Example integrity education and training plan

| **Audience** | **Message** | **Mechanism** | **Frequency** | **Supported by** |
| --- | --- | --- | --- | --- |
| Job applicants | Vision and valuesCode of conductIntegrity expectations | In job descriptionsApplicant packsWebsite/jobs board materialsJob advertisements | On application | WebsiteAnnual reportCorporate documents |
| New starters (including temporary staff, volunteers and contractors) | Vision and valuesCode of conductPolicies and proceduresReporting pathways | InductionTraining on the Code of conductMay require acknowledgement of code and policies | First week to first 3 months of employment | Policies and proceduresInduction manualIntranetOnline modules (like Public Sector Induction) |
| Authority heads (including board members, elected members) | Risk areas identified in integrity risk managementImportance of role modellingCase studies to illustrate/develop skills | In-house training (perhaps externally facilitated)MentoringProfessional developmentFurther education | On appointmentWhen legislation, risks or policies changeWhen an integrity incident occurs | Risk management processPolicies and proceduresJob descriptionsPerformance processesConsultationProfessional development |
| Leaders and managers | How to manage complaintsHow to have difficult conversationsHow to recognise red flagsPID awarenessRisk awareness | In-house training (facilitated by relevant team)Training run by anti-corruption and other integrity bodiesTraining run by external providerMentoring | On appointmentWhen legislation, risks or policies changeWhen an integrity incident occurs | Policies and processesMaterials 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)