



## FACT SHEET 02 TRAINING FOR CBMS

**This fact sheet describes the training that CBMS users will be required to undertake to provide them with the knowledge to use and obtain access to CBMS.**

### Training Approach

eLearning will be the main method of training for CBMS.

The eLearning modules provide flexibility and efficiency by allowing users to undertake training at a time and place that is convenient to them. The eLearning modules contain a competency based assessment component and can be attempted as many times as required, to gain the competency.

eLearning provides the necessary tools for all CBMS users to complete their tasks in the system.

Limited instructor-led training will also be available on a just-in-time basis. The instructor-led training will provide users with broader system and policy knowledge and will allow more time to explore issues and ask questions. All instructor-led training is held at One Canberra Avenue, Forrest, ACT. Details of the dates and times for the instructor-led training is available under CBMS Classroom Training Calendar on the CBMS Portal Home Page and on the CBMS GovTEAMS community site.

### Training Requirements

In order to obtain access to CBMS the Introduction to CBMS eLearning module must be successfully completed by all users. Completion of the Introduction to CBMS is a prerequisite for undertaking other modules offered via eLearning or instructor-led training.

**CBMS users** will also be required to undertake the eLearning module applicable to their CBMS user role:

For example, if a user's role requires them use the Cash Management module, they must successfully complete the Cash Management Overview eLearning module.

## CBMS Training Curriculum

Module	Audience	Length	Type	Prerequisites (*optional)
CBMS Overview	All Users	35 mins	eLearning	Training in Commonwealth Resource Management. <sup>1</sup>
<b>Decision Making for AAU</b>	Finance / Treasury users	45 mins	eLearning	CBMS Overview
Decision Making	Finance / Treasury users	3 hours	Instructor-led	CBMS Overview
Annual Estimates Overview	All Users	45 mins	eLearning	CBMS Overview
Annual Estimates Data Entry	All Users	3 hours	Instructor-led	Annual Estimates Overview
Monthly Actuals Overview	All Users	45 mins	eLearning	CBMS Overview
Monthly Actuals	All Users	3 hours	Instructor-led	Monthly Actuals Overview
Cash Management Overview	All Users	45 mins	eLearning	CBMS Overview
Cash Management	All Users	3 hours	Instructor-led	Cash Management Overview
Monthly Profiles Overview	All Users	45 mins	eLearning	CBMS Overview
Monthly Profiles	All Users	2 hours	Instructor-led	Monthly Profiles Overview
Annual Actuals Overview	All Users	45 mins	eLearning	CBMS Overview Monthly Actuals Overview
Annual Actuals	All Users	3 hours	Instructor-led	Annual Actuals Overview
User Defined Reporting	All Users requiring access to the User Defined Reporting tools	3 hours	Instructor-led	CBMS Overview
Analysis for Excel	Finance / Treasury users	3 hours	Instructor-led	CBMS Overview and one other module (e.g. Annual Estimates)

## Further information and support

For information visit:

GovTEAMS: [CBMS community](#)

If you have any questions or concerns regarding Training:

Email: [CBMSTrainingTeam@finance.gov.au](mailto:CBMSTrainingTeam@finance.gov.au)

<sup>1</sup> The Commonwealth Resource Management Framework eLearning program is beneficial to new users and recommended before any CBMS training is undertaken. The eLearning program is on the [Department of Finance website](#).