University Compliance Services (UCS)’s Training Coordinator’s main mission is to provide and coordinate mandatory compliance training for the University of Texas at Austin employees (including faculty, staff, and student employees). In addition to this, UCS Training works with other units on campus to help deliver compliance training that is required by law, regulation, or policy.

The Compliance Training System (CTS) is intended for a very limited number of compliance training modules and, as such, is limited in the amount of modules it can effectively distribute. Training posted on the CTS should teach UT Austin employees about laws, rules, policies, or other requirements that apply to their role at the University. Training that is intended for purposes other than compliance, such as staff development or skills enhancement, is not appropriate for the CTS.

Although there are exceptions to this rule, it is best if the training is intended to change behavior, rather than simply share knowledge or information. Knowledge sharing can be accomplished through policies, web pages, or other reference documentation.

Training-related reference articles:

- “Creating e-Learning that Makes a Difference” slides (specifically slides 10, 15, 19, and 20. Slides 28-31 show less-effective vs. better design)
  http://www.slideshare.net/alleninteractions/creating-elearning-that-makes-a-difference

Training Eligible for Hosting on the CTS
In order to begin the process of posting training to the CTS, a unit’s training must first meet the following criteria:

- The proposed training must pertain to compliance (the training itself is required by some entity), AND
- There must be a statutory requirement (state/federal law or university policy) for the training OR
- There must be a compelling University interest to post this training on the CTS (it affects a large group of employees, there is great risk to the university or its employees if the topic is not addressed, it helps prevent criminal conduct, etc.).
Pre-requisites for using the Compliance Training System
Summary of responsibilities for non-UCS units

Minimum Standards for Training Hosted on the CTS
If the unit’s need for training meets the above requirements, the sponsoring unit will work with UCS to ensure the following minimum standards before it is posted on the CTS:

- Content will be focused on “actions” (what will the learner do with the information)
- Content will be relevant to the individual’s job or role (provide context)
- Practice activities (quizzes/reviews) will focus on application of the information
- Feedback to learners provides corrective information and examples (rather than simply a correct answer)
- Examples (and quiz question choices) will be true, believable, and important to the learner

Sponsoring Unit Responsibilities
Once it is agreed that the training will be hosted on the CTS and the minimum standards are met, the sponsoring unit’s responsibilities are to:

1. Designate an “owner” for the training whose responsibilities are to:
   a. Ensure the content is accurate
   b. Ensure the appropriate subject matter experts are involved in creating the content for the training
   c. Commit to the minimum of biennial (every two years) maintenance, updates, and revisions of the training once it is in production, including decommissioning the training if and when it is no longer needed
2. Communicate with those required to take the training before it is launched so they can understand what training will be required, why it must be taken, and who they can contact with any questions or comments.
3. Provide the content of any communication regarding the training to UCS before it is distributed in order to ensure the accuracy of the information regarding the online training process.
4. Clearly define and help make available to UCS the data to be used for the training’s target audience.
5. Provide the online content to be posted in a format that is accessible (ADA) and follows best practices for instructional design for adults.
6. Conduct testing of the training before it is publically launched.
7. Have an individual available to respond to questions about the training, particularly in the weeks following the initial launch.