

The controlled copy is stored electronically. Printed copies must be compared to Controlled Document List revisions.

BOP 4.18.11

Document Title: **Training**

Effective Date: **October 1, 2011**

Approval Authority: **Bureau Chief**

A. PURPOSE

This Bureau Operating Procedure (BOP) outlines the process to be followed by the Planning, Statistics and Information Management Bureau (PSIM) employees to identify staff training and professional development opportunities and needs. The policy is intended to enhance the employee's career development once employed in the bureau. Specific qualification requirements for certain positions are identified in the specific position description maintained by the bureau.

B. SCOPE

This procedure applies to all Planning, Statistics and Information Management Bureau employees.

C. DEFINITIONS

- A. **Employee Training and Education Plan** - A written plan developed by employees and the supervisor to project an employee's training for a particular fiscal year.
- B. **Position Description** - Documentation to clarify and help an employee have a clear understanding of the purpose of the job; the duties and responsibilities; where the job fits in the organization; what work is expected; and the knowledge, skills and responsibilities required.
- C. **Travel Package** - A group of forms related to approval for and funding of training.
- D. **Work Plan** - A written plan developed by employees and the supervisor outlining work that will be accomplished in the next work plan period.

D. RESPONSIBILITIES AND AUTHORITIES

1. PSIM Employee - Prepares the Employee Training and Education Plan on an annual basis (or more often, if needed) to identify proposed training to support career development goals.
2. Bureau Chief - Reviews each Bureau employee's Employee Training and Education Plan (at the same time the Work Plan is reviewed).

E. REQUIREMENTS

1. Employee Training and Education Plans are completed annually.
2. All registration forms, travel and other expenses must be approved prior to all activity.
3. Current position description.

F. ACTION STEPS

1. Employee prepares Employee Training and Education Plan and discusses with supervisor.
2. Employee and supervisor agree to Employee Training and Education Plan at their annual Work Plan meeting.
3. The Employee Training and Education Plan is reviewed by the Bureau Chief.
4. Training registration forms and travel requests are submitted to the supervisor and Bureau Chief for approval.
5. Once full approval has been received, the employee can make the necessary arrangements (i.e. by telephone, mail, or fax).
6. The employee completes the training.
7. The employee is responsible for keeping the training certificate as evidence of completion.

G. QUALITY RECORDS

1. Employee Work Plan
2. PSIM Employee Position Description
3. Training Certificates

H. DOCUMENT CONTROL

This document is maintained and controlled by the Planning, Statistics and Information Management Bureau Quality/Document Coordinator. Requests for interpretations of the provisions of this procedure and suggestions for changes should be addressed to the Bureau Quality/Document Coordinator. The content of this BOP is the responsibility of the Bureau Quality/Document Coordinator.

I. REFERENCES

None

J. ATTACHMENTS

None

K. REVISIONS

- 1) (Removed Bureau Training and Education Plan)
- 2) (Combined Bureau Quality Coordinator and Document Coordinator into Bureau Quality/Document Coordinator).
- 3) Reviewed June 2015.