02 HVP HSE Induction HR and IT
Storyboard Revision History

Date	Task	By	Version
25/04/2019	HVP-02Induction HR and IT_SB_v1.0.docx		1.00

Table of Contents

Global Notes for Development Team

- References will be made, especially on the visuals and presentation strategies, to the earlier course on Risk Management.
- Ensure the GUI has been updated as per the document to include transcript to the side and resources tab.

Introduction

Page Title	Introduction to HR and IT	Type	Text and Static Image / Graphic	Number	1

Screen Layout			
Event	**Audio**	**On-Screen Text (OST)**	**Internal Development Notes**
1.	Select enter to begin.	HVP Active Learning Online (HALO) Induction to HR and IT General Induction Course on understanding and familiarising HR and IT Select enter to begin.	There will be two entry points to the module – **Employee** and **Contractor/Visitor**. Design needs to be similar to Risk Management Module (refer to the opening page of that module). Also refer to email guidance on changes to the player/GUI.

| Page Title | Introduction | Type | Text and Static Image / Graphic | Number | 2 |

Screen Layout

Event	Audio	On-Screen Text (OST)	Internal Development Notes
2.	As an employee of Hancock Victorian Plantations (HVP), you are required to be aware of the HR and IT policies that helps us in establishing a smooth and secure work environment. Welcome to the Human Resources and Information Technology e-learning course. The course is designed to provide an understanding and make you familiarise with the HR and IT environment and policies at HVP Plantations. This course will take approximately 20 minutes to complete, and is divided into two modules, the HR module and the IT module. During and at the end of the course, you will be presented with challenge points to assist in reinforcing the learning. The challenge points come in a variety of question types. If you do not answer a question correctly, you'll have to attempt the question again. If you answer incorrectly again, you will be presented with the correct answer.	Induction to HR and IT Welcome to the Human Resources and Information Technology e-learning course. Estimated course duration: 20 minutes Challenge points to assist in reinforcing the learning Select the highlighted arrow to continue.	Design needs to be similar to Risk Management Module (refer to slide 2 of that module). Note to include navigation change as per document. Build a simple animation with full screen images and onscreen text in sync with the audio. HVP background image to be provided by HVP – similar to:

Page Title	Learning Objectives	Type	Text and Static Image / Graphic	Number	3

Screen Layout			
Event	**Audio**	**On-Screen Text (OST)**	**Internal Development Notes**
3.	By the end of this course, you will be able to: • Understand HVP's behaviour expectations • Be familiar with HVP HR policies and know where to find them • Understand the HVP IT environment and how to get assistance	By the end of this course, you will be able to: • Understand HVP's behaviour expectations • Be familiar with HVP HR policies and know where to find them • Understand the HVP IT environment and how to get assistance	Design needs to be similar to Risk Management Module (refer to slide 4 of that module). Note to include navigation change as per document. Note to HVP: Please provide an image of an HVP Plantation's office with computer.

Page Title	Welcome	Type	Text and Static Image / Graphic	Number	4

Screen Layout			
Event	**Audio**	**On-Screen Text (OST)**	**Internal Development Notes**
4.	Welcome to our organisation! PLACEHOLDER – AWAITING FROM HVP *<To be filled in based on updated message>*	Welcome to our organisation! PLACEHOLDER – AWAITING FROM HVP *<To be filled in based on updated message>*	This is the welcome screen of the course. Along with the audio, fade in the welcome message against a background image of an HVP Plantation's office or field. Show different images for each paragraph. Note to HVP: • Please provide the updated welcome message. • An image of an HVP office or work area.

Page Title	Human Resources	Type	Text and Static Image / Graphic	Number	5

Screen Layout

Event	Audio	On-Screen Text (OST)	Internal Development Notes
5.	Welcome to the HR module.	Welcome to the HR module.	Fade in the background image awaiting from HVP (image of an office or HVP team), then the module name in sync with the audio.

Page Title	Organisational Structure	Type	Text and Static Image / Graphic	Number	6

Screen Layout

Event	Audio	On-Screen Text (OST)	Internal Development Notes
6.	The organisational chart illustrates HVP's business and management structure. Click the chart to view a larger version.	The organisational chart illustrates HVP's business and management structure.	Fade in the image from the link below after the OST appears. https://learningfactor.egnyte.com/dl/FJHxrVQWrv When the image is clicked, show the Intranet link to the user. Note to HVP: Please provide the Intranet link containing the chart.
		Click the chart to view a larger version.	

Page Title	HR Policies	Type	Text and Static Image / Graphic	Number	7

Screen Layout

Event	Audio	On-Screen Text (OST)	Internal Development Notes
7.	HVP's HR policies provide the guiding principles and rules for conducting our business. As a condition of your employment, you are required to know and comply with all policies. Some of our key policies include: • Communication Policy • Conflict of Interest Policy • Other employment Policy • Customer Service Policy • Discrimination, Harassment and Bullying Policy • Drugs and Alcohol Policy • Gifts, Benefits and Hospitality Policy	HVP's HR policies provide the guiding principles and rules for conducting our business. As a condition of your employment, you are required to know and comply with all policies. Some of our key policies include: • Communication Policy • Conflict of Interest Policy • Other employment Policy • Customer Service Policy • Discrimination, Harassment and Bullying Policy • Drugs and Alcohol Policy • Gifts, Benefits and Hospitality Policy • Health and Safety Policy • Misconduct and Grievance Policy • Privacy Policy • Records Management Policy	This is a simple text and image slide. Ensure to follow HVP branding guidelines for infographic. Fade in the text in sync with the audio. Show a background image for first two paragraphs. To be provided by HVP. (Or use this image: Image 3.JPG). Then, fade off and show the policy list using an infographic above (716730082) following branding guidelines. Show the lead-in in the centre and the list items around it in sync with the audio. Following displaying the infographic, display the link in the bottom corner which will be clickable - when the learner clicks it, navigate to the HVPortal: https://hvportal.ad.hvp.com.au/cic/SitePages/Policies.aspx Note to HVP: Since the link for all policies is the same, we have not added the link in individual policy screens. Instead, we have provided the

			link in this screen where all policies are introduced and will just mention all the different policies using the infographic. Please confirm if this approach is fine.
	• Health and Safety Policy • Misconduct and Grievance Policy • Privacy Policy • Records Management Policy All HVP policies can be accessed on the HVPortal under the CIC tab. Let us now take a look at some of the key policies.		
		All HVP policies can be accessed on the HVPortal under the CIC tab using this link: https://hvportal.ad.hvp.com.au/cic/SitePages/Policies.aspx	

Page Title	Health and Safety	Type	Text and Static Image / Graphic	Number	8

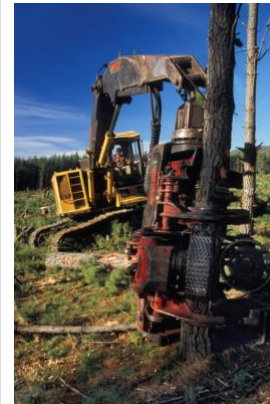| Screen Layout			
Event	**Audio**	**On-Screen Text (OST)**	**Internal Development Notes**
8.	Health and safety is everyone's responsibility. Our organisation is committed to providing a safe and healthy workplace for all. We aim to eliminate or minimise the risk of work-related injuries and illnesses by: • Providing safe equipment and materials • Developing and maintaining safe work practices and systems • Keeping our workers informed by providing training, instruction and supervision • Consulting with workers regarding safe work practices and hazards You are expected to comply with our Health and Safety Policy to ensure the health and safety of yourself and others in the workplace.	Health and safety is everyone's responsibility. Our organisation is committed to providing a safe and healthy workplace for all. We aim to eliminate or minimise the risk of work-related injuries and illnesses by: • Providing safe equipment and materials • Developing and maintaining safe work practices and systems • Keeping our workers informed by providing training, instruction and supervision • Consulting with workers regarding safe work practices and hazards You are expected to comply with our Health and Safety Policy to ensure the health and safety of yourself and others in the workplace.	This page will be a static image and text page. Fade in the text in sync with the audio. Show a background image, such as 25 .1.JPG for first two paragraphs. Animate the text one by one in sync with the audio. Then fade out and display the lead-in along with bullets one by one in sync with the audio. Use these icons for each bullet in HVP colours: Providing safe equipment and materials (565199281): Developing and maintaining safe work practices and systems (355361186): Keeping our workers informed by providing training, instruction and supervision (258026096):

			Consulting with workers regarding safe work practices and hazards (1058893637):
	While at work, you must: • Take reasonable care of your own health and safety. • Take reasonable care for the health and safety of people who might be affected by someone else's act or omission at a workplace. • Co-operate with your employer and comply with the requirement imposed by or under the OHS Act or Regulations. • Do not intentionally or recklessly interfere with or misuse anything provided to you at the workplace in the interests of health, safety or welfare. • Adhere to the Life Protecting Rules at all times. Further information on health and safety is available in other sections of this induction.	While at work, you must: • Take reasonable care of your own health and safety. • Take reasonable care for the health and safety of people who might be affected by someone else's act or omission at a workplace. • Co-operate with your employer and comply with the requirement imposed by or under the OHS Act or Regulations. • Do not intentionally or recklessly interfere with or misuse anything provided to you at the workplace in the interests of health, safety or welfare. • Adhere to the Life Protecting Rules at all times. Further information on health and safety is available in other sections of this induction.	This is a continuation slide of the previous slide. Fade out other images and text and show five images as a background for each bullet. When the second bullet is read out, fade out the image and OST for the first bullet and show the second image and so on. Example images while awaiting further images from HVP. Please comment which you would like to replace. First bullet - Slide 24 .1.jpg Second bullet - Slide 4 1.3.jpg

Third bullet - Slide 10.2.jpg

Fourth bullet - Slide 30 .1.jpg

		Last bullet - ballarat burn 2 April 2018.JPG

Page Title	Equal Opportunity Policy	Type	Interactive - Click to Reveal	Number	10

Screen Layout				

Event	Audio	On-Screen Text (OST)	Internal Development Notes
9.	HVP strives to fulfil our vision to be a world leader in forest management and provide equal opportunity to everyone. We are committed to maintain a work environment that doesn't support unlawful discrimination of any type. We have zero tolerance to all forms of: • **Discrimination** • **Harassment** • **Bullying** Click each image for more information.	HVP strives to fulfil our vision to be a world leader in forest management and provide equal opportunity to everyone. We are committed to maintain a work environment that doesn't support unlawful discrimination of any type. We have zero tolerance for all forms of: • **Discrimination** • **Harassment** • **Bullying**	This screen will be a click to reveal interaction with three tabs that are in bold. Show this image (group on landing.jpg) in the background and animate the appearance of OST one by one in sync with the audio. Then fade out and show the lead-in along with the three clickable images. Use the images given in the source PPT. On clicking these images, the corresponding pop-up should open. Note to HVP: Please confirm if we can use the images given in the source PPT for discrimination, harassment and bullying.
		Click each image for more information.	Add instruction text and enable interactive elements.
	If you are experiencing a behaviour that you consider inappropriate, you have every right to approach the other party and ask them to stop the offending behaviour.	If you are experiencing a behaviour that you consider inappropriate, you have every right to approach the other party and ask them to stop the offending behaviour.	Once the learner completes viewing all three clickables, animate the appearance of this text over this image (TO BE PROVIDED) background in sync with the audio.
	If, for whatever reason, it is not possible to approach the other party, or you do not feel comfortable doing so, you should seek advice from either your Manager or HR.	If, for whatever reason, it is not possible to approach the other party, or you do not feel comfortable doing so, you should seek advice from either your Manager or HR.	Fade out the previous text and images and show this image (TO BE PROVIDED) along with the text.

		A breach of the Equal opportunity Policy is considered grounds for disciplinary action including temporary suspension of duties and termination of employment.	A breach of the Equal Opportunity Policy is considered grounds for disciplinary action including temporary suspension of duties and termination of employment.	Continue with previous images and add this OST. Show a document icon titled "EqualOpportunity Policy".
Discrimination				
9.1		Discrimination on any of the following grounds is unlawful: • Age • Sex • Race • Sexual orientation or gender identity • Career status • Disability • Lawful industrial activity • Marital status • Parental status • Physical features • Political belief/activity • Personal association • Pregnancy and breastfeeding	Discrimination on the following grounds is unlawful: • Age • Sex • Race • Sexual orientation or gender identity • Career status • Disability • Lawful industrial activity • Marital status • Parental status • Physical features • Political belief/activity • Personal association • Pregnancy and breastfeeding	This is the reveal slide for discrimination. On click of the Discrimination image, display the text.
Harassment				
9.2		Any physical or verbal conduct which is intimidating, offensive and humiliating is called harassment. Behaviour or comments, which may not offend one person, may be unwelcome or offensive to another. If you are offended by someone's behaviour you are encouraged to tell them to stop.	Any physical or verbal conduct which is intimidating, offensive and humiliating is called harassment. Behaviour or comments, which may not offend one person, may be unwelcome or offensive to another. If you are offended by someone's behaviour you are encouraged to tell them to stop.	This is the reveal slide for harassment. On click of the Harassment image, display the text.
Bullying				
9.3		Bullying is unwelcome and unreasonable behaviour that is persistent. Bullying	Bullying is unwelcome and unreasonable behaviour that is persistent. Bullying demeans and humiliates	This is the reveal slide for bullying. On click of the bullying image, display the text.

	demeans and humiliates employees as individuals or as a group. Often bullying is the misuse of assumed power often from a person's length of service, seniority, authority, control of resources or influence.	employees as individuals or as a group. Often bullying is the misuse of assumed power often from a person's length of service, seniority, authority, control of resources or influence.

Page Title	Drugs and Alcohol and Smoking Policies	Type	Text and Static Image / Graphic	Number	11

Screen Layout			
Event	**Audio**	**On-Screen Text (OST)**	**Internal Development Notes**
10.	HVP is committed to maintain a safe work environment. We have a zero tolerance for drugs and alcohol use in every HVP workplace and will ensure compliance via testing for drugs and alcohol. If you are required to take prescription drugs, you must inform your employer if the drug might affect your ability to perform tasks in a safe manner. Workers who are found to possess or are found to be under the influence of illegal drugs on any HVP worksite may face prosecution.	HVP is committed to maintain a safe work environment. We have a zero tolerance for drugs and alcohol use in every HVP workplace and will ensure compliance via testing for drugs and alcohol. If you are required to take prescription drugs, you must inform your employer if the drug might affect your ability to perform tasks in a safe manner. Workers who are found to possess or are found to be under the influence of illegal drugs on any HVP worksite may face prosecution.	This page will be a static image and text page. Appear the text in sync with the audio. Divide the screen into four sections. Show images along with OST in each section in order. Note to HVP: Do you also want an image of the zero-harm logo here? Please also provide some images that are relevant to this section to be shown instead or along with the below ID: 1015506496
	HVP does not encourage smoking, however, those who choose to smoke are allowed to do so in designated smoking areas. These areas are separate from other workers, facilities and flammable substances.	HVP does not encourage smoking, however, those who choose to smoke are allowed to do so in designated smoking areas. These areas are separate from other workers, facilities and flammable substances.	Fade out other images and show the smoking area as a background. Animate the appearance of text in sync with the audio. Note to HVP: Please provide an image of smoking zone at HVP workplace.

Page Title	Challenge Point 1: Equal Opportunity Policy	Type	Textual MCQ	Number	15

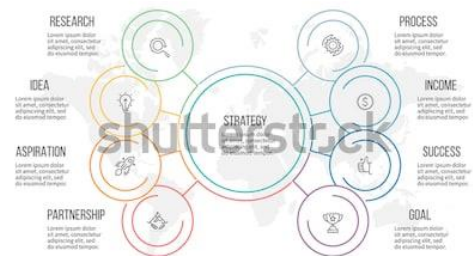| Question Stem	Write the question stem here, in question form.>	Development Notes
	Note to HVP: We will complete this activity after receiving the responses on plausible distractors – activities that HVP Plantations may not consider as harassment, discriminating or bullying. • Please provide at least two activities that are done in the HVP workplace that are NOT considered as harassment, discriminating or bullying.	NOTE:
Instruction	Select the option and click Submit.	
MCQ Options (Please Shuffle)	<Awaiting HVP input.>	
Correct Feedback	That's right. You have identified the right ways of situation.	
Incorrect Feedback	Not quite. Click Show Me to view the right ways of situation.	
Visual Feedback	Please show visual indicators for correct/incorrect drops. On click of Show Me, the correct drops remain in place with visual indicators for correct, and the incorrect drops get animated into the right columns.	

Page Title	Using Work Vehicles	Type	Text and Static Image / Graphic	Number	16

Screen Layout

Event	Audio	On-Screen Text (OST)	Internal Development Notes
11.	HVP provides vehicles – both light and heavy – for staff to assist them in completing their duties. Light vehicles include utes, sedans and SUVs. Heavy vehicles are fire appliances and trucks. These vehicles are to be used only in the workplace and should be operated in a safe manner. These vehicles are: • Not for private use. HVP may allow employees to occasionally commute to and from home in a work vehicle, where it suits HVP, and allows the employee to more efficiently perform their job responsibilities. • For use at the sole and absolute discretion of HVP policy. • Not to be used contrary to the Motor Vehicle Policy available on the HVPortal.	HVP provides vehicles – both light and heavy – for staff to assist them in completing their duties. Light vehicles include utes, sedans and SUVs. Heavy vehicles are fire appliances and trucks. These vehicles are to be used only in the workplace and should be operated in a safe manner. These vehicles are: • Not for private use. HVP may allow employees to occasionally commute to and from home in a work vehicle, where it suits HVP, and allows the employee to more efficiently perform their job responsibilities. • For use at the sole and absolute discretion of HVP policy. • Not to be used contrary to the Motor Vehicle Policy available on the HVPortal.	This page will be a static image and text page. Appear the text in first two paragraphs in sync with the audio along with a collage of these images as a background (048A0470.jpg, truck loading with forwarder front view.JPG and toyota passing truck.jpg). Leave the images on the page and have the infographic above (in HVP colours) appear one at a time with the bullet points. 1011884809

Page Title	Hours of Work and Performance Management	Type	Interactive - Click to Reveal	Number	17

Screen Layout

Event	Audio	On-Screen Text (OST)	Internal Development Notes
12.	Let us now take a look at the hours of work and performance management. • Workday • Break frequency • Time in lieu • ELMO Click each component to learn more.	Let us now take a look at the hours of work and performance management. • Workday • Break frequency • Time in lieu • ELMO	This page will be a click-to-reveal screen. Use an infographic (1013598820 in HVP colours) to display the four components. When the learner clicks each element, display the explanation as a pop-up.
		Click each component to learn more.	Add instruction text and enable interactive elements.
Workday			
12.1	A typical workday should be around 7.6 hours, that is, 38 hours per week.	A typical workday should be around 7.6 hours, that is, 38 hours per week.	This is the reveal slide for workday.
Break Frequency			
12.2	Break frequency must be 30 minutes per every 5 hours, plus a 15 minutes tea break.	Break frequency must be 30 minutes per every 5 hours, plus a 15 minutes tea break.	This is the reveal slide for break frequency.
Time in Lieu			
12.3	At times you may be required to work more than your normal hours - especially during seasonal work programs. With Manager approval, employees (other than casual employees) are able to take time in lieu for excess hours worked.	At times you may be required to work more than your normal hours - especially during seasonal work programs. With Manager approval, employees (other than casual employees) are able to take time in lieu for excess hours worked.	This is the reveal slide for time in lieu.

		A Manager can approve in advance up to half a day in lieu without a leave form being required.	A Manager can approve in advance up to half a day in lieu without a leave form being required.	
ELMO				
12.4		HVP provides a HR Software Solution, ELMO, as a Learning Management System (LMS) and Performance Management System. Both the LMS and Performance Management are located within the one log-in making it a one stop shop for training, development, performance appraisal planning and reviews. Your manager will input your performance appraisals in ELMO which will result in staff receiving emails to advise of next steps to be followed. A staff guide to using ELMO is available to assist you if required. For any further queries, you can contact HR.	HVP provides a HR Software Solution, ELMO, as a Learning Management System (LMS) and Performance Management System. Both the LMS and Performance Management are located within the one log-in making it a one stop shop for training, development, performance appraisal planning and reviews. Your manager will input your performance appraisals in ELMO which will result in staff receiving emails to advise of next steps to be followed. A staff guide to using ELMO is available to assist you if required. For any further queries, you can contact HR.	This is the reveal slide for ELMO.

Page Title	Conflict of Interest and Other Employment	Type	Text and Static Image / Graphic	Number	18

Screen Layout			
Event	**Audio**	**On-Screen Text (OST)**	**Internal Development Notes**
13.	HVP is committed to conducting its business ethically and in compliance with all legal and regulatory requirements. A conflict of interest exists when you are likely to be influenced or perceived to be influenced by a personal interest (both financial and non-financial). We have a Conflict of Interest Policy to make you aware of the possible conflicts of interests and the procedures on how to deal with these potential situations. This policy applies to: • Employees • Contractors • Suppliers • Customers • Consultants of HVP	HVP is committed to conducting its business ethically and in compliance with all legal and regulatory requirements. A conflict of interest exists when you are likely to be influenced or perceived to be influenced by a personal interest (both financial and non-financial). We have a Conflict of Interest Policy to make you aware of the possible conflicts of interests and the procedures on how to deal with these potential situations. This policy applies to: • Employees • Contractors • Suppliers • Customers • Consultants of HVP	This is a text animation screen. Animate the appearance of text in sync with the audio and a corresponding background image. Then, fade out and display the list in the form of an infographic. Note to HVP: If possible, please provide some images that could be used to depicting potential conflict of interest situations, or a screenshot of the policy.
	During employment with HVP, you will only work on HVP related activities during working hours. You may engage in some other reasonable activities that is: • Professional • Educational • Sporting activity • Holding any marketable securities quoted on any public stock exchange	During employment with HVP, you will only work on HVP related activities during working hours. You may engage in some other reasonable activities that is: • Professional • Educational • Sporting activity • Holding any marketable securities quoted on any public stock exchange However, you should not be involved in other employment, professional or business concerns that constitute a conflict with HVP business interests.	This is a text animation screen. Animate the appearance of text in sync with the audio and a corresponding background image. Note to HVP: Please provide images showing employees involved in other activities listed on the screen.

	However, you should not be involved in other employment, professional or business concerns that constitute a conflict with HVP business interests.		

Page Title	Employee Assistance Program (EAP)	Type	Text and Static Image / Graphic	Number	19

Screen Layout			

Event	Audio	On-Screen Text (OST)	Internal Development Notes
14.	HVP also provides an Employee Assistance Program, offering on-call professional counselling for all employees and their families to help resolve any personal or work-related problems. Here is the list of EAP's that are available at HVP: **Employee Assist** Support and counselling for a broad range of personal and work related issues. **Manager Assist** Coaching and advice to assist with a variety of people management issues and to develop your leadership competencies. **Family Assist** Counselling for family members needing support across personal and/or lifestyle concerns. **Legal Assist** Up to 2 sessions of expert legal support and advice across family law, tenancy/renting, real estate, consumer disputes and more. **Career Assist** Career development and planning, resume and job seeking assistance, interview skills, vocational counselling. **Conflict Assist** Strategies, tools and coaching to deal with	HVP also provides an Employee Assistance Program, offering on-call professional counselling for all employees and their families to help resolve any personal or work-related problems. Here is the list of EAP's that are available at HVP: **Employee Assist** Support and counselling for a broad range of personal and work related issues. **Manager Assist** Coaching and advice to assist with a variety of people management issues and to develop your leadership competencies. **Family Assist** Counselling for family members needing support across personal and/or lifestyle concerns. **Legal Assist** Up to 2 sessions of expert legal support and advice across family law, tenancy/renting, real estate, consumer disputes and more. **Career Assist** Career development and planning, resume and job seeking assistance, interview skills, vocational counselling. **Conflict Assist** Strategies, tools and coaching to deal with difficult workplace and personal situations. **Nutrition & Lifestyle Assist** Specialist advice across nutrition, sleep, resilience, mindfulness, addictive behaviours, retirement planning and positive lifestyle changes.	This page will be a static image and text page. Use an infographic (721216138) to display the list. Fade in the text in sync with the audio. Use icons to display each type of assist. When a particular assist is read out, zoom out the icon and display the corresponding OST. Then, fade out the explanation alone and return the zoomed in icon to its original state when the next assist is read out. Animate similarly for all programs.

difficult workplace and personal situations.

Nutrition & Lifestyle Assist
Specialist advice across nutrition, sleep, resilience, mindfulness, addictive behaviours, retirement planning and positive lifestyle changes.

Money Assist
Financial counselling to help you work through financial wellbeing concerns.

To know more about any program in details, you can check out the details available in this link.

Money Assist
Financial counselling to help you work through financial wellbeing concerns.

To know more about any program in details, you can check out the details available in this link:
https://hvportal.ad.hvp.com.au/Pages/StaffDirectory.aspx

Page Title	Challenge Point 2: Conflict of Interest	Type	Textual True/False	Number	21
Question Stem	<Write the question stem here, in question form.> Note to HVP: Please provide a situation that is a conflict of interest and why it is considered a conflict of interest.				
Instruction	Is this true or false? Select the correct option and Submit.				
Options	o True o False				
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>				
Incorrect Feedback	That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.>				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer.				

Page Title	Information Technology (IT)	Type	Text and Static Image / Graphic	Number	22
Screen Layout					

Event	Audio	On-Screen Text (OST)	Internal Development Notes
15.	Welcome to the Information Technology (IT) module.	Welcome to the Information Technology (IT) module.	Appear the background image and then the module name in sync with the audio. Note to HVP: Please provide an image of HVP office using computers.

Page Title	IT Policies	Type	Text and Static Image / Graphic	Number	23
Screen Layout					

Event	Audio	On-Screen Text (OST)	Internal Development Notes
16.	HVP provides access to a range of information systems, communication and technology assets and resources to support employees in their duties. To help ensure these resources are used appropriately, HVP employs a range of Corporate Policies to outline the usage guidelines and employee obligations. Here are a few of HVP's corporate policy documents that are available in the HVPortal: • IT Policy • Information Security Policy • Data Breach Response Policy • Electrical Safety Policy • Mobile Assets Policy • Radio Communications Policy • IT Assets Policy • Records Retention and Disposal Policy For more information on any of these policies, you can check this link.	HVP provides access to a range of information systems, communication and technology assets and resources to support employees in their duties. To help ensure these resources are used appropriately, HVP employs a range of Corporate Policies to outline the usage guidelines and employee obligations. Here are a few of HVP's corporate policy documents that are available in the HVPortal: • IT Policy • Information Security Policy • Data Breach Response Policy • Electrical Safety Policy • Mobile Assets Policy • Radio Communications Policy • IT Assets Policy • Records Retention and Disposal Policy	This page will be a static image and text page. Use a design style to display the list. Appear the text in sync with the audio. Note to HVP: Please provide some images showing systems, technology assets and communication devices at HVP workplaces or some of the policies.
		For more information on any of these policies, you can check this link: https://hvportal.ad.hvp.com.au/Pages/StaffDirectory.aspx	Add instruction text and enable interactive elements.
	The IT team is here to provide you with guidance and advice on new systems and technologies; and to provide you support with the wide range of systems and technologies we use in our organisation. If you have a question or require support with any of the systems, technology or communication resources available to you (including mobile devices	The IT team provides: ▪ Guidance and advice on new systems and technologies ▪ Support with the wide range of systems and technologies we use in our organisation. If you have a question or require support with any of the systems, technology or communication resources available to you	Fade the previous slide and continue with this slide (Continuation after the previous slide). Note to HVP: Please provide an image of IT support desk/support team at HVP.

| | or radio communications equipment), please contact IT Support. | (including mobile devices or radio communications equipment), please contact IT Support:

Phone: **1300 487 435**
E-mail: **support@hvp.com.au** | |

Page Title	Accessing and Working with Resources	Type	Interactive - Click to Reveal	Number	24

Screen Layout

Event	Audio	On-Screen Text (OST)	Internal Development Notes
17.	Let's now learn how to use the following resources securely: • HVP's Offices • Network Resources • Intranet • Email • Software Systems • Mobiles • Laptops	Let's now learn how to use the following resources securely: • HVP's Offices • Network Resources • Intranet • Email • Software Systems • Mobiles • Laptops	This is a click to reveal interaction with 7 clickable images. Fade in the points with image in sync with the audio. On clicking the image, let the corresponding information appear. Note to HVP: Please provide an image of the entry of the building/foyer of level 12, network resources, intranet, email, software systems, mobiles and laptops used in HVP.
		Click each image for more information about the resources.	
	HVP's Offices		
17.1	Many of HVP's offices require a security pass which will be assigned to you during the induction process. It is important that you take care of the security pass assigned to you and ensure it always remains in your possession. If the security pass assigned to you is lost or damaged, please notify the IT Services immediately so a new pass can be issued and your old pass is deactivated. By default, security passes are configured to access the offices between 7am and 7pm, Monday to Friday. The HVP Melbourne office requires a separate security pass to access the building or car park outside of normal building hours.	Many of HVP's offices require a security pass which will be assigned to you during the induction process. It is important that you take care of the security pass assigned to you and ensure it always remains in your possession. If the security pass assigned to you is lost or damaged, please notify the IT Services immediately so a new pass can be issued and your old pass is deactivated. By default, security passes are configured to access the offices between 7am and 7pm, Monday to Friday. The HVP Melbourne office requires a separate security pass to access the building or car park outside of normal building hours.	This is the reveal slide for Accessing HVP offices. Note to HVP: Please provide a few images of building pass and SwipedOn Visitor Management system.

	If you require access outside of normal building hours then please discuss with your manager. Upon arrival at any HVP site (other than your home site) where the SwipedOn visitor management system has been deployed, please ensure you sign in using the SwipedOn visitor management console. Additional information regarding the SwipedOn visitor management system is available on HVPortal.	If you require access outside of normal building hours then please discuss with your manager. Upon arrival at any HVP site (other than your home site) where the SwipedOn visitor management system has been deployed, please ensure you sign in using the SwipedOn visitor management console. Additional information regarding the SwipedOn visitor management system is available on HVPortal.	
	Network Resources		
17.2	To access any of the network resources within the HVP network, a logon username and password is required. Your network access logon name and password will be provided to you during your personal IT induction process. Your network password should only be known to you and the first time you log on to the network, you will be asked to change your password. Network passwords must be changed every **90** days and must be **at least 10 characters** in length, and you will not be able to re-use the last **5** passwords entered. The network automatically suspends network logon accounts after **5** failed logon attempts. In this event, please contact **IT Services** to reactivate your account.	To access any of the network resources within the HVP network, a logon username and password is required. Your network access logon name and password will be provided to you during your personal IT induction process. Your network password should only be known to you and the first time you log on to the network, you will be asked to change your password. Network passwords must be changed every **90** days and must be **at least 10 characters** in length, and you will not be able to re-use the last **5** passwords entered. The network automatically suspends network logon accounts after **5** failed logon attempts. In this event, please contact **IT Services** to reactivate your account.	This is the reveal slide for Accessing network resources. Animate the appearance of OST along with corresponding icons in sync with audio.
	Intranet		
17.3	The HVP Corporate Intranet, HVPortal, can be accessed using the Intranet link. However, you must be connected to HVP's network to access the Intranet. You can also access by opening Microsoft Edge, Microsoft Internet Explorer or Google Chrome (all of which open HVPortal by default).	The HVP Corporate Intranet, HVPortal, can be accessed using this link: https://hvportal.ad.hvp.com.au/. However, you must be connected to HVP's network to access the Intranet.	<mark>Note to HVP:</mark> Can you please provide a screenshot of what the landing page of the HVP intranet looks like.

		You can also access by opening Microsoft Edge, Microsoft Internet Explorer or Google Chrome (all of which open HVPortal by default).	
	E-mail		
17.4	Employees have access to e-mail facilities for both internal and external communications using Microsoft Outlook. Your company e-mail address is automatically configured in the format of **<your first name>.<your last name>@hvp.com.au**. The first time you open Microsoft Outlook you will be asked to enter your full name and initials. Once you've entered your details, Microsoft Outlook will automatically configure your mailbox which will be available for use immediately. Your e-mail signature is also configured automatically by Microsoft Outlook.	Employees have access to e-mail facilities for both internal and external communications using Microsoft Outlook. Your company e-mail address is automatically configured in the format of **<your first name>.<your last name>@hvp.com.au**. The first time you open Microsoft Outlook, you will be asked to enter your full name and initials. Once you've entered your details, Microsoft Outlook will automatically configure your mailbox which will be available for use immediately. Your e-mail signature is also configured automatically by Microsoft Outlook.	This is the reveal slide for E-mail. Have image of a computer open on emails, with infographic pop outs for points in sync with audio – ID: 732083404 ID: 603839264
	Software Systems		
17.5	Our computers are equipped with the following software applications: **Standard Office set-up,** which includes: • Microsoft Windows 10 Enterprise • Microsoft Office 2016 (Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Skype for Business) • Microsoft Outlook 2016 **Specialised software:** Some software that you might use (if applicable) includes: • ELMO • VelocityEHS • Canvas Forms	Our computers are equipped with the following software applications: **Standard Office set-up,** which includes: • Microsoft Windows 10 Enterprise • Microsoft Office 2016 (Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Skype for Business) • Microsoft Outlook 2016 **Specialised software:** Some software that you might use (if applicable) includes: • ELMO • VelocityEHS • Canvas Forms	This is the reveal slide for Software Systems. Animate the appearance of OST in sync with audio. Show computers in the middle. Add two arrows from computer and on one side show Standard office set-up and on other side, show specialised software. Note to HVP: Please provide some screenshots of ELMO, VelocityEHS, Canvas Forms and GIS. Since the slide is already heavy with text and the learners will have access to the Portal to learn about each software, we have not

	• GIS	• GIS	included the details about each software here. Please confirm if this is okay.
	Company Mobile Devices		
17.6	If you have been assigned a Company Mobile Device to support your role, it will be: • Preconfigured with access to corporate email, calendar, contacts etc. • It will be preloaded with a range of default applications such as safety, first aid, mapping, electronic forms etc., that are designed to help support your role. You can use your Company Mobile Device to access online resources or use the smartphone as a personal hotspot.	If you have been assigned a Company Mobile Device to support your role, it will be: • Preconfigured with access to a corporate email, calendar, contacts etc. • Preloaded with a range of default applications such as safety, first aid, mapping, electronic forms designed to support your role. You can also use your Company Mobile Device to access online resources or use the smartphone as a personal hotspot.	This is the reveal slide for Company Mobile Device. Have the image of a phone with the bullet points appearing on screen of the phone in sync with audio.
	Laptop Computer		
17.7	If you have been assigned a laptop to support your role, you must be aware of the following: • The laptop is configured with a startup password to prevent unauthorized access to the system in the event the laptop is lost or stolen. • When you power on the laptop you will need to enter this password. • This startup password will be provided to you as part of the personal IT induction process. • If you enter the wrong startup password three times the laptop will automatically restart, and you will be prompted to enter the startup password again. • If you enter the value incorrectly another three times the hard drive will become inaccessible	• The laptop is configured with a startup password to prevent unauthorized access to the system in the event the laptop is lost or stolen. • When you power on the laptop you will need to enter this password. • This startup password will be provided to you as part of the personal IT induction process. • If you enter the wrong startup password three times the laptop will automatically restart, and you will be prompted to enter the startup password again. • If you enter the value incorrectly another three times the hard drive will become inaccessible and any data on the drive will be permanently lost.	Have the image of a laptop with the bullet points appearing on screen of the phone in sync with audio.

	and any data on the drive will be permanently lost. • If you experience problems entering the startup password after three attempts, please contact IT Services immediately.	• If you experience problems entering the startup password after three attempts, please contact IT Services immediately.	

Page Title	Challenge Point 3: Using Resources		Type	Textual D&D to Sequence		Number	28
Question Stem	<Awaiting HVP input.> **Note to HVP:** Please provide 5 sentences, one each for usage/access rules for using resources – office, internet, software, mobile and laptop.		**Development Notes**				
Instruction	From the given list of sources, drag each and drop it into the appropriate column and Submit.						
Drag Options (Please Shuffle)							
Correct Feedback	That's right.						
Incorrect Feedback	Not quite.						
Visual Feedback	Please show visual indicators for correct/incorrect drops. On click of Show Me, the correct drops remain in place with visual indicators for correct, and the incorrect drops get animated into the right columns.						

Assessments

The following 4 are placeholder pages for about 4 assessment questions. We will complete the assessment questions when we receive them.

Page Title	Question 1	Type	Textual True/False	Number	29
Question Stem	<Write the question stem here, in question form.>				
Instruction	Is this true or false? Select the correct option and Submit.				
Options	o True o False				
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>				
Incorrect Feedback	That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.>				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer.				

Page Title	Question 2	Type	Textual MCQ (Single-Select)	Number	30
Question Stem	<Write the question stem here, in question form.>				
Instruction	Select the correct option and Submit.				
Options	o <Option 1> o <Option 2> o <Option 3> o <Option 4>				
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>				
Incorrect Feedback	That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.>				
Visual Feedback	Please show visual indicators for correct/incorrect selection and answer.				

Page Title	Question 3	Type	Textual MRQ (Multi-Select)	Number	31
Question Stem	<Write the question stem here, in question form.>				
Instruction	Select the correct options and Submit.				
Options	☐ <Option 1>				

	☐ <Option 2>
	☐ <Option 3>
	☐ <Option 4>
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>
Incorrect Feedback	That's incorrect. <Insert incorrect feedback text here. Modify first part as required as well.>
Visual Feedback	Please show visual indicators for correct/incorrect selection(s) and answers.

Page Title	Question 4	Type	Textual D&D to Sequence	Number	32
Question Stem	<Write the question stem here, in question form.>				
Instruction	<Drag the options into the correct sequence and Submit.>				
Drag Options (Please Shuffle)	<Insert drag options in correct sequence here.>				
Correct Feedback	That's right. <Insert correct feedback text here. Modify first part as required as well.>				
Incorrect Feedback	That's incorrect. <Click Show Me to view the correct sequence. Modify first part as required as well.>				
Visual Feedback	Please show visual indicators for correct/incorrect drops. On click of Show Me, the correct drops remain in place with visual indicators for correct, and the incorrect drops get animated into the right place in the sequence.				

Page Title	Summary	Type	Text and Static Image / Graphic	Number	33

Screen Layout

Event	Audio	On-Screen Text (OST)	Internal Development Notes
18.	Let's do a quick recall of what we discussed in this course. • HVP's HR policies provides the guiding principles and rules for conducting business. • HVP's expectations of you, along with behaviours that are not tolerated. • The resources and support that are available to you at HVP.	**Key Takeaways** • HVP's HR policies provides the guiding principles and rules for conducting business. • HVP's expectations of you, along with behaviours that are not tolerated. • The resources and support that are available to you at HVP.	This is the course summary page. Use the common design developed for summaries. Present the points as a list in sync with audio. Use a background image.

Page Title	Course Completion	Type	Text and Static Image / Graphic	Number	34

Screen Layout

Event	Audio	On-Screen Text (OST)	Internal Development Notes
19.	Congratulations! You have now completed the course Induction HR and IT.	**Congratulations!** **Course Completed** **Induction HR and IT**	Course completion page. Refer to Slide 40 of the Risk Management module.