



Australian  
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# Pulse User Guide

This guide is intended to assist ANU staff navigate the Pulse interface.

People and Culture Division

[HRD.Development@anu.edu.au](mailto:HRD.Development@anu.edu.au)

The Australian National University

Canberra ACT 2600 Australia

TEQSA Provider ID: PRV12002 (Australian University)

CRICOS Provider Code: 00120C

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# ANU Pulse Modules

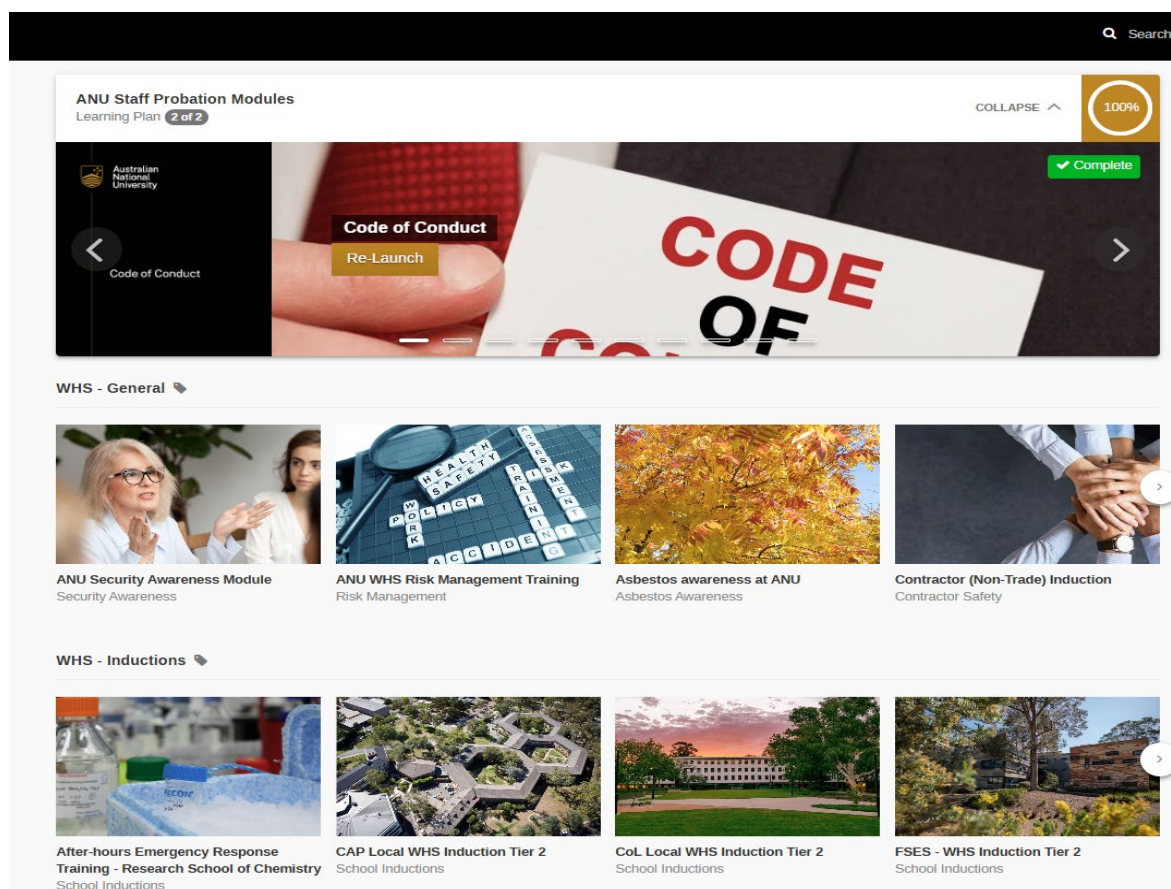
Pulse is the main platform for ANU staff to undergo **internal training and compliance modules**.<sup>1</sup> All ANU staff must complete 9 probation modules. These are found under the 'ANU Staff Probation Modules' banner on the homepage.

Supervisors will need to complete 2 extra probation modules as a part of their onboarding.

To view general training offerings, these can be found on the Pulse homepage or in your 'Achievements' tab on the left panel. Depending on your role, area, and responsibilities, different courses will be important for you to complete.

For example, staff issued a purchase card will need to complete 'ANU Purchase Card Use.'

If you are unsure what you need to complete, please check with your supervisor, Work Health and Safety (WHS) Officer and local HR consultant about which modules are relevant to you.



**Image:** Snapshot of the ANU Pulse homepage.

<sup>1</sup> ANU offers LinkedIn Learning and Culture Amp's Skills Coach to all staff to continue to pursue online professional development. See [here](#) for more. Please visit the [Training and development opportunities page](#) for in-person courses and offerings.

# Catalogue

ANU has many Pulse courses available to staff. Below is the complete list as of November 2024. Please note, Pulse modules are regularly updated and added so be sure to ask your supervisor for the latest courses that are applicable to you.

Course Code	Module Title	Type
HRCOC	Code of Conduct	Probationary Module
WHSI01	University Work Health and Safety (WHS) Induction	Probationary Module
EDHR10	Core Module 01: Thinking About Cultures and Identities	Probationary Module
EDHR11	Core Module 02: My Country, Our Country	Probationary Module
CGRO11	ANU Fraud Awareness	Probationary Module
SISO01	ANU Privacy Awareness Module	Probationary Module
CISO06	Cyber Sense Training	
HRE003	Equal Opportunity Online - Preventing Discrimination at Work	Probationary Module
HRE004	Equal Opportunity Online - Workplace Relationships	Probationary Module
HRE002	Equal Opportunity Online - Intentional Inclusion	Supervisor Probationary Module (Please check your employment contract)
WHS002	WHS Management System for Managers and Supervisors	Supervisor Probationary Module (Please check your employment contract)
DISP01	Defence Industry Security Program - Annual Security Awareness	Defence Industry Security Partner Mandatory Module (Please check with your supervisor or the Information Security Office)
DISP02	Assessing and Protecting Official Information	Defence Industry Security Partner Mandatory Module (Please check with your supervisor or the Information Security Office)
DISP03	Insider Threat Awareness	Defence Industry Security Partner Mandatory Module (Please check with your supervisor or the Information Security Office)
HRE001	Equal Opportunity Online - Introduction - Diversity and Inclusion on Campus	Optional - ANU New Staff Orientation
NSHR01	ANU New Staff Orientation - Introduction	Optional - ANU New Staff Orientation
	Overview of ANU	
	The Responsible ANU Staff Member	
	Starting at ANU	
	Campus Environment	
	New Staff Welcome - Virtual 1	Optional - ANU New Staff Induction
	New Staff Welcome - Virtual 2	Optional - ANU New Staff Induction
	New Staff Welcome - Virtual 3	Optional - ANU New Staff Induction
	New Staff Welcome - Virtual 4	Optional - ANU New Staff Induction
	New Staff Welcome - Virtual 5	Optional - ANU New Staff Induction
EDHR12	Core Module 03: History Lives in Us	Optional - Cultural Learning
EDHR13	Core Module 04: Too Much and Not Enough Change: Commonwealth Indigenous Affairs	Optional - Cultural Learning

EDHR14	Core Module 05: Communities in Control: Recognising the role of community organisations	Optional - Cultural Learning
EDHR15	Core Module 06: Recognising Aboriginal and Torres Strait Islander Peoples Rights to Country	Optional - Cultural Learning
EDHR16	Core Module 07: Self-determination and Autonomy	Optional - Cultural Learning
EDHR17	Core Module 08: Engaging with Aboriginal and Torres Strait Islander peoples	Optional - Cultural Learning
EDHR18	Core Module 09: Contribution to the Nation	Optional - Cultural Learning
EDHR19	Core Module 10: Continuing Your Journey	Optional - Cultural Learning
HROR02	Selection Committee Chair Training	Mandatory for Interview Panel Members
FSECO2	Emergency Control Organisation (Warden) Quiz	For those who completed the Emergency Control Organisation (Warden) Training
FSMO01	Maintenance Management System (Maximo)	For access to the Maximo Maintenance Management System
CECC01	CECC Governance Induction	Local Area Induction (College of Engineering, Computing & Cybernetics)
WHSI04	Safety Induction - Research School of Chemistry	Local Area Induction (Research School of Chemistry)
WHSI06	RSAA Mount Stromlo Observatory WHS Induction Tier 2 - Module 1	Local Area Induction (Research School of Astronomy and Astrophysics)
	RSAA Mount Stromlo Observatory WHS Induction Tier 2 - Module 2	
WHSI07	After-hours Emergency Response Training - Research School of Chemistry	Local Area Induction (Research School of Chemistry)
WHSI08	FSES - WHS Induction Tier 2	Local Area Induction (Fenner School of Environment and Society)
WHSI09	Tier 3 High Risk Area Induction Module- School of Engineering (SoEN)	Local Area Induction (School of Engineering)
WHSI10	CAP Local WHS Induction Tier 2	Local Area Induction (College of Asia and the Pacific)
WHSI11	CoL Local WHS Induction Tier 2	Local Area Induction (College of Law)
WHSI12	Research School of Humanities and the Arts RSHA Local WHS Induction (Tier 2)	Local Area Induction (Research School of Humanities and the Arts)
FSQMS	Facilities and Services Division QMS Staff Awareness Training	Local Area Induction (Facilities and Services)
RSB034	Operating an Ultracentrifuge or High-Speed Centrifuge at RSB	Ask your Supervisor or local WHS Officer if this applies to you
WHSO03	ANU WHS Risk Management Training	Ask your Supervisor or local WHS Officer if this applies to you
WHSO04	WHS Due Diligence Framework	Ask your Supervisor or local WHS Officer if this applies to you

WHS007	Figtree Workplace Safety Incident & Hazard Reporting Tool	Ask your Supervisor or local WHS Officer if this applies to you
WHS008	OSLO Training	Ask your Supervisor or local WHS Officer if this applies to you
WHS010	Biological Safety	Ask your Supervisor or local WHS Officer if this applies to you
WHS011	Chemical Safety: Hazardous Substances	Ask your Supervisor or local WHS Officer if this applies to you
WHS014	Chemical Safety: Corrosive Substances	Ask your Supervisor or local WHS Officer if this applies to you
WHS015	Gene Technology Practices	Ask your Supervisor or local WHS Officer if this applies to you
WHS016	Chemical Safety: Flammable Substances	Ask your Supervisor or local WHS Officer if this applies to you
WHS017	Ionising Radiation - Unsealed Sources	Ask your Supervisor or local WHS Officer if this applies to you
WHS018	Ionising Radiation - Machines	Ask your Supervisor or local WHS Officer if this applies to you
WHS019	Laser Safety	Ask your Supervisor or local WHS Officer if this applies to you
WHS022	Manual Tasks at ANU	Ask your Supervisor or local WHS Officer if this applies to you
WHS023	WHS Committee Member Training	Ask your Supervisor or local WHS Officer if this applies to you
WHS024	Contractor (Non-Trade) Induction	For Non-ANU Staff
WHS025	Contractor Safety Management	Ask your Supervisor or local WHS Officer if this applies to you
WHS026	Workshops, Plant and Equipment	Ask your Supervisor or local WHS Officer if this applies to you
WHS027	Asbestos Awareness at ANU	Ask your Supervisor or local WHS Officer if this applies to you
WHS029	Setting Up Your Workstation	Ask your Supervisor or local WHS Officer if this applies to you
WHS033	Chemical Safety: Gas Cylinders and Aerosols	Ask your Supervisor or local WHS Officer if this applies to you
WHS034	Local Authorised Investigator Training	Ask your Supervisor or local WHS Officer if this applies to you
WHS035	Chemical Safety: Cryogenic Materials	Ask your Supervisor or local WHS Officer if this applies to you
WHS036	Local Specific First Aid Procedure	Ask your Supervisor or local WHS Officer if this applies to you
WHS037	Forklift Operator Refresher Training	Ask your Supervisor or local WHS Officer if this applies to you
IMHR04	Responding to Staff injury or Illness in the Workplace - Training for Supervisors	Ask your Supervisor or local WHS Officer if this applies to you
SECU01	ANU Security Awareness Module	Ask your Supervisor if this applies to you

RSD001	Research Management - ARIES	Ask your Supervisor if this applies to you
RSD002	Introduction to Human Research Ethics	Ask your Supervisor if this applies to you
SIS002	Records Management at ANU	Ask your Supervisor if this applies to you
FBS001	ANU Purchase Card Use	Ask your Supervisor if this applies to you
HDRFE	HDR Supervision at ANU: Responsibilities and Good Practice (Experienced Supervisors)	Ask your Supervisor if this applies to you
HDRFN	HDR Supervision at ANU: Responsibilities and Good Practice (New Supervisors)	Ask your Supervisor if this applies to you
CDHR01	Induction Responsibilities for Supervisors	Ask your Supervisor if this applies to you
FOR001	Foreign Interference Training	Ask your Supervisor if this applies to you
RDSV02	Module 1: Responding to Disclosures of Sexual Violence	Self-paced Learning
	Module 2: Responding to Disclosures of Sexual Violence	
	Module 3: Responding to Disclosures of Sexual Violence	
	Responding to Disclosures of Sexual Violence - Quiz	
	Responding to Disclosures of Sexual Violence - Support	
ISFS01	ANU Brand Identity Training	Informative Guide
CIS005	Privileged Access Management	Informative Guide
CIOI01	Drupal Web Training	Informative Guide
CLT001	Universal Design for Learning in Tertiary Education	Informative Guide
	Hedley Bull Centre - Green Building	Informative Guide
	Core Module 00: Introduction	Informative Guide
RTW005	Basic Written Communication for the Workplace	Professional Development
RTW029	Taking responsibility and embracing accountability	Professional Development
RTW033	Time and stress management	Professional Development
RFM050	Working with Information and Ideas	Professional Development

## Achievements

The Achievements tab allows you to track your course completions and download your certificate of completion (if enabled). You can filter your learning journey by alphabetical order, date, status or type to enable you to keep track of pending course completions.

Optional Training		Status
81 items		
<input type="radio"/> ANU Security Awareness Module Online Learning	Complete	Print Certificate
<input type="radio"/> ANU WHS Risk Management Training Online Learning	Complete	Print Certificate
<input type="radio"/> Assessing and Protecting Official Information Online Learning	Complete	Print Certificate
<input type="radio"/> Core Module 00: Introduction Online Learning	Complete	Print Certificate
<input type="radio"/> Core Module 03: History Lives in Us Online Learning	Complete	Print Certificate

By pressing the arrow on the right, next to 'Print Certificate,' you can view your attempt history and certificate expiry date. Most Work Health and Safety (WHS) modules that focus on chemical safety and/or laboratory use will have expiry dates, requiring renewal every three to five years. Consult the WHS Handbook for more or speak to your local WHS Officer.

## User and Course Settings

You will often have to complete a quiz as a module requirement. You will have three attempts to achieve a pass mark of 80 or greater on each quiz. Please note, the Pulse system struggles to register a bookmark if you leave the session. Therefore, it is strongly recommended you complete your module in a single session to save your progress.

If you need further attempts or are having issues, please contact [HRD.Development@anu.edu.au](mailto:HRD.Development@anu.edu.au).

Table 1: Left Sidebar User Options

	Functionality
Browse	Sorts modules into thematic groups based on tags. Here you can find the full catalogue of courses available on Pulse
Calendar/Upcoming Events	These functions are no longer being used on Pulse. <b>Please disregard.</b> Consult with your local area or visit <a href="#">ANU Events</a> and Staff Services for more.
Resources	Relevant ANU Policy webpages are linked here for convenience. You can find what you are looking for at <a href="#">ANU Staff Services</a> .



## Create your own module

If you are interested in developing a Pulse module, contact [HRD.Development@anu.edu.au](mailto:HRD.Development@anu.edu.au).

You will be prompted to complete a *Concept Brief* to be endorsed by your Local Area Delegate and the Deputy Chief People Officer.

If approved this will give you access to Kando, an in-house platform for module development.

This authoring tool has ANU branding built-in and can easily be uploaded to Pulse once a *Final Proposal and Module Approval* form has been submitted and approved.

An information pack will be provided to you with more details, once a module development conversation has taken place.

## Frequently Asked Questions

### 1. Can students use Pulse?

Pulse is purely an ANU staff platform, noting there are some coincidental instances where HDR students can access the site. This is because they may need to complete a Pulse course for a critical and necessary purpose (i.e. must undertake Biological Safety to enter a laboratory).

As access is automatically arranged from the HR Management System when a staff member has been onboarded, students are not linked to this staff enterprise system and therefore cannot be granted access manually.

### 2. If I want to upload a third-party learning package to Pulse, how do I go about this?

As detailed above, you will need to submit a Concept Brief endorsed by your Local Area Delegate to [HRD.Development@anu.edu.au](mailto:HRD.Development@anu.edu.au) for review and to obtain Deputy Chief People Officer endorsement. Once this has been approved, you will provide [HRD.Development@anu.edu.au](mailto:HRD.Development@anu.edu.au) with the SCORM learning package. Please note, for smooth integration with the Pulse system, this should be a SCORM 1.2 package (as opposed to SCORM 2004).

### 3. I'm an ANU staff member but I cannot access Pulse. How do I fix this?

First, ensure you are using Google Chrome or Firefox to access Pulse. If the error persists and you receive a 'Page isn't working error' when trying to log into Pulse, you will need to contact [HRD.Development@anu.edu.au](mailto:HRD.Development@anu.edu.au) to enable your profile.

If you have any questions not addressed in this document, contact [HRD.Development@anu.edu.au](mailto:HRD.Development@anu.edu.au).