflict and real-life examples of each
- What it means to 'do the right thing' when it comes to recognising, disclosing and managing conflicts of interest

Applicable Federal legislation:

- Corporations Act 2001 (Cth)
- Public Governance, Performance and Accountability Act 2013 (Cth)



Fraud awareness

Running time:
15 minutes, plus short assessment

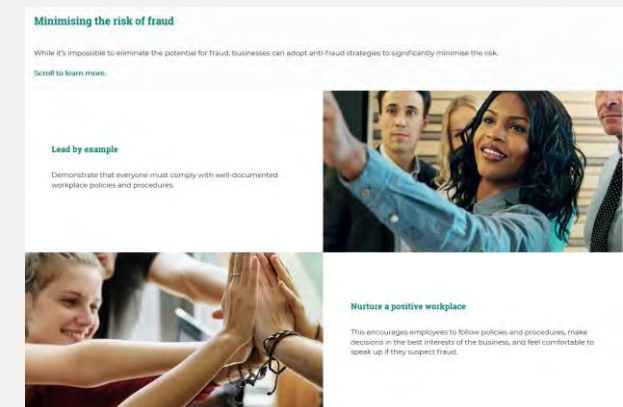
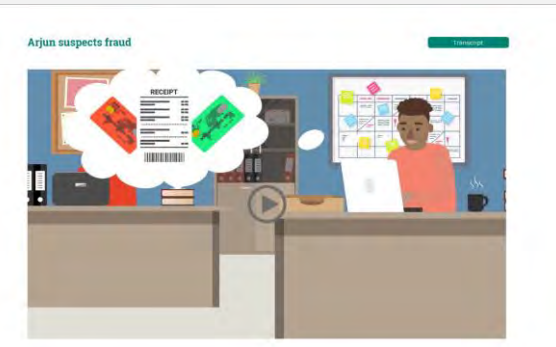
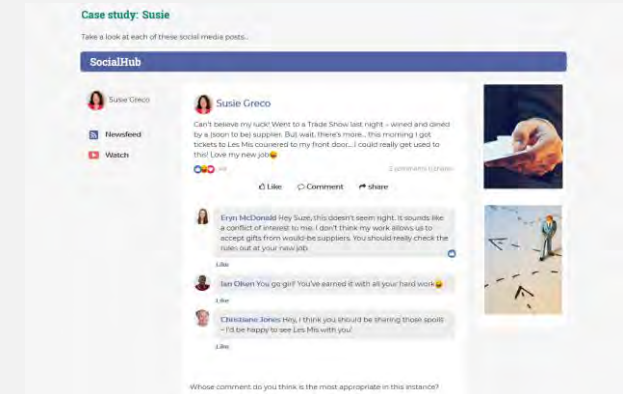
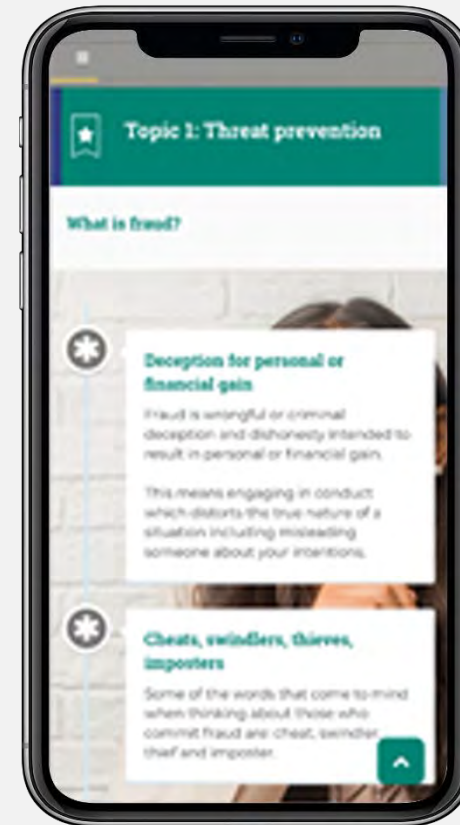
Audience:
All employees

We cover:

- What fraud is and its links to corruption in the workplace
- The substantial cost of fraud to businesses through real-life case studies
- How to identify the typical characteristics of fraudsters using the fraud triangle
- The different types of fraud
- Behavioural red flags and how to minimise the risk of fraud in the workplace

Applicable Federal legislation:

- Criminal Code Act 1995 (Cth), Part 7.3 – Fraudulent conduct



Misleading conduct

Running time:
14 minutes, plus short assessment

Audience:
All employees

We cover:

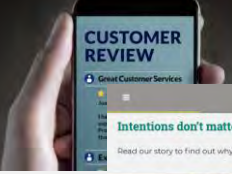
- Misleading and deceptive conduct and how to avoid it in the workplace
- 'Puffery' and other exceptions to the rules
- Australian Consumer Law and how breaches can have severe consequences for businesses

Applicable Federal legislation:

- Australian Consumer Law as set out in Schedule 2 of the Competition and Consumer Act 2010 (Cth)

Case study: Business X

Read this real-life case study to understand why businesses need to carefully manage their online reviews to prevent consumers from being misled.




Business X pays penalties for false or misleading online testimonials

Business X was forced to pay penalties of \$30,600 after the ACCC issued three infringement notices against them. The ACCC suspected Business X had made false or misleading

Intentions don't matter

Read our story to find out why intentions don't matter when it comes to misleading or deceptive conduct.



Alice's supermarket claims they never meant to mislead


It doesn't matter whether Alice's supermarket intends to mislead or deceive or whether or not the conduct has an adverse effect on Alice or anyone else.

It's the supermarket's actions and statements that mislead or deceive. A business can mislead and deceive, without intending to.

The Court only had to prove that the conduct could have misled customers like Alice.

Topic 1: Understanding misleading conduct

Freshly baked... or not?



What is misleading conduct?

Misleading conduct is...

- Behaviour which misleads or deceives**
Behaviour which misleads or deceives or is likely to mislead or deceive a target audience.
- Misrepresentations**
It includes misrepresentations, which means knowingly making false claims or statements.
- Incorrect information**
It also includes providing information that is wrong or excluding important information.

Anti-competitive behaviour

Running time:

13 minutes, plus short assessment

Audience:

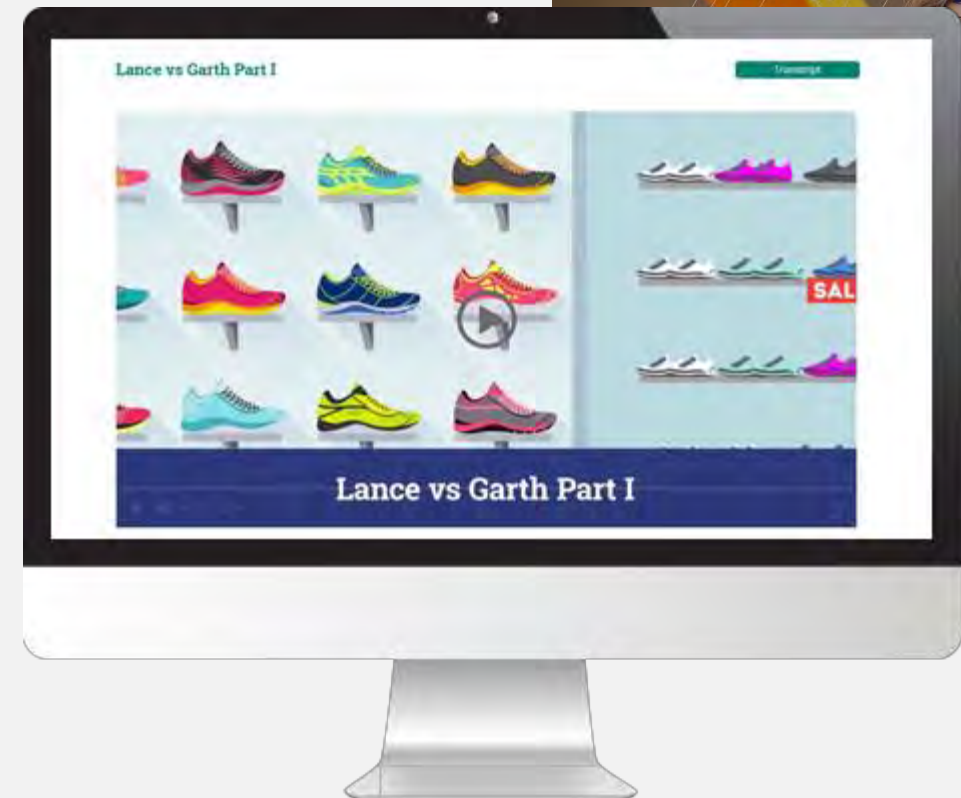
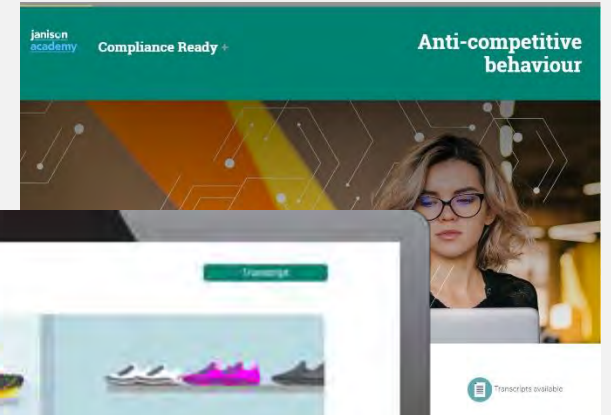
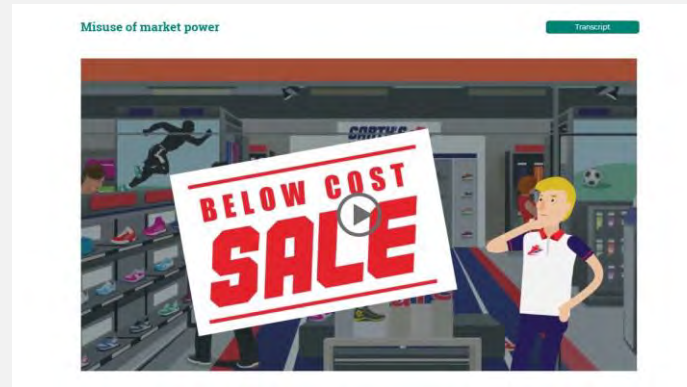
All employees

We cover:

- What anti-competitive behaviour looks like
- Examples of illegal practices such as exclusive dealing, cartel behaviour, misuse of market power, concerted practices and retail price maintenance
- Australian Consumer Law and how breaches can have severe consequences for businesses

Applicable Federal legislation:

- Australian Consumer Law as set out in Schedule 2 of the Competition and Consumer Act 2010 (Cth)



Hazardous manual tasks

Running time:

15 minutes, plus short assessment

Audience:

All employees who perform manual tasks

We cover:

- The characteristics of hazardous manual tasks and their relationship to musculoskeletal disorders (MSDs)
- Common injuries and the physical and business cost of these
- How to perform manual tasks correctly to avoid injury
- Legal obligations under WHS laws

Applicable legislation:

- Model Work Health and Safety Act

(Note that state/territory laws also apply in some jurisdictions)



★ Topic 1: What are hazardous manual tasks?

Lucas sustains an injury



Ergonomics

Running time:
13 minutes, plus short assessment

Audience:
All employees

We cover:

- The science of ergonomics and how it can be used to reduce the risk of injury in the workplace
- How to implement good ergonomics using best practice workstation design, optimised equipment and ergonomic job design
- The application of environmental ergonomics in the workplace

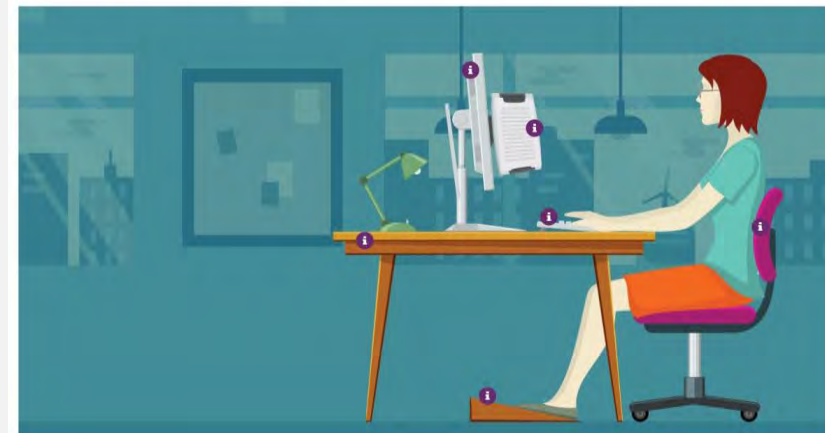


Occupational Overuse Syndrome (otherwise known as Repetitive Strain Injury). This is a soft tissue injury.

Optimised equipment

Good ergonomics means fitting the work and equipment to the individual. While equipment will need adjusting to suit individual needs, it is important to ensure that the equipment is suitable for the job.

Click the markers to learn more.



Emergency management

Running time:
13 minutes, plus short assessment

Audience:
All employees

We cover:

- The importance of emergency management and being fully prepared for risks in the workplace
- The roles and responsibilities of the typical Emergency Control Organisation (ECO) members
- Different types of workplace emergencies
- Emergency response procedures

Applicable standard:

- Australian Standard AS 3745-2010: Planning for emergencies in facilities

(Note that state/territory laws also apply in all jurisdictions)



WHS policies

Running time:

15 minutes, plus short assessment

Audience:

All employees

We cover:

- The importance of work, health and safety (WHS) policy in minimising work-related injuries, illnesses and fatalities
- What WHS is and the legislation that underpins it
- Your role in creating a safe workplace
- The consequences of non-compliance

Applicable legislation:

- Model Work Health and Safety Act

(Note that state/territory laws also apply in some jurisdictions)



WHS management responsibilities

Running time:
15 minutes, plus short assessment

Audience:
All employees

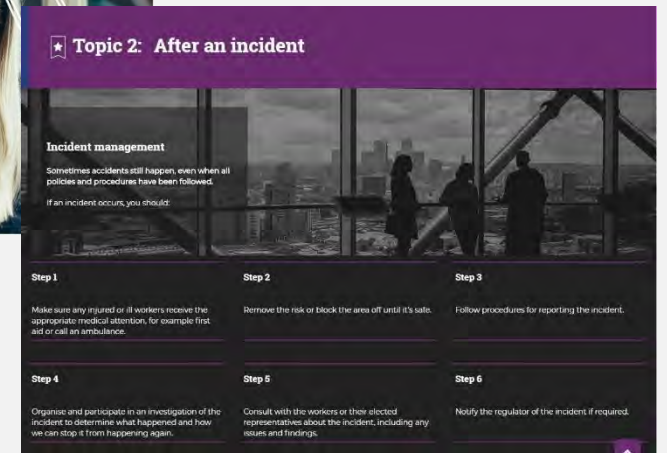
We cover:

- Specific management responsibilities of when it comes to work, health and safety
- The importance of consultation
- How to manage an incident

Applicable legislation:

- Model Work Health and Safety Act

(Note that state/territory laws also apply in some jurisdictions)



Get your workforce on board with compliance training

Contact us today to chat about your organisation's learning needs and goals, and how we can work together to get you there.

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About Janison

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