Peak Service (Kineo)
eLearning Course List

Compliance Library

ETHICS AND CONDUCT

Ethics and conduct training is essential to preserving a positive business culture and responsive to any ethical dilemmas that could arise. Communicating ethical business behaviour and implementing that behaviour into the workplace is an important business strategy that can only improve a business.

Anti-Money Laundering　　　　　　　　　　　　　　　　　　　　　**DUR: 85m**
This course has been developed to provide an understanding of how to identify, prevent and report money laundering and terrorism financing.

Bullying and Harassment for Employees　　　　　　　　　　　　　**DUR: 60m**
This course has been designed to provide employees with an understanding about bullying and harassment in the workplace, the type of behaviour that should be avoided and what employees can do if bullying or harassment is occurring in their workplace.

Bullying and Harassment for Managers and Supervisors　　　　　**DUR: 90m**
This course has been designed to provide managers and supervisors with an understanding about workplace bullying and harassment, and what they can do to prevent and manage bullying and harassment in their workplace.

Competition and Consumer Law - An Introduction　　　　　　　　**DUR: 35m**
This module is the first in the Competition and Consumer Law series. Developed in partnership with Margaret Barron, Barrister and Solicitor to the Supreme Court of South Australia and author of 'The Fundamentals of Business Law', this module introduces the Competition and Consumer Act 2010 and its objectives. It will cover the major amendments to the Act, Australian Consumer Law (ACL) and the role of the Australian Competition and Consumer Commission (ACCC).

Competition and Consumer Law - Dealing with Consumers Part 1　　**DUR: 60m**
This module is the second in the Competition and Consumer Law series. It should be performed after completing the 'Introduction' module and before completing the 'Dealing with Consumers: Part 2' module. This module will discuss Australian Consumer Law (ACL) and how it relates to Consumer Protection. To assist in explaining the Australian Consumer Law, the course covers some real Australian case studies. The course also looks at a fictional company and how it may breach the consumer protection provisions of the ACL.

Competition and Consumer Law - Dealing with Consumers Part 2　　**DUR: 70m**
This module is the third in the Competition and Consumer Law series. It should be performed after completing the 'Dealing with Consumers: Part 1' module and before completing the 'Dealing with Other Businesses' module. This course we will continue to look at how businesses deal with consumers and how the Australian Consumer Law (ACL) aims to protect consumers including unconscionable conduct, product safety and product information, manufacturer's liability, implied conditions

Competition and Consumer Law - Dealing with Other Businesses　　**DUR: 60m**
This module is the fourth and final in the Competition and Consumer Law series. It should be performed after completing the 'Dealing with Consumers: Part 2' module. This course aims to provide an understanding of the practices and conducts restricted by the Competition and Consumer Act 2010, how they are enforced, and how they relate to businesses dealing with one another.

COVID-Safe Workplace　　　　　　　　　　　　　　　　　　　　　**DUR: 20m**
This new course is designed for all workers who are returning to the workplace after COVID isolation.   This course provides training in the need for workplace changes: how to keep the workplace hygienic; behaviors that minimise the risk of spreading the coronavirus; actively caring for your mental health.

Dealing with Workplace Conflict   **DUR: 25m**

This course has been developed to provide you with an understanding of how to deal with and de-escalate conflict. After completing this course, you will have an understanding of:

- drivers and influences that can lead to and escalate conflict
- the human body's reaction when faced with conflict
- key signs of increasing tension in individuals
- how to assess threat and risk using a logical threat and risk assessment model
- some aspects of the law in relation to conflict
- how to formulate strategies to minimise personal risk in conflict situations, and
- practical techniques to de-escalate and avoid conflict.

Equal Employment Opportunity for Employees   **DUR: 40m**

This course has been designed to provide you with an understanding of equal employment opportunity (EEO) and discrimination.

Equal Employment Opportunity for Managers and Supervisors   **DUR: 50m**

This course provides managers and supervisors with an understanding of equal employment opportunity (EEO) and discrimination.

Fraud and Corruption Awareness and Prevention   **DUR: 45m**

This course has been developed to provide an understanding of what actions can be described as fraud or corruption, and how these actions can be prevented and reported.

Identifying Poor Performance, Misconduct and Absenteeism   **DUR: 45m**

This course will provide you with an understanding of what misconduct, poor performance and absenteeism are, and what can happen if they're not managed correctly.

How to Behave at a Christmas Party   **DUR: 10**

This course is designed for all employees and provides an understanding that workplace consequences still apply at Christmas parties; that behaving responsibly is good for your relationships and the party is a time to have fun.

Information and Cyber Security Awareness   **DUR: 45m**

This course has been developed to provide an understanding of the steps that can be taken to help ensure the confidentiality, integrity and availability of an organisation's information.

Managing the Discipline Process   **DUR: 75m**

This course has been designed to provide training in how to manage the discipline process with consistency and procedural fairness.

Modern Slavery   **DUR: 20M**

This course has been developed to provide an understanding of what modern slavery is, how organisations can minimise their risk of being involved, and how to fulfil their mandatory reporting obligations.

Positive Workplace Culture   **DUR: 25m**

This course has been developed to provide an awareness of what a positive workplace culture is, as well as how to proactively identify and reduce risks that negatively impact on workplace culture.

Privacy and the Workplace   **DUR: 30m**

How we use personal information matters because misuse can cause harm. This course has been developed to provide the learner with an understanding of the right to privacy and how personal information must be protected in the workplace. This course covers:

- what personal information is
- the importance of maintaining privacy in your organisation
- collecting and keeping personal information
- using personal information.

Protecting Whistle-blowers   **DUR: 15m**

This course is targeted towards all members of the workplace impacted by whistleblowing requirements. This includes all workers, as well as people with managerial positions and policy development responsibilities. Our course looks at what whistle-blowers are and when it occurs; legal protections for whistle-blowers and why organisations need to protect the identity of whistle-blowers.

Sexual Harassment   **DUR: 25m**

This course has been developed to provide the learner with an understanding of how to recognise and avoid behaviour that could be considered sexual harassment, and what to do if they are being subjected to or witness this type of behaviour.

Social and Digital Media and the Workplace   **DUR: 40m**

This course has been designed to provide you with an understanding of appropriate uses of social and digital media in the workplace, and how to avoid breaching workplace standards and safety legislation.

Working from Home   **DUR: 10m**

The 'Working from home' course is designed to teach remote workers how to work from home effectively. The course teaches strategies to stay productive while having good work-life balance in a home-office work environment. The course includes how to set up for good office ergonomics, how to look after your mental health. It also reinforces that the usual expectations of work still apply.

Health and Safety

Employees are your greatest asset to ensure you achieve business objectives, as well as meeting legal and moral obligations in providing and maintaining a safe and healthy workplace. Creating a safe work environment is critical to the success of your business, and one of the best ways to retain safety and maximise productivity.

Alcohol and Other Drugs in the Workplace   **DUR: 40m**

This course has been developed to give learners an awareness of the dangers presented by alcohol and other drugs and the impact these can have in the workplace.

Armed Robbery Safety Awareness   **DUR: 55m**

This course has been designed for those persons responsible for day to day engagement with customers and clients. We help provide you with an understanding of how your behaviour can help to protect your safety and the safety of others during a robbery related incident.

Asbestos Awareness in the Workplace   **DUR: 50m**

This course has been designed to provide you with an awareness of the dangers posed by asbestos. It explains where asbestos risks might occur in the workplace and some of the controls used to minimise and eliminate these risks.

Biological Hazards Hazard Guide   **DUR: 15m**

This course has been designed to provide you with an understanding of the controls that should be applied to biological hazards in the workplace.

Confined Spaces Hazard Guide   **DUR: 15m**

This course has been developed to provide the learner with an understanding of the controls that should be applied to confined spaces in the workplace.

Contractor Induction   **DUR: 60m**

This course has been developed to provide learners with a basic understanding of work health and safety (WHS) requirements, risk management, and injury prevention in the workplace.

Driver Safety   DUR: 30m
This course has been developed to provide car (C class) licensed drivers with an understanding of driver safety and how to follow driver management procedures in the workplace.

Duty of Care for Managers and Supervisors   DUR: 30m
This course has been developed to provide managers and supervisors with an overview and understanding of how to fulfil their duty of care to help maintain the health and safety of the workplace.

Duty of Care for Workers   DUR: 25m
This course has been developed to provide an understanding of duty of care responsibilities in the workplace.

Electrical Risks Hazard Guide   DUR: 15m
This course has been developed to provide the learner with an understanding of the controls that should be applied to working with electricity in the workplace.

Environmental Awareness   DUR: 20m
This resource has been developed to give learners an awareness of the environmental impact their individual behaviour has, as well as promote reducing the learner's carbon footprint in their everyday life. This course includes being water smart, being efficient with air conditioning and heating; using energy efficient lighting; knowing how and what to recycle and how to reduce your food footprint.

Excavations Hazard Guide   DUR: 15m
This course has been developed to provide the learner with an understanding of the controls that should be applied to excavations in the workplace.

Fire Awareness and Extinguisher Training   DUR: 60m
This product has been updated to provide more relevant imagery and minor text modifications in line with current terminology. This course features some great illustration, animation and activities. This product has also been updated with the addition of a customised new 'home page' feature. This new element of the Kineo Courses offering provides a dashboard style entry point into the module. No changes have been applied to the learning outcomes or the pre-assessment. However, we recommend that clients update to the new unit for an improved learner experience.

General Evacuation Training   DUR: 70m
This course has been developed to provide the learner with an understanding of why evacuations take place, what occurs during an emergency and their responsibilities concerning evacuation.

Globally Harmonised System   DUR: 10m
This course has been developed to provide the learner with an understanding of the changes made by the Globally Harmonised System of Classification and Labelling of Chemicals, as well as how these changes impact their actions in the workplace.

Hand Operated Power Tools Hazard Guide   DUR: 15m
This course has been developed to provide the learner with an understanding of the controls that should be applied to hand operated power tools in the workplace.

Hazardous Chemicals for Managers and Supervisors   DUR: 60m
This course has been developed to provide people in supervisory roles with an understanding of how to manage hazardous chemicals in the workplace.

Hazardous Chemicals Hazard Guide   DUR: 15m
This course has been developed to provide the learner with an understanding of the controls that should be applied to hazardous chemicals in the workplace.

Hazardous Substances and Dangerous Goods Hazard Guide   **DUR: 15m**

This course has been developed to provide the learner with an understanding of the controls that should be applied to hazardous substances and dangerous goods in the workplace.

Incident Investigation   **DUR: 65m**

This course has been developed to provide an overview of the legislative requirements for incident reporting and investigation and the knowledge and practical advice to conduct an investigation successfully.

Injury Management for Managers and Supervisors   **DUR: 55m**

This course will provide managers and supervisors with a better understanding of injury management, and of their role and responsibilities in relation to injury management.

Injury Management for Workers   **DUR: 40m**

This course has been developed to provide the learner with an understanding of the injury management process, their rights and responsibilities regarding injury management, and the steps they need to take if injured at work.

Manual Handling Hazard Guide   **DUR: 15m**

This course has been developed to provide the learner with an understanding of the controls that should be applied to manual handling in the workplace

Manual Tasks for Workers   **DUR: 55m**

This course has been developed to provide workers with an understanding of the risks associated with manual tasks and an awareness of how to perform those tasks safely.

Mental Health in the Workplace   **DUR: 35m**

This course raises awareness about the effects of mental health in the workplace. It also provides pathways to improvement that learners can apply in their own workplace.

Minimising Risk Using Personal Protective Equipment Hazard Guide   **DUR: 10m**

This course has been developed to provide the learner with an understanding of why personal protective equipment (PPE) is used in the workplace, their PPE responsibilities and some commonly used items of PPE.

Noise Hazard Guide   **DUR: 15m**

This course has been developed to provide the learner with an understanding of the controls that should be applied to noise in the workplace.

Office Ergonomics   **DUR: 40m**

This is a highly interactive course that requires the learner to set up an office workstation in simulated environments in accordance with ergonomic principles. This office ergonomics training course looks at a variety of scenarios, including, glare, noise, chair height and equipment distancing. The course also encourages the learner to structure their work day to avoid risk factors, including those caused by mental stress and long periods at a desk.

Occupational Health and Safety Fundamentals   **DUR: 45m**

This course has been designed to provide you with an understanding of some of the issues relating to health and safety that workers may face in the workplace. New work health and safety (WHS) legislation commenced on 1 January 2012, to harmonise localised occupational health and safety (OHS) laws under a single Act. The Victorian Government, although committed to harmonisation are yet to pass the national legislation. As a result the current OHS Act 2004 continues to apply in Victoria. This course aligns to the fundamentals of this legislation.

Risk Management for Managers and Supervisors   **DUR: 75m**

This course has been developed to provide managers and supervisors with an understanding of how risk is managed in the workplace and their role in reducing risk.

Risk Management for Workers   **DUR: 55m**

This course has been developed to provide workers with an understanding of how risk is managed in the workplace and their role in reducing risk.

Slips and Trips Hazard Guide   **DUR: 10m**
This course has been developed to provide the learner with an understanding of the controls that should be applied to slips and trips in the workplace.

Stress Less at Work   **DUR: 40m**
This course has been developed to provide you with an understanding of workplace stress and a range of strategies to help you manage stress.

Underground Utilities Hazard Guide   **DUR: 15m**
This course has been developed to provide the learner with an understanding of the controls that should be applied to underground utilities in the workplace

Warden Training   **DUR: 115m**
This course has been developed to provide the learner with an understanding of the warden's role in the workplace, as well as emergency preparation, prevention and readiness.

Work Health and Safety Fundamentals   **DUR: 45m**
This course has been developed to provide an understanding of health and safety responsibilities in the workplace, how risk is managed in the workplace using the risk management process, and what workers should expect to find in the workplace to help them to work safely. It includes access to current legislation for each state; Codes of Practice and a national compliance and enforcement policy.

Work Health and Safety Harmonisation   **DUR: 60m**
This course has been developed to provide managers and supervisors with an introduction to some of the key requirements of the model work health and safety legislation.

Working at Heights Hazard Guide   **DUR: 15m**
This course has been developed to provide the learner with an understanding of the risk controls that should be applied to working at heights in the workplace.

Working Safely with Hazardous Chemicals in the Workplace   **DUR: 45m**
This course has been developed to provide the learner with an understanding of what hazardous chemicals are and how to identify them, their responsibilities, and requirements to maintain safety in the workplace and the controls used to manage the risks presented by hazardous chemicals.

Health Care Library

While all professionals should be well-informed, it is especially important for members of the health care or related sectors to be fully qualified and properly trained. After all, they tend to situations where lives may very well hang in the balance on a daily basis and being knowledgeable and skilled can make a world of difference when it comes to the care they provide.

- Assist Clients with Medication
- Basic Life Support
- Hand Hygiene for Healthcare Workers
- Health Services Induction
- Aged Care Quality Standards Introduction
- Aged Care Quality Standards for Personal Care and Support Workers
- Aged Care Quality Standards 1: Consumer Dignity and Choice
- Aged Care Quality Standards 2: Ongoing assessment and planning with consultant
- Aged Care Quality Standards 3: Personal care and clinical care
- Aged Care Quality Standards 4: Services and supports for daily living
- Aged Care Quality Standards 5: Organisational service environment

- Aged Care Quality Standards 6: Feedback and complaints
- Aged Care Quality Standards 7: Human resources
- Aged Care Quality Standards 8: Organisational governance
- Falls prevention in home care
- Falls prevention in residential aged care
- Falls prevention programs in home care
- Falls prevention programs in residential aged care
- Identifying, Reporting and Responding to the Abuse of Older People in Care
- Incontinence Suite - Introduction to Personalised Incontinence Care
- Incontinence Suite - Leakage Prevention
- Incontinence Suite - Perineal Skin Care in Relation to Incontinence
- Incontinence Suite - Incontinence Night Care
- Incontinence Suite - Pad Changing and Change Frequency
- Incontinence Suite - Individual Assessment and Product Selection
- Incontinence Suite - Dementia and Incontinence
- Incontinence Suite - Bowel Management
- Infection Prevention and Control - Standard Precautions
- Infection Prevention and Control - The Basics.
- Infection Prevention and Control - Transmission Based Precautions
- Manual Tasks in Aged Care
- Medication Calculations Competency
- Peripheral Intravenous Cannulation
- Safe Medication Management
- Safe Medication Management for Enrolled Nurses.
- Understanding Dementia - What is Dementia?
- Understanding Dementia - Person Centred Care
- Understanding Dementia - Effective Communication
- End Stage Dementia
- Workplace Violence and Aggression in Healthcare
- Antimicrobial Stewardship in Aged Care

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services