

# TRAINING CHECKLIST

## FULL-TIME FACULTY

As you integrate into your role at Humber, we want to ensure you have an understanding of your rights and responsibilities as they relate to health and safety, human rights, accessibility, and sexual assault/sexual violence.

You are required to complete the following series of mandatory training within the first three months of employment:



### *Occupational Health and Safety Training*

This training session will increase your awareness of health and safety in the workplace at Humber, including training on workplace violence and harassment.

For more information and instructions on how to register, please visit Humber's [Occupational Health & Safety Training website](#).

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### *Human Rights and Harassment Training*

This online training session will provide you with details of human rights, harassment and Humber's Human Rights Policy, including your rights and responsibilities.

To complete the online training, please visit [Humber's Human Rights and Harassment Training website](#).

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### *AODA Customer Service and Standards Training*

In this online training session, you will learn what Humber Polytechnic is required to do to ensure that its goods and services are accessible to all members of the Humber Community.

To complete the online training, please visit Humber's [AODA Customer Service and Standards Training website](#).

**Note:** If you experience any issues downloading your certificate of completion, please take a screenshot of the completed training and contact [humanrightseducation@humber.ca](mailto:humanrightseducation@humber.ca).

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### *IASR/OHRC Training*

In this online training session, you will learn what Humber College is required to do to comply with the Integrated Accessibility Standards Regulation (IASR), as well as the Ontario Human Rights Code (OHRC).

To complete the online training, please visit Humber's [IASR/OHRC Training website](#).

**Note:** If you experience any issues downloading your certificate of completion, please take a screenshot of the completed training and contact [humanrightseducation@humber.ca](mailto:humanrightseducation@humber.ca).

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### *AODA Training for Educators*

This online training session will provide you with accessibility awareness training related to accessible program or course delivery and instruction. All educators, instructors, facilitators, presenters, curriculum developers and tutors are required to complete this training.

To complete the online training, please visit Humber's [AODA Training for Educators website](#).

## Sexual Assault/Sexual Violence Training

This online training session will provide you with details of Humber's Sexual Assault and Sexual Violence Policy, including your rights and responsibilities.

To complete the online training, please visit Humber's [Sexual Assault/Sexual Violence Training website](#).

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## Humber's Teaching Excellence Program (TEP)

As part of Humber's commitment to exceptional student experience and teaching and learning, all newly hired full-time faculty participate in the Teaching Excellence Program (TEP), which includes an orientation prior to the start of the semester. This two year, cohort based program is an opportunity to meet other faculty and build an interdisciplinary network, share effective practices, problem solve and learn about Humber resources.

*Details about the orientation will be shared closer to your start date.*

If you have any questions about the **Teaching Excellence Program or the orientation**, please reach out to Innovative Learning at [innovativelearning@humber.ca](mailto:innovativelearning@humber.ca).

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## Human Resource Management System (HRMS) Overview Training

In these training videos, you will learn how to navigate the HRMS Homepage and applications and where to access resources and support content for the HRMS.

To access the HRMS training videos, please visit the [HRMS Knowledge Base \(KB\)](#). These training videos will provide you information on how to use and access the HRMS and how to use the learning resources on the KB to help you complete tasks on the HRMS. On the HRMS KB you will be able to review the [HRMS Overview video](#) and [HRMS Knowledge Base Overview video](#).

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## Copyright for Faculty

Humber's copyright training explains Humber's fair dealing policy and the supports that are available to you should you have copyright questions. It is important for faculty to understand and to follow copyright policy for two reasons:

1. To ensure Humber is in compliance with copyright law and not expose the institution to legal risk
2. To be role models with respect to the ethical use of information for students

A few weeks after the start of your first semester of teaching, you will receive an email from Humber's Copyright Librarian with an overview of the training. Shortly after that you will receive an email with a link to the training platform. It takes approximately one hour to complete. Once you have scored 100% on each quiz in the training, your successful completion will be registered in the system.

**After you receive the email with the link to the training, you are asked to complete it in 90 days. You do not have to send notice of completion to your Faculty office.**

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