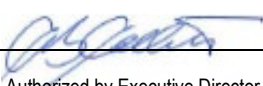


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1. Policy

- 1.1 Correctional Services staff participating in training will be evaluated based on established criteria requirements for certification.

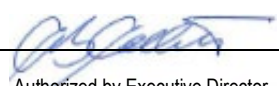
2. Process

- 2.1 Methods of staff evaluation will include pass, fail or completed designations, and may be determined by
- 2.1.1 written tests
 - 2.1.2 class participation
 - 2.1.3 scoring of practical skills
 - 2.1.4 other criteria as required by the course
- 2.2 Instructors will document the participants' status or score on the Course Attendance/Participant List ([11.04.00-A](#)).

3. Failure to Meet Requirements

- 3.1 Failure to meet the course requirements will result in a corresponding notation, e.g., failure to pass or complete the course, being recorded on the Course Attendance/Participant List. The instructor(s) will recommend a course of action on the Training Report to deal with the participant's failure to successfully complete the course requirements, see the Course Attendance/Participant List, [11.04.00-A](#), page 2.
- 3.2 The Course Attendance/Participant List will be sent to the Manager, Training and Development and the work site training contact within five days of course completion.
- 3.3 The Manager of Training and Development will
- 3.3.1 advise the participant of the failure to pass or complete the course in writing within five days of receipt of the Course Attendance/Participant List
 - 3.3.2 send a copy of the instructor's evaluation along with a copy of the letter to the work site training contact, senior probation officer or superintendent

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- 3.4 Within two weeks of the notification of the course failure, the senior probation officer, superintendent or designate, will initiate a meeting with the participant to review the reasons for the course results.
- 3.5 Following the interview, the senior probation officer or superintendent will liaise with the Manager, Training and Development to determine an appropriate course of action and the staff will be notified of one of the following decisions
 - 3.5.1 take the course again
 - 3.5.2 be retested
 - 3.5.3 such other action that may be appropriate, e.g., coaching session
- 3.6 The instructor responsible for the retesting or retraining will submit a Course Attendance/Participant List report to the Manager, Training and Development so files can be updated.
- 3.7 Retesting and retraining as a result of a failure to meet course requirements may occur up to three times. If a participant is not able to successfully complete the training after three attempts, the Manager, Training and Development will refer it to the appropriate Director, Correctional Services.

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