


Chapter:	Training	Classification:	Public Document
Subject:	Applications for Training from External Providers		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

- 1.1 Correctional Services staff may apply for training courses available through external providers.

2. Requests for Training

- 2.1 Staff applying for optional training offered by the Public Service Commission, Justice Learning Centre, or other outside agency, must
 - 2.1.1 complete the appropriate 11.05.00-A [Course Application for External Training form](#)
 - 2.1.2 submit the form through their senior probation officer or superintendent, to the Manager, Training and Development

3. Approval Process

- 3.1 Applications for outside training are considered by the Manager, Training and Development. Factors considered in reaching a decision include
 - 3.1.1 applicability to the work responsibilities of the applicant
 - 3.1.2 applicability to training needs identified in the performance plan, including any career development plan, for the applicant
 - 3.1.3 availability of similar in-house training
 - 3.1.4 availability of required funds for course costs, as well as travel, accommodation and meals

4. Standard Operating Procedures

- 4.1 Superintendents may establish local standard operating procedures (SOP) with respect to this Policy and Procedure.