Example integrity education and training plan

| **Audience** | **Message** | **Mechanism** | **Frequency** | **Supported by** |
| --- | --- | --- | --- | --- |
| Job applicants | Vision and values  Code of conduct  Integrity expectations | In job descriptions  Applicant packs  Website/jobs board materials  Job advertisements | On application | Website  Annual report  Corporate documents |
| New starters (including temporary staff, volunteers and contractors) | Vision and values  Code of conduct  Policies and procedures  Reporting pathways | Induction  Training on the Code of conduct  May require acknowledgement of code and policies | First week to first 3 months of employment | Policies and procedures  Induction manual  Intranet  Online modules (like Public Sector Induction) |
| Authority heads (including board members, elected members) | Risk areas identified in integrity risk management  Importance of role modelling  Case studies to illustrate/develop skills | In-house training (perhaps externally facilitated)  Mentoring  Professional development  Further education | On appointment  When legislation, risks or policies change  When an integrity incident occurs | Risk management process  Policies and procedures  Job descriptions  Performance processes  Consultation  Professional development |
| Leaders and managers | How to manage complaints  How to have difficult conversations  How to recognise red flags  PID awareness  Risk awareness | In-house training (facilitated by relevant team)  Training run by anti-corruption and other integrity bodies  Training run by external provider  Mentoring | On appointment  When legislation, risks or policies change  When an integrity incident occurs | Policies and processes  Materials developed by anti-corruption and other integrity bodies |

Adapted from [Crime and Corruption Commission, Queensland](https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Fraud-and-Corruption-Control-Best-Practice-Guide-2018.pdf)