



# Procedure for Customized Courses in SafeColleges

## PURPOSE

This procedure ensures that all training courses created and submitted for inclusion in the SafeColleges online training and compliance management system follow a consistent format that allows the training to be delivered to the employee in a clear and logical manner.

## SCOPE

This procedure applies to all training courses newly created or existing that will be uploaded to the SafeColleges system.

## OVERSIGHT OF SAFECOLLEGES

The Office of Safety, under the direction of the Risk Management Officer will oversee SafeColleges. The Risk Management Officer will have Full Administrator access and work with the Loss Control Training Subcommittee to ensure all compliance and safety training created and submitted follows a consistent format, meets ADA Compliance, and should be placed within SafeColleges.

## DEFINITIONS

**SafeColleges:** The software vendor that UND has contracted with to deliver online courses and track compliance training for all employees. Employees will login online and receive training interactively through this interface.

**Training Course:** A training course is a distinct body of knowledge that satisfies a departments requirement for workplace duties or for external compliance reasons.

**Course Content:** Content in a course can be online documents, videos, slide presentations, offline face-to-face sessions or hybrid training.

**Content Creator:** Creates a Training Course with content that satisfies the needs of the departments and is in compliance with guidelines and specifications. Sends content and Training Development/Deployment Forms to the Review Committee for approval.

## DEPARTMENT RESPONSIBILITIES

Develops a departmental training plan by identifying the needs of the employee to fulfill job duties and compliance requirements. Ensure that all employees in the departments complete the required training in a timely manner. Designates Department SafeColleges administrator(s).

Assigns Training Course to a Content Creator who is responsible for creating course content that is in compliance with guidelines and specifications. The Course Creator sends the Authorization for Custom Development of Training form or Authorization for SafeColleges Training Implementation form to the Review Committee for approval of requested training. After development of Training Course, the Content Creator completes and submits Authorization for Deployment of Training form along with the Training Content and written ADA compliance to the Review Committee for approval.

## **COURSE STANDARDS**

**(see attachment – SafeColleges Disclaimer, Copyright, and Training Information Guide)**

Must have a written script or copy of presentation that meets ADA Compliance.

Must include disclaimer, copyright, and resource information.

Must use standard open and closing on all presentations and videos produced.

## **PROCEDURE – Custom Training**

1. Identify need for training
  - a. Department identifies a need for training courses that are not currently available in the SafeColleges/UND system.
2. Create course outline
  - a. Create outline in collaboration with a subject matter expert.
  - b. Complete and submit the SafeColleges Authorization for Development of Training Form.
3. Create content
  - a. Collect materials needed to create a storyboard of script using text, media, and other information to construct a training course.
  - b. Follow guidelines and standards as specified.
  - c. Self-create or use additional resources to produce the final training course.
  - d. Check functionality of course.
4. Submit for approval by the Review Committee
  - a. Complete and submit the SafeColleges Authorization for Deployment of Training Form.
  - b. Send Form and course materials to the Review Committee
  - c. Review Committee ensures adherence to guidelines and standards.
  - d. Review Committee approves course for upload by Full Administrator.
5. Upload Media to appropriate area for distribution within SafeColleges
  - a. Training Course goes online.

## **PROCEDURE – SafeColleges Training**

1. Identify need for training
  - a. Department identifies a need for training courses that are currently available in the SafeColleges/UND system.
2. Submit for approval by the Review Committee
  - a. Complete and submit the SafeColleges Authorization for SafeColleges Training Implementation Form.
  - b. Send to the Review Committee
  - c. Review Committee ensures adherence to guidelines and standards.
  - d. Review Committee approves course.
3. Training Course is assigned to employees as designated.

## **RESOURCES**

**CILT (*Center for Instructional Learning Technologies*)** is available for training and course development.

**Television Production Center** is available for consultation. They are a cost center if video creation is needed.

## **RELATED DOCUMENTATION**

Authorization for Custom Development of Training Form

Authorization for SafeColleges Training Implementation Form

Authorization for Deployment of Training Form

Disclaimer, Copyright & Training Information Guide

Procedure for Uploading Videos for SafeColleges