

## Induction and Policy Manager

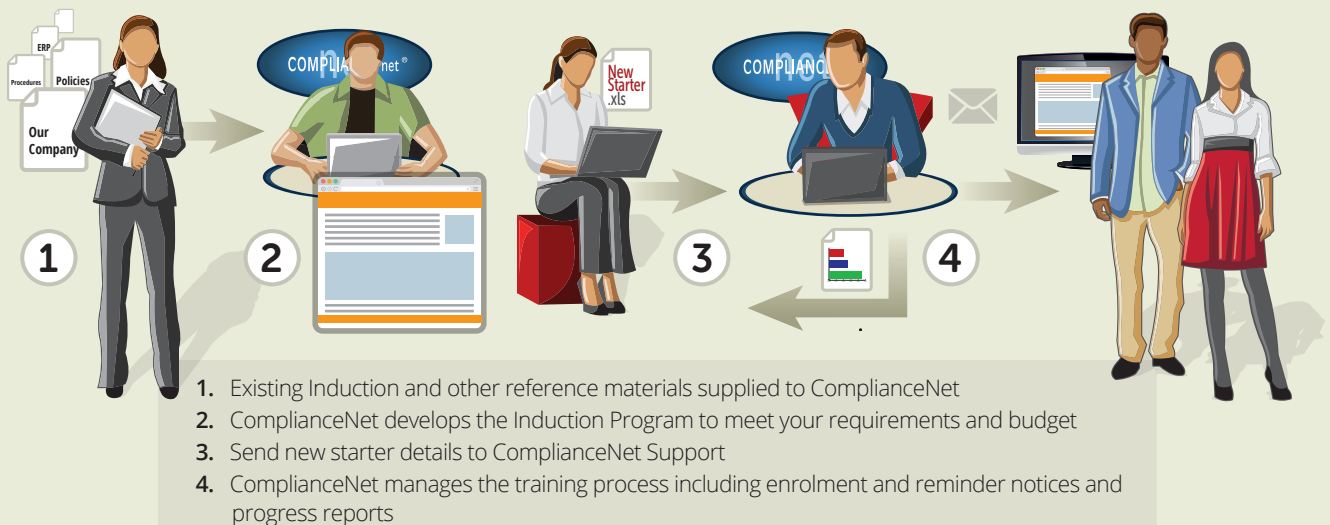


**An online Induction program can improve the consistency of your training and control over its management, delivery and ongoing costs.**

Our Induction Training course template has been designed to facilitate the conversion of existing manual procedures, PowerPoint, Word and PDF documents into an effective online program, quickly and cost effectively.

Our course template provides a proven framework for you to develop your online program. This includes intuitive site navigation for one click access to content pages, resources, glossary, sitemap and help. There's a content map to show every page a user has visited. The course template has been developed in HTML5 ensuring your Induction program will be usable across desktop and mobile devices.

### How it works



### Additional training

Induction is the best time to have new employees complete compliance training and record their acceptance of all important workplace policies.

Adding Professional Workplace Behaviour or WHS training, as well specialise topics such as Competition and Consumer Law, or our Policy Manager program to your Induction program means you'll be on top of new starter training requirements and can demonstrate compliance and best practice to Senior Management and Regulators from day one!

#### Fully managed training administration and user support

We provide all the administration needed to run the programs, including user support via a telephone and email.

Our services include user enrolments, enrolment notification and reminder emails and progress reports to client management and managing refresher training requirements - ensuring all employees keep up-to-date with their compliance training.

## Policy Manager

**Our Policy Manager program ensures the right policies and procedures get to the right people and that you have a record of their acceptance.**

Businesses are required to communicate an extensive, and ever growing number of policies and procedures to employees. Manually managing this task is demanding and time consuming for any HR department, legal department or compliance manager.

Imagine being able track which employees have been given access to what policies and easy access to records showing of who has acknowledged acceptance of those policies and when.

ComplianceNet's Policy Manager makes this arduous and time consuming process quick and efficient to manage without the need to handle physical documents.

### How it works



### The Policy Manager

- Demonstrates governance and best practice
- Accurately tracks employee acceptance and understanding of key policies and codes of conduct
- Allows you to respond to Senior Managements' or Regulators' inquiries with ease
- Improves efficiency and reduces compliance costs

The Policy Manager can be used to track acceptance and understanding for industry codes of conduct, safety plans and procedures and job training manuals.

This program may be deployed as a standalone program or as a module in your Induction program.

### Contact ComplianceNet

Call **1300 792 151** or go to [www.compliancenet.com.au](http://www.compliancenet.com.au)

Contact us now to learn how we can provide an effective compliance training solution for your organisation or to organise a trial enrolment.

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