



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

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**.¹ 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.

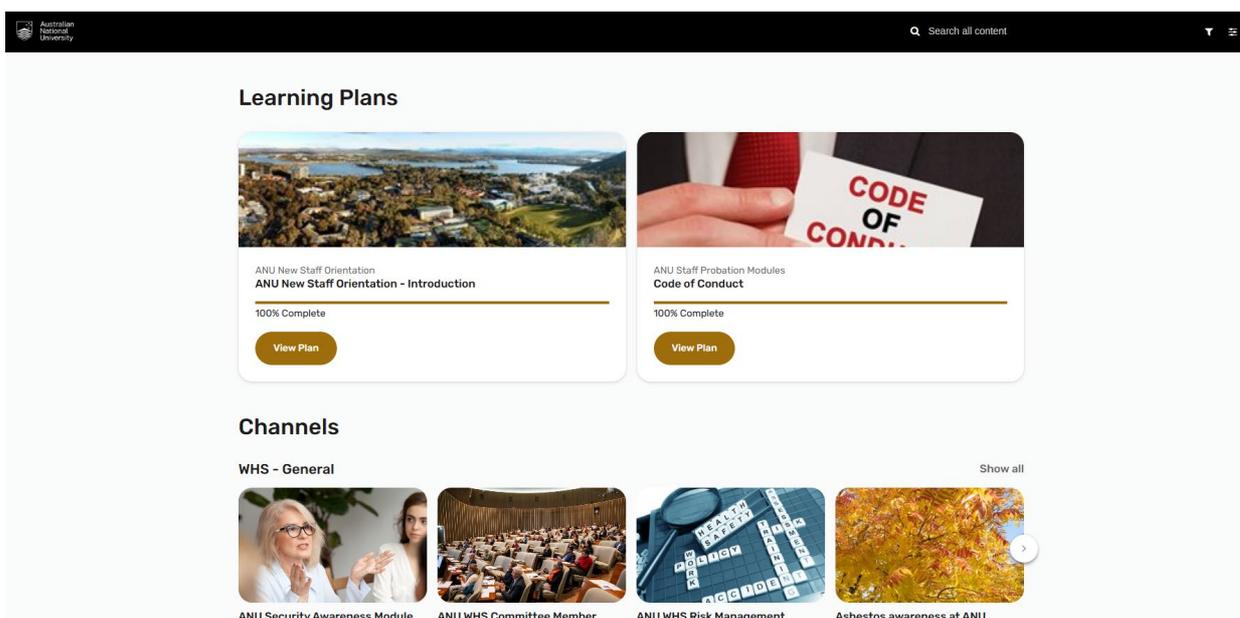


Image: Snapshot of the ANU Pulse homepage.

¹ 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) |

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| NSHR01 | ANU New Staff Orientation <ul style="list-style-type: none"> • Introduction • Overview of ANU • Starting at ANU • The Responsible ANU Staff Member • Campus Environment <ul style="list-style-type: none"> ○ New Staff Welcome - Virtual 1 ○ New Staff Welcome - Virtual 2 ○ New Staff Welcome - Virtual 3 ○ New Staff Welcome - Virtual 4 | 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) |

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| | | 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 |

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| 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 |

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| 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 | Ask your supervisor or local WHS Officer if this applies to you |
| 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 |
| WHS041 | Non-Ionising Ultraviolet Radiation | 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 |
|--|----------|-------------------|
| <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.

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. Please disregard. Consult with your local area or visit ANU Events 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 . |

Create your own module

If you are interested in developing a Pulse module, contact 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 for review and to obtain Deputy Chief People Officer endorsement. Once this has been approved, you will provide 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 to enable your profile.

If you have any questions not addressed in this document, contact HRD.Development@anu.edu.au.