


Chapter:	Training	Classification:	Public Document
Subject:	Roles and Responsibilities		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

- 1.1 Correctional Services will assign roles and responsibilities to appropriate positions to ensure training curriculum is developed, in consultation with operational supervisors and managers, that is
- 1.1.1 comprehensive
 - 1.1.2 responsive to assessed needs and operational requirements
 - 1.1.3 supported by professional training materials
 - 1.1.4 coordinated with operational schedules and functions
 - 1.1.5 delivered by competent trainers
 - 1.1.6 delivered in a respectful learning environment
 - 1.1.7 cost effective
 - 1.1.8 consistent in its delivery

2. Executive Director, Correctional Services

- 2.1 The Executive Director, Correctional Services will approve
- 2.1.1 revisions to current training programs
 - 2.1.2 revisions to certification and re-certification standards
 - 2.1.3 introduction of new training programs and priorities

3. Director, Correctional Services

- 3.1 A Director, Correctional Services is responsible for the overall development and oversight of Correctional Services training including
- 3.1.1 training standards
 - 3.1.2 training manuals
 - 3.1.3 development of new training programs
 - 3.1.4 revisions to current training programs
 - 3.1.5 changes in training priorities
 - 3.1.6 use, distribution of division-developed training manuals and material, outside the division

4. Manager, Training and Development

- 4.1 The Manager, Training and Development will
- 4.1.1 address issues regarding training content and process
 - 4.1.2 select, coordinate teams for training and development

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- 4.1.3 chair provincial training meetings with training contacts
- 4.1.4 distribute minutes of the provincial training meetings to directors and training contacts
- 4.1.5 finalize and revise the master training schedule including
 - 4.1.5.1 training dates
 - 4.1.5.2 requested trainers
 - 4.1.5.3 number of designated seats per workplace
- 4.1.6 communicate all changes to the training schedule to training contacts and directors
- 4.1.7 approve all requests for external training


- 4.2 The Manager, Training and Development will notify the training contact in the event a participant
 - 4.2.1 is absent from scheduled training
 - 4.2.2 is one or more hours late reporting for scheduled training
 - 4.2.3 is injured while on scheduled training
 - 4.2.4 behaves in an inappropriate manner that results in their being asked to leave the training
 - 4.2.5 does not complete a course successfully

- 4.3 Where the circumstances outlined in Section 4.2 arise, the Manager, Training and Development will consult with the trainer to determine whether a participant will
 - 4.3.1 continue the training program
 - 4.3.2 be rescheduled to take the training

- 4.4 The Manager, Training and Development will
 - 4.4.1 recruit and select trainers for the division
 - 4.4.2 consult with superintendents, youth custody manager, senior probation officers and directors during the recruitment and selection process

- 4.5 The Manager, Training and Development will ensure that trainers are
 - 4.5.1 capable of delivering the assigned material
 - 4.5.2 provided with on-going professional development
 - 4.5.3 developed in specific areas contingent on their level of competency and aptitude

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4.6 The Manager, Training and Development will consult with the appropriate training contact about pre-authorizing the scheduling of trainers.


5. Manager, Correctional Services Superintendents and Youth custody Manager

- 5.1 The Manager, Correctional services , superintendents, youth custody manager or designates will
- 5.1.1 identify the training contact, and designated replacement, for their operational area
 - 5.1.2 support the development of trainers and their involvement in training delivery
 - 5.1.3 approve selection of staff trainers
 - 5.1.4 support a trainer's three-year commitment to training
 - 5.1.5 ensure adherence to the approved certification and re-certification standards for individual training courses

6. Training Contact

- 6.1 The training contact will
- 6.1.1 attend provincial training meetings
 - 6.1.2 ensure staff adhere to the pre-arranged training schedules
 - 6.1.3 register participants in the course on the Learning Management System (LMS) a minimum of four weeks prior to course commencement
 - 6.1.4 advise training participants by memo, of the dates, location, and any specific instructions of training they are approved to attend
 - 6.1.5 maintain records of all training including dates, participants, course title, results, and trainers
 - 6.1.6 maintain a record, including renewal dates, of all training provided to each employee
 - 6.1.7 consult with the Manager, Training and Development when
 - 6.1.7.1 a conflict arises with the training schedule e.g., scheduled training cannot proceed as planned due to exceptional operations problems
 - 6.1.7.2 concerns or problems come to their attention about training related matters

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- 6.1.8 schedule in-house training in consultation with the Manager, Training and Development
- 6.1.9 schedule and notify trainers of training courses scheduled to deliver
- 6.1.10 consult with the Manager, Training and Development with respect requests for the use of trainers or training materials outside the division


- 6.2 If registered participants are withdrawn from a course, the training contact is responsible to
 - 6.2.1 complete the withdrawal on the LMS system
 - 6.2.2 find a replacement for the participant and register them on the LMS system
 - 6.2.3 notify the Manager, Training and Development and the LMS administrator of the changes as soon as possible

- 6.3 The training contact, when advised by the Manager, Training and Development that a participant cannot continue in a training session in accordance with Section 4.3 above, will immediately inform the participant
 - 6.3.1 to report back to the workplace for the balance of the day(s) that training was scheduled
 - 6.3.2 make other arrangements or take other action as the training contact deems appropriate

7. Trainers

- 7.1 Trainers will
 - 7.1.1 commit to provide training for three years
 - 7.1.2 serve a one-year probationary period
 - 7.1.3 be notified by the Manager, Training and Development should they be removed from the training team
 - 7.1.4 be responsible to notify the Manager, Training and Development if they no longer can commit as a staff trainer
- 7.2 Each trainer will be requested to commit to a specific number of training hours a year. These hours, and any additional hours subsequently arranged, will be approved by the appropriate superintendents, youth custody manager and senior probation officers.

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- 7.3 Preparation time is the responsibility of the trainers, overtime cannot be claimed.
- 7.4 Staff trainers are responsible to
- 7.4.1 be adequately prepared to deliver training
 - 7.4.2 notify their workplace supervisor and the Manager, Training and Development immediately when they become aware that they are unable to deliver training for which they are scheduled
 - 7.4.3 adhere to the training manuals, lesson plans and other training material, as well as the training schedules
 - 7.4.4 ensure that they have all the necessary materials for each course, e.g., instructor manual, participant workbook, handouts, training equipment such as flip chart
 - 7.4.5 ensure that safe practises are always followed during training and that protective equipment, where applicable, is worn by participants and trainers
 - 7.4.6 make their own arrangements for travel and accommodation, in accordance with Policy and Procedures, Chapter 9: [Financial Administration](#)
 - 7.4.7 notify the Manager, Training and Development responsible for training and the appropriate superintendent, youth custody manager or senior probation officer when there is a concern with a participant as identified in Section 4.3
 - 7.4.8 send post course documentation to the training section within five working days of the training being completed, including
 - 7.4.8.1 completed course participant list
 - 7.4.8.2 course evaluation forms
 - 7.4.8.3 completed assessment tools/tests fully scored
 - 7.4.9 discuss issues regarding training content and process with the Manager, Training and Development
 - 7.4.10 ensure, in the event a participant is injured during training, that
 - 7.4.10.1 Worker's Compensation forms are completed
 - 7.4.10.2 the Manager, Training and Development is notified

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