

DIGITAL LEARNING PROGRAM

Charter of Human Rights and Responsibilities

We all have a part to play in embedding a human rights culture into our everyday work to ensure better outcomes for Victorians.



In Victoria, public authorities and their staff have obligations under the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* (the Charter) to act compatibly with human rights and to consider human rights in their decisions.

The Victorian Equal Opportunity and Human Rights and Commission (the Commission) has updated its suite of 6 online e-learning modules on the Charter to make accurate, high-quality foundational training on the Charter easy to access for all staff working in public authorities.

Purpose of the modules

The modules introduce audiences to the Charter and provide baseline awareness of rights and obligations.

Audiences

The modules are directed at Victorian public sector (VPS) staff who have obligations under the Charter to act compatibly with human rights and give proper consideration to human rights when making a decision.

How to use the modules

The modules can be used in several ways:

- as part of a blended learning approach with face-to-face training
- as an induction for new employees
- as a standalone resource to build knowledge for all staff throughout their public service careers.

PROGRAM DETAILS

Audience

Staff working in Victorian public authorities

- *Modules 1–3 are recommended for all public authority staff*
- *Modules 4–6 are suited to managers, and legal and policy officers*

Duration

10–15 minutes per module

Format

Online modules – video and interactive microlearning activities

Cost

Free



Find out more

Email education@veohrc.vic.gov.au or visit humanrights.vic.gov.au/education

Learning objectives and content

<p>MODULE 1 Introducing the Charter</p>	<p>This module will develop VPS staff understanding of:</p> <ul style="list-style-type: none"> ■ why human rights matter ■ the purpose of the Charter as a Victorian law ■ the obligations the Charter places on different parts of government ■ what a public authority is ■ what the Charter means for Victoria. <p>Suitable for all staff</p> <p>Duration: 10 minutes</p>
<p>MODULE 2 Rights and obligations under the Charter</p>	<p>On completion of this module, VPS staff will be able to:</p> <ul style="list-style-type: none"> ■ understand the nature of the 20 human rights protected by the Charter ■ identify the day-to-day workplace contexts where human rights apply ■ describe what is involved in giving proper consideration to, and acting compatibly with, Charter rights ■ describe the process of lawfully limiting rights and the contexts where this may be required. <p>Suitable for all staff</p> <p>Duration: 15 minutes</p>
<p>MODULE 3 Embedding a human rights culture in Victoria</p>	<p>On completion of this module, VPS staff will be able to:</p> <ul style="list-style-type: none"> ■ identify the benefits of embedding a human rights culture in the workplace ■ recognise how to build a culture of human rights ■ identify three things that you can do to promote building a human rights culture into your work. <p>Suitable for all staff</p> <p>Duration: 10 minutes</p>
<p>MODULE 4 Complaints and remedies</p>	<p>On completion of this module, VPS staff will be able to:</p> <ul style="list-style-type: none"> ■ describe the ways human rights complaints can be raised ■ understand that upholding human rights is a core public sector value ■ identify the key agencies that can receive human rights complaints ■ outline the remedies available in courts and tribunals. <p>Suited to legal staff, policy staff and managers, depending on area of responsibility</p> <p>Duration: 15 minutes</p>



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**MODULE 5
The legislative process**

On completion of this module, VPS staff will be able to:

- describe the legislative process for assessing the compatibility of new laws with the Charter
- describe the requirement for preparing Statements of Compatibility
- know where to go for further support.

Suited to legal staff, policy staff and managers, depending on area of responsibility

Duration: 15 minutes

**MODULE 6
Courts and tribunals**

On completion of this module, VPS staff will be able to:

- describe the role of courts and tribunals under the Charter
- understand where to access case information.

Suited to legal staff, policy staff and managers, depending on area of responsibility

Duration: 10 minutes

Modes of access

There are two ways you can access the digital learning program:



Digital learning programs may be accessed via the Commission's learning management system (LMS).



The Commission can share the SCORM files for organisations to host the digital learning programs on their own LMS.

If you wish to facilitate access to Charter modules for your staff, please contact Leshika Samaraweera, Senior Consultant, Digital Learning, at leshika.samaraweera@veohrc.vic.gov.au.

Completion data

The Commission is obliged to report completion data for Charter modules, so we collect this information from participating organisations.

For SCORM files uploaded to your organisation's LMS:

- The SCORM files are embedded with SCORM Remote.
- When these eLearning files are uploaded to your organisation's LMS, SCORM Remote functionality ensures automatic updates to the eLearning modules.
- Additionally, SCORM Remote will report completion data from your LMS to the Commission's LMS.
- This will allow the Commission to gather aggregate data for quarterly reporting.

**Find out more**

Email education@veohrc.vic.gov.au or visit humanrights.vic.gov.au/education

Information for your organisation

Organisations can assign modules to employees according to their position description. It is recommended that all staff complete modules 1, 2 and 3.

Modules 4, 5 and 6 are recommended for legal and policy officers and managers with particular human rights responsibilities relating to their role.

The modules are short to facilitate easy access to information about human rights and encourage participation.

To access data on employee usage within your organisation, please send a request to the email below.

Users are also asked to complete a brief optional feedback survey at the end of modules 3 and 6. The Commission will use this feedback to improve the user experience.

Information for users

Your organisation has assigned you to complete 1 or more of the 6 e-learning modules.

The modules do not contain formal testing.

At the completion of modules 3 and 6, there is a short feedback survey to help the Commission learn from your experiences with the modules. Your organisation may receive de-identified general information regarding user experiences from the survey results.

Your organisation will be sent information confirming your registration details, confirmation of completed modules and the date of completion. This will enable your organisation to track your professional development.

Contact

Please send requests for data, enquiries or other feedback to education@veohrc.vic.gov.au.

Privacy notice for the Commission's LMS

Your privacy is important to us. The Commission handles personal and health information in accordance with the Privacy and *Data Protection Act 2014* (Vic), the *Public Records Act 1973* (Vic), the *Health Records Act 2001* (Vic) and where relevant, the confidentiality provisions of the *Equal Opportunity Act 2010* (Vic).

Any personal information you provide will be kept confidential and will only be used for the purpose of administering the service, tracking eLearning access and completion status, aggregate reporting, contacting you regarding your experience and to inform future improvements to the service. Personal information we collect includes your name, email address, IP address and any personal information you choose to disclose while accessing the service and/or completing the modules.

While we may be required to report aggregated data regarding eLearning access and completion with your organisation and/or the Department of Justice and Community Safety, such data will be de-identified. We will not disclose your personal information externally without your consent or unless it is required by law. If you choose not to provide us with your email address, we will be unable to provide you access to the eLearning modules or contact you regarding your experience.

You have the right to access and correct any personal information held by the Commission. If you have any questions about how your personal information will be handled, or would like to gain access to your personal information, please contact the Commission at legal@veohrc.vic.gov.au. You can also access our privacy policy on the [Commission website](#).



Find out more

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