



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

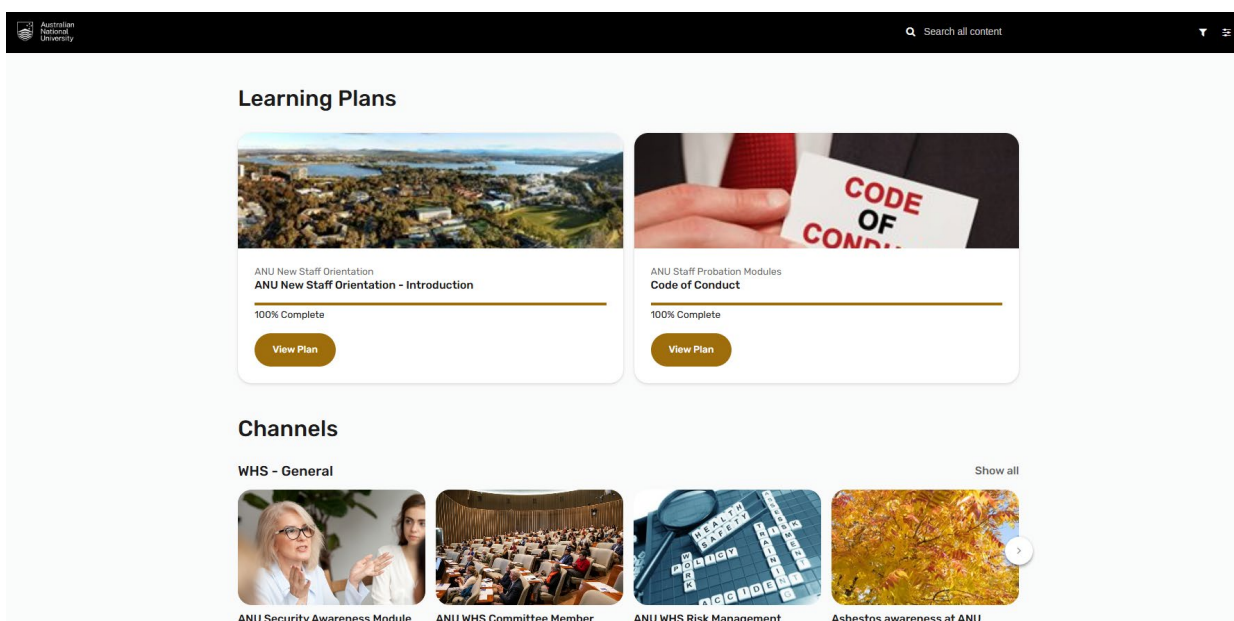
Pulse is the main platform for ANU staff to undergo **internal training and compliance modules**.<sup>1</sup> All ANU staff must complete 9 probation modules. These are found under the 'ANU Staff Probation Modules' banner on the homepage.

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 Health and Safety (WHS) Induction	Probationary Module
CGRO11	ANU Fraud Awareness	Probationary Module
SISO01	ANU Privacy Awareness Module	Probationary Module
CISO06	Cyber Sense Training	Probationary Module
EDHR25	Aboriginal and Torres Strait Islander Peoples, Cultures and Voice	Probationary Module
EDHR23	Rights, Relationships and Respect at Work	Probationary Module
WHSO02	WHS Management System for Managers and Supervisors	Supervisor Probationary Module (Please check your employment contract)

NSHR01	ANU New Staff Orientation <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Overview of ANU</li> <li>• Starting at ANU</li> <li>• The Responsible ANU Staff Member</li> <li>• Campus Environment               <ul style="list-style-type: none"> <li>○ New Staff Welcome - Virtual 1</li> <li>○ New Staff Welcome - Virtual 2</li> <li>○ New Staff Welcome - Virtual 3</li> <li>○ New Staff Welcome - Virtual 4</li> </ul> </li> </ul>	Optional - ANU New Staff Orientation
ANHT01	ANH Laboratory Quarantine Accreditation Training - CHL	Please check with your supervisor
CECC01	CECC Governance Induction	Local Area Induction (College of Engineering, Computing & Cybernetics)
CDHR01	Induction Responsibilities for Supervisors	Ask your supervisor if this applies to you
CISO05	Privileged Access Management	Informative Guide
CIOI01	Drupal Web Training	Informative Guide
CLT001	Universal Design for Learning in Tertiary Education	Informative Guide
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)

		Security Office)
DVRI01	Research Integrity for New Researchers Core Modules	Please check with your supervisor
DVRI03	Research Integrity for Experienced Researchers Core Modules	Please check with your supervisor
DVRI02	Research Integrity for New Researchers Supplementary Modules	Please check with your supervisor
EDHR28	Disability Inclusion	Please check with your supervisor or your local area
EDHR29	Appropriate Workplace Behavior	Please check with your supervisor or your local area
EDHR30	Core Inclusion	Please check with your supervisor or your local area
EDHR31	Cultural Diversity Inclusion	Please check with your supervisor or your local area
EDHR32	Gender Equity Inclusion	Please check with your supervisor or your local area
EDHR33	Generational Diversity Inclusion	Please check with your supervisor or your local area
EDHR34	LGBTIQ Inclusion	Please check with your supervisor or your local area
EDHR35	Neurodiversity Inclusion	Please check with your supervisor or your local area
HROR02	Selection Committee Chair Training	Mandatory for Interview Panel Members
FOIT01	Freedom of Information (FOI)	Ask your supervisor if this applies to you
FORO01	Foreign Interference Training	Ask your supervisor if this applies to you
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
FSQMS	Facilities and Services Division QMS Staff Awareness Training	Local Area Induction (Facilities and Services)
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
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
ISFS01	ANU Brand Identity Training	Informative Guide
RSB034	Operating an Ultracentrifuge or High-Speed Centrifuge at RSB	Ask your supervisor or local WHS Officer if this applies to you
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
SECU01	ANU Security Awareness Module	Ask your supervisor if this applies to you
RSDO01	Research Management - ARIES	Ask your supervisor if this applies to you
RSDO02	Introduction to Human Research Ethics	Ask your supervisor if this applies to you

SISO02	Records Management at ANU	Ask your supervisor if this applies to you
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
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)
WHSI13	SIS - WHS Induction Tier 2	Local Area Induction
WHSI14	JCSMR High Risk Areas Tier 3 Laboratory Induction	Ask your supervisor or local WHS Officer if this applies to you
WHSI15	JCSMR Tier 2 Building Induction	Local Area Induction
WHSI16	Chancelry 10, 10A, 10B, 10C WHS Tier 2 Induction	Local Area Induction
WHSI17	ANU Research School of Biology RSB Tier 2 Induction	Local Area Induction (Research School of Biology)
WHSI18	Pauline Griffin Health and Wellbeing Centre Building 156 Local WHS Induction	Local Area Induction
WHSI19	Di Riddell Building 154 Local Area WHS Induction	Local Area Induction
WHSI20	NCI Local WHS Induction (Tier 2) - NCI Building #143 and Leonard Huxley Building #56	Local Area Induction
WHSI21	Hugh Ennor Building Tier 2 Induction	Local Area Induction
WHSI22	Hugh Ennor Building High Risk Areas Tier 3 Induction	Local Area Induction
WHSI23	CBE Tier 2 Local WHS Induction	Local Area Induction
WHSC22	Operating High-speed and Ultracentrifuge at JCSMR	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
WHSO07	Figtree Workplace Safety Incident & Hazard Reporting Tool	Ask your supervisor or local WHS Officer if this applies to you
WHSO08	OSLO Training	Ask your supervisor or local WHS Officer if this applies to you
WHSO10	Biological Safety	Ask your supervisor or local WHS Officer if this applies to you
WHSO11	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
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
WHS041	Non-Ionising Ultraviolet Radiation	Ask your supervisor or local WHS Officer if this applies to you
WHS043	Ionising Radiation Introduction to Heavy Ion Accelerator	Ask your supervisor or local WHS Officer if this applies to you
WHS044	WHS Chemical Safety-Introduction to Oxidising Substances	Ask your supervisor or local WHS Officer if this applies to you
WHS045	WHS Chemical Safety-Introduction to Toxic Substances	Ask your supervisor or local WHS Officer if this applies to you
WHS046	Ionising Radiation X-ray apparatus	Ask your supervisor or local WHS Officer if this applies to you

# 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).