



ADMINISTRATION MANUAL

PUBLIC SERVICE CAREER TRAINING PROGRAM

**Education, Culture, and Employment
Government of the Northwest Territories**

January 1996

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INTRODUCTION TO THE ADMINISTRATION MANUAL

This manual has been designed to assist in the day to day PSCTP administration duties in each region.

Revisions should be made from time to time as the need arises. Regional staff should keep the manual as up-to-date as possible in order to ensure that duties are carried out in a professional manner.

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PSCTP OVERVIEW

PSCTP is a cost-shared program. PSCTP provides training support services and a Trainee Cost Subsidy; GNWT Departments, Boards, or Agencies provide training and a share of the training costs. For full-time trainees, Education, Culture, & Employment (ECE) provides a 50% subsidy to the training department for the trainee's salary and approved O&M costs. For part-time trainees, ECE provides a 50% subsidy to the training department for additional training costs above the GNWT employee's normal salary and O&M costs. The number of number trainees that can be supported each year will vary, dependent on the percentage of trainee positions supported in each region which are full or part-time.

NOTE: *All of these new PSCTP Administrative Guidelines come into effect January 2, 1996 and hold true for all new Part-time and Full-time Trainees approved after this date. However, in addition to new trainees there will be several "Precost-Subsidy" trainees continuing on from prior fiscal years.*

These "Precost-Subsidy" trainees do not fit the new format as they are employees of ECE and they are paid out of ECE's regional salary index codes.

It is the responsibility of Regional ECE Offices to administer all of the Personnel functions for these trainees.

Included in this Administration Manual are form letters which relate directly to these Precost-Subsidy trainees. These letters will become redundant after all these particular trainees have completed their training, however they can be kept on file as a reference for the Training Departments, Boards, and Agencies to reformat for use with their new trainees.

PSCTP MISSION

To provide support to Departments, Boards, and Agencies of the Government of the Northwest Territories (GNWT) to train affirmative action candidates for officer and management positions to help meet the human resource planning needs of the GNWT.

PSCTP DESCRIPTION

PSCTP is an individualized on-the-job training program that includes a combination of on-the-job training provided by the applying Department, Board, or Agency, self-directed learning activities, and specialized short courses.

Part-Time Trainee Program:

The PSCTP Part-Time Trainee Program provides training support services and a training cost subsidy for training existing GNWT affirmative action employees who are recognized by their Departments, Boards, or Agencies to have potential to progress to higher level positions with the GNWT, once they receive appropriate training and experience. The program provides training, counseling, monitoring, and funding support for the development and delivery of individualized training programs. Training programs may include a combination of on-the-job training provided by an employee of the applying Department, Board, or Agency, self-directed learning activities, and specialized short courses of up to six weeks in length. Trainees train on a part-time basis while continuing in their existing positions. On successful completion of training they are qualified to apply for higher level positions with the GNWT.

Full-Time Trainee Program:

The PSCTP Full-Time Trainee Program provides training support services and a training cost subsidy to train affirmative action candidates for permanent officer and management target positions with GNWT Departments, Boards, or Agencies. It provides training, counseling, monitoring, and funding support for the development and delivery of individualized training programs of up to 3 years duration. Training programs include a combination of on-the-job training provided by an employee of the applying Department, Board, or Agency, self-directed learning activities, and specialized short courses of up to six weeks in length. On successful completion of training the trainee is appointed to the target position.

Employee Development Consultation Services:

PSCTP also provides Competency-based knowledge, resources, and support to managers and human resource officers for use in human resource planning, development, and management.

PSCTP GOALS & OBJECTIVES

Objectives:

1. To support human resource planning and career path planning within the GNWT.
2. To provide a means for affirmative action candidates to enter responsible GNWT positions.
3. To provide career training opportunities for affirmative action candidates.
4. To provide GNWT employees with knowledge and skills required to offer effective on-the-job training.
5. To support efficient and effective training for GNWT officer and management positions.
6. To provide a basis for ongoing program success by efficient, effective, and responsible program management.

Long-Term Goals:

1. To develop a GNWT workforce that is representative of the people it serves.
2. To increase affirmative action candidates in GNWT officer and management positions.
3. To reduce GNWT recruitment costs.
4. To support a learning culture within the GNWT based on principles of adult education.
5. To increase employment opportunities in the NWT for affirmative action candidates.
6. To provide a greater variety of career options in the NWT for affirmative action candidates.
7. To improve the economy of the NWT.
8. To help affirmative action candidates become more employable.
9. To help affirmative action candidates to improve their standard of living.
10. To provide additional professional learning opportunities for affirmative action candidates.
11. To increase GNWT affirmative action employee job satisfaction.
12. To improve retention of affirmative action employees by the GNWT.

APPLICATION PROCESS

Application Submission Deadline: February 15 for all full-time and part-time trainee applications for funding for the next fiscal year.

Application Packages:

Full-time Trainee Program Application Package is used when the target position has been identified and the trainee will be recruited. An indeterminate target position must be guaranteed to the successful trainee.

Part-time Trainee Program Application Package is used when the training goal and the trainee have been identified. A target position is not necessarily guaranteed.

Application Approval Deadline: approval decisions are made by March 15.

Application Approval: applications are approved by a regional human resource planning committee.

Reallocation: if there is unexpected funding slippage during the year additional applications may be approved.

FACTORS USED BY REGIONAL HUMAN RESOURCE PLANNING COMMITTEES
WHEN APPROVING APPLICATIONS

Full-Time Trainees:

1. The target position is at an officer or management level.
2. The training plan does not duplicate education or training that is already possessed by members of affirmative action target groups in the region who are available to apply for the target position.
3. Qualified applicants for the trainee position are potentially available from affirmative action target groups in the region.
4. The application package is complete, and the training plan package meets PSCTP requirements.
5. The previous training record of the applying Department, Board, or Agency is good.
6. The training time is shorter and less costly than other applications. Cost effectiveness is a goal.
7. The Department has received less trainees in past years than other Departments that are applying.
8. The need for a trainee position is supported by the applying Department's human resource plans.
9. Approval will contribute to meeting human resource planning priorities in the Region.
10. Approval will contribute to meeting the human resource planning needs of the GNWT, and recognizes any special priorities set by the Legislative Assembly, Cabinet, or GNWT Human Resource Development Committee.

Part-Time Trainees:

1. The training goal aims at promotional opportunities with the GNWT.
2. The training goal is appropriate to be achieved through the part-time trainee program.
3. The suitability of the proposed training program is supported by the trainee's career path plans.
4. The trainee's work record with the GNWT confirms potential for success in the proposed training.
5. The application package is complete and the Training Plan Packages meet PSCTP requirements.
6. The previous training record of the applying Department, Board, or Agency is good.
7. The proposed training program supports the applying Department's human resource plans.
8. Approval will contribute to meeting human resource planning priorities in the Region.
9. Approval will contribute to meeting the human resource planning needs of the GNWT, and recognizes any special priorities set by the Legislative Assembly, Cabinet, or GNWT Human Resource Development Committee.

COST SUBSIDY

PSCTP Cost Subsidy: 50% of approved training costs per training year.

Full-time Trainees - 50% of approved trainee salary (including benefits and employee share of benefits) and 50% of approved O&M costs (i.e., course tuition, travel for courses, trainer's attendance at the Effective On-The-Job Trainer Course).

Part-time Trainees - 50% of approved O&M costs that are above normal expenses for the employee (i.e., course tuition, travel for courses, casual backfill, trainer's attendance at the Effective On-The-Job Trainer Course). Part-time Trainees continue to receive the normal salary for their existing position from their Department, Board, or Agency.

Payment of Trainee Costs: Costs are covered by the applying Department, Board, or Agency as they occur. The Department, Board, or Agency then bills PSCTP for the 50% subsidy on a quarterly basis from the trainee's TOS date to the program.

Formal Agreement: A formal agreement is signed by PSCTP and the applying Department, Board, or Agency effective on the trainee's TOS date to the program. There will be one agreement per trainee. Agreements will include whether for a part or full-time trainee; the term of the subsidy; organization, position and trainee data; percent subsidy amount; what costs covered; reference to the agreement in the application package on form B; that it only applies to initial trainee; that payments of all costs are made up-front by the training department; quarterly billing periods and backup documents required; fiscal year that it applies to; total cost in the applicable fiscal year; and cancellation clause.

Other funding sources may in some cases be identified by the training Department, Board, or Agency to cover its share of training costs or to pay for other training costs.

PSCTP Does not subsidize the following costs:

1. Orientations
2. Conference or convocation attendances
3. Regular Duty Travel
4. Overtime
5. Bilingual Bonus
6. Trainer's fee
7. VTA, medical travel, or removals (responsibility of FMBS)
8. Uniforms, or work related equipment
9. Office furniture, equipment, supplies
10. Work space

SHORT COURSE COSTS FOR TRAINEES

Short course definition: Short courses may be up to six weeks in duration (in special circumstances up to one semester may be considered). Short courses do not include orientations, conferences, work placements, or general upgrading. Under no circumstances will time spent attending courses, equal or exceed time spent training on-the-job per fiscal year.

PSCTP may pay a cost subsidy of 50% for short courses that are stated or inferred as entrance requirements by the trainee's target position job description. Prior approval for PSCTP payment of costs must be obtained by completing form "H. Short Course Cost Summary", and obtaining approval from the PSCTP signing authority.

Training Departments are responsible for paying 50% of PSCTP approved short course costs and all expenses for short course costs not given prior approval by PSCTP.

Trainees are responsible for paying short course costs when repeating a course due to lack of success in the course the first time that it was taken. Exceptions can be made for valid health or special leave reasons. Lack of success in a course can also be reason for removal from a trainee position.

Short course costs definition: Short course costs include tuition, transportation, accommodation and per diem. They do not include books or student activity fees except where included as an integral part of course fees for workshops. When a trainee is required to travel away from the community of employment to attend courses at an academic institution - the trainee receives per diem expenses while travelling to and from the institution, and is deemed to be on "Short Term Leave for Training Purposes" while attending the institution, for the purpose of determining the level of expenses that will be supported.

SALARY LEVELS FOR FULL-TIME TRAINEES

Trainees receive a percentage of the target position starting salary: 75% for the third to last year of training, 80% for the second to last year of training, and 85% for the last year of training - dependent on the length of training term, and successful completion of courses and learning objectives each year.

- Exception for GNWT employees hired into trainee positions: when appointment to a trainee position will result in a promotion at the completion of training, but will initially result in less pay, the salary will remain at the employees current salary level plus negotiated increases, until the training program is completed or the trainee salary scale catches up to the incumbent's salary.

FULL-TIME TRAINEE HIRING PROCESS

Trainee positions must be filled through the GNWT competition process, not by direct appointment.

When trainees are hired they become term employees of the Training Department, Board, or Agency. Upon successful completion of training they are appointed to the target position. The usual direct appointment procedure through Cabinet is not required. A trainee's appointment requires that a letter from the Deputy Minister (or equivalent) of the employing Department, Board, or Agency is sent to the regional office of FMBS responsible for the target position, indicating that the trainee has successfully completed training and asking that the trainee be placed into the target position.

Trainee selection committee members include: at least one member of the Training Department, Board, or Agency (usually the trainer), the PSCTP Coordinator, and a Staffing Officer with Personnel.

COMMITMENTS BY PROGRAM PARTICIPANTS

Full-Time Program:

- Commitments to be made by Training Departments, Boards, and Agencies, and by PSCTP are listed on form "B. Agreement Between the Training Department & PSCTP."
- Commitments to be made by Trainees are covered in the letter of Job Offer used for PSCTP Trainees.

Part-Time Program:

- Commitments to be made by training Departments, Boards, and Agencies; by the Trainee; and by PSCTP are listed on Form "B1 - Agreement Between Training Department, PSCTP, and Part-Time Trainee".

TRAINING SUPPORT SERVICES OFFERED BY PSCTP

1. Orient the trainer and trainee to PSCTP
2. Help develop a competency profile for the target position (Form E)
3. Help assess the trainee's learning needs for the target position (Form E)
4. Help develop a learning contract/training plan for the target position (Form F)
5. Help develop a learning activity time line & short course cost summary (Forms G & H)
6. Introduce the trainer and trainee to adult learning concepts including principles of adult learning, learning styles, training/coaching on-the-job, self-directed learning, and use of learning contracts.
7. Explore the trainee's learning style; encourage reflective learning processes.
8. Provide training counselling to trainees.
9. Provide training advice to trainers.
10. Help complete Trainee Quarterly Progress Reports, including objectives for the next quarter.
11. Monitor training quality and schedule, and participate in resolving training issues.
12. Assist with revisions, adjustments, or extensions to the learning contract when needed.
13. Issue a Trainee Achievement Certificate upon successful completion of training
14. For Full-Time Trainees - Participate in the hiring process and in the discipline process.

RESOURCES AVAILABLE FROM PSCTP

1. Regional PSCTP Coordinators
2. The Effective On-The-Job Trainer Course
3. Training Plan development formats in print and on computer diskette
4. Resource Manual, GNWT Officer Level Development
5. Resource Manual, GNWT Senior Management Development
6. GNWT Senior Management Development Program Core Courses
7. Competency Profiles and Training Plans used for other Training Positions
8. Reference materials, books, and video tapes on adult learning.
9. Trainee Cost-Subsidy funds

TRAINING PROCEDURES

PSCTP training procedures are outlined in the following:

1. Training Support Services Offered by PSCTP (See Section 111)
2. Agreement Between PSCTP and Program Participants - Forms B & B1
3. Training Plan Packages - Forms E, E1, F, F1, G, G1, H, & H1
4. Trainee Quarterly Progress Report Process
5. Process for Extension of Training Support
6. The Effective On-The-Job Trainer Course
7. Resource Manual - GNWT Officer Level Development
8. Resource Manual - GNWT Senior Management Development Program

STATISTICAL RECORD KEEPING AND REPORTING

Statistical Record Keeping and Reporting Responsibilities:

- a. A Trainee Status Report for current trainees is issued by regional ECE offices on a quarterly basis. The report is sent to ECE HRD at headquarters. Regional staff can use the regional PSCTP lotus spreadsheet for that purpose.
- b. A Trainee Year-End Report for all trainees served during the fiscal year is issued by regional ECE offices using the same format as is used for the Trainee Status Reports. It is sent to ECE HRD at headquarters.
- c. Year-end program statistics are compiled by ECE HRD at headquarters based on the Trainee Year-End Reports submitted by each region.
- d. Briefing notes on regular PSCTP statistics and procedures are prepared as needed by ECE HRD at headquarters.

HEADQUARTERS HRD DIVISION ROLE

Professional

- a. Provide professional consultant services to regional staff (program delivery, resources, competency profile development, training plan development, learning style assessments, problem resolution, orientation to PSCTP).
- b. Offer in-service training and support to PSCTP delivery staff through workshops at headquarters, travel to regions, and guidance by telephone, fax, and e-mail.
- c. Develop, introduce, and monitor program policies, procedures, and standards.
- d. Develop or adapt training resources to enhance and support program delivery.
- e. Promote and introduce PSCTP to senior management and human resource planning personnel at headquarters of Departments, Boards, or Agencies.
- f. Liaise and connect PSCTP with other GNWT initiatives as appropriate.

Administrative

- g. Maintain a resource library of training plans and other training resources.
- h. Cumulate common program statistics, and issue statistical reports and briefing notes.
- i. Prepare and supply computer disks to regional offices containing up-to-date application and training plan formats, training resources, spreadsheets, contract forms, and program report forms.
- j. Provide technical support to regional staff and clients to use the PSCTP computer disk files.
- k. Arrange printing and supply regional ECE offices and College headquarters with PSCTP training manuals: Resource Manual for GNWT Officer Level Development, Resource Manual for GNWT Senior Management Development, Participant and Instructor Manuals for the Effective On-The-Job Trainer Course and the five Senior Management Development Core Courses, PSCTP Procedures Manual.

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ROLES AND RESPONSIBILITIES

In order to efficiently and effectively administer the PSCTP in each region the person responsible for the administration of the program needs to be familiar with several computer programs and systems. Some of the more important programs and systems include:

1. Lotus 123 or any Spreadsheet
2. Word Processor
3. FIS
4. GHRS
5. HPDESK
6. XFILE

These systems make it possible to administer the PSCTP in the most efficient and effective manner. By using these programs one will be able to transfer information from area to area, collect financial information required for reports, collect merchant information for documentation and keep complete records on all trainees within the program.

In addition, several reports will need to be produced on a regular basis. Reports include:

1. Quarterly Trainee Status Reports
2. Year End Trainee Reports
3. Statistical Reports
4. Financial Reports

These reports are due on a regular and on an as needed basis. Therefore, it is important to keep the PSCTP Trainee Spreadsheet and any other spreadsheets as current as possible in order to obtain accurate results.

PSCTP SPREADSHEET

The PSCTP Spreadsheet is a comprehensive spreadsheet which contains all information relevant to Full and Part-time Trainees. This information includes topics such as name, SOS date, TOS date, pay range, Target position, increment totals and dates, allowances, Target salary, Trainee Salary, O&M cost, etc.. This spreadsheet can be found on the PSCTP Administration disk and is used every day for any number of purposes.

This spreadsheet is vital as it is used to create the quarterly trainee status reports, predict budget surplus or deficit, prepare budget projections, and it is the quickest and easiest way to pull up information on Trainees.

Any number of individuals from Headquarters to Stats can may call for a wide range of information on trainees and a current trainee spreadsheet will be your most valuable tool in providing accurate statistics in the shortest time possible.

This Spreadsheet is used on Lotus 1-2-3. For this reason it is important that you be familiar with Lotus.

- The spreadsheet should be updated monthly to prevent loss of valuable data.

PROCEDURE TO CREATE A PSCTP QUARTERLY TRAINEE STATUS REPORT

The Trainee Quarterly Status Report is created in order to let the PSCTP Coordinators, Regional Superintendents of ECE, HQ Human Resources Development Division and any other individuals who are concerned with staffing and trainees know the current status of the PSCTP Full and Part-time Trainees.

Quarterly Report:

A list of instructions on how to create the report is as follows:

1. Retrieve the most current Spreadsheet from your files.
2. Save the spreadsheet under a new name. (ie. MAY92RPT.WK3, JUN92RPT.WK3)
3. Turn the auto calculation function to manual (/W,G,R,M).
4. The current spreadsheet contains several items that are not to be sent to the regions. This includes the columns: Expected SOS date; Grad Y/N; All the salaries; continue to the remarks column. Keep this column, but delete those that follow.
5. Delete all of the information regarding staff at the bottom of the spreadsheet.
6. Sort the column of SOS dates (/D,S,P). Delete any dates (Trainees) that are from previous months leaving you with only present employees.
7. Edit the headings of the spreadsheet.
12. Save the Report.
13. Print each report page.
14. Photocopy copies of the report for distribution to Headquarters and any other relevant individuals.
15. Send a copy to HQ, HRD Division.

Data Cover Page:

- Pull up previous months report.
- Save under new name.
- Remember not to add in students who SOS'd during the previous month.
- Edit it according to monthly reports.
- Print.
- Re-save.

PROCEDURE TO CREATE A YEAR END TRAINEE REPORT

The procedure to create a Year End Trainee report is identical to the Quarterly Trainee Status Report procedure except that you do not delete any of the Trainees, step number six in the previous sections. The Year End Report includes all of the Trainees that were involved with PSCTP during the fiscal year. Send a copy to HQ, HRD Division.

STATISTICAL REPORTS

Statistical reports can be prepared at the end of the fiscal year using the Year End Report as the information source.

One report will need to be done for Part-time Trainees and another will need to be done for Full-time Trainees.

A template has been created on the PSCTP Administration Disk using Lotus 123. It contains a list of all the desired information. All of the relevant information will have to be entered, reviewed, and verified before copies of the report are submitted to Headquarters.

**PROCEDURE TO CONVERT
PSCTP TRAINEES SPREADSHEET TO APRIL OF THE NEW FISCAL YEAR**

1. Retrieve the current Lotus 1-2-3 PSCTP Trainees salary Spreadsheet file that is up to date to March 31st, i.e., ftp9495.wk4
2. Change file name and save to new name, ie. ftp9596.wk4
3. Edit the title at the top of the worksheet to change to PSCTP Spreadsheet - 199x/199x Fiscal Year
4. Update the spreadsheet:
 - with any missing information
 - with new total O&M costs for each trainee for new fiscal year
 - with any other changes needed in the new fiscal year (ie new trainee PYs)
5. Sort Trainee data using the ACTUAL SOS DATE column as the primary sort key in ascending order, then:
 - delete all rows for trainees with an SOS date before the new fiscal year.
6. Create a new TARGET POS. 9?-' SALARY column for the new fiscal year ***(if a salary change is expected in the new fiscal year)***.
 - put the new column to the right of TARGET POS. 9?-' SALARY column, with a width of 12
 - copy the whole TARGET POS. 9?-' SALARY column to the new column
 - edit the title of new column to change it to the new fiscal year
 - enter a formula in the new column which multiplies the salary value in the old column by the percent of salary change, to calculate the new target position salary amount, ie. (S5 * 1.03)
 - Copy the formula to all Trainee and Staff Positions

7. Edit the formula in the TRAINEE SALARY IN FISCAL YR column
 - find out the spreadsheet numerical value for April 1 and March 31 in new fiscal year (ie. enter formula @DATE(93,4,1) on a spreadsheet non-date column to get the value)
 - edit the formula by exchanging the numerical values for April 1 and March 31 for the old fiscal year, with their values for the new fiscal year
 - copy the revised formula to all Trainee and Staff Positions

8. Edit the formula in the BIWKLY PAY NO INCRMT column ***(if a salary change is expected in the new fiscal year)*:**
 - exchange the cell number for the old TARGET POS. 9?-? SALARY column with the new one for the new TARGET POS. 9?-? SALARY column
 - copy to all Trainee and Staff Positions

9. Edit % OF SALARY and INCREMENT DATE values for the new fiscal year:
 - change % OF SALARY column values to reflect correct percent of salary effective April 1 of the new fiscal year, for those who receive an increment during the previous fiscal year
 - change INCREMENT DATE column values to reflect increment dates for the new fiscal year for all positions eligible for an increment

10. Edit the formula in the INCREMENT AMOUNT IN FISCAL YEAR column.
 - exchange the numerical values for April 1 and March 31 in the old fiscal year, with their values in the new fiscal year.
 - exchange the cell number for the old TARGET POS. 9?-? SALARY column with the one for the new column
 - copy to all Trainee and Staff Positions

11. Edit the formula in the BIWKLY PAY WITH INCRE column ***(if a salary change is expected in the new fiscal year)***:
 - exchange the cell numbers for the old TARGET POS. 9?-? SALARY column with the cell number for the new column
 - copy to all Trainee and Staff Positions

12. Create a new column for SETTLEMENT ALL. 9?-? for the new fiscal year ***(if a settlement allowance change is expected in the new fiscal year)***:
 - put the new column to the right of the SETTLEMENT ALL. 9?-? column with a width of 12
 - copy the whole pervious SETTLEMENT ALL. 9?-? column to this new column
 - edit the title of the new column to indicate the new fiscal year
 - enter a formula in the new column which multiplies the settlement allowance in the old column by the percent of change, to calculate the new settlement allowance amount, ie. (AA5*1.03)
 - copy the formula to all Trainee and Staff Positions

13. Edit the formula in the SETTLEMENT ALL IN FIS-YR column:
 - exchange the numerical values for April 1 and March 31 in the old fiscal year, with their values for the new fiscal year
 - exchange the cell number for the old SETTLEMENT ALL. 9?-? column with the one for the new column
 - copy the revised formula to all Trainee and Staff Positions

14. Edit the value in the HOUSING ALLOWANCE column for the new fiscal year (only if a change is expected in the next fiscal year):
 - copy the value to all Trainee and Staff Positions eligible for housing allowance

15. Edit the formula in the HOUSING ALL. IN FIS-YR:
 - exchange the numerical values for April 1 and March 31 in the old fiscal year, with their values for the new fiscal year
 - copy the revised formula to all Trainee and Staff Positions

16. Edit or delete the CHARGE-BACKS amounts for the new fiscal year, as needed.
17. Delete the MISC. PAYMENTS(DEDUCTIONS) column amounts, and the MISC PAYOUTS row amount.
18. Change the SALARY BUDGET IN FIS-YR amount, by entering the new fiscal year salary budget amount (if it is expected to change in the new fiscal year).
19. That's it! Now review the spreadsheet to verify that it is correct, and save the file.
20. When projected new fiscal year salary and settlement allowance changes are confirmed, eliminate the old fiscal year columns for TARGET POS. 9?-? SALARY and SETTLEMENT ALL. 9?-?:
 - convert the contents of the cells in the new fiscal year TARGET POS. 9?-? SALARY and SETTLEMENT ALL. 9?-? columns, from formulas to the cell values for all Trainee and Staff Positions.
 - then delete the old fiscal year TARGET POS. 9?-? SALARY and SETTLEMENT ALL. 9?-? columns

**PROCEDURE TO PREDICT TOTAL FUNDS AVAILABLE TO APPROVE
APPLICATIONS FOR COST SUBSIDY AT THE FEBRUARY 15 DEADLINE**

Before any new applications can be approved after the February 15 Application Submission Deadline the total free balance needs to be determined. This can be done by following steps 1 - 18 in section 206 of this Administration Manual.

Once that free balance has been determined you will know how many dollars you will have available to take on new Full-time and Part-time Trainees in your region.

Several additional factors should be considered when trying to predict the number of individuals you will be able to serve in the upcoming fiscal year:

1. **Vacancy Rate:** In the PreCost Sharing Program a vacancy rate of 8% was added to the Salary Free Balance in order to adjust for: resignations, early completions, and maternity leave which have historically affected the PSCTP. A slippage rate of 20% was used to calculate the O&M free balance. A vacancy/slippage rate can still be used in each region to estimate the dollar total that can be used to approve trainee applications. However, a new percentage will likely need to be determined for each region based on historical uses of the program, and the number and type of trainees involved.
2. **Average Annual Cost Per Trainee:** Estimate the average 12 month salary cost for full-time trainees by referring to the PSCTP spreadsheet and current applications for trainee support. The average O&M cost for full and part-time trainees can be determined from information on the PSCTP spreadsheet and on current applications for trainee support.
3. **Average Number of Months for a New Trainee to Commence Training:** The average time (based on historical numbers) it takes to hire a full-time trainee after the Human Resource Planning Committee approves an application is important to determine the average number of months that a full-time trainee salary will be subsidized by PSCTP during the new fiscal year. The average O&M costs in a fiscal year can be determined by looking at information on the spreadsheet and on current applications for trainee support.
4. **Average Cost Per Trainee in a Fiscal Year:** Once you know how long the average trainee is subsidized by the program in a fiscal year, you can determine the Average Cost per Trainee in a given Fiscal Year. This can be done by dividing the average number of months that trainees are registered with the PSCTP by 12 months and multiplying that total times Average Annual Cost Per Full-time Trainee and Part-time Trainee. Do this calculation separately for full-time and part-time trainees.

By taking into consideration the Free Balance, Vacancy/Slippage Rate, number of months a trainee is paid, and average cost per trainee you can estimate approximately how many new trainees (Full or Part-time) that you will be able to serve in the upcoming fiscal year.

If you look at the different average costs for full and part-time trainees you will have options available to you with respect to how you plan to serve your region (ie: more part-time trainees as opposed to full-time trainees, or, more full-time trainees than part-time trainees).

- 300 PROCESSING TRAINEES**
 - 301 Roles & Responsibilities
 - 302 Trainee Achievement Certificates

ROLES & RESPONSIBILITIES

Applications for both Full-time and Part-time Training Programs are due to be received prior to February 15 for funding in the upcoming fiscal year.

In November of each Year: the regional office of ECE will need to determine the following in order to promote the program and the amount of funds available for the February 15 application deadline:

1. The prior commitments for the upcoming fiscal year.
2. The total dollars available for new applications.

After February 15: the regional office of ECE will need to reevaluate 1 and 2 above as well as to determine:

3. The potential cost in the next fiscal year to ECE for each application.

These three points determine exactly how many new trainees can be served in the upcoming fiscal year (See section 207).

Recruitment - Full-time Trainee Program

Once full-time trainee positions have been allocated and Training Departments, Boards, or Agencies have been informed, the Training, Department, Board, or Agency is responsible for the recruitment of the new trainee. The Coordinator of PSCTP in each region should be involved in each step of the recruitment phase as part of the hiring committee but they do not need to prepare the staff requisitions or classification requests.

Documentation for all Trainees

All relevant information on each individual trainee needs to be data entered into the PSCTP spreadsheet. The spreadsheet will help to assist regional offices of ECE in determining current commitments as well as any potential slippage to year end.

Cost Subsidy Agreement

ECE will prepare a Cost Subsidy Agreement between ECE and the Training Department, Board, or Agency effective the training start date. This agreement outlines the TOS (Start) Date, Training Term, Subsidy, and Terms of Payment. By signing the agreement the Training Department, Board, or Agency agrees to pay all training expenses up-front and charge back PSCTP for its share of the expenses on a quarterly basis as described. For full-time trainees the agreement also describes the Target Position that has been guaranteed by the Training Department, Board or Agency (See Appendices A-10 & A-11).

Trainee Quarterly Progress Report

Each Training Department, Board, and Agency is required to prepare a Trainee Quarterly Progress Report, for each trainee, on a quarterly basis from the start date (TOS) of the training. These reports are required as backup documentation for the Quarterly Salary JD's or Invoices. Payment of the JD's and Invoices should not be made with out the reports. This is one method we have to ensure that the On-The-Job Training is occurring as outlined in the training plan (See Appendix B-4).

Final Trainee Report

Each Training Department, Board, or Agency is required to submit a Final Trainee Report upon completion of training. This report will outline the status of the trainee (successful completion, termination, or resignation), the end date of the training, and any other relevant information. After receiving this report the PSCTP Spreadsheet will need to be updated.

Trainee Achievement Certificates

If a Trainee successfully completes his/her Training Program, ECE will prepare a Trainee Achievement Certificate (See Section 302).

TRAINEE ACHIEVEMENT CERTIFICATES

Once a Trainee has successfully completed his/her training as a Full-Time or Part-Time Trainee a Trainee Achievement Certificate should be prepared. This certificate will be presented to the Trainee by a representative of Education, Culture, & Employment and a representative of his/her Training Department.

Before a Trainee Achievement Certificate is issued, the Regional office of ECE will have to ensure that the Trainee has actually successfully completed his/her training program. This can be done by contacting the Trainee's PSCTP Coordinator. If the Trainee has quit or been fired he/she does not qualify for a certificate. When a Trainee's successful completion is confirmed the certificate can be prepared.

Creating a Trainee Achievement Certificate:

1. Gather all of the relevant information on the successful trainee.
 - Full Name
 - Target Position
 - TOS and SOS date
 - Training Department
2. Open the Trainee Achievement Certificate template which can be found as "template" on the "PSCTP" form letter diskette (See Appendix A-4).
3. Insert all of the necessary information into the template in the areas provided. (proofread)
4. Print the Trainee Achievement Certificate on the official certificate paper.
5. Once it has been printed it should be sent to HQ, HRD Division, to attach the GNWT seal and to forward it to the Deputy Minister of ECE and the Deputy Minister of the Training Department, Board, or Agency to obtain their signatures.
6. The HQ, HRD Division administration officer will attach the GNWT Seal and then send it to the DM of ECE for signing using the PSCTP form letter "gradltr" on the PSCTP Administration diskette. Then, it will be forwarded to the DM of the Training Department, Board, or Agency using the PSCTP form letter "gradltr2" on the PSCTP Administration diskette.

7. Once the Graduation Certificate has been returned with both signatures on it, it can be presented to the successful graduate by representatives of ECE and the Training Department.

APPENDIX A

Appendix A ADMINISTRATION FORMATS

Appendix	A-1	Roles & Responsibilities
	A-2	Trainee Quarterly Progress Report Letter 1
	A-3	Trainee Quarterly Progress Report Letter 2
	A-4	Achievement Certificate Template
	A-5	Achievement Certificate Letter 1
	A-6	Achievement Certificate Letter 2
	A-7	Achievement Certificate Letter 3
	A-8	Trainee Letter of Job Offer
	A-9	Cost Subsidy Agreement - Full-Time Trainee Program
	A-10	Cost Subsidy Agreement - Part-Time Trainee Program
	A-11	Trainee Quarterly Status Report/Year End Report
	A-12	Statistical Report

Pre Cost-Subsidy Trainee Form Letters

	A-13	Increment Letter
	A-14	Blanket Approval Letter
	A-15	Letter of Extension Approval to Training Department
	A-16	Letter of Extension of Job Offer to Trainee
	A-17	Letter of Extension Authorization to FMBS
	A-18	Response to Inquiries on Senior Management Core Courses

ROLES AND RESPONSIBILITIES

Regional Offices of ECE are responsible for correspondence with Training Departments, Boards, or Agencies; Trainees; Trainers; and other individuals or organizations. This task is not as tedious as it may seem as form letters have been created for a number of situations which occur on a regular basis. These form letters are helpful because many of the letters that the PSCTP Coordinator or the Administration Officer will send out are for similar purposes to different people. The form letters are on the PSCTP Administration diskette so it is easy to personalize these letters to suit the individual situations.

When preparing letters for any purpose it is very important to:

- verify all information
- send out only typed copies of the letter
- attach all necessary documents
- get proper approval to send out the letter
- file a copy
- enter any necessary data in appropriate log books (provided it affects the spreadsheet information)
- make copies for distribution if needed
- send the original to the institution or person involved in the letter.

All of the form letters required are on the PSCTP computer administration diskette. The following appendixes contain copies of some frequently used form letters. Additional form letters are available in the form letters binder at HQ, HRD Division.

NOTE: *The "PreCost-Subsidy" Trainees require more administration by ECE than the new Cost-Subsidy trainees will. This is due to the fact that they are employees of ECE, not the Training Department, Board, or Agency.*

For this reason form letters which are only relevant to "PreCost-Subsidy" trainees have been included in this manual.

These additional letters will become redundant after all these particular trainees have completed their training, however, they can be kept on file as a reference for the Training Departments, Boards, and Agencies to reformat or use with their new trainees.



(Date)

(TRAINERS NAME)
(TRAINERS TITLE)
(TRAINING DEPARTMENT)

(TRAINEES NAME) Trainee Quarterly Progress Reports.

As per your Department's agreement with the Public Service Career Training Program, you are responsible for completing Trainee Quarterly Progress Reports on your assigned trainee, (TRAINEES NAME).

The next Trainee Quarterly Progress Report is due on (DATE). Please set up an appointment with me so that we can review the draft before this date.

Quarterly trainee progress reports are intended to enhance the effectiveness of training programs. Quarterly progress reports offer a formal, regular opportunity for discussion among those involved in the trainee's learning. They provide an opportunity to evaluate progress, address questions or problems, deal with interpersonal matters, plan training for the next quarter, and create a record of what has been accomplished. In support of current principles of adult learning, quarterly progress reports provide an opportunity for trainees to participate in the planning, implementation, and evaluation of their own learning.

As the trainer you will actively participate in completing each quarterly progress report for the trainee each quarter and submit it to the coordinator of PSCTP by the last day of each quarter. The trainer will actively involve the trainee in the process, and will review and discuss the training feedback form that is completed by the trainee each quarter.

The trainer will also ensure that the trainee provides feedback on the training process by completing a training process feedback form each quarter. When this form is completed it should be discussed with the trainer, trainee, and Coordinator all present. The form should be attached to the completed progress report.



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As the PSCTP Coordinator I am available to assist you in the completion of the progress report for the trainee each quarter and the setting of learning objectives for the next quarter. Once you have finished a draft copy we should get together with the trainee and review the report.

Thankyou for your cooperation.

(Name)
Coordinator,
Public Service Career
Training Program

cc:



(Date)

(TRAINERS NAME)
(TRAINERS TITLE)
(TRAINING DEPARTMENT)

(TRAINEES NAME) Trainee Quarterly Progress Reports.

(TRAINEES NAME) Quarterly Progress Report was due on (DATE). Please prepare this progress report and set up an appointment with me so that we can review the draft as soon as possible.

If you are having any problems or need any assistance please contact me at (PHONE NUMBER).

Thankyou for your cooperation.

(Name)
Coordinator,
Public Service Career
Training Program

cc:





Northwest

Territories Education, Culture and Employment

Certificate of Achievement

This is to certify that

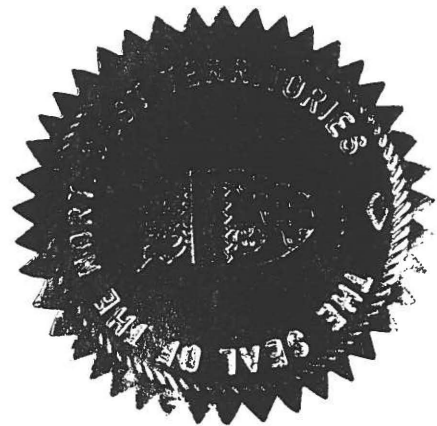
JOE BLOW

a fulltime trainee with the

PUBLIC SERVICE CAREER TRAINING PROGRAM (PSCTP)

from November 5, 1993 to November 4, 1996 has successfully completed training as a

FINANCE AND ADMINISTRATION OFFICER.



Deputy Minister,
Public Works & Services

Date

Deputy Minister,
Education, Culture and
Employment

Date



Northwest
Territories Education, Culture and Employment

(Date)

(Name)

Deputy Minister
Department of Education,
Culture and Employment
Yellowknife, NT

Public Service Career Training Program (PSCTP) Trainee Achievement Certificates:

Attached is a Trainee Achievement Certificate for, (Trainee's Name), a PSCTP Trainee who has successfully completed (his/her) training program.

Completing a PSCTP on-the-job training program is a significant accomplishment. This will be appropriately recognized by a signature from the Deputy Minister of the Training Department and the Deputy Minister of Education, Culture, and Employment.

Once you have signed the certificate please return it to me. I will send it on to the Deputy Minister of the respective department for (his/her) signature.

After signing, the certificate will be sent to the regional office of Education, Culture, and Employment where the Trainee is located. The certificate will be presented to the graduate at a formal presentation arranged by staff of Education, Culture, and Employment and the Training Department.

Thank you.

(Name)

Regional Superintendent
Education, Culture, & Employment
(Region)





Northwest
Territories Education, Culture and Employment

(Date)

(Name)
Deputy Minister
(Training Department)
Yellowknife, NT

Public Service Career Training Program (PSCTP) Trainee Achievement Certificates:

Attached is a Trainee Achievement Certificate for a PSCTP Trainee who has successfully completed (his/her) training program.

Completing a PSCTP on-the-job training program is a significant accomplishment. This will be appropriately recognized by a signature from the Deputy Minister of the Training Department and the Deputy Minister of Education, Culture, and Employment.

Once you have signed the certificate please return it to me.

After signing, the certificate will be sent to the regional office of Education, Culture, and Employment where the Trainee is located. The certificate will be presented to the graduate at a formal presentation arranged by staff of Education, Culture, and Employment and the Training Department.

Thank you.

(Name)
Regional Superintendent,
Education, Culture, & Employment
(Region)





(Date)

(NAME)
PSCTP Coordinator
Education, Culture and Employment
(COMMUNITY), NT

Public Service Career Training Program (PSCTP) Trainee Achievement Certificates:

Attached is a Trainee Achievement Certificate for a PSCTP Trainee who has successfully completed (HIS/HER) training program in your region.

Completing a PSCTP on-the-job training program is a significant accomplishment. This is appropriately recognized by the signature of the Deputy Minister of the Training Department and the Deputy Minister of Education, Culture, and Employment.

This certificate should be presented to the graduate at a formal presentation arranged by staff of Education, Culture, and Employment and the Training Department.

Thank you.

(Name)
Admin. Officer
Human Resources Development
Yellowknife, NT



(Date)

PERSONAL & CONFIDENTIAL

(Trainee's Name)

(Address)

Dear Ms/Mr. (Trainee's Name)

I am pleased to offer you an appointment to the Public Service Career Training Program (PSCTP) position of (Training Position) with the Department of (Training Department) in (Community). This training position is for a (Length of Term) year term beginning (TOS Date) and ending (SOS Date). You will be on probation for the length of the term and your continued participation in the training position will be dependent upon successful completion of courses and learning objectives as scheduled in the training plan. If you successfully complete the training program, you will be offered a permanent position as a (Target Position) with the Department of (Training Department).

Your starting salary will be \$(x) per annum, representing (x)% of Pay Level (x), Step (x), Grid (x)-(x).

Your trainer and direct supervisor will be (Trainer's Name), (Trainer's Title), Department of (Training Department). Counselling and assistance for your training program will be provided by (PSCTP Coordinator's Name), Coordinator, PSCTP, Department of Education, Culture, and Employment.

The Government of the Northwest Territories is committed to providing you with suitable training, counselling and support to prepare you to enter and succeed in the target position. By accepting this offer, you agree that:

- you intend to successfully complete the training program and stay in the target position for a period of time equal to, or greater than, the length of the training program;
- you understand that lack of success at any stage of the training program, or lack of acceptance into required course due to an inability to meet the minimum entrance requirements, will be reason for removal from the position;

../2



-2-

- you will take responsibility for gaining the skills required for the target position, participate in completing your quarterly appraisals and setting your objectives, discuss and resolve problems with the trainer as they arise, initiate travel arrangements you require, and complete travel authorization forms, expense claims, and leave forms.

The Government of the Northwest Territories, recognizing the health hazards associated with tobacco smoke for smokers and non-smokers alike, does not permit the smoking of tobacco in any form, by its employees in the work place.

To confirm your acceptance, please sign the second copy of this offer and return it to my office. The original of this letter and enclosed training plan with target position job description, are provided for your records.

Please contact the Compensation Administrator at (Phone Number) as soon as possible to make arrangements for completion of your pay documentation, if this has not already been done. You can assist in this matter by completing the attached Employee Information Request form and returning this form along with copies of your own and your dependants' birth certificates and your marriage certificate (if applicable) for presentation at documentation. Salary is paid bi-weekly and your cheque is computer processed; therefore, it is most important that we complete documentation as soon as possible to meet payroll deadlines.

Congratulations on your success in this competition. Please do not hesitate to contact me at (Phone Number) if you have any questions.

Sincerely,

(Name)
Personnel Officer
Department of Personnel

ACCEPTANCE OF APPOINTMENT

I have read the training plan and the target position job description, and I accept this job offer on the above terms.

Signature

Date

cc: Personnel Coordinator, FMBS, ECE
Administrator, Compensation Services, FMBS
Coordinator, PSCTP, ECE

**Public Service Career Training Program (PSCTP)
FULL-TIME TRAINEE PROGRAM**

COST SUBSIDY AGREEMENT

EFFECTIVE DATE: [*Trainee TOS date]

BETWEEN: The Department of Education, Culture, and Employment
 Government of the Northwest Territories, [*Region]

-and-

[*GNWT Department, Board, or Agency]
 [*Region]

PURPOSE: To train [*name of trainee]
 As a [*target position name]
 With [*GNWT Department, Board, or Agency]

TRAINING TERM: [*#] years, [*trainee TOS date] to [*trainee SOS date]

GUARANTEE: Upon successful completion of training [*name of GNWT Department,
 Board or Agency] will appoint [*name of trainee] to:

Target position: [*position name]
 Location: [*community name or region]
 Position number: [*number, if available]
 Classification Title: [*category and group initials]
 Pay Level: [*appendix and pay range number]

COMMITMENTS: The parties agree to the conditions contained in the signed attached form
 B. Agreement Between the Training Department and PSCTP.

SUBSIDY: Department of Education, Culture, and Employment will provide
 [*GNWT Department, Board, or Agency] with a 50% subsidy for
 approved training salary and O&M costs as follows:

Salary Costs

- Trainee salary which is a percentage of step 1 of the target position
 salary according to the following scale:

<i>Duration of Training</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
One year term	85%		
Two year term	80%	85%	
Three year term	75%	80%	85%

- Settlement Allowance (if applicable)
- Accommodation Allowance
- Employers Share of Benefits

Total Subsidy for Salary Costs up to:

Fiscal Year 199[*] = [*amount]

Fiscal Year 199[*] = [*amount]

Fiscal Year 199[*] = [*amount]

O&M Costs

O&M Costs that are approved in advance by PSCTP using form H. Short Course Summary (i.e., short course tuition, travel expenses for courses, trainer's attendance at the Effective On-The-Job Trainer Course).

Total Subsidy for O&M Costs up to:

Fiscal Year 199[*] = [*amount]

Fiscal Year 199[*] = [*amount]

Fiscal Year 199[*] = [*amount]

Total Subsidy for Salary and O&M Costs Up To:

Fiscal Year 199[*] = [*amount]

Fiscal Year 199[*] = [*amount]

Fiscal Year 199[*] = [*amount]

Total:

PAYMENTS:

[*GNWT Department, Board, or Agency] will pay all training costs as they occur.

[*GNWT Department, Board, or Agency] will then submit [*invoices or Journal Vouchers] to the Department of Education, Culture, and Employment on a quarterly basis (from Trainee's TOS date) for 50% of the approved costs, accompanied by payroll reports, proof of payment for O&M expenses (invoice, cheque requisition, etc.), and Trainee Quarterly Progress Report.

TERMS:

This agreement only applies to the trainee named herein. If this individual leaves the position this agreement is terminated.

This agreement may be terminated by either party if the commitments agreed to on form B. Agreement Between The Training Department and PSCTP are not adhered to.

This agreement may only be amended through the written consent of both parties.

SIGNED:

[*GNWT Dept., Brd., or Agency]	Date	Education, Culture, & Employment	Date	

B. AGREEMENT BETWEEN THE TRAINING DEPARTMENT & PSCTP

Trainee Position:

Length of Term:

Training Department:

Region:

ON APPROVAL OF FULL-TIME TRAINEE SUPPORT

The Training Department Agrees that:

1. It will provide the trainee with the indeterminate position specified in the Application For Full-Time Trainee Position submitted, in the region noted above, on successful completion of training.
2. It will provide training in accordance with the approved training plan. In agreement with PSCTP & the trainee, it will adjust the training plan to take into account qualifications of the person hired.
3. It will provide a designated trainer for the duration of the training term. If a designated trainer resigns, it will designate an alternate employee to immediately take over as the trainer. The trainer will be required to maintain regular in-person contact with the trainee in order to provide training, offer support and guidance, and evaluate progress.
4. It will provide sufficient time within the trainer's job to train, support, and evaluate the trainee. It will arrange through FMBS to pay the trainer a trainer's fee (Article 24.12).
5. It will arrange for the trainer to take The Effective On-The-Job Trainer Course. If possible the course will be taken in advance of hiring a trainee, if not, it will be taken early in the training term.
6. It will develop a special learning contract each time the trainee is temporarily placed with a different trainer, to cover the period of the placement; signed by - new trainer, trainee, & PSCTP.
7. The trainer will complete a written Trainee Quarterly Progress Report for the trainee every three months and submit it to the PSCTP Coordinator by the last day of each quarter. The progress report will include learning objectives for the trainee for the next quarter.
8. It will initiate performance pay increments for the trainee for suitable progress each year.
9. It will initiate the GNWT discipline process where problems with the trainee occur, and will involve the PSCTP Coordinator at every step of the process.
10. It will administer trainee employee benefits, leave and attendance records, and clearance certificate.
11. It will pay for trainee costs that it approves for duty travel, overtime, or other expenses that are not approved in advance by PSCTP (on form "H. Short Course Cost Summary").
12. It will provide work space, office furniture, equipment, and supplies required for the trainee.
13. It may give the trainee significant responsibility for a target position for up to three months in the later stages of the training term, when it is part of the training plan. However, trainees will not be put in an official acting capacity, and the trainer will continue to supervise, guide, and evaluate the trainee as needed during this time. If the trainee is capable of taking on the target position in an official acting capacity, the trainee will be appointed permanently into the target position.
14. It will arrange for the successful trainee to be appointed into the target position, so that the transfer comes into effect right at the end of the training term.

PSCTP Agrees that:

1. It will provide a salary subsidy for the trainee for the approved training term.
2. It will provide a subsidy for O&M costs for the trainee that have been approved in advance by PSCTP.
3. It will provide a cost subsidy for trainers of PSCTP trainees to attend The Effective On-The-Job Trainer Course.
4. It will provide a PSCTP Coordinator who will:
 - a) provide an orientation to PSCTP, and to adult learning concepts useful for on-the-job training
 - b) help the Training Department assess the trainee's learning needs and revise the training plan
 - c) help develop special learning contracts for temporary placements, and for quarterly objectives
 - d) provide training counselling to the trainee, and training advice to the trainer
 - e) help complete the Trainee Quarterly Progress Report, including objectives for the next quarter
 - f) monitor training quality and schedule, and participate in resolving training issues
 - g) participate in the hiring process and in the discipline process

Reg. Superintendent/HQ Director
Training Department

Date

Reg. Superintendent/Manager
Education, Culture, & Employment

Date

**Public Service Career Training Program (PSCTP)
PART-TIME TRAINEE PROGRAM**

COST SUBSIDY AGREEMENT

EFFECTIVE DATE: [*start date]

BETWEEN: The Department of Education, Culture, and Employment training
Government of the Northwest Territories, [*Region]

-and-

[*GNWT Department, Board, or Agency]
[*Region]

PURPOSE: To train [*name of trainee]
[*current position title]
[*current GNWT Department, Board, or Agency; or GNWT]
[*current Location]

For [*training goal]
With [*GNWT Department, Board, or Agency; or GNWT]

TRAINING TERM: [*#] years, [*start date] to [*end date]

GOAL: Upon successful completion of training [*name of trainee] will be
qualified to apply for promotional opportunities such as: [*example
position(s) and level(s)].

COMMITMENTS: The parties agree to the conditions contained in the signed attached form
B1. Agreement Between the Training Department and PSCTP.

SUBSIDY: Department of Education, Culture, and Employment will provide
[*GNWT Department, Board, or Agency] with a 50% subsidy for
approved O&M costs as follows:
- O&M Costs above normal expenses for the employee that are approved
in advance by PSCTP using form H. Short Course Summary (i.e., short
course tuition, travel expenses for courses, casual backfill, trainer's
attendance at the Effective On-The-Job Trainer Course).

Total Subsidy for O&M Costs up to:

Fiscal Year 199[*] = [*amount]

Fiscal Year 199[*] = [*amount]

Fiscal Year 199[*] = [*amount]

Total:

Part-Time trainees continue to receive the normal salary for their existing position from their Department, Board, or Agency.

PAYMENTS: [*GNWT Department, Board, or Agency] will pay all training costs as they occur.

[*GNWT Department, Board, or Agency] will then submit [*invoices or Journal Vouchers] to the Department of Education, Culture, and Employment on a quarterly basis (from trainee's start date) for 50% of the approved O&M costs, accompanied by proof of payment for O&M expenses (invoice, cheque requisition, etc.) and Trainee Quarterly Progress Report.

TERMS: This agreement only applies to the trainee named herein. If this individual leaves the position this agreement is terminated.

This agreement may be terminated by either party if the commitments agreed to on form B. Agreement Between The Training Department and PSCTP are not adhered to.

This agreement may only be amended through the written consent of both parties.

SIGNED:

[*GNWT Dept., Brd., or Agency] _____
Date

Education, Culture, & Employment _____
Date

Trainee's Name:

Training Goal:

Training Department:

Region:

ON APPROVAL OF PART-TIME TRAINEE SUPPORT

<p>The Training Department Agrees that:</p> <ol style="list-style-type: none"> 1. It will provide training in accordance with the approved learning contract, and in agreement with the trainee and PSCTP Coordinator, will adjust the learning contract when needed. 2. It will designate a staff member to be responsible for the training program. If this person leaves the position, it will designate an alternate staff member to immediately take over responsibility for the training program. The staff member will maintain regular in-person contact with the trainee in order to support the training process, and ensure the Training Agreement is carried out. 3. It will provide sufficient time within the trainer's job to train, support, and appraise the trainee in accordance with the Learning Contract that will be jointly developed. It may arrange through Personnel to pay the trainer a trainer's fee (Article 24.12). 4. It will allow the trainee sufficient flexibility in job performance to work toward the training goal. 5. It will arrange for the trainer to take "The Effective On-The-Job Trainer Course. If possible the course will be taken in advance of developing the learning contract and beginning the training process. 6. It will develop a special learning contract each time the trainee is placed with a new trainer to cover the period of the placement; to be signed by the new trainer, trainee, and PSCTP Coordinator. 7. The trainer will complete a written Trainee Quarterly Progress Report for the trainee each quarter, and submit it to the PSCTP Coordinator by the last day of each quarter. The progress report will include learning objectives for the trainee for the next quarter. 8. It will address training problems that occur, and will involve the PSCTP Coordinator in the process. 9. It will pay the trainee's salary, as well as other costs which it approves for short courses, casual relief staff, duty travel, overtime, or bilingual bonus, that are not approved in advance by PSCTP. 10. It will assess the trainee's knowledge, skills, and attitudes for the training goal at the end of the training term, and advise the trainee and PSCTP Coordinator of the results.
<p>PSCTP Agrees that:</p> <ol style="list-style-type: none"> 1. It will provide a subsidy for O&M costs for the trainee that have been approved in advance by PSCTP. 2. It will provide a cost subsidy for trainers of PSCTP trainees to attend The Effective On-The-Job Trainer Course. 3. It will provide a PSCTP Coordinator who will: <ol style="list-style-type: none"> a) provide an orientation to PSCTP, and to adult learning concepts useful for on-the-job training b) help the Training Department assess the trainee's learning needs and revise the training plan. c) help develop special learning contracts for temporary placements, and for quarterly objectives d) provide training counselling to the trainee, and training advice to the trainer e) help complete the Trainee Quarterly Progress Report, including objectives for the next quarter f) monitor training quality and schedule, and participate in resolving training issues
<p>The Part-Time Trainee Agrees to:</p> <ol style="list-style-type: none"> 1. Participate in the development and adjustment of the training plan package for the training goal. 2. Take responsibility for gaining the knowledge, skills, and attitudes for the training goal. 3. Participate in completing the Trainee Quarterly Progress Report, and setting learning objectives. 4. Discuss and resolve training problems with the trainer as they arise. 5. Make arrangements to attend approved short courses. 6. Take responsibility for applying for desired promotions for which qualifications have been obtained.

Part-Time Trainee Date

Reg. Superintendent/HQ Director Date Reg. Superintendent/Manager Date
Education, Culture, & Employment

PUBLIC SERVICE CAREER TRAINING PROGRAM (PSCTP)

FULL-TIME TRAINEE POSITIONS - NOVEMBER, 1995 REPORT

F=FILLED; A=ALLOCATED (BUT NOT FILLED)

DEPARTMENT/AGENCY	BAFFIN		FT. SMITH		HQ		INUVIK		KEEWATIN		KITIKMEOT		TOTAL		TOTAL		DEPT.
	F	A	F	A	F	A	F	A	F	A	F	A	F	A	F	A	TOTALS
AURORA COLLEGE	0	0	3	0	0	0	1	0	0	0	0	0	4	0			4
NUNAVUT ARCTIC COLLEGE	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
BAFFIN GENERIC MNGT. DEV.	4	0	0	0	0	0	0	0	0	0	0	0	4	0			4
BOARDS OF EDUCATION	0	0	0	0	1	0	0	0	1	0	0	0	2	0			2
ECON. DEV. & TOURISM	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
EDUC., CULT., & EMPL.	0	0	0	0	1	0	1	0	0	0	0	0	2	0			2
E.M. & P.R.	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
EXECUTIVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
FINANCE/FMBS	0	0	1	0	0	0	1	0	0	0	0	0	2	0			2
HEALTH & HOSPITAL BOARDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
HEALTH & SOCIAL SERVICES	0	0	0	0	2	0	1	0	0	0	0	0	3	0			3
JUSTICE	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
M.A.C.A.	1	0	0	0	0	0	0	0	1	0	0	0	2	0			2
NWT HOUSING CORP.	0	0	0	0	1	0	1	0	0	0	0	0	2	0			2
NWT POWER CORP.	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
PERSONNEL	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
PUBLIC WORKS & SERV.	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
RENEWABLE RESOURCES	2	0	0	0	0	0	0	0	1	0	2	0	5	0			5
SAFETY & PUBLIC SERVICES	1	0	0	0	1	0	0	0	0	0	0	0	2	0			2
TRANSPORTATION	0	0	1	0	1	0	2	0	0	0	0	0	4	0			4
WORKERS COMP.	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
MONTH END TOTALS	8	0	5	0	7	0	7	0	3	0	2	0	32	0			32
REGIONAL TOTALS	8		5		7		7		3		2			32			

PSCTP FULL-TIME TRAINEES - November 1995 Report

LAST NAME	FIRST NAME	AF.AC STAT	POS #	TARGET POSITION	TRAINING DEPT/AGENC	REG	COMMUNITY	TOS DATE	TRNG TERM	ACTUAL SOS DATE	GRAD Y/NO	REMARKS
Aerosmith	Steve	(AM)	81-????	Safety Officer	S&PS	BA	800 Iqaluit	26-Jul-93	3.00 Yrs.	26-Jul-96		
Arctic	Joanne	(AF)	71-????	Gen. Manager	Gen.Man.Dev.	BA	800 Iqaluit	03-Oct-94	3.00 Yrs.	03-Oct-97		
Esterhouse	Sally	(AF)	71-????	Gen. Manager	Gen.Man.Dev.	BA	800 Iqaluit	11-Oct-93	3.00 Yrs.	11-Oct-96		
Karloff	Borris	(AM)	51-????	Ren Res Off. I	Ren. Res.	BA	700 Pond Inlet	21-Mar-94	3.00 Yrs.	21-Mar-97		
Legosse	Bella	(AM)	71-????	Gen. Manager	Gen.Man.Dev.	BA	800 Iqaluit	14-Nov-94	3.00 Yrs.	14-Nov-97		
Pan	Pauline	(AF)	21-????	Assessor I	MACA	BA	800 Iqaluit	19-Dec-94	3.00 Yrs.	19-Dec-97		
Pixiedust	Mary	(AF)	71-????	Gen. Manager	Gen.Man.Dev.	BA	800 Iqaluit	06-Jul-92	3.00 Yrs.	26-Nov-95	Y-TP	
Slueth	Stan	(AM)	51-????	Ren Res Off. I	Ren. Res.	BA	800 Iqaluit	13-Sep-93	3.00 Yrs.	13-Sep-96		
Granny	Martha	(AF)	73-????	Academic Stud. Ins	AC	FS	100 Fort Smith	12-Sep-94	2.00 Yrs.	27-Jun-96		
Limbaud	Nanalee	(AF)	73-????	Comm. Adu. Edu.	AC	FS	203 Fort Liard	03-Jan-95	2.00 Yrs.	02-Jan-97		
Lutz	Nicki	(AF)	13-????	Lbr. Relations Off.	FMBS	FS	100 Fort Smith	31-Oct-94	2.00 Yrs.	30-Oct-96		
Pinkerton	Erin	(AF)	73-????	Comm. Adu. Edu.	AC	FS	109 Hay River	23-Oct-94	2.00 Yrs.	23-Oct-96		
Walton	Johnboy	(AM)	31-????	Airport Officer	Trans.	FS	100 Fort Smith	19-Sep-94	2.00 Yrs.	02-Oct-95	N-RES	
Joplin	Janice	(AF)	41-????	CSSW II	H&SS	HQ	114 Lac La Marte	24-Oct-94	2.00 Yrs.	24-Oct-96		
Jackson	Tito	(AM)	31-????	Budget Off.	Transp.	HQ	151 Yellowknife	11-Apr-94	2.00 Yrs.	11-Apr-96		
Jackson	Michael	(AM)	81-????	Ass. Fire Marshal	S&PS	HQ	151 Yellowknife	03-Oct-94	3.00 Yrs.	03-Oct-97		
Lodge	Veronica	(AF)	79-????	Principal	DDBE	HQ	119 Fort Rae	17-Oct-94	2.00 Yrs.	17-Oct-96		
Rex	Tea	(AF)	91-????	Policy off.-West	H&SS	HQ	105 Yellowknife	09-Nov-93	2.00 Yrs.	01-Nov-95	Y-TP	
Twizzler	Rhoda	(AF)	93-????	Policy Analyst	NWTHC	HQ	105 Yellowknife	12-Sep-94	2.00 Yrs.	12-Sep-96		
Wilfred	Beatrice	(AF)	71-????	Public Affrs. Off.	ECE	HQ	151 Yellowknife	07-Dec-94	1.00 Yrs.	08-Dec-95		
Around	Ted	(AM)	93-????	Program Manager	NWTHC	IN	400 Inuvik	01-Sep-94	2.00 Yrs.	01-Sep-96		
Harowsmith	Annie	(AF)	13-????	Accounting Officer	FMBS	IN	105 Inuvik	02-Aug-94	3.00 Yrs.	27-Oct-95	N-RES	
Ireland	Kathi	(AF)	73-????	Adult Educator	AC	IN	402 Ft. McPherson	04-Jan-94	2.00 Yrs.	04-Jan-96		
Loudly	Jake	(AM)	31-????	Reg. Airports Off.	Trans.	IN	400 Inuvik	11-Oct-94	2.00 Yrs.	11-Oct-96		
Poundcake	Tanya	(AF)	41-????	Elder Centre Supv	H&SS	IN	401 Aklavik	19-Oct-92	2.00 Yrs.	18-Oct-95	Y-TP	
Smith	Betty	(AF)	31-????	Highway Trans. Off.	Trans	IN	105 Inuvik	02-Aug-94	2.00 Yrs.	02-Aug-96		
Stillwater	Lana	(AF)	71-????	Fin/Admin. Off.	ECE	IN	400 Inuvik	14-Nov-94	2.00 Yrs.	14-Nov-96		
Axeman	Eric	(AM)	51-????	Ren Res Off. I	Ren. Res.	KE	603 Baker Lake	26-Jul-93	3.00 Yrs.	26-Jul-96		
Kruschev	Ely	(AF)	75-????	Vice-Principal	KDBE	KE	601 Arviat	17-Aug-94	2.00 Yrs.	17-Jul-96		
Kereoke	Glen	(AM)	21-????	Land Officer	MACA	KE	600 Rankin Inlet	29-Aug-94	3.00 Yrs.	29-Aug-97		
Kriminal	Jack	(AM)	51-????	Ren Res Off. I	Ren. Res.	KI	503 Gjoa Haven	18-Oct-93	3.00 Yrs.	18-Oct-96		
Onatop	Jake	(AM)	51-????	Ren Res Off. I	Ren Res	KI	500 Cambridge Bay	13-Mar-95	3.00 Yrs.	31-Mar-98		

GRADUATION COLUMN CODES:

Y-TP = YES TARGET POSITION
Y-GOP = YES GNWT OTHER POSITION
Y-NP = YES NON-GNWT POSITION
N-GOP = NON-GRAD, BUT OTHER GNWT POSITION
N-NP = NON-GRAD, BUT OTHER NON-GNWT POSITION
N = RESIGNED OR TERMINATED

AFF. ACTION STATUS CODES:

AF = ABORIGINAL FEMALE
AM = ABORIGINAL MALE
RF = NON-TRADITIONAL RESIDENT FEMALE
IF = INDIGENOUS FEMALE
IM = INDIGENOUS MALE
DF = DISABLED FEMALE
DM = DISABLED MALE

PUBLIC SERVICE CAREER TRAINING PROGRAM (PSCTP)
Department of Education, Culture, and Employment, GNWT

FULL-TIME TRAINEE PROGRAM STATISTICS

APRIL 1, 1994 TO MARCH 31, 1995

CLIENT BENEFITS / IMPACTS:	NWT	BA.	FS.	HQ.	IN.	KE.	KI.
Total Trainees Served	66	16	12	17	12	6	3
New Trainee Positions Allocated	23	4	4	7	3	3	2
Dep'ts., Brds., & Agencies Served	17	8	5	9	9	5	2
Aboriginal Trainees (% A. A.- P. 1)	99%	100%	92%	100%	100%	100%	100%
WORK PROCESS OUTPUTS:							
Successful Graduates	17	4	5	4	4	0	0
Salary & O&M Cost in \$1,000,000.00	2.089	0.631	0.376	0.441	0.348	0.223	0.070
STATISTICAL BREAKDOWN:							
Target Positions - Management	4	2	0	1	1	0	0
Target Positions - Officer	62	14	12	16	11	6	3
TOTAL:	66	16	12	17	12	6	3
Management Target Pos. - Male	2	1	0	0	1	0	0
Management Target Pos. - Female	2	1	0	1	0	0	0
TOTAL:	4	2	0	1	1	0	0
Officer Positions - Male	22	8	3	4	2	3	2
Officer Positions - Female	40	6	9	12	9	3	1
TOTAL	62	14	12	16	11	6	3
Graduates - To Target Position	13	3	4	2	4	0	0
Graduates - Other GNWT positions	0	0	0	0	0	0	0
Graduates - Non-GNWT Positions	4	1	1	2	0	0	0
TOTAL:	17	4	5	4	4	0	0
Graduates - Aboriginal Male	7	3	1	2	1	0	0
Graduates - Aboriginal Female	9	1	3	2	3	0	0
Graduates - Non-Trad., Res. Female	1	0	1	0	0	0	0
Graduates - Indigenous Male	0	0	0	0	0	0	0
TOTAL:	17	4	5	4	4	0	0
Trainees - Aboriginal Male	24	9	3	4	3	3	2
Trainees - Aboriginal Female	41	7	8	13	9	3	1
Trainees - Non-Trad., Resid. Female	1	0	1	0	0	0	0
Trainees - Indigenous Male	0	0	0	0	0	0	0
TOTAL:	66	16	12	17	12	6	3
Trainees on April 1, 1995	42	11	7	10	7	5	2
NOTES:							



Education, Culture and Employment

(Date)

JOB EVALUATION
FINANCIAL MANAGEMENT BOARD
SECRETARIAT

(Trainee's Name), (Trainee Position),/# (position number)

Please increase (Trainee's Name)'s salary level to (*00)% of pay level (*0/0), grid (*0-0), effective (*Date).

This increase is due to (*his/her) continued progress in the Public Service Career Training Program.

(*His/Her) salary will remain at this level for the balance of his program.

Thank You,

(Name)
Regional Superintendent
Education, Culture, & Employment
(Region)

cc: (Trainee's Name)
(Reg. Rep. Name)





DEPUTY MINISTER (TRAINING DEPARTMENT)

Request for Blanket Approval for Southern Travel for (P.S.C.T.P.) Trainees

It is the mandate of the Department of Education, Culture and Employment to provide training to northerners through the Public Service Career Training Program. Trainees are sometimes required to travel to southern institutions for specialized training, which is part of a departmentally approved training plan.

Under the Financial Management Board's directives, any southern travel within Canada has to be pre-authorized by the Deputy Minister. Since this southern travel is part of a trainee's program, it would seem more appropriate to provide general approval for travel of this nature, rather than submit individual travel requests for each trainee.

Recommendation: That general approval be given for the *199_/9_* fiscal year for PSCTP trainee travel required to complete training and as approved by the Department of Education, Culture, and Employment in individual training plans.

(NAME)
Assistant Deputy Minister

(NAME)
Deputy Minister





(Date)

(Name)

(Regional Superintendent/or equivalent or Director for HQ Trainees)

(Training Department, Board, or Agency)

(Community)

Extension of Training Term for (Trainee's Name), (Position #)

I received your letter of **(Date)** requesting a **(number)** month(s) extension of **(Trainee's Name)**'s training position with the Public Service Career Training Program.

I am pleased to advise you that the extension is conditionally approved based on the following:

1. That **(Trainee's Name)** agrees to the requirements of the attached letter of offer of extension.
2. That **(Training Department)**'s staff:
 - a) Develop learning objectives for **(Trainee's Name)**'s training in advance of each month of training.
 - b) Complete a written evaluation of **(Trainee's Name)**'s progress at the end of each month and submit it to **(Name)**, Coordinator, PSCTP. This will allow **(him/her)**, to monitor **(Trainee's Name)**'s progress, provide counselling to **(him/her)**, and assist your trainer in resolving problems as they occur.
 - c) Keep **(Coordinator's Name)** informed about any difficulties with **(Trainee's Name)**'s training or performance as they occur.

../2



-2-

- d) Consult with **(Coordinator's Name)** before approving any requests from **(Trainee's Name)** for vacation leave, as it may be necessary to restrict the use of Vacation Leave in order to complete the training during the extension.

Please contact **(Name)**, Manager, PSCTP, if there are any questions about this approval

(Name)
Regional Superintendent
Education, Culture, & Employment

Attachment

cc: **(Trainer's Name)**
(PSCTP, Coordinator)



Northwest Territories Education, Culture and Employment

Personal & Confidential

(Date)

(Trainee's Name)

(Trainee's Position)

(Training Department)

(Community)

Position (#), (Trainee's Position Title)

Dear (Trainee's Name),

I am writing to offer you an extension of your training position term position under the Public Service Career Training Program as a **(Trainee's position title)** with **(Department, Board, or Agency name)**. This extension is for **(number)** months beginning **(Date)** and ending **(Date)**. Your ongoing participation in the training position is dependent upon successful completion of course and learning objectives as scheduled in the training plan. If you successfully complete the training program, you will be offered a indeterminate position as a **(target position title)** in **(Community)**.

This extension is required because your skill levels are not adequate to fill the target position at this time. The Public Service Career Training Program has conditionally approved the request for extension from **(Training Department)** based on the attached letter and training plan dated **(Date)**.

The Department of Education, Culture and Employment Programs and the **(Training Department)** are committed to providing you with suitable training, counselling and support to prepare you to enter and succeed in the target position.

By accepting this offer, you agree that:

1. You intend to successfully complete the training program and stay in the target position for a period of time equal to, or greater than, the length of the training program.
2. You understand that lack of success at any stage of the training program may be reason for removal from the position.
3. You will, take responsibility for gaining the skills required for the target position, participate in on-going planning and evaluation of your training plan, actively participate in completing your regular appraisals and setting your objective, discuss and resolve problems with the trainer as they arise, initiate travel arrangements you require and complete travel authorization forms, expense claims and leave forms as required by GNWT procedures.



- 4. You understand that time off the job should be kept to a minimum in order to complete the training program during the extension, and therefore it may be necessary to restrict the use of Vacation Leave during this period.

(#)(Any other conditions.)

To confirm your acceptance of the requirements of this offer, please sign a copy of this letter in the space provided and return it to me by 5:00 p.m. **(Date)**. I must receive your acceptance of the offer by this date because you have not yet successfully completed your training program, and your original training term will end at 5:00 p.m., **(Date)**, resulting in the Departments of Education, Culture and Employment Programs and the **(Training Department)** having no further obligation to provide training or a target position to you.

You may keep a copy of this letter and the attached training plan for your records. A copy of this letter will be placed on your Personnel file. Please contact **(Coordinator's Name)**, **Coordinator, Public Service Career Training Program** if you have questions about this offer.

I hope this offer of extension will make it possible for you to successfully complete your training program.

Sincerely,

(Name)
Regional Superintendent
Education, Culture, & Employment

Attachment

ACCEPTANCE OF TERM POSITION EXTENSION OFFER

I have read the training plan and I accept the extension on the above terms.

Signature: _____ Date: _____
(Trainee's Name)

cc: **(Trainer's Name)**
(Coordinator of PSCT's Name)
Pay & Benefits, Personnel, **(Community)**



Northwest Territories Education, Culture and Employment

FINANCIAL MANAGEMENT BOARD
SECRETARIAT
(REGION)

(Date)

(TRAINEE'S NAME), (POSITION #):

(TRAINEE'S NAME) has been granted an extension to (his/her) original Public Service Career Training Program term to (DATE).

Please amend the completion date originally submitted to your department to:

Position No.: (#)
Index code: 117721-(SETT.CODE)
Current Completion Date: (DATE)
Updated Completion Date: (DATE)

Authorized by: _____
(Name)
PSCTP Coordinator
Education, Culture,
& Employment

Date: _____

Approved by: _____
(Name)
Regional Superintendent
Education, Culture,
& Employment

Date: _____

cc:





Northwest Territories Education, Culture and Employment

(Date)

(Name)

(Address)

GNWT SENIOR MANAGEMENT DEVELOPMENT PROGRAM CORE COURSES

In response to your inquiry about the GNWT Senior Management Development Program core courses listed in the GNWT Staff Training and Development Calendar, I have enclosed information for you.

Enclosed:

- GNWT Senior Management Development Program overview
- Detailed course outline

The Senior Management Development core courses will be delivered by an instructor with Hay Management Consultants from Toronto. Hay Management Consultants developed the components of the GNWT Senior Management Development Program in consultation with GNWT Regional and Headquarters Senior Management Staff. Hay Management Consultants has extensive national and international experience in management training.

Prior to attending the Senior Management Development Program core courses, participants are asked to be rated on the Core Competency Model by one or more of the following: a supervisor, co-worker, and/or themselves. Comparison, discussion, and agreement on rating results among raters is desirable. Instructions and a Learning Needs Assessment form are enclosed. Participants should bring their competency ratings and the enclosed Resource Manual with them to the course.

Resource materials enclosed:

- Learning Needs Assessment (for Senior Management positions) - Part-Time Trainee Program
- Instructions for Rating Individuals on Job Competencies
- Learning Contract (for Senior Management positions) - Part-Time Trainee Program
- Part-Time Trainee Program computer disk (includes Needs Assessment & Learning Contract)
- Part-Time Trainee Program Disk File List
- Resource Manual, GNWT Senior Management Development Program
(Detailed course description is listed in Section 5 of the Manual)

If you would like more information about the GNWT Senior Management Development Program or assistance in the assessment process, please contract me.

(Name)

Regional Superintendent
Education, Culture, & Employment

(Region)



APPENDIX B

Appendix B PROGRAM FORMATS

- B-1 Introduction To PSCTP
- B-2 Full-time Trainee Program - Application Package
- B-3 Part-time Trainee Program - Application Package
- B-4 Trainee Quarterly Progress Report Package
- B-5 Process for Extension of Training Support
- B-6 The Effective On-The-Job Trainer Course Description
- B-7 GNWT Senior Management Development Program Description
- B-8 GNWT Senior Management Development Program - Core Course Descriptions



PUBLIC SERVICE CAREER TRAINING PROGRAM (PSCTP) **Department of Education, Culture, and Employment**

What is it?

The Public Service Career Training Program (PSCTP) provides training support services and training cost subsidies to GNWT Departments, Boards, and Agencies to train affirmative action candidates for GNWT officer and management positions.

What does it do?

Departments, Boards, and Agencies are provided with training, counselling, monitoring, and funding support to develop and deliver effective on-the-job training programs. Trainees are provided with individualized training programs that include a combination of on-the-job training delivered by the applying Department, Board or agency, self-directed learning activities, and specialized short courses.

What are the options?

Full-Time Trainee Program: For this program the target position has been identified and the trainee will be recruited. A target position must be guaranteed for the successful trainee. A 50% subsidy is provided for the training salary and O&M costs. The application deadline for funding in the next fiscal year is February 15.

Part-Time Trainee Program: For this program the training goal and a GNWT employee have been identified. A target position does not need to be guaranteed. A 50% subsidy is provided for the training O&M costs; the employee continues to receive the normal salary for their existing position from their Department, Board, or Agency. The application deadline for funding in the next fiscal year is February 15.

Employee Development Consultation Service: Competency-based knowledge, resources, and advice are provided to managers and human resource officers for use in human resource planning, development, and management. This service is provided on request.

More Information?

Information, application packages, and assistance are available from the regional PSCTP Coordinator with the Department of Education, Culture, and Employment.

FULL-TIME TRAINEE PROGRAM - APPLICATION PACKAGE**Full-Time Trainee Program Mission**

To provide support to Departments, Boards, and Agencies of the Government of the Northwest Territories (GNWT) to train affirmative action candidates for officer and management positions to help meet the human resource planning needs of the GNWT.

Full-Time Trainee Program Description

The PSCTP Full-time Trainee Program provides training support services and a training cost subsidy to train affirmative action candidates for permanent officer and management target positions with GNWT Departments, Boards, and Agencies. It provides training, counselling, monitoring, and funding support for the development and delivery of individualized training programs of up to 3 years duration. Training programs include a combination of on-the-job training provided by an employee of the applying Department, Board, or Agency, self-directed learning activities, and specialized short courses of up to six weeks in length. On successful completion of training the trainee is appointed to the target position.

Full-Time Trainee Program Application Process

Application submission deadline: February 15 for funding in the next fiscal year.

Application approval deadline: approval decisions will be made by March 15.

Applications are approved by: a regional human resource planning committee.

If there is unexpected funding slippage during the year, additional applications may be approved.

Start Date for Trainee Support: Trainee support approved in March may start at any time during the upcoming fiscal year, as requested by the Training Department.

Application package: *Full-time Trainee Program Application Package* is used when the target position has been identified and the trainee will be recruited. An indeterminate target position must be guaranteed to the successful trainee. *Part-time Trainee Program Application Package* is used when the training goal and the trainee have been identified. A target position is not necessarily guaranteed.

Application Package (available on computer diskette) for Full-Time Trainee Support must include:

- A. Application for Full-Time Trainee Support (section I and II signed)
- B. Agreement Between the Training Department & PSCTP - Full-Time Program (signed)
- C. Human Resource Planning Information - Full-Time Trainee Program
- D. Target Position Documents - Full-Time Trainee Program
Training Plan Package
- E. Learning Needs Assessment - Full-Time Trainee Program
- F. Training Plan/Learning Contract - Full-Time Trainee Program
- G. Learning Activity Time-Line - Full-Time Trainee Program
- H. Short Course Cost Summary - Full-Time Trainee Program

Coordinators of PSCTP will provide guidance and assistance in completing the application package.

Applications must guarantee an indeterminate target position for the trainee on successful completion of training, in the region where the application is submitted. Also, a majority of on-the-job training must take place within that region.

Submit completed application packages to: PSCTP Coordinator, Education, Culture, & Employment, in region where target position is located. Submit applications early to allow time for feedback to be given and adjustments to be made.

Factors Used by Regional Human Resource Planning Committees When Approving Applications

1. The target position is at an officer or management level.
2. The training plan does not duplicate education or training that is already possessed by members of affirmative action target groups in the region who are available to apply for the target position.
3. Qualified applicants for the trainee position are potentially available from affirmative action target groups in the region.
4. The application package is complete, and the training plan package meets PSCTP requirements.
5. The previous training record of the applying Department, Board, or Agency is good.
6. The training time is shorter and less costly than other applications. Cost effectiveness is a goal.
7. The Department has received less trainees in past years than other Departments that are applying.
8. The need for a trainee position is supported by the applying Department's human resource plans.
9. Approval will contribute to meeting human resource planning priorities in the Region.
10. Approval will contribute to meeting the human resource planning needs of the GNWT, and recognizes any special priorities set by the Legislative Assembly, Cabinet, or GNWT Human Resource Development Committee.

Full-Time Program Training Support Services offered by PSCTP

1. Orient the trainer and trainee to PSCTP
2. Help develop a competency profile for the target position (Form E)
3. Help assess the trainee's learning needs for the target position (Form E)
4. Help develop a learning contract/training plan for the target position (Form F)
5. Help develop a learning activity time line & short course cost summary (Forms G & H)
6. Introduce the trainer and trainee to adult learning concepts including principles of adult learning, learning styles, training/coaching on-the-job, self-directed learning, and use of learning contracts.
7. Explore the trainee's learning style; encourage reflective learning processes.
8. Provide training counselling to trainees.
9. Provide training advice to trainers.
10. Help complete Trainee Quarterly Progress Reports, including objectives for the next quarter.
11. Monitor training quality and schedule, and participate in resolving training issues.
12. Assist with revisions, adjustments, or extensions to the learning contract when needed.
13. Issue a Trainee Achievement Certificate upon successful completion of training
14. Participate in the hiring process and in the discipline process.

Full-Time Program Training Cost Subsidy offered by PSCTP

PSCTP cost subsidy is: 50% of approved costs in each year of training.

For *Full-time trainees* it is 50% of approved trainee salary (including benefits and employers share of benefits) and 50% of approved O&M costs (i.e., course tuition, travel for courses, trainer's attendance at the Effective On-The-Job Trainer Course).

Payment of trainee costs will be made by the applying Department, Board, or Agency as they occur. It will bill PSCTP for the 50% subsidy on a quarterly basis from the trainee's TOS date to the program.

A formal agreement will be signed by PSCTP and the applying Department, Board, or Agency effective on the trainee's TOS date to the program. There will be one agreement per trainee. Agreements will include whether for a part-time or full-time trainee; the term of the subsidy; organization, position and trainee data; percent subsidy amount; what costs covered; reference to the agreement in the application package on form B; that it only applies to initial trainee; that payment of all costs are made up-front by training department; quarterly billing periods and backup documents required; fiscal year that it applies to; total cost in the applicable fiscal year; and cancellation clause.

PSCTP Does not subsidize the following costs:

1. Orientations
2. Conference or convocation attendance
3. Regular Duty Travel
4. Overtime
5. Bilingual Bonus
6. Trainer's fee
7. VTA, medical travel, or removals (responsibility of FMBS)
8. Uniforms, or work related equipment
9. Office furniture, equipment, supplies
10. Work space

Trainees receive a percentage of the target position starting salary: 75% for the third to last year of training, 80% for the second to last year of training, and 85% for the last year of training - dependent on the length of training term, and successful completion of courses and learning objectives each year.

- Exception for GNWT employees hired into trainee positions: when appointment to a trainee position will result in a promotion at the completion of training, but will initially result in less pay, the salary will remain at the employees current salary level plus negotiated increases, until the training program is completed or the trainee salary scale catches up to the incumbent's salary.

Full-Time Trainee Hiring Process

Trainee positions must be filled through the GNWT competition process, not by direct appointment.

When trainees are hired they become term employees of the Training Department, Board, or Agency.

Upon successful completion of training they are appointed to the target position. The usual direct appointment procedure through Cabinet is not required. A trainee's appointment requires that a letter from the Deputy Minister (or equivalent) of the employing Department, Board, or Agency is sent to the regional office of FMBS responsible for the target position, indicating that the trainee has successfully completed training and asking that the trainee be placed into the target position.

Trainee selection committee members include: at least one member of the Training Department, Board, or Agency (usually the trainer), the PSCTP Coordinator, and a Staffing Officer with Personnel.

Short Courses Costs for Full-Time Trainees

Short course definition: Short courses may be up to six weeks in duration (in special circumstances up to one semester may be considered). Short courses do not include orientations, conferences, work placements, or general upgrading. Under no circumstances will time spent attending courses, equal or exceed time spent training on-the-job per fiscal year.

PSCTP may pay a cost subsidy of 50% for short courses that are stated or inferred as entrance requirements by the trainee's target position job description. Prior approval for PSCTP payment of costs must be obtained by completing form "H. Short Course Cost Summary", and obtaining approval from the PSCTP signing authority.

Training Departments are responsible for paying 50% of PSCTP approved short course costs and all expenses for short course costs not given prior approval by PSCTP.

Trainees are responsible for paying short course costs when repeating a course due to lack of success in the course the first time that it was taken. Exceptions can be made for valid health or special leave reasons. Lack of success in a course can also be reason for removal from a trainee position.

Short course costs definition: Short course costs include tuition, transportation, accommodation and per diem. They do not include books or student activity fees except where included as an integral part of course fees for workshops. When a trainee is required to travel away from the community of employment to attend courses at an academic institution - the trainee receives per diem expenses while travelling to and from the institution, and is deemed to be on "Short Term Leave for Training Purposes" while attending the institution, for the purpose of determining the level of expenses that will be supported.

Commitments by Full-Time Trainee Program Participants

Commitments to be made by Training Departments, Boards, and Agencies, and by PSCTP are listed on form "B. Agreement Between the Training Department & PSCTP."

Commitments to be made by Trainees are covered in the letter of Job Offer used for PSCTP Trainees.

Resource Materials Available from PSCTP

- Resource Manual, GNWT Officer Level Development. Public Service Career Training Program.
- Resource Manual, GNWT Senior Management Development Program. Public Serv. Career Trng Prg
- Competency profiles and training plans used for other trainee positions.
- Reference materials, books, and video tapes on Adult Learning.
- For more information contact Coordinator, PSCTP, Education, Culture, & Employment in your region.

A. APPLICATION FOR FULL-TIME TRAINEE SUPPORT

Trainee Position:

Length of Term:

Training Department:

Region:

[Training Department means: GNWT Department, Board, or Agency applying for Full-time trainee support.]

Section I: To be signed by the Regional Superintendent or HQ Director of Training Department.

The trainee will be appointed to the following target position on successful completion of training.

Target Position Title:

Community:

Target Pos. #:

Target position will be held vacant, or;

Class.Title (ABRV):

Target position is/will be filled on a term basis, or;

Pay Level:

An indeterminate target level position is guaranteed in the region.

Trainer's Name:

Community:

Trainer's Title:

Phone #:

This application package includes Forms A to H.

Name:

Title:

Signature

Date

Section II: To be signed by the Deputy Minister (or equivalent) of the Training Department.

This Application For Full-Time Trainee Position has my approval and guarantee that an indeterminate position as described above will be provided to the trainee upon successful completion of training.

Name:

Title:

Signature

Date

Section III: To be signed by the Reg. Superintendent/Manager of Education, Culture, and Empl.

The Regional Human Resource Planning Committee made the following decision on this application:

Trainee Support Approved

Trainee Sup. Conditionally Approved

Trainee Support Not Approved

Comments:

Name:

Region:

Signature

Date

Section IV: To be signed by the Regional PSCTP Coordinator

This application package is complete and meets PSCTP requirements. A staff requisition may be issued.

Name:

Location:

Signature

Date

B. AGREEMENT BETWEEN THE TRAINING DEPARTMENT & PSCTP

Trainee Position:

Length of Term:

Training Department:

Region:

ON APPROVAL OF FULL-TIME TRAINEE SUPPORT

The Training Department Agrees that:

1. It will provide the trainee with the indeterminate position specified in the Application For Full-Time Trainee Position submitted, in the region noted above, on successful completion of training.
2. It will provide training in accordance with the approved training plan. In agreement with PSCTP & the trainee, it will adjust the training plan to take into account qualifications of the person hired.
3. It will provide a designated trainer for the duration of the training term. If a designated trainer resigns, it will designate an alternate employee to immediately take over as the trainer. The trainer will be required to maintain regular in-person contact with the trainee in order to provide training, offer support and guidance, and evaluate progress.
4. It will provide sufficient time within the trainer's job to train, support, and evaluate the trainee. It will arrange through FMBS to pay the trainer a trainer's fee (Article 24.12).
5. It will arrange for the trainer to take The Effective On-The-Job Trainer Course. If possible the course will be taken in advance of hiring a trainee, if not, it will be taken early in the training term.
6. It will develop a special learning contract each time the trainee is temporarily placed with a different trainer, to cover the period of the placement; signed by - new trainer, trainee, & PSCTP.
7. The trainer will complete a written Trainee Quarterly Progress Report for the trainee every three months and submit it to the PSCTP Coordinator by the last day of each quarter. The progress report will include learning objectives for the trainee for the next quarter.
8. It will initiate performance pay increments for the trainee for suitable progress each year.
9. It will initiate the GNWT discipline process where problems with the trainee occur, and will involve the PSCTP Coordinator at every step of the process.
10. It will administer trainee employee benefits, leave and attendance records, and clearance certificate.
11. It will pay for trainee costs that it approves for duty travel, overtime, or other expenses that are not approved in advance by PSCTP (on form "H. Short Course Cost Summary").
12. It will provide work space, office furniture, equipment, and supplies required for the trainee.
13. It may give the trainee significant responsibility for a target position for up to three months in the later stages of the training term, when it is part of the training plan. However, trainees will not be put in an official acting capacity, and the trainer will continue to supervise, guide, and evaluate the trainee as needed during this time. If the trainee is capable of taking on the target position in an official acting capacity, the trainee will be appointed permanently into the target position.
14. It will arrange for the successful trainee to be appointed into the target position, so that the transfer comes into effect right at the end of the training term.

PSCTP Agrees that:

1. It will provide a salary subsidy for the trainee for the approved training term.
2. It will provide a subsidy for O&M costs for the trainee that have been approved in advance by PSCTP.
3. It will provide a cost subsidy for trainers of PSCTP trainees to attend The Effective On-The-Job Trainer Course.
4. It will provide a PSCTP Coordinator who will:
 - a) provide an orientation to PSCTP, and to adult learning concepts useful for on-the-job training
 - b) help the Training Department assess the trainee's learning needs and revise the training plan
 - c) help develop special learning contracts for temporary placements, and for quarterly objectives
 - d) provide training counselling to the trainee, and training advice to the trainer
 - e) help complete the Trainee Quarterly Progress Report, including objectives for the next quarter
 - f) monitor training quality and schedule, and participate in resolving training issues
 - g) participate in the hiring process and in the discipline process

Reg. Superintendent/HQ Director
Training Department

Date

Reg. Superintendent/Manager
Education, Culture, & Employment

Date

C. HUMAN RESOURCE PLANNING INFORMATION - FULL-TIME TRAINEE PROGRAM

Trainee Position:

Length of Term:

Training Department:

Region:

[Target position means: indeterminate position in the Training Department that a trainee will train for.]

1. Explain how applying for this trainee position supports your Department's human resource plans.
2. In past competitions for the <u>target position</u> or <u>similar positions</u> in the region - were there any applicants from affirmative action target groups in the region who met the entrance requirements of the <u>target position</u> with your Department? Provide information.
3. Are there any members of affirmative action target groups in the region <u>now</u> who potentially meet the entrance requirements and might apply on a competition for the <u>target position</u> in your Department? Provide information. (Please research before responding.)
4. Are there any members of affirmative action groups in the region <u>now</u> who potentially meet the entrance requirements and might apply on a competition for the <u>trainee position</u> ? Provide information. (Please research before responding.)
5. What is the long-term requirement for the <u>target position</u> within your Department, and what career advancement opportunities exist beyond the target position?
6. Who will provide training to the trainee? Provide information on relevant education, knowledge, and experience of staff who will have responsibility for this training. Comment on how suitable training can be provided within your Department.
7. Other relevant information for this Application For Trainee Position.
8. Requested start date for the trainee.

D. TARGET POSITION DOCUMENTS - FULL-TIME TRAINEE PROGRAM

Trainee Position:

Length of Term:

Training Department:

Region:

Attach the following documents to this form:

1. **Job Description for the target position** with approving signatures dated within the last two years.
2. **Organization Chart** showing the target position and the trainee position.
3. **Classification Action Report** that is received from FMBS for the target position.

E. LEARNING NEEDS ASSESSMENT - FULL-TIME TRAINEE PROGRAM

Trainee Position:

Length of Term:

Training Department:

Region:

[Target position means: indeterminate position in the Training Department that a trainee will train for.]

1. Training Department Purpose/Mission:
2. Target Position Purpose:
3. Education, Training, and Experience Usually Required for Target Position: (INCLUDE CERTIFICATION, LICENSE, OR DESIGNATIONS THAT WOULD USUALLY BE REQUIRED)
4. Trainee Position Entrance Requirements: (INCLUDE ACCEPTABLE EQUIVALENCIES AND ENTRANCE REQUIREMENTS FOR ANY REQUIRED COURSES)
5. Other information related to learning needs for the position:

G. LEARNING ACTIVITY TIME-LINE - FULL-TIME TRAINEE PROGRAM

Trainee's Name:

Length of Term:

Training Department:

Region:

Attach the following to this form:

A schedule for the learning activities listed in the learning contract - include the order, estimated duration, & approximate dates that they will occur.

- e.g. - List the learning activities in chronological order showing approximate duration and dates;
- List the learning activities and their duration by the quarter of the year they are planned for;
- Graph the learning activities to show the planned order, dates, and approximate duration; or,
- Other means that provides a structured outline of when various learning activities will occur.

PART-TIME TRAINEE PROGRAM - APPLICATION PACKAGE**Part-Time Trainee Program Mission**

To provide support to Departments, Boards, and Agencies of the Government of the Northwest Territories (GNWT) to train GNWT affirmative action employees for promotional opportunities to help meet the human resource planning needs of the GNWT.

Part-Time Trainee Program Description

The PSCTP Part-Time Trainee Program provides training support services and a training cost subsidy for training existing GNWT affirmative action employees who are recognized by their Departments, Boards, and Agencies to have potential to progress to higher level positions with the GNWT, once they receive appropriate training and experience. The program provides training, counselling, monitoring, and funding support for the development and delivery of individualized training programs. Training programs may include a combination of on-the-job training provided by an employee of the applying Department, Board, or Agency, self-directed learning activities, and specialized short courses of up to six weeks in length. Trainees train on a part-time basis while continuing in their existing positions. On successful completion of training they are qualified to apply for higher level positions with the GNWT.

Part-Time Trainee Program Application Process

Application submission deadline: February 15 for funding in the next fiscal year.

Application approval deadline: approval decisions will be made by March 15.

Applications are approved by: a regional human resource planning committee.

If there is unexpected funding slippage during the year, additional applications may be approved.

Start Date for Trainee Support: Trainee support approved in March may start at any time during the upcoming fiscal year, as requested by the Training Department

Application package: *Part-time Trainee Program Application Package* is used when the training goal and the trainee have been identified. A target position is not necessarily guaranteed. *Full-time Trainee Program Application Package* is used when the target position has been identified and the trainee will be recruited. An indeterminate target position must be guaranteed to the successful trainee.

Application Package (available on computer diskette) for Part-Time Trainee Support must include:

- A1. Application for Part-Time Trainee Support (section I and II signed)
- B1. Agreement Between Training Department, PSCTP, and Part-Time Trainee (signed)
- C1. Human Resource Planning Information For Part-Time Trainees
- D1. Documents for Part-Time Trainee Applications
 - Training Plan Package*
 - E1. Learning Needs Assessment - Part-time Trainee Program
 - F1. Training Plan/Learning Contract - Part-time Trainee Program
 - G1. Learning Activity Time-Line - Part-time Trainee Program
 - H1. Short Course Cost Summary - Part-time Trainee Program

Coordinators of PSCTP will provide guidance and assistance in completing the application package.

Submit completed applications packages to PSCTP Coordinator, Education, Culture, and Employment, in the region where the trainee is located. Submit applications early to allow time for feedback to be given and adjustments to be made.

Factors Used By Regional Human Resource Planning Committee When Approving Applications

1. The training goal aims at promotional opportunities with the GNWT.
2. The training goal is appropriate to be achieved through the part-time trainee program.
3. The suitability of the proposed training program is supported by the trainee's career path plans.
4. The trainee's work record with the GNWT confirms potential for success in the proposed training.
5. The application package is complete and the Training Plan Packages meet PSCTP requirements.
6. The previous training record of the applying Department, Board, or Agency is good.
7. The proposed training program supports the applying Department's human resource plans.
8. Approval will contribute to meeting human resource planning priorities in the Region.
9. Approval will contribute to meeting the human resource planning needs of the GNWT, and recognizes any special priorities set by the Legislative Assembly, Cabinet, or GNWT Human Resource Development Committee.

Part-Time Program Training Support Services offered by PSCTP

1. Orient the trainer and trainee to PSCTP.
2. Help develop a competency profile for the training goal (Form E1).
3. Help assess the trainee's learning needs for the training goal (Form E1).
4. Help develop a learning contract/training plan for the training goal (Form F1).
5. Help develop a learning activity time line & short course cost summary (Forms G1 & H1).
6. Introduce the trainer and trainee to adult learning concepts including principles of adult learning, learning styles, training/coaching on-the-job, self-directed learning, and use of learning contracts.
7. Explore the trainee's learning style; encourage reflective learning processes.
8. Provide training counselling to trainees.
9. Provide training advice to trainers.
10. Help complete Trainee Quarterly Progress Reports, including objectives for the next quarter.
11. Monitor training quality and schedule, and participate in resolving training issues.
12. Assist with revisions, adjustments, or extensions to the learning contract when needed.
13. Issue a Trainee Achievement Certificate upon successful completion of training.

Part-Time Program Training Cost Subsidy offered by PSCTP

PSCTP cost subsidy is: 50% of approved costs in each year of training.

For *Part-time trainees* it is 50% of approved O&M costs that are above normal expense for the employee (i.e., course tuition, travel for courses, casual backfill, trainer's attendance at the Effective On-The-Job Trainer Course). Part-time trainees continue to receive the normal salary for their existing position from their Department, Board, or Agency.

Payment of trainee costs: will be made by the applying Department, Board, or Agency as they occur. It will bill PSCTP for the 50% subsidy on a quarterly basis from the trainee's TOS date to the program.

A formal agreement will be signed by PSCTP and the applying Department, Board, or Agency effective on the trainee's start date to the program. There will be one agreement per trainee. Agreements will include whether for a part-time or full-time trainee; the term of the subsidy; organization, position and trainee data; percent subsidy amount; what costs covered; reference to the agreement in the application package on form B; that it only applies to initial trainee; that payment of all costs are made up-front by training department; quarterly billing periods and backup documents required; fiscal year that it applies to; total cost in the applicable fiscal year; and cancellation clause.

Other funding sources may in some cases be identified by the training Department, Board, or Agency to cover its share of training costs or to pay for other training costs.

Short course definition: Short courses may be up to six weeks in duration (in special circumstances up to one semester may be considered). Short courses do not include orientations, conferences, work placements, or general upgrading. Under no circumstances will time spent attending courses, equal or exceed time spent training on-the-job per fiscal year.

PSCTP may pay a cost subsidy of 50% for short courses that are required to meet the entrance requirements for the training goal. Prior approval for PSCTP payment of costs must be obtained by completing form "H. Short Course Cost Summary", and obtaining approval from the PSCTP signing authority.

Training Departments are responsible for paying 50% of PSCTP approved short course costs and all expenses for short course costs not given prior approval by PSCTP.

Trainees are responsible for paying short course costs when repeating a course due to lack of success in the course the first time that it was taken. Exceptions can be made for valid health or special leave reasons. Lack of success in a course can also be reason for removal from a trainee position.

Short course costs definition: Short course costs include tuition, transportation, accommodation and per diem. They do not include books or student activity fees except where included as an integral part of course fees for workshops. When a trainee is required to travel away from the community of employment to attend courses at an academic institution - the trainee receives per diem expenses while travelling to and from the institution, and is deemed to be on "Short Term Leave for Training Purposes" while attending the institution, for the purpose of determining the level of expenses that will be supported.

Commitments by Part-Time Trainee Program Participants

Commitments to be made by training Departments, Boards, and Agencies; by the Trainee; and by PSCTP are listed on Form "B1 - Agreement Between Training Department, PSCTP, and Part-Time Trainee".

Resource Materials Available from PSCTP

- Resource Manual, GNWT Officer Level Development. Public Service Career Training Program.
- Resource Manual, GNWT Senior Management Development Program. Public Serv. Career Trng Prg
- Competency profiles and training plans used for other trainee positions.
- Reference materials, books, and video tapes on Adult Learning.

For More Information Contact:

- Coordinator of PSCTP, Education, Culture, and Employment, in your region

A1. APPLICATION FOR PART-TIME TRAINEE SUPPORT

Trainee's Name:

Aff. Act. Status:

Training Department:

Region:

[Training Department means: GNWT Department, Board, or Agency applying for part-time trainee support.]

Section I: To be signed by Regional Superintendent or HQ Director of Training Department.		
Trainee's Current Pos.:	Community:	
Position #:	Class. Code:	Pay Level:
Trainee's Phone #:	Proposed Length of Training Term:	
TRAINING GOAL:		
Explanation of Training Goal: (Please be as specific as possible, and identify sample target position(s) including classification code and pay level, where possible)		
 Information on potential availability of sample target position(s) at the end of training:		
Representative of Training Department Who is Responsible for Training		
Name:	Community:	
Title:	Phone #:	
This application package includes Forms A1 to H1.		
Name:	_____	_____
Title:	Signature	Date

Section II: To be signed by GNWT Employee who is to be a Part-Time Trainee.		
I support this application to establish a part-time trainee program for me toward entrance requirements of a promotional position at a level similar to the training goal noted. Unless otherwise confirmed, I am not guaranteed a new position at the successful completion of training, and I understand that it is my responsibility to apply through the competition process for positions for which I may become qualified.		
Comments:		
 Name: _____		
Location:	Signature	Date

Section III: To be signed by Reg. Superintendent/Manager of Education, Culture, & Employment		
The Regional Human Resource Planning Committee made the following decision on this application:		
<input type="checkbox"/>	Trng Support Approved	<input type="checkbox"/>
	Conditionally Approved	<input type="checkbox"/>
		Trng Support Not Approved
Comments:		
 Name: _____		
Title:	Signature	Date

Trainee's Name: _____

Training Goal: _____

Training Department: _____

Region: _____

ON APPROVAL OF PART-TIME TRAINEE SUPPORT

The Training Department Agrees that:

1. It will provide training in accordance with the approved learning contract, and in agreement with the trainee and PSCTP Coordinator, will adjust the learning contract when needed.
2. It will designate a staff member to be responsible for the training program. If this person leaves the position, it will designate an alternate staff member to immediately take over responsibility for the training program. The staff member will maintain regular in-person contact with the trainee in order to support the training process, and ensure the Training Agreement is carried out.
3. It will provide sufficient time within the trainer's job to train, support, and appraise the trainee in accordance with the Learning Contract that will be jointly developed. It may arrange through Personnel to pay the trainer a trainer's fee (Article 24.12).
4. It will allow the trainee sufficient flexibility in job performance to work toward the training goal.
5. It will arrange for the trainer to take "The Effective On-The-Job Trainer Course. If possible the course will be taken in advance of developing the learning contract and beginning the training process.
6. It will develop a special learning contract each time the trainee is placed with a new trainer to cover the period of the placement; to be signed by the new trainer, trainee, and PSCTP Coordinator.
7. The trainer will complete a written Trainee Quarterly Progress Report for the trainee each quarter, and submit it to the PSCTP Coordinator by the last day of each quarter. The progress report will include learning objectives for the trainee for the next quarter.
8. It will address training problems that occur, and will involve the PSCTP Coordinator in the process.
9. It will pay the trainee's salary, as well as other costs which it approves for short courses, casual relief staff, duty travel, overtime, or bilingual bonus, that are not approved in advance by PSCTP.
10. It will assess the trainee's knowledge, skills, and attitudes for the training goal at the end of the training term, and advise the trainee and PSCTP Coordinator of the results.

PSCTP Agrees that:

1. It will provide a subsidy for O&M costs for the trainee that have been approved in advance by PSCTP.
2. It will provide a cost subsidy for trainers of PSCTP trainees to attend The Effective On-The-Job Trainer Course.
3. It will provide a PSCTP Coordinator who will:
 - a) provide an orientation to PSCTP, and to adult learning concepts useful for on-the-job training
 - b) help the Training Department assess the trainee's learning needs and revise the training plan.
 - c) help develop special learning contracts for temporary placements, and for quarterly objectives
 - d) provide training counselling to the trainee, and training advice to the trainer
 - e) help complete the Trainee Quarterly Progress Report, including objectives for the next quarter
 - f) monitor training quality and schedule, and participate in resolving training issues

The Part-Time Trainee Agrees to:

1. Participate in the development and adjustment of the training plan package for the training goal.
2. Take responsibility for gaining the knowledge, skills, and attitudes for the training goal.
3. Participate in completing the Trainee Quarterly Progress Report, and setting learning objectives.
4. Discuss and resolve training problems with the trainer as they arise.
5. Make arrangements to attend approved short courses.
6. Take responsibility for applying for desired promotions for which qualifications have been obtained.

Part-Time Trainee

Date

Reg. Superintendent/HQ Director

Date

Reg. Superintendent/Manager
Education, Culture, & Employment

Date

C1. HUMAN RESOURCE PLANNING INFORMATION FOR PART-TIME TRAINEES

Trainee's Name:

Training Goal:

Training Department:

Region:

1. Explain how establishing a part-time training program for this trainee supports the human resource planning needs of your Department and/or the GNWT.
2. Explain how establishing a part-time training program for this trainee supports an appropriate career path for the trainee. [REFER TO RESULTS OF CAREER COUNSELLING AND CAREER PATH PLANNING.]
3. Explain how the trainee's work record with the GNWT confirms potential for success in the proposed training. [REFER TO PAST PERFORMANCE REVIEW RESULTS.]
4. What are the long-term career advancement opportunities for accomplishing the training goal?
5. Who will be responsible for the training program? Provide information on relevant education, knowledge, and experience of staff who will contribute to the training program. Comment on how suitable training can be provided within your Department.
6. Other relevant information for this Application For Part-Time Trainee Support Services.
7. Requested start date for part-time trainee support services.

D1. DOCUMENTS FOR PART-TIME TRAINEE APPLICATIONS

Trainee's Name:

Training Goal:

Training Department:

Region:

Attach the following documents to this form:

1. **Letter of intention** from the potential trainee explaining why he/she is interested in the part-time training opportunity and what he/she would like to achieve as a result of completing the program.

2. **Resume of qualifications** from the potential part-time trainee.

3. **Job description(s) for sample target position(s)** including recent signatures, organization chart, and classification action report.

OR, where a sample job description for the training goal is not available,

Description of the skills and abilities required for the training goal.

E1. LEARNING NEEDS ASSESSMENT - PART-TIME TRAINEE PROGRAM

Trainee's Name:

Training Goal:

Training Department:

Region:

1. Training Department Purpose/Mission:
2. Description of the training goal or sample target position:
3. Education, training, and experience usually required for training goal/sample target position: (INCLUDE CERTIFICATION, LICENSE, OR DESIGNATIONS THAT WOULD USUALLY BE REQUIRED)
4. Trainee's education, training, and experience related to training goal/sample target position: (INCLUDE CERTIFICATION, LICENSES, OR DESIGNATIONS ALREADY OBTAINED.)
5. Other information related to learning needs:

FL TRAINING PLAN / LEARNING CONTRACT - PART-TIME TRAINEE PROGRAM - Public Service Career Training Program (PSCTP)

Trainee: _____ **Training Goal:** _____ **Term Dates:** _____
Department: _____ **Community:** _____ **Period Covered:** _____
I agree to the **Trainee:** _____ **Trainer:** _____ **PSCTP Coord.:** _____
content of this **Date:** _____ **Date:** _____
learning plan: _____

I agree to commit the human and financial resources
 (outlined in #3 below) required from my Department,
 Board, or Agency to implement this learning contract: _____
 Reg. Supt./HQ Director, Training Department Date

<p>1. Obstacles: What resistance, interruptions, or barriers may be encountered implementing this Learning Contract?</p>
<p>2. Solutions: How will the obstacles, if any, be dealt with?</p>
<p>3. Resources: What additional human and financial resources will be required to implement this Learning Contract?</p>
<p>4. Benefits: What financial and human resource benefits will result from implementing the Learning Contract?</p>

G1. LEARNING ACTIVITY TIME-LINE - PART-TIME TRAINEE PROGRAM

Trainee's Name:

Training Goal:

Training Department:

Region:

Attach the following to this form:

A schedule for the learning activities listed in the learning contract - include the order, estimated duration, & approximate dates that they will occur.

- e.g. - List the learning activities in chronological order showing approximate duration and dates;
- List the learning activities and their duration by the quarter of the year they are planned for;
- Graph the learning activities to show the planned order, dates, and approximate duration; or,
- Other means that provides a structured outline of when various learning activities will occur.

Public Service Career Training Program (PSCTP)

TRAINEE QUARTERLY PROGRESS REPORT PACKAGE

Quarterly progress reports for trainees are intended to enhance the effectiveness of training programs. Quarterly progress reports offer a formal, regular opportunity for discussion among those involved in the trainee's learning. They provide an opportunity to evaluate progress, address questions or problems, deal with interpersonal matters, plan training for the next quarter, and create a record of what has been accomplished in the last quarter and what is planned for the next quarter. In support of current principles of adult learning, quarterly progress reports provide an opportunity for trainees to participate in the planning, implementation, and evaluation of their own learning.

1. **Trainer:** The trainer will complete a written progress report for the trainee each quarter (every three months) and submit it to the Coordinator of PSCTP by the last day of each quarter. The progress report will include learning objectives for the trainee for the next quarter. (This is noted in the "Agreement Between The Training Department & PSCTP.") The trainer will actively involve the trainee in the process, and will review and discuss the training feedback form that is completed by the trainee each quarter.
2. **Trainee:** The trainee will actively participate in completing each quarterly progress report and setting the learning objectives for the next quarter. (This is noted in the trainee's "Letter of Job Offer" [for Full-Time Trainees], and in the "Agreement Between The Training Department, PSCTP, & Part-Time Trainee" [for Part-Time Trainees]).

The trainee will also provide feedback on the training process by completing a training process feedback form each quarter. The comments entered on the form are discussed with the trainer and Coordinator of PSCTP when the quarterly progress report is being prepared. The form is later attached to the completed progress report.

3. **Coordinator of PSCTP:** The Coordinator will assist in completing the progress report for the trainee each quarter and setting learning objectives for the next quarter. (This is noted in the "Agreement Between The Training Department & PSCTP.") Normally the Coordinator will meet with the trainer and trainee to review the progress report after they have completed a draft copy of it each quarter. However, when requested by the trainer, or when problems have occurred, the Coordinator may be directly involved with the trainer and trainee in completing the quarterly progress report and setting learning objectives for the next quarter.
4. **Issues/Problems:** Issues/problems that occur during a quarterly period that hamper effective training should be clearly identified on the quarterly progress report form, i.e. behaviours, training techniques, funds. A method to address the issue/problem, and who will be responsible for the actions planned, should be included. Follow-up meetings and progress reports involving the trainer, trainee, and Coordinator of PSCTP should be planned at appropriate intervals in the next quarter to review progress in dealing with the issue/problem.
5. **Trainee's Feedback Form:** The Trainee's Quarterly Feedback On The Training Process form includes: comments on what the trainee liked and found effective about the training process during the last quarter, comments on what changes or improvements the trainee would like to see during the next quarter, the trainee's suggestions for strategies that could be used to accomplish the desired changes or improvements during the next quarter, and other comments on the training process. It should be attached to the progress report when that is completed. (The form is available on disk so that it can be filled in on a computer and then printed out.)
6. **Progress Report Form:** The Trainee Quarterly Progress Report form includes: a rating of learning objectives from the last quarter, a rating of other performance factors during the quarter, a report on courses taken during the quarter, a statement of issues (if any) that hamper training and method to resolve them, a list of learning objectives for the next quarter (entered on a Learning Contract form F is recommended), and the comments and signatures of the trainee, trainer, and Coordinator of PSCTP. (The form is available on disk so that it can be filled in on a computer and then printed out.)

TRAINEE'S QUARTERLY FEEDBACK ON THE TRAINING PROCESS

Trainee:

Training Title:

Department:

Community:

Trainer:

Title:

Term Dates:

Period Covered:

1. What did you like or find effective about the training process during the reporting period? (E.G., ON-THE-JOB TRAINING, SELF-DIRECTED LEARNING, WORK EXPERIENCE, COURSES, RESOURCES, TRAINING SUPPORT)
2. What changes or improvements would you like to see during the next reporting period? (E.G., ON-THE-JOB TRAINING, SELF-DIRECTED LEARNING, WORK EXPERIENCE, COURSES, RESOURCES, TRAINING SUPPORT)
3. What strategies do you suggest for accomplishing the changes or improvements noted in #2?
4. Any other comments on the training process?
Trainee's Signature: _____ Date: _____

[ATTACH THIS FORM TO THE TRAINEE QUARTERLY PROGRESS REPORT WHEN THAT IS COMPLETED.]

TRAINEE QUARTERLY PROGRESS REPORT

Trainee:
Department:
Trainer:
Term Dates:

Training Title:
Community:
Title:
Period Covered:

	Results Achieved				Comments
	NOT MET	% MET	MET	+ MET	

Other Performance Factors		POOR	FAIR	GOOD	V.GOOD
Attendance	On the job and at courses				
Punctuality	On the job and at courses				
Initiative	Willingness to make suggestions, enthusiasm and resourcefulness				
Attitude	Disposition toward Department standards and regulations				
Cooperativeness	Attitude toward job and co-workers				
Dependability	Conscientiousness/ reliability				
Responsibility	Expedition of tasks and willingness to be held accountable				
Judgement	Ability to proceed with task without being told every detail				
Adaptability	Acceptance of changing conditions and new procedures				

Other Performance Factors		POOR	FAIR	GOOD	V.GOOD
Quality of work	Evaluation of work compared to Department standard in skills,				
Rate of Progress	Amount of training completed compared to training plan schedule				
Comments for very high or low ratings:					

Courses Taken During Reporting Period			
Course	Training Organization	Dates	Results

Issue Resolution (Issues hampering effective training such as behaviour, training techniques, funds.)			
Issue	Method to Resolve	Action By Whom	Follow-up Meeting Date

Learning Objectives For Next Reporting Period
(ENTER HERE, OR ENTER WITH ACTIVITIES & EVIDENCE ON A LEARNING CONTRACT FORM F, & ATTACH AFTER THIS PAGE.)

Learning Objectives For Next Reporting Period

(ENTER HERE, OR ENTER WITH ACTIVITIES & EVIDENCE ON A LEARNING CONTRACT FORM F, & ATTACH AFTER THIS PAGE.)

Trainee Comments:

Signature: _____ **Date:** _____

Trainer Comments:

Signature: _____ **Date:** _____

Coordinator of Public Service Career Training Program Comments:

Signature: _____ **Date:** _____

E2. TRAINING PLAN / LEARNING CONTRACT - Public Service Career Training Program (PSCTP)

Trainee: _____ **Training Title:** _____ **Term Dates:** _____
Department: _____ **Community:** _____ **Period Covered:** _____
I agree to the content of this training plan: _____ **Trainer:** _____ **PSCTP Coord.:** _____
Date: _____ **Date:** _____ **Date:** _____

#	Learning Objectives (FOR COMPETENCIES IN PROFILE)	Learning Activities & Resources (INCLUDE COURSES)	Duration & Dates	Evidence of Accomplishment (& CRITERIA, VERIFIED BY)

Public Service Career Training Program (PSCTP)

PROCESS FOR EXTENSION OF TRAINEE SUPPORT**Conditions For Extension**

1. The need to extend a trainee's term should be recognized by the Training Department well before the end of the training term. The situation should be discussed with the Coordinator of PSCTP as soon as it is recognized in order to consider optional ways to deal with it. If an extension is required, a written request as outlined in the section below should be submitted by the Training Department to the regional office of Education, Culture, and Employment. For PSCTP Full-Time Trainees, the request should be submitted at least 6 weeks before the end of the trainee's term.
2. The need to extend a trainee's term must be well documented through the trainee's quarterly progress reports and/or other evaluations.
3. An extension to a trainee's term will only be considered where the trainee has demonstrated the potential to succeed in training within a reasonable time period.
4. For PSCTP Full-Time Trainees: an extension of the trainee's term will only be considered if the Training Department has fulfilled its commitment to provide training as outlined in the "Agreement Between The Training Department & PSCTP".

The Training Department, Board, or Agency

1. When it becomes apparent that an extension to the trainee's term may be required, it should be discussed with the regional Coordinator of PSCTP.
2. To officially request an extension of a trainee's term, the Training Department will submit a written request for extension to the regional office of Education, Culture, and Employment. For PSCTP Full-Time Trainees, it should be submitted at least 6 weeks before the end of the term.
3. The written request for extension should include a) and b) below:
 - a) A letter signed by the Regional Superintendent (or equivalent), or Division Director for Headquarters positions, requesting an extension to the trainee's term. The letter should include:
 - i) the trainee's name, and position number;
 - ii) the length of extension requested;
 - iii) an explanation why the extension has become necessary;
 - iv) results of the trainee's quarterly progress reports and/or other evaluations that indicate the need for an extension.
 - b) A training plan package (available on computer diskette) which includes:
 - i) a Competency Profile (form E. #5 or E1. #5) listing the competencies required for entrance to the target position which the trainee has not yet accomplished. For PSCTP Part-Time Trainees the profile may list competencies for the "training goal".
 - ii) a Learning Contract/Training Plan (form F. or F1) including learning objectives, learning activities and resources, dates and duration, and evidence of accomplishment, that are planned to develop the remaining competencies. It should be signed by the trainer, trainee, and Coordinator of PSCTP.
 - iii) a Learning Activity Time-Line (form G. or G1.).
 - iv) a Short Course Cost Summary (form H. or H1.), if any short courses are proposed for the extension period.

Regional PSCTP staff:

1. The Coordinator of PSCTP will provide guidance and assistance to Training Department staff to evaluate the trainee, plan training required, and prepare a request for extension of a trainee's term.
2. When an official request is received, regional PSCTP staff will:
 - a) Review the request.
 - b) Discuss the request with the Training Department.
 - c) Discuss the request with the trainee.
 - d) Suggest to the Training Department ways to improve the letter of request or training plan package, if needed.
 - e) If appropriate or useful, discuss the request with the Regional Human Resource Planning Committee.
 - f) Once a Decision is made: prepare a letter to the Training Department and the trainee informing them about whether the extension has been approved (if needed, include any conditions for the extension).
 - g) For Full-Time Trainees: A letter of offer of extension should be issued to the trainee by the Training Department using the PSCTP extension job offer letter format.

EXTENSION OF A TRAINEE'S TERM - TRAINING PLAN PACKAGE**Training Plan Package Forms**

- E. or E1. Learning Needs Assessment # 5. Competency Profile (available on disk)
- F. or F1. Training Plan/Learning Contract (on disk)
- G. or G1. Learning Activity Time-Line (on disk)
- H. or H1. Short Course Cost Summary (on disk)

These forms are completed as part of a request for extension of a trainee's term.

Coordinators of PSCTP provide guidance and assistance to Training Department staff to evaluate the trainee, plan the training required, and complete the forms.

The trainee will actively participate in the evaluation process, planning the training required, and completing the forms.

The learning contract for the extension period is signed by the trainee, trainer, and PSCTP Coordinator, indicating mutual agreement with the learning plan. It may be revised again later by agreement between them.

Learning Needs Assessment, Form E1

1. Job competencies are statements that describe the abilities or knowledge that are required to successfully perform the job.
2. A competency profile for a job, outlines all of the important competencies required to successfully perform the job, grouped together in relevant categories (approx. five to nine).
3. A trainee is rated against the job competencies on the competency profile to determine the present level of ability or knowledge in each.
4. A learning need is the gap between a job competency and the trainee's level of ability or knowledge.
5. A learning contract is used to structure the learning process for competencies which require improvement. It becomes a mutually agreed approach to developing the competencies.

Learning Contract, Form F1

1. The Learning Objectives column should list learning objectives needed to develop the competencies listed on the competency profile. The # of each competency being addressed should be entered beside each objective in the # column or beneath each objective in brackets. However, the objectives should not be the same as the competencies. Learning objectives are statements that more clearly and fully define, in the context of the job, what skill, knowledge, or attitude will be obtained by the end of training.
2. The Learning Activities & Resources column should tell how the learning will be obtained. This column should describe the learning activities that will be undertaken to accomplish the learning objectives. It should also note who or what resources will direct or support the learning activities planned. Short courses that are required will also be listed in this column as a means to accomplish particular learning objectives.
3. The Duration & Dates column should show the duration and approximate dates (or training term quarter) for all learning activities. This will help plan the training process, clarify the length of training term required, and provide the basis for creating a learning activity time-line that the trainer and trainee will use to plan and monitor quarterly learning activities.
4. The Evidence of Accomplishment column should explain how successful completion of each learning objective will be verified, who will verify it, and what criteria will be used.

THE EFFECTIVE ON-THE-JOB TRAINER

Target Participants

This course is for trainers, managers, and human resource officers with on-the-job training or human resources management responsibilities. It is recommended as a companion course to the five senior management development core courses. It provides an opportunity to learn more about competency technology, building competency models, and how to develop employees to support key elements of Human Resources Management.

Objective

This course develops knowledge and skills in competency technology and individualized on-the-job training required for successful employee development. Participants will learn to:

- Understand the ways in which adults learn best
- Build competency models
- Identify learning needs
- Plan appropriate training solutions
- Develop an effective training plan
- Provide effective on-the-job coaching

Content

The following topics will be covered:

- Adult Learning Principles
- Experiential learning model and learning styles
- Reflective learning and learning journals
- Introduction to the Public Service Career Training Program (PSCTP)
- Competency technology and building competency models
- Assessing competencies and identifying learning needs
- Developing learning objectives, and planning and scheduling learning activities
- Facilitating on-the-job training
- Monitoring and evaluating performance
- Analyzing performance issues and implementing training interventions

Course Facilitator

The course is delivered by an experienced workshop facilitator with Hay Management Consultants in Toronto. Facilitators possess expertise in competency model building, on-the-job training, and management development. Hay Management Consultants has extensive national and international experience in employee development.

Location

Date

Tuition

Apply Through
Arctic College



GNWT SENIOR MANAGEMENT DEVELOPMENT PROGRAM

Public Service Career Training Program (PSCTP) Department of Education, Culture, and Employment, GNWT

The GNWT Senior Management Development Program is designed to develop candidates for management positions with the Government of the Northwest Territories (GNWT). It is offered through the Public Service Career Training Program (PSCTP), Department of Education, Culture, and Employment.

The program includes a core competency model of key generic competencies required to be a successful Regional Superintendent/Headquarters Director with the GNWT. The program also includes competency-based on-the-job development actions to be guided by an existing GNWT manager, self-directed learning activities, and a set of short courses. The five short core courses supplement learning, and provide further direction for on-the-job and self-directed competency-based development activities. The courses are available through the annual GNWT Staff Training and Development Calendar of courses.

The components of the GNWT Senior Management Development Program are used through the Public Service Career Training Program (PSCTP), Full-Time and Part-Time Trainee Programs, to create individualized learning contracts for management trainees. PSCTP provides program design forms to help structure effective human resource planning, training plan development, and progress monitoring for new trainees. Coordinators of PSCTP with the Department of Education, Culture, and Employment in each region provide client Departments, Boards, and Agencies with professional guidance and assistance in the use and delivery of the program.

A Resource Manual is available as a reference for developing the required learning needs assessment and training plan/learning contract for each trainee. Application package forms, training plan package forms, and sample forms with management development program content entered, are available in print and on computer disk from PSCTP. More information, resource materials, and assistance are available to Departments, Boards, and Agencies from the PSCTP Coordinator with the Department of Education, Culture, and Employment in each region.

GNWT SENIOR MANAGEMENT DEVELOPMENT PROGRAM

CORE COURSES

There are five core courses that support the development of core competencies for GNWT Senior Management positions. The courses provide understanding and direction to supplement on-the-job and self-directed competency-based development actions.

Communicating for Impact
Influence and Network Development
Leading Your Team
Managing Performance
Thinking Strategically and Making Decisions

The Effective On-The-Job Trainer is recommended as a companion to the core courses.

Target Participants

GNWT Regional Superintendent/HQ Director level positions, or trainees for those positions.

Course Facilitators

The courses are delivered by experienced workshop facilitators with Hay Management Consultants in Toronto. Facilitators possess expertise in management training, competency model building, and competency development actions. Hay Management Consultants has extensive national and international experience in management training. Hay Management Consultants developed the components of the GNWT Senior Management Development Program in consultation with GNWT regional and headquarters senior management staff.

Course Administration

College East and College West administer delivery of the courses through the GNWT Staff Development Calendar.

Course Preparation

Prior to attending the core courses, participants are required to be rated against the GNWT Senior Management Core Competency Model by one or more of the following: supervisor, co-worker, themselves. Participants should bring their ratings, the Senior Management Development Program Resource Manual, and management trainees should bring a copy of their learning contracts, to the course. For more information or to acquire a copy of the GNWT Senior Management Development Program Resource Manual, contact the Regional Superintendent of Education, Culture, and Employment, or the Manager of the Public Service Career Training Program (PSCTP), Yellowknife.

GNWT Senior Management Development Program - Core Course

COMMUNICATING FOR IMPACT

Communicating for impact is one of five core courses that support the development of core competencies for GNWT Senior Management positions. The courses provide understanding and direction to supplement on-the-job and self-directed competency-based development actions.

Objective

This course will help to build individual skills in both written and spoken communication and provide a basis for preparing further development on the job. Participants will learn:

- To understand the basic objectives of effective written communication
- The four key steps in effective written communication document creation
- To Understand the planning process and to obtain practice in planning skills
- The principles and effectiveness of high speed writing
- The principles of editing and improving a first draft of a written document
- To understand the principles of making effective spoken presentations.
- To understand the importance of goal setting and to identify the criteria for a good goal.

Content

Topics to be covered include:

- The four steps to effective writing and the importance of planning
- Creating the first draft
- Editing and polishing the first draft
- Formatting for easy reading
- Grammar, spelling, and punctuation
- From writing it to saying it; Making effective presentations
- Goal setting and action planning

Location

Date

GNWT Senior Management Development Program - Core Course

INFLUENCING AND NETWORK DEVELOPMENT

Influencing and network development is one of five core courses that support the development of core competencies for GNWT Senior Management positions. The courses provide understanding and direction to supplement on-the-job and self-directed competency-based development actions.

Objective

This course will help to build individual skills in influencing, persuading and negotiating, and provide a basis for preparing further development back on the job. Participants will learn to:

- Identify the types of influence strategies you tend to use most often
- Explore nine different influence strategies
- Determine how to select and use each of the nine strategies
- Understand and demonstrate the three guiding principles and four tools for Collaborative Negotiating
- Use the concept of socialized power to develop influence Strategies
- Identify the principles and the benefits of effective networking
- Identify your current network within the GNWT and the community

Content

Topics to be covered include:

- Negotiating for a win/win
- Influencing for positive results
- Power motivation and person impact
- Putting it all together
- The structure and function of the Government of the Northwest Territories
- The use of influence strategies within formal structures
- Networking for influence and mutual benefit
- Goal setting and action planning

Location

Date

GNWT Senior Management Development Program - Core Course

LEADING YOUR TEAM

Leading Your Team is one of five core courses that support the development of core competencies for GNWT Senior Management positions. The courses provide understanding and direction to supplement on-the-job and self-directed competency-based development actions.

Objective

This course will provide information and practice to build individual skills in team leadership and provide a basis for team development on the job. Participants will learn to:

- Examine the competencies that lead a team effectively
- Identify what behaviours help team members achieve goals
- Use vision to make a direction statement
- Give feedback for performance improvement
- Employ motivational techniques for team performance
- Increase effectiveness in group meetings
- Identify criteria for goals
- Relate course learning to goal setting and actions on-the-job

Content

Topics to be covered include:

- Expectations
- Key leadership behaviours
- Individual work analysis
- Setting personal priorities
- Vision statements
- Inspiring others
- Managing meetings
- Goal setting and action planning

Location

Date

GNWT Senior Management Development Program - Core Course

MANAGING PERFORMANCE/LIBERATING PEOPLE

Managing Performance/Liberating People is one of five core courses that support the development of core competencies for GNWT Senior Management positions. The courses provide understanding and direction to supplement on-the-job and self-directed competency-based development actions.

Objective

This course will offer leadership skills to help maximize employee performance. Upon completion, participants will be able to:

- Identify objectives of managing performance for results
- Discuss personal goals for performance management
- Review assessments of competencies to identify strengths
- Plan performance expectations
- Use key communication skills for performance management
- Describe the importance of coaching and feedback
- Assess the annual review process
- Practice job analysis techniques
- Set goals within an action plan for on-the-job use

Content

Topics to be covered include:

- The performance management process
- Linking performance management to the core competency model
- Planning performance; objectives and how
- Communication skills for management
- Performance coaching
- Reviewing performance appraisals
- Matching people to jobs
- Goal setting and competency based development actions

Location

Date

GNWT Senior Management Development Program - Core Course

THINKING STRATEGICALLY AND MAKING DECISIONS

Thinking Strategically and Making Decisions is one of five core courses that support the development of core competencies for GNWT Senior Management positions. The courses provide understanding and direction to supplement on-the-job and self-directed competency-based development actions.

Objective

This course offers development in thinking skills and making more efficient decisions in the workplace. Participants will learn to:

- Examine principles of strategic thinking and decision making
- Use feedback on their level of thinking and decision making
- Practice techniques for identifying problem issues, setting priorities and finding long term solutions.
- Identify the strategic thrust of the GNWT
- Test the alignment of a department's work with GNWT objectives
- Set personal objectives and a personal development plan
- Initiate personal and team changes
- Set goals and a personal action plan for on-the-job improvement

Content

Topics to be covered include:

- Seeing the big picture and receiving feedback
- Key components of long term decision making
- SWOT and Matrix analysis
- Planning how to monitor progress
- Testing and alignment of a department with GNWT strategy
- Establishing personal priorities
- Excellence in public service
- Action planning

Location

Date

GNWT Senior Management Development Program - Companion Course

THE EFFECTIVE ON-THE-JOB TRAINER

The Effective On-The-Job Trainer is recommended as a companion course to the five senior management development core courses. It provides an opportunity to learn more about competency technology, building competency models, and how to develop employees to support key elements of Human Resources Management.

Objective

This course develops knowledge and skills in competency technology and individualized on-the-job training required for successful employee development. Participants will learn to:

- Understand the ways in which adults learn best
- Build competency models
- Identify learning needs
- Plan appropriate training solutions
- Develop an effective training plan
- Provide effective on-the-job coaching

Content

The following topics will be covered:

- Adult Learning Principles
- Experiential learning model and learning styles
- Reflective learning and using learning journals
- Introduction to the Public Service Career Training Program (PSCTP)
- Competency technology and building competency models
- Assessing competencies and identifying learning needs
- Developing learning objectives
- Planning and scheduling learning activities
- Facilitating on-the-job training
- Providing effective feedback
- Monitoring and evaluating performance
- Analysing performance issues and implementing training interventions

Location

Date

APPENDIX C

Appendix C COMPUTER DISKETTES

- Appendix C-1 File list - PSCTP Program Diskette - Full-Time Trainee Program
- C-2 File list - PSCTP Program Diskette - Part-Time Trainee Program
- C-3 File list - PSCTP Administration Diskette
- C-4 PSCTP Program and Administration Diskettes

PUBLIC SERVICE CAREER TRAINING PROGRAM (PSCTP)
PSCTP Program Diskette - Full-Time Trainee Program

DISK FILE LIST

apl_pkg.inf	Application Package information pages(3)
apl_tpkg.inf	Training Plan Package information page
form_a	Application for Full-Time Trainee Position form
form_b	Agreement Between the Training Department & PSCTP form
form_c	Human Resource Planning Information form
form_d	Target Position Documents form
form_e	Learning Needs Assessment - (includes Competency Profile) form
form_e.gen	Learning Needs Assessment - all Generic Competencies entered (delete any not selected)
form_e.mdp	Learning Needs Assessment - all Senior Management Competencies entered
form_f	Training Plan/Learning Contract form
form_f.gen	Training Plan - Generic Competency development actions entered (delete any not selected)
form_f.mdp	Training Plan - Senior Management competency development actions entered (edit as needed)
form_g	Learning Activity Time-Line form
form_h	Short Course Cost Summary form
plng_act.frm	Development Action Planning form
qtr_rpt.inf	Trainee Quarterly Progress Report Process information page
qtr_fdbk.frm	Trainee's Quarterly Feedback on the Training Process form
qtr_rpt.frm	Trainee Quarterly Progress Report form
term_ext.inf	Process for Extension of a Trainee's Term information pages(3)

PRINTING NOTES

IBM Compatible

- Print on laser printers
- Printer commands are included in the files so that printing the forms correctly should not require entering additional commands.
- If forms do not print correctly formatted, check to see whether they have printed in Times Roman font, and if not, change the font and print again.

Macintosh Computer

- Print on laser printers
- The margins, in these documents, are set to 0.5 on top/bottom and left/right. Before printing, be sure that the user goes into Printer Select and selects "Legal Size Paper". Then the user must go to the options and select "Expanded Print Area".
- Although these setting are saved in the document, when different machines call up the documents it will revert these documents to the host machines print settings - which generally are 1 inch margins.
- The last thing that should be selected depending upon the laser printer will be under the Print Function - be sure to select "Colour/Greyscale" or all the shaded areas will come out printed black.

Public Service Career Training Program (PSCTP) - Administration Diskette

DISK FILE LIST

Spreadsheets: (Lotus 123)

- ftp96-97.wk3 - PSCTP Spreadsheet
- jdmst.wk3 - Journal Voucher template
- matlvcal.wk3 - Maternity Leave Calculator template
- stats.wk3 - Year End Statistics template

WordPerfect: (WP 5.1/5.2)

- _incmnt.ltr - Performance Pay Increment letter
- _offer.ltr - Letter of Job Offer
- blktapp.ltr - Blanket Approval form letter
- certf.tmp - Achievement Certificate template
- certif.ltr - Achievement Certificate to HQ
- certif2.ltr - Achievement Certificate to Training Department
- certif3.ltr - Achievement Certificate to Regional ECE Office
- ctp_ftag.tmp - Cost Subsidy Agreement - Full-Time Program
- ctp_ptag.tmp - Cost Subsidy Agreement - Part-Time Program
- ctpexapr.ltr - Trainee Extension Approval letter
- ctpexof.ltr - Trainee Extension Offer letter
- ctpexsn.ltr - Extension Notification To FMBS letter
- ctpintro - Introduction to PSCTP
- ctpmddp.ltr - Response to Inquiries on Senior Management Core Courses
- ctpqprt1.ltr - Quarterly Report Request form letter
- ctpqprt2.ltr - Quarterly Report Reminder form letter

APPENDIX D

Appendix D FINANCIAL INFORMATION

- D-1 Roles & Responsibilities
- D-2 Transaction Codes
- D-3 Line Objects
- D-4 Department Codes
- D-5 Regional Codes
- D-6 Settlement Codes

ROLES AND RESPONSIBILITIES

The PSCTP is a regionally administered cost-subsidy program. All payments for salary and O&M will be paid by training Departments, Board, or Agencies as they occur. Then, the Departments, Boards, or Agencies will bill regional offices of ECE for the 50% subsidy on a quarterly basis.

Departments will prepare Journal Vouchers which will need to be reviewed and coded by regional offices of ECE.

Boards and Agencies will invoice regional offices of ECE directly and Cheque Requisitions will need to be prepared for payment.

This section of the manual contains some useful information that can be used to prepare cheque requisitions or to verify and code journal vouchers.

TRANSACTION CODES

The following is a list of the most commonly used Transaction Codes:

221	Expenditure which is not previously committed (used on CR)
199	Credit Invoice (used on CR)
255	Taxable payments (set up in taxable account - used on CR)
213	Commitment of a Service Contract
220 (P or F)	Payment of a Service Contract
246 (P or F)	Payment to a different GSN than the GSN used or commitment (ie. payment to a hotel from funds committed on a service contract)
215	Commitment of a travel warrant
222 (P or F)	Payment of a travel warrant
210	Commitment of a supply requisition or air charter request
433	Commitment Addendum to commit extra funds
217 (P or F)	Commitment Addendum to decommit a portion of funds
218	Commitment Addendum to decommit entire funds

P or F indicates if the payment is a Partial payment/decommitment or a Final payment/decommitment.

LINE OBJECTS

LINE OBJECT LISTINGS:

CONTROL OBJECT 1:

Line Object # Description

100	Salaries
111	Regular Earnings
112	Overtime Earnings
113	Settlement Allowance
114	Accommodation Allowance
115	Other Earnings
118	Employer Share
119	Miscellaneous

CONTROL OBJECT 2:

Line Object # Description

Grants:

111	Grants to individuals
112	Communities
113	Community Organizations
114	Businesses
115	N.W.T. Associations
116	Education Districts
117	Hospital Grants
119	Others

Student Grants:

151	Living Allowance
152	Travel
153	Books and supplies
154	Tuition
155	Scholarship
156	Other
157	Day Care Assistance
158	Rental Assistance
159	Cultural organization
161	Correspondence
162	Christmas Travel

Contributions:

221	Local Study Programs
222	Local Education Committees
223	Local Education Societies
231	To Individuals
232	Native Organizations
233	Businesses
234	N.W.T. Organizations
235	Boards of Education
239	Others

CONTROL OBJECT 3:
SEE APPENDIX 200 - 1

Page #	-LINE OBJECT LISTINGS - Content
2	Salaries - Permanent....Casual
3	Grants - Student....Contributions
4	Travel - Fares....Expenses....Advances
5	Materials & Supplies - Office supplies....Professional/Medical supplies....Publications....Building & Maintenance supplies
6	Materials & Supplies - Equipment & Operating supplies....Raw Materials
7	Materials & Supplies - Purchased goods....Materials - General
8	Purchased Services - Freight...Communications - Telephone....Communication - Postal....Communications - Other....Purchased Services
9	Utilities - Energy Utilities....Petroleum Products....Service Utilities
10	Contract Services - Service contracts...Maintenance contracts
11	Contract Services - Professional consultants...Rentals& Leases - accommodations
12	Contract Service - Rental & Leases - Equipment....Miscellaneous contracts
13	Fees & Payments - Fees and commissions....Payments
14	Fees & Payments - Allowances....Licences & permits
15	Other Expenses - Losses & Write-Offs....Levies & Taxes...Escalation costs....Charge back expense
16	Other Expenses - Miscellaneous expenses
17	Computer Charge back - Charge back services
18	Furniture & Small Office Equipment - Furniture....Equipment

CONTROL OBJECT #1

Salaries	Permanent	Wages	Casual
111	Regular	221	Regular
112	Overtime	222	Overtime
113	Settlement Allowance	223	Settlement Allowance
114	Housing Allowance	224	Housing Allowance
115	Miscellaneous	228	Employer's Share of Benefits
118	Employer's Share of Benefits	229	Miscellaneous
119	Miscellaneous		

CONTROL OBJECT #2

Code	Grants	Code	Student Grants
111	Grants to Individuals	151	Living Allowance
112	Communities	152	Travel
113	Community Organizations	153	Books and Supplies
114	Businesses	154	Tuition
115	NWT Associations	155	Scholarship
116	Education Districts	156	Other
117	Hospital Grants	157	Day Care Assistance
119	Others	158	Rental Assistance
		159	Cultural Organization
		161	Correspondence
		162	Christmas Travel
		169	Trans Allowance
Code	Contributions		
221	Local Study Programs		
222	Local Education Committees		
223	Local Education Societies		
231	To Individuals		
232	Native Organizations		
233	Businesses		
234	NWT Organizations		
235	Boards of Education		
239	Others		

CONTROL OBJECT #3

Travel	Fares	Travel	Expenses
111	Air Fare	121	Duty Expense
112	Air Charters	122	Medical Expense
113	Bus Fare	123	Other Expense
114	Mileage/Car	124	Annual Assistance
115	Taxi Fare	125	Student or Inmate or Other Travel
116	Other Ground Transportation	126	Executive Member's Home Travel
117	Ambulance	127	Accommodation Travel & Transportation
118	Student or Inmate or other Travel		
119	Other Means of Fare		
Travel	Advances		
131	Ration Advance		
132	Travel Advance		
133	Medical Advance		
134	Annual Leave Assistance		
135	Petty Cash Advances		
136	Accountable Advances-Enterprises		
141	For all Air Charters		
143	Freight		

OBJECT CONTROL #3

Material & Supplies	Office Supplies	Material & Supplies	Professional/Medical Supplies
211	Printed Forms	221	Prosthetic Supplies
212	Multi-Part Stock Tab	222	Medical Supplies
213	Stationery	223	Laboratory Supplies
214	Word Processing Supplies	224	Design and Exhibit Supplies
215	Xerox Supplies	225	Film Processing
216	Polaris Forms	226	Photo and Graphic Art Supplies
217	Packaging Material	227	Drafting/Blueprint Supplies
218	Special Forms - Cheques	228	Maps
219	Other	229	Other
Material & Supplies	Publications	Material & Supplies	Building & Maintenance Supplies
231	Books	241	Electrical
232	Text Books	242	Plumbing
233	Periodicals and Subscription	243	Carpentry
234	Publication Govt	244	Painting
235	Broadcast & Duplication Rights	245	Heating
236	Refrigeration Supplies	246	Janitorial
237	Office Supplies	247	Shop Supplies
239	Publications Other	248	Shop Tools and Equipment
		249	Other

CONTROL OBJECT #3

Material & Supplies	Equipment & Oper. Supplies	Material & Supplies	Raw Materials
251	Welding and Cutting	261	Raw Materials
252	Mechanical Shop Supplies	263	Building & Works Materials
253	Tires		
254	Cutting Edges & Bolts		
255	Miscellaneous Parts		
256	Lab Equipment		
257	Road Maintenance Material		
258	Highway Cost Distribution		
259	Other		

CONTROL OBJECT #3

Mat&Supp	Purchased Goods	Mat&Supp	Materials - General
271	Goods for Resale	291	Audio Visual
272	Motor Vehicle	292	Classroom
273	Artifacts	293	Library
274	Office Equipment	294	Clothing/Uniforms/Safety Wear
275	Mobile Equipment	295	Food/Noon Lunch/Camp Supplies
276	Non Mobile Equipment	296	Recreational
277	Land	297	Small Appliances and Utensils
278	Buildings	298	Promotional Material
279	Fire Fighting Equipment	299	Other
281	Household items/Equip./Furniture		
282	Lubricants		
283	Camp Supplies		
284	Clothing and Uniforms		
286	Computer-Parts and Supplies		
287	Terminal-Parts and Supplies		
288	Communication-Parts & Supplies		
289	Mass Storage-Parts & Supplies		

CONTROL OBJECT #3

<u>Purchased Services</u>	<u>Freight</u>	<u>Purchased Services</u>	<u>Communications - Telephone</u>
311	Air Cargo	321	Rental
312	Sea Lift	322	Installation
313	Barge	323	Long Distance
314	Rail	324	Telephone Repairs
315	Truck or Van	325	Data Phones
316	Local Cartage	327	Advertising
317	Marshalling & Handling Charges	329	Other
318	Courier Service		
319	Other		
<u>Purchased Services</u>	<u>Communication - Postal</u>	<u>Purchased Services</u>	<u>Communication - Other</u>
331	Stamps	341	Telex Telephone Dev.
332	Meters	342	Night Letters
333	Box Rental	343	Data Communications
334	Postage Permits	344	Office Machine Repairs
335	Priority Post	349	Other Repairs
336	Postage & Handling		
<u>Purchased Services</u>	<u>Purchased Services</u>		
361	Purchased Services General		
362	Printing		
363	Specimens		
364	Laundry		
365	Interlibrary Loans		
366	Photo Purchasing		

CONTROL OBJECT #3

Utilities	Energy Utilities	Utilities	Petroleum Products
411	Electric	421	Heating
412	Steam Heat	422	Diesel
413	Hot Water	423	Aviation
414	Fuel Oil	424	Gasoline
415	Natural Gas	425	Aviation 100/130
416	Propane	426	Turbo B
417	Wood	427	Naptha
419	Other	428	Turbo A
		429	Natural Gas
Utilities	Service Utilities		
431	Water		
432	Sewer		
433	Garbage		
434	Street Lights		
435	Honeybags		
436	Honeybuckets		
439	Other		

CONTROL OBJECT #3

Contract Services	Service Contracts	Contract Services	Maintenance Contracts
511	Interpreter	531	Electrical
512	Steno/Transcription	532	Plumbing/Heating
513	Photographic	533	Carpentry Painting
514	Writers	534	Mobile Equipment
515	Relief Judges	535	Computer Terminal
516	Repatriation	536	Office Equipment
517	Curriculum Development	537	Office Furniture
518	Design	538	General Renovations
519	Police Costs	539	Road Maintenance
521	Catering	541	Micro Computer Equipment
522	Board & Lodging	542	Construction Contracts
523	Janitorial	543	Preventative Maintenance
524	Instructional		
525	Residence Operations		
526	Taxidermy		
527	Laundry and Dry Cleaning		
528	Municipal Services		
529	Other		

CONTROL OBJECT #3

Contract services	Professional Consulting	Contract Services	Rentals and Leases - Accommodations
551	Engineering & Architectural Consultants	561	Office
552	Personal	562	Staff Housing
553	Planning & Financial Mgmt.. Consultants	563	Student Residence
554	Surveys/Feasibility Studies	564	Social Services Homes
555	Systems and Programming	565	Recreational Facilities
556	Museum Contracts	566	Meeting Halls & Rooms
557	Marketing Consultants	567	Furniture Storage
558	Psychological & Psychiatric Services	568	Duplicate Residence
559	Other	569	Other

CONTROL OBJECT #3

Contract services	Rental and Leases- Equipment	Contract Services	Miscellaneous Contracts
571	Rent Equipment	581	Exhibit and Displays
572	Lease Equipment	582	Advertising
573	Repair Radio Equipment	583	Promotion
		584	Film and Tape Production
		585	Publication Production
		586	Security
		587	Printing
		588	Marine Operations
		589	Business Contracts
		591	Specimens
		592	Biological Contracts
		593	Geological Contract Services
		595	Applications Development
		596	Systems Support Services
		597	Computer Services & Technical Support
		598	Small Systems Support
		599	Other EDP Activities

CONTROL OBJECT #3

Fees & Payments	Fees and Commissions	Fees & Payments	Payments
611	Commissions	631	Hospital
612	Court Fees	632	Drugs
613	Solicitor Fees	633	Workers Compensation Benefit
614	Inspection Fees	634	Social Assistance
615	Voluntary Fire Fighters Fees	635	Old Age Supplement
616	Search & Rescue	636	Incentive Pay
617	Tuition Fees	637	On The Job Training
618	Examination Fees	638	Burials
619	Seminar/Workshop/Course Fees	639	Per Diem
621	Medical Doctor Fees Pharmacare Other	641	Other
622	Medical Doctor Fees Pharmacare Indian	642	Investigations
623	Medical Doctor Fees Pharmacare Inuit	643	Store Personal Effects
624	Dental Fees	644	Training Courses
625	Optical Fees	645	Sample Analysis
626	Project Worker Fees	646	Photocopies
627	Brokerage Fees	647	Day Care
628	Parking Stall Fees	648	EDA Payments
629	Other	649	Supplementary Health Payments

CONTROL OBJECT #3

Fees & Payments	Allowances	Fees & Payments	Licences & Permits
651	Rehabilitation	671	Radio Licence
652	Maintenance	672	CB Licence
653	Spending	673	Barge Licences
654	Entertainment	674	Vehicle Licences
655	Safety	675	Other Licences
656	Replacement Tool	676	Towing Permits
657	Special Allowances	677	Overweight Permits
658	Honoria	678	Other Permits
659	Per Diem		
661	Indemnities		
662	Ultimate Removal Entitlement		
663	Membership Fees		

CONTROL OBJECT # 3

<u>Other Expenses</u>	<u>Losses and Write-Offs</u>	<u>Fees & Payments</u>	<u>Levies and Taxes</u>
711	Self Insured Loss	721	Subsidy Levy
712	Product Loss	722	Price Equalization Levy
713	Loss Allowances	723	Extraordinary Levy
714	Non Recoverable Items	724	Third Party Deductible Payments
715	O & M Write Offs		
717	Transmissions		
718	Motors		
<u>Other Expenses</u>	<u>Escalation Costs</u>	<u>Fees & Payments</u>	<u>Charge back Expense</u>
741	Power	761	Contractor Recoveries
742	Insurance	762	Internal Recoveries
743	Fuel	763	Other Recoveries
744	Water		
745	Repair Maintenance		
746	Janitorial		
747	Taxes		
748	Management		
749	Other		

CONTROL OBJECT # 3

Other Expenses	Miscellaneous Expenses		
781	Professional Membership		
782	GNWT Membership		
783	General Memberships		
784	Presentation Items		
785	Hospitality		
786	Premiums Insurance		
787	Interest Expense		
788	Principle		
789	Pol Prepayments		
791	Credit Card Purchase		
792	Banquets		
794	Overdraft Interest		
795	Bank Charges		
796	Drum Charges		
797	Garage Rental		
798	Settlement Work Charges		
799	Settlement Delivery Charges		

CONTROL OBJECT # 3

Computer Charge back	Charge back Services		
811	Computer Services		
812	Support Services		
813	Development Service		

CONTROL OBJECT # 3

Furniture & Small Office Equipment	Furniture	Furniture & Small Office Equipment	Equipment
911	Furniture For Offices	921	Equipment For Offices
912	Furniture For Staff Housing	922	Equipment For Staff Housing
913	Furniture For Institutions	923	Equipment For Institutions
914	Furniture For Schools	924	Equipment For Schools
915	Furniture For Micro Computers	925	Micro Computer Equipment
		926	Main Frame Equipment
		927	Main Frame Terminals
		929	Communication Equipment

DEPARTMENT CODES

A Department Code is a two digit number that identifies a government department. The department number and four other digits identify the employee in a certain department. The following is a list of Department Codes and department names:

08	Aboriginal Languages
09	NOGAP
10	Official Languages
11	Executive
12	Legislative Assembly
13	FMB Reports Only (not for FIN use)
14	Personnel
15	Finance
21	MACA
24	MACA - Arctic Airports
31	Transportation
32	Public Works and Services
41	Social Services
51	Renewable Resources
55	Energy Mines and Petroleum Resources
61	Economic Development and Tourism
66	Inuvik Schools
67	Economic Development Agreement
68	South Slave Divisional Board of Education
69	Deh Cho Divisional Board of Education
71	Education, Culture and Employment
72	Beaufort/Delta Divisional Board of Education
73	Arctic College
74	Baffin Divisional Board of Education
75	Keewatin Divisional Board of Education
76	Kitikmeot Divisional Board of Education
77	Board of Secondary Education
78	Sahtu Divisional Board of Education
79	Dogrib Divisional Board of Education

81	Safety & Public Services
82	Justice
91	Health
93	Northwest Territories Housing Corporation
94	Health Corrections
95	Health Hospitals - Classification Only
96	Health Service Positions
97	Workers Compensation Board
99	Year End Close

REGIONAL CODES

A Regional Code is a one digit number assigned to each of the six regions. The code is required when filling out financial documents, to identify the region. The list of Regional Codes is as follows:

- 1 Headquarters (Yellowknife & Rae Area)
- 2 Fort Smith Region (Fort Smith & Fort Simpson Area)
- 3 Inuvik Region (Inuvik & Sahtu Area)
- 4 Baffin Region (Iqaluit Area)
- 5 Keewatin Region (Rankin Inlet Area)
- 6 Kitikmeot Region (Cambridge Bay Area)

SETTLEMENT CODES

A Settlement Code is a three digit code assigned to each settlement. The code is required for financial documents, to identify a settlement. The list of Settlement Codes is as follows:

Region 1 - Headquarters 105

105 - Yellowknife	
106 - Rae-Edzo	120 - Rae Lakes
114 - Lac La Martre	135 - Snare Lake

Region 2 - Fort Smith 100

101 - Fort Resolution	108 - Pine Point
103 - Lutsel K'e (Snowdrift)	109 - Hay River
107 - Enterprise	200 - Fort Simpson
110 - Fort Providence	205 - Tungsten
201 - Jean Marie River	206 - Trout Lake
202 - Nahanni Butte	210 - Rat Lodge
203 - Fort Liard	211 - Little Doctor Lake
204 - Fort Wrigley	

Region 3 - Inuvik 400

300 - Norman Wells	401 - Aklavik
301 - Fort Norman	402 - Fort McPherson
302 - Fort Good Hope	403 - Arctic Red River
303 - Fort Franklin	405 - Tuktoyaktuk
304 - Colville Lake	406 - Sachs Harbour
306 - Echo Bay	408 - Paulatuk

Region 4 - Baffin 800

609 - Igloolik	800 - Iqaluit (Frobisher Bay)
610 - Hall Beach	801 - Lake Harbour
700 - Pond Inlet	803 - Cape Dorset
701 - Clyde River	804 - Pangnirtung
703 - Arctic Bay	806 - Broughton Island
704 - Resolute Bay	881 - Sanikiluaq
705 - Grise Fiord	
708 - Nanisivik	

Region 5 - Keewatin 600

600 - Rankin Inlet
601 - Arviat (Eskimo Point)
602 - Chesterfield Inlet
603 - Baker Lake

606 - Coral Harbour
607 - Repulse Bay
608 - Whale Cove

Region 6 - Kitikmeot 500

407 - Holman Island
500 - Cambridge Bay
501 - Coppermine
502 - Bathurst Inlet

503 - Gjoa Haven
504 - Spence Bay
505 - Pelly Bay

Settlements Outside the N.W.T. -

911 - Yukon General
921 - B.C. General
931 - Alberta General

941 - Saskatchewan General

951 - Manitoba General

961 - Ontario General

971 - Quebec General
981 - N.B. General
982 - Nova Scotia General
983 - P.E.I. General
984 - Newfoundland General
998 - U.S.A.
999 - Foreign (other)

912 - Whitehorse
922 - Vancouver
932 - Edmonton
933 - Calgary
942 - Regina
943 - Saskatoon
952 - Winnipeg
953 - Churchill
962 - Toronto
963 - Ottawa
972 - Montreal