

# Mandatory training

Version 3

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All Seneca employees are required to complete all listed mandatory eLearning modules within two (2) weeks of their start date. These modules include:

1. [Health and Safety Awareness](#)
2. [Sexual Violence Policy Training](#)
3. [Accessibility for Ontarians with Disabilities Act \(AODA\) Training](#)

All employees starting on or after July 18th, 2023 will also be required to complete:

4. [Phishing and Email Fraud Awareness](#)
5. [Privacy is Everybody's Business](#)

To complete the modules, view the [Mandatory Training Guide](#).

## Health & Safety Awareness

The Health & Safety Awareness eLearning module:

- Explains some of your rights and responsibilities on the job
- Tells you what Ontario's Occupational Health and Safety Act (OHSA) expects from your employer, your supervisor and you
- Gives you specific information and instructions about how to stay safe in your job

This eLearning module will take approximately:

- 25 minutes to complete for workers
- 45 minutes to complete for supervisors

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## **Sexual Violence Policy Training**

The purpose of the Sexual Violence Policy Training eLearning module is threefold:

- Define sexual violence, sexual assault and sexual harassment
- Present Seneca's policies and protocols
- Help you better understand your role and obligations

This eLearning module will take approximately 20 minutes to complete.

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## **Accessibility for Ontarians with Disabilities Act (AODA) Training**

This Accessibility for Ontario with Disabilities Act (AODA) eLearning module contains two training requirements:

- Accessible Customer Service for People with Disabilities
- Accessibility and Accommodation Awareness Training for Employees

This eLearning module will take approximately 30 minutes to complete.

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## **Phishing and Email Fraud Awareness**

The purpose of the Phishing and Email Fraud Awareness eLearning module is to educate Seneca employees on:

- The potential harms of email fraud
- How to identify phishing emails
- How to report suspicious emails to the Service Desk

This eLearning module will take approximately 10 minutes to complete.

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## Privacy is Everybody's Business

The purpose of the Privacy is Everybody's Business eLearning module is to:

- Define what is considered personal information
- Help you understand your responsibilities for handling and protecting personal information
- Share information about privacy legislation, Seneca's privacy policy, and the role of the Privacy Office

This eLearning module will take approximately 10 minutes to complete.

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