



## Introduction to Human Ethics Training - User Guide

The Introduction to Human Ethics Training course is available across two platforms, ANU Pulse and ANU Wattle. Pulse and Wattle are available to ANU staff and students respectively (with active U numbers) and can be accessed via ANU Single Sign On, using your standard ANU logon details.

Platform	URL	Who is this available to?
Pulse	<a href="#">Link to Pulse Course</a>	Staff, HDR Candidates
WATTLE	<a href="#">Link to WATTLE Course</a>	Undergraduate, Postgraduate students

### What is Human Research and when is an Ethical Review required?

All Australian National University researchers (staff or students) who intend on conducting research involving the collection of data (with or about them) or tissue from human participants need to apply for ANU Human Research Ethics approval.

As per the guidelines of the [National Statement on Ethical Conduct in Human Research 2023](#), human participation in research is understood broadly to include the involvement of human beings through:

- taking part in surveys, interviews or focus groups;
- undergoing psychological, physiological or medical testing or treatment;
- being observed by researchers;
- researchers having access to their personal documents or other materials;
- the collection and use of their body organs, tissues or fluids (e.g. skin, blood, urine, saliva, hair, bones, tumour and other biopsy specimens) or their exhaled breath; and
- access to their information (in individually identifiable, re-identifiable or non-identifiable form) as part of an existing published or unpublished source or database.

You can read more about this here: [ANU Getting Human Ethics Approval](#)

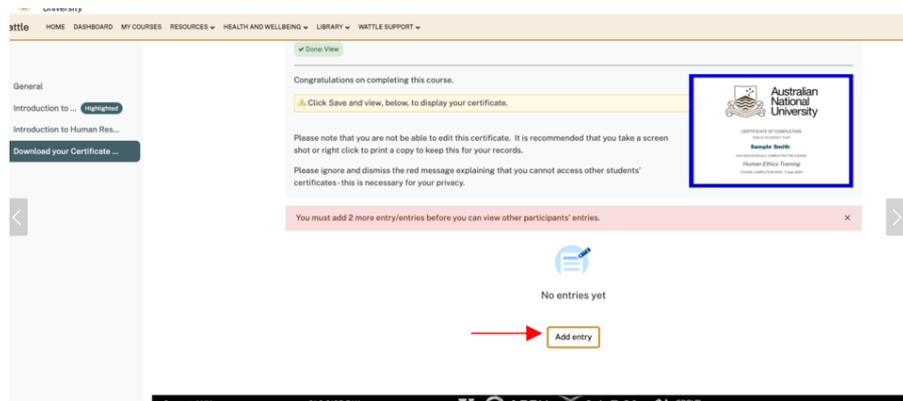
### Why do I need training to submit my HREA (Human Research Ethics Application)?

The training has been put in place to ensure success and smooth of your Human Research Ethics Application approval.

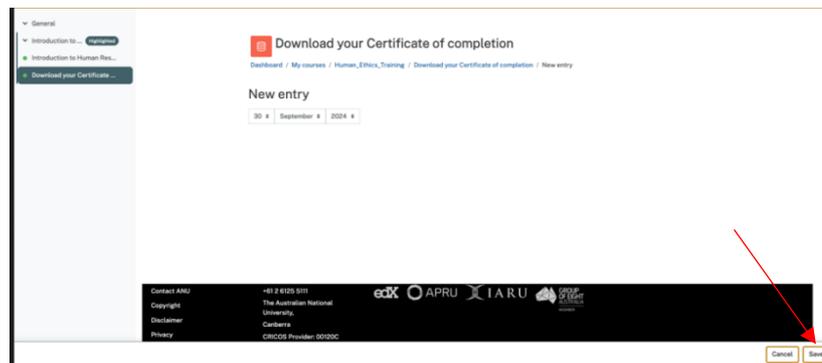
## For Students: Complete training on WATTLE and upload your Certificate to REMS

### Step 1: Complete Training

- 1) Login to Wattle: <https://wattlecourses.anu.edu.au/course/view.php?id=44184>
- 2) Click on **"Enrol Me"** to get enrolled into this training.
- 3) Complete Training and quiz, you must secure 80% to be able to pass course
- 4) Securing your certificate:
  - a) Click on "Add Entry"



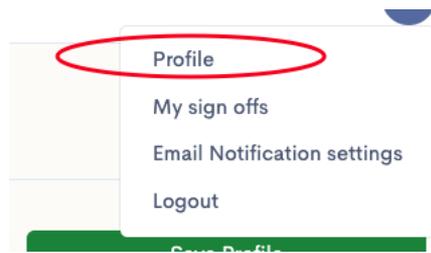
- b) Click on "Save" on the bottom
- c) You will automatically be redirected to your certificate  
**Take a screenshot** of the certificate or **download it**, you will need to upload this file into REMS.



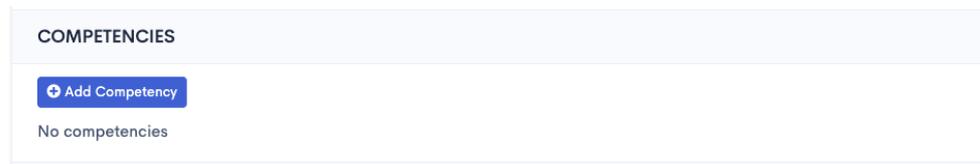
- d) To access it at any point in the future
  - Login to Wattle
  - Navigate to the course
  - Select on "Download your certificate of completion"
  - In the table that appears click on the magnifying glass

### Step 2: Uploading Documentation to REMS:

- 5) Login to REMS (<http://rems.anu.edu.au/>) Profile > Competencies



6) Scroll down to the **Competencies** section and Click **"Add Competencies"**



1. Select **"Human Research Ethics Training"** in Technique,
2. Mark Competency Level as **"Competent"** and
3. Select assessor as **"Wattle"**

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### Add Competency Assessment

Competency Details

Person \*

Competency level **2**

Assessment Details

Assessor

If Assessor is Member, Internal or External, please provide details of Assessor's experience and qualifications in Notes below

APF Training

ANU Vet Services **3**

Member

Internal

External

Wattle

Pulse

Technique \*

Search Techniques

- Animal Ethics Office - EBS Preferred Body Temperature Tests
- Animal Ethics Committee - Full - Euthanasia of laboratory rodents
- Animal Ethics Office - Gene Technology Practices
- Human Ethics Office - Human Research Ethics Training**
- Animal Ethics Office - Isoflurane machine
- Animal Ethics Office - Laser use
- Animal Ethics Office - MFGO Eastern Bettong Monitoring Guide

4. Add Assessment date – this is the date the certificate was issued
5. Expiry date can be left blank
6. Add notes if required
7. Upload files in the supporting evidence (You can either upload *a clear screenshot of the certificate* or a *PDF*) and
8. Select Add Competency.

To Verify that this competency is added successfully > Click on “**Save Profile**” and Refresh the page. You should be able to see the Ethics Training against your profile’s competency table.

## For Staff: Complete Training in PULSE and upload your certificate to REMS

### Step 1: Completing Training

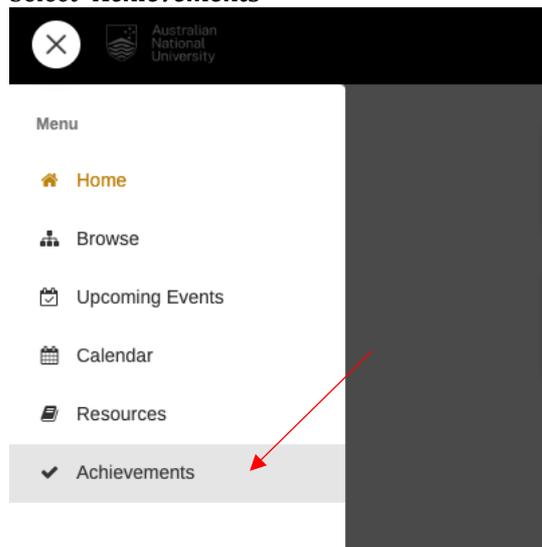
- 1) Login to Pulse and navigate to the course:

You can login and scroll down to the “**Research Management**” section or follow the link directly to the course: <https://anu.interactiontraining.net/Central/Course/CourseLaunch/1050>

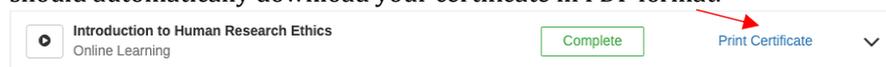
- 2) Complete Training and quiz, you must secure 80% to be able to pass course
- 3) To securing your certificate:
  - a) Go to Pulse “Home” > <https://anu.interactiontraining.net/>
  - b) Click on the Icon on the top left of the screen



c) Select **“Achievements”**

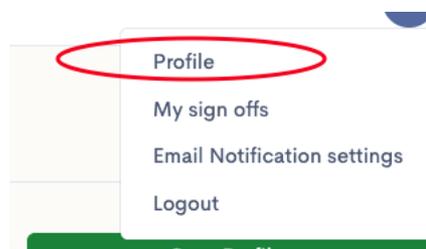


d) Scroll to the **“Introduction to Human Research Ethics”** > Select on **“Print Certificate”** and it should automatically download your certificate in PDF format.

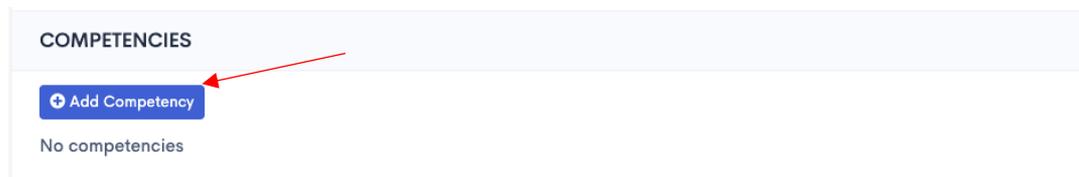


## Step 2: Uploading Certificate to REMS:

4) Login to REMS (<http://rems.anu.edu.au/>)> Profile > Competencies



5) Scroll down to the **Competencies** section and Click **“Add Competencies”**



1. Select **“Human Research Ethics Training”** in Technique
2. Mark Competency Level as **“Competent”**
3. Select assessor as **“Pulse”**.

4. Add Assessment date as the date the certificate was issued
5. Expiry date can be left blank
6. Add notes if required
7. Upload files in the supporting evidence (You can either upload **a clear screenshot of the certificate** or a **PDF**)
8. select Add Competency.

To Verify that this competency is added successfully > Click on **“Save Profile”** and Refresh the page.

You should be able to see the Ethics Training against your profile’s competency table. Should you get stuck or require support please reach out to [human.ethics.officer@anu.edu.au](mailto:human.ethics.officer@anu.edu.au)