



Australian
National
University

Pulse: User Guide

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

People and Culture Division

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The Australian National University

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Contents

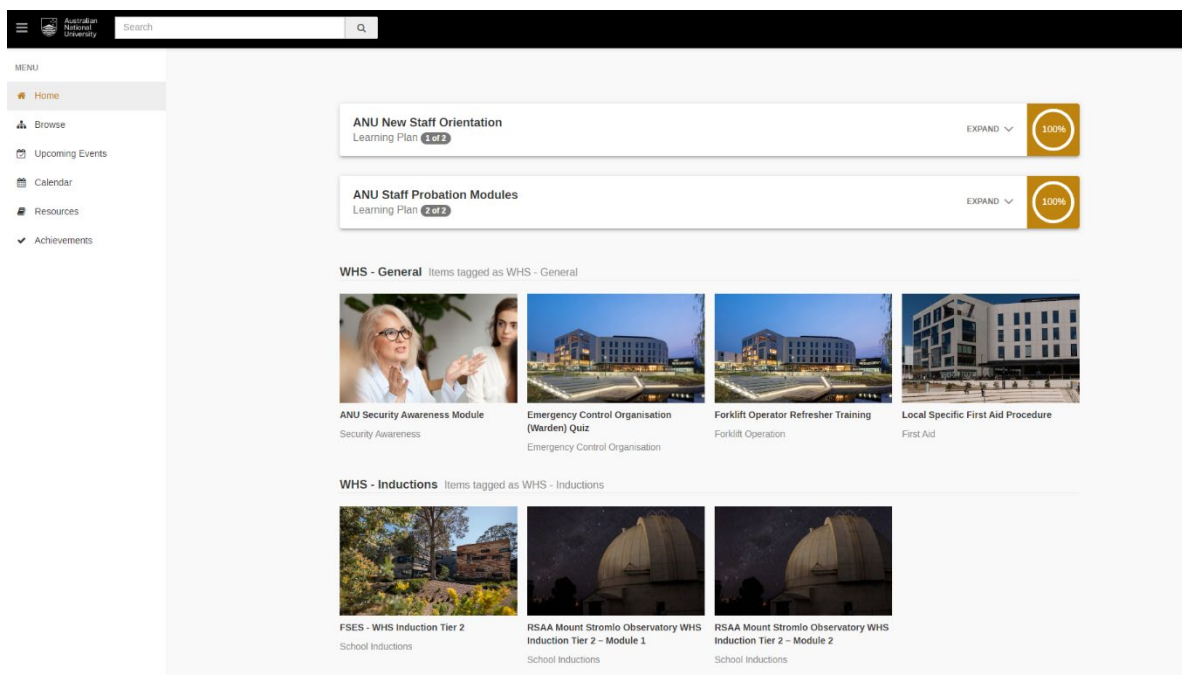
Assignments	3
ANU Pulse Courses.....	3
Achievements.....	7
User and Course Settings.....	7
Supervisor Access for Pulse Reporting.....	8
Create your own module.....	8
Resources	8

Assignments

Pulse is the main way ANU Staff undergo internal training and compliance.

All ANU Staff must complete 11 probation modules. These are found under the 'ANU Staff Probation Modules' banner on the homepage. In December 2023, an additional probation module was introduced for all new staff. Staff who completed their probation modules prior to 4 December 2023 do not need to complete the additional modules.

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



To view your assignments, go to the 'Achievements' tab on the left panel. 'Direct Assignments' are a part of the Staff catalogue, meaning they are accessible to every staff member at ANU. **Please check with your supervisor and/or local Work Health and Safety (WHS) Officer about which Direct Assignments are relevant to you before completing them.**

ANU Pulse Courses

ANU has many Pulse courses available to staff. Below is the complete list as of December 2023. Please note, Pulse modules are constantly changed and added so be sure to ask your supervisor for the latest that is 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
CISO01	Cyber Sense - Phising	Probationary Module
CISO02	Cyber Sense - Protect your privacy	Probationary Module
CISO03	Cyber Sense - Protect your device	Probationary Module
HREO03	Equal Opportunity Online - Workplace Relationships	Probationary Module
HREO04	Equal Opportunity Online - Preventing Discrimination at Work	Probationary Module
HREO02	Equal Opportunity Online - Intentional Inclusion	Supervisor Probationary Module (Please check your employment contract)
WHSO02	WHS Management System for Managers and Supervisors	Supervisor Probationary Module (Please check your employment contract)
HREO01	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
NSHR01	Overview of ANU	Optional - ANU New Staff Orientation
NSHR01	The Responsible ANU Staff Member	Optional - ANU New Staff Orientation
NSHR01	Starting at ANU	Optional - ANU New Staff Orientation
NSHR01	Campus Environment	Optional - ANU New Staff Orientation
	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

FSEC01	Emergency Control Organisation (Warden) Quiz	For those who completed the Emergency Control Organisation (Warden) Training
WHSO24	Contractor (Non-Trade) Induction	For Non-ANU Staff
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	
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)
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)
FSQMS	Facilities and Services Division QMS Staff Awareness Training	Local Area Induction (School of Engineering)
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
WHSO14	Chemical Safety: Corrosive Substances	Ask your Supervisor or local WHS Officer if this applies to you
WHSO15	Gene Technology Practices	Ask your Supervisor or local WHS Officer if this applies to you
WHSO16	Chemical Safety: Flammable Substances	Ask your Supervisor or local WHS Officer if this applies to you
WHSO17	Ionising Radiation - Unsealed Sources	Ask your Supervisor or local WHS Officer if this applies to you
WHSO18	Ionising Radiation - Machines	Ask your Supervisor or local WHS Officer if this applies to you
WHSO19	Laser Safety	Ask your Supervisor or local WHS Officer if this applies to you
WHSO22	Manual Tasks at ANU	Ask your Supervisor or local WHS Officer if this applies to you

WHSO23	WHS Committee Member Training	Ask your Supervisor or local WHS Officer if this applies to you
WHSO25	Contractor Safety Management	Ask your Supervisor or local WHS Officer if this applies to you
WHSO26	Workshops, Plant and Equipment	Ask your Supervisor or local WHS Officer if this applies to you
WHSO27	Asbestos Awareness at ANU	Ask your Supervisor or local WHS Officer if this applies to you
WHSO29	Setting Up Your Workstation	Ask your Supervisor or local WHS Officer if this applies to you
WHSO33	Chemical Safety: Gas Cylinders and Aerosols	Ask your Supervisor or local WHS Officer if this applies to you
WHSO34	Local Authorised Investigator Training	Ask your Supervisor or local WHS Officer if this applies to you
WHSO35	Chemical Safety: Cryogenic Materials	Ask your Supervisor or local WHS Officer if this applies to you
WHSO36	Local Specific First Aid Procedure	Ask your Supervisor or local WHS Officer if this applies to you
WHSO37	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
RSDO01	Research Management - ARIES	Ask your Supervisor if this applies to you
SISO02	Records Management at ANU	Ask your Supervisor if this applies to you
FBSO01	ANU Purchase Card Use	Ask your Supervisor if this applies to you
SECU01	ANU Security Awareness Module	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
RDSV02	Module 1: Responding to Disclosures of Sexual Violence	Talk to your Supervisor about if this Ask your Supervisor if this applies to you
	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	
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 ¹

Achievements

The Achievements tab allows you to track your course completions and download your certificate of completion. You can filter your direct assignments by status, alphabetical order, date or type to enable you to keep track of pending course completions.

The screenshot displays the course completion interface for 'Chemical Safety: Flammable Substances'. At the top, there is a 'Complete' button and a 'Print Certificate' link. Below this, the 'Modules' section shows 'Chemical Safety: Flammable Substances' with '2 of 3 Attempts' and a 'Complete' button. The 'Quiz Attempts' section shows '0' attempts. The 'Completions' section shows '1' completion with a date of '6/03/2023 9:14 AM' and an expiry date of '6/03/2028 9:14 AM', along with a 'Complete' button.

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.

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, Pulse struggles to register a bookmark if you leave the session. **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

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

¹ ANU offers LinkedIn Learning to all staff to continue to pursue online professional development. See [Development Opportunities](#) for in-person offerings.

Calendar/Upcoming Events	These functions are no longer being used on Pulse. Please consult with your local area or visit ANU Eventbrite and Staff Services for more
Resources	Relevant ANU Policy webpages are linked here for convenience. You can find what you are looking for at ANU Staff Services

Supervisor Access for Pulse Reporting

If you would like to run reports for your local module, please request 'User Manager' access with HRD.Development@anu.edu.au. Please note completions can also be tracked through the Human Resources Management System (HRMS).

Create your own module

If you are interested in developing a Pulse module, contact HRD.Development@anu.edu.au.

You will then 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.

Resources

If you are having trouble finding the answers you need, please consult the below resources:

- [Introduction to Pulse Interface](#) (00:00 -01:31).
- [Reporting Features](#) Please note an Administrator will need to generate the report. Please contact HRD.Development@anu.edu.au for this.