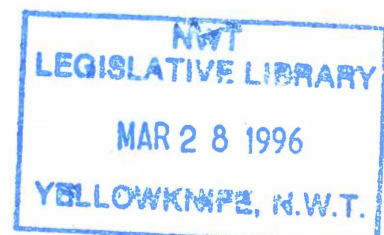




PROCEDURES MANUAL
FULL-TIME TRAINEE PROGRAM
PUBLIC SERVICE CAREER TRAINING PROGRAM

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





Record of Revisions

Revision		Entered By
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Public Service Career Training Program (PSCTP)
FULL-TIME TRAINEE PROGRAM

DATE _____

Contact: Manager, PSCTP, HQ PH. #403-873-7218 or Registrar, PSCTP, HQ PH. #403-920-6231	Revision Number _____ Page _____ of _____
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INSTRUCTIONS:

1. Check the following list of new pages against the contents of the package. If any pages are missing, contact this office immediately.
2. Please put the new pages into your manual.
3. Take out and destroy all out-of-date pages.
4. Follow directions for changes exactly.
5. Destroy this Revision Sheet when all the changes have been made.

Remove the Following Pages

Insert the Following Pages

Comments:

Describes the action briefly, like
"Revised procedure" "Correction"
"New Procedure."

INTRODUCTION TO THE PROCEDURES MANUAL

This procedures manual has been designed to show the Manual User how the program functions and how each player is to contribute to make this training program a success. Any suggestions you may have to improve its usefulness, are very welcome.

The manual has been divided into phases to coincide with the training cycle. It is further divided into major duties within each phase. Appendixes have been included at the end of each phase for forms that are frequently used in the program, or that give direction to the user.

Revisions will be made from time to time. There has been a revision system incorporated into this manual. You will be responsible for making and recording the revisions as you receive them. Contact names have been included on the revision sheets for your convenience.

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INTRODUCTION TO THE PUBLIC SERVICE CAREER TRAINING PROGRAM

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PROGRAM DEFINITION

Program Title:

Public Service Career Training Program (PSCTP)

Organizational Unit:

Human Resources Development Division,
Culture and Careers Branch,
Department of Education, Culture & Employment,
Government of the Northwest Territories

Public Service Career Training Program Mission:

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

Full-time Trainee Program Description:

The Public Service Career Training Program (PSCTP) Full-time Trainee Program provides salaried trainee positions to train affirmative action candidates for permanent officer and management level target positions with GNWT Departments, Boards and Agencies. It provides training, counselling, monitoring, and administrative support for the development and delivery of individualized training programs of up to three 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.

Program Clients:

GNWT Departments, Boards and Agencies
Members of GNWT Affirmative Action Target Groups
Individual PSCTP Full-time Trainees
Trainers of PSCTP Full-time Trainees

Program Delivery Standards:

1. Trainees trained to meet the minimum entrance requirements of the target position within an appropriate length training term.
2. Use of sound adult education practices in the training process.
3. Sound management and administration of the program according to PSCTP and GNWT procedures.

ROLES AND RESPONSIBILITIES

Public Service Career Training Program:

1. The Manager and Registrar, of the PSCTP, are responsible for the overall management and administration of the program.
2. Regional Superintendents, Coordinators of PSCTP, and Administrative Officers are responsible for management and administration of the program within the regions.
3. Coordinators of PSCTP in each region (including HQ as a region) are responsible for the delivery of the program to the clients served. (If a position is vacant, other regional officers or the Superintendent of Education, Culture & Employment cover this responsibility.)
4. The Trainee Position Allocation Management Committee, Culture and Careers Branch at Headquarters allocates available trainee positions to the regions.
5. Regional Trainee Position Allocation Committees allocate available trainee positions to Regional Departments, Boards and Agencies that apply for training positions from the PSCTP.

Education, Culture and Employment:

1. The Director, Human Resources Development is responsible for the PSCTP as one of several programs administered by the division. The Director delegates signing authority for training positions to Regional Superintendents of Education, Culture & Employment and of Departments, Boards and Agencies that have been allocated full-time trainee positions.
2. The Assistant Deputy Minister of Education, Culture and Employment, based on recommendations from the Director, Human Resource Development, authorizes recruitment documents for fulltime trainee positions allocated in the regions.
3. Headquarters Finance Staff process recruitment documents from PSCTP staff and provide financial services for salary and O&M budgets.

Departments, Boards and Agencies of the GNWT:

1. Designated trainers or other staff with GNWT Departments, Boards and Agencies requesting PSCTP trainee positions develop applications for trainee positions which include training plan packages, provide training, complete appraisals for PSCTP trainees, and arrange appointment to the target position on successful completion of training.

Department of Personnel:

1. Staffing Officers are involved with the hiring process for PSCTP salaried trainees.

Financial Management Board Secretariat:

1. Divisions such as Compensation Services and Labour Relations provide full services as required.

Full-time Trainees:

1. Trainees are responsible for gaining the skills required for the target position, participating in ongoing planning and evaluation of the training plan, actively taking part in completing their quarterly progress reports and setting their objectives, discussing and resolving problems with the trainer as they arise, and arranging to attend any courses that are required.

Note: Specific responsibilities of each player involved with the program will be detailed in the following sections.

PROGRAM OBJECTIVES

Implementation Objectives:

1. To determine number of trainee positions available and allocate to regions
2. To promote PSCTP to GNWT Departments, Boards and Agencies
3. To help Departments, Boards and Agencies to recognize potential target positions for trainees
4. To provide assistance in preparing application packages including training plan forms
5. To elicit suitable and complete applications for available trainee positions
6. To allocate all available trainee positions by the allocation deadline
7. To select qualified affirmative action applicants for approved trainee positions
8. To orient new trainees and trainers to PSCTP
9. To provide trainers and trainees with knowledge of adult learning concepts useful to PSCTP
10. To tailor training plans/learning contracts for the qualifications of trainees hired
11. To support learning activities outlined in the learning contract
12. To provide counselling to trainees to promote success and resolve job problems
13. To provide training advice to trainers
14. To monitor and evaluate training
15. To appoint trainees to the target positions
16. To effectively manage program budget, PYs and staff
17. To maintain complete records and issue timely reports
18. To develop program plans and establish effective procedures

19. To act as a program and training resource to regional PSCTP staff and to other Departments' HQ staff.

Short-Term Outcomes:

1. To support human resource planning within the GNWT through provision of on-the-job trainee positions and training support for those positions.
2. To provide a means for more affirmative action candidates to enter responsible positions within the GNWT.
3. To provide career training opportunities for affirmative action candidates in the Northwest Territories.
4. To provide GNWT employees with the knowledge and skills to offer effective on-the-job training.
5. To successfully train affirmative action candidates for appointment to indeterminate officer and management level positions with the GNWT
6. To provide a basis for ongoing successful delivery of PSCTP through efficient, effective, and responsible program management.

Long-Term Outcomes:

1. To develop a GNWT workforce that is more representative of the people it serves.
2. To increase the number of affirmative action candidates at officer and management levels positions in the GNWT.
3. To reduce GNWT recruitment costs.
4. To support a training/learning culture within the GNWT based on principles of adult learning.
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 in the NWT for affirmative action candidates.

DEFINITIONS

1. **Hiring Priorities** means the selection priorities identified in the Affirmative Action Policy of the GNWT that is administered by the Department of Personnel.
2. **Institutional Training** means course work taken on-site at a recognized college or post-secondary educational institution or other professional training organization.
3. **Officer Level Positions** means a position requiring a significant use of judgement and discretion in the exercise of authority.
4. **Priority Occupations** means occupations designated as a priority for developmental opportunity by the Executive Council and occupations identified annually by the Department of Personnel in the Regions and Headquarters because of chronic skill shortages and poor retention rates.
5. **Required Qualifications** are the qualifications stated in the position description for the target position and classification action report.
6. **Target Position** means a classified indeterminate position within the Public Service of the Northwest Territories that is identified at the beginning of a training program as the job to which a trainee will be appointed at the successful conclusion of training. Positions within the N.W.T.T.A. bargaining unit are not eligible for designation as target positions (except Principal and Vice-Principal positions.)
7. **Trainee** is a term employee who is the incumbent of a PSCTP full-time trainee position and is hired to undertake a training program of specific duration leading to guaranteed employment upon successful completion of training.
8. **Training Department** means the GNWT Department, Board or Agency where the trainee is undergoing training.
- 9) **Training Plan** means the organization of the trainee's learning activities toward specific learning objectives to provide the knowledge and skill required in the target position.

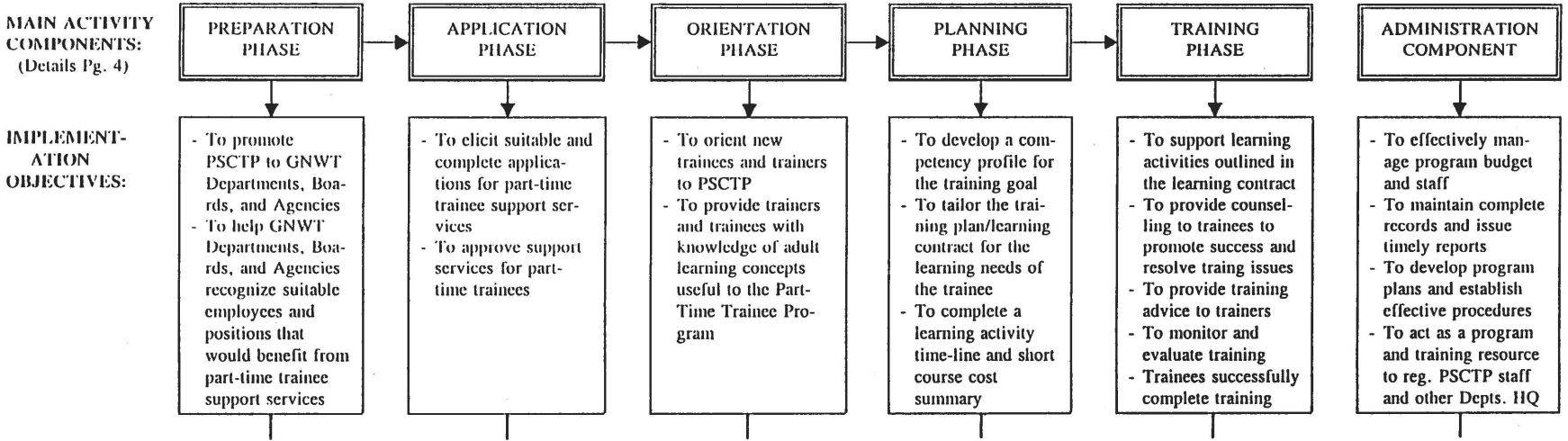
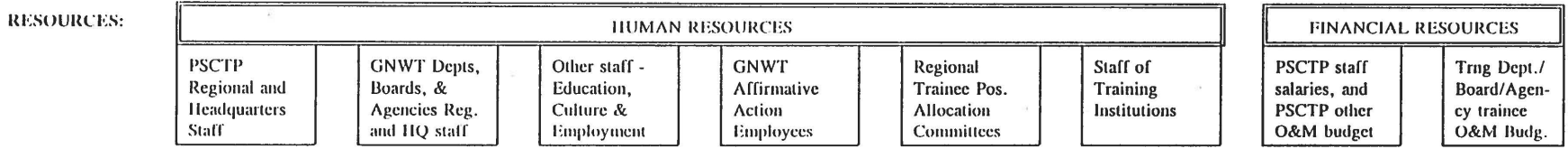
Public Service Career Training Program (PSCTP)

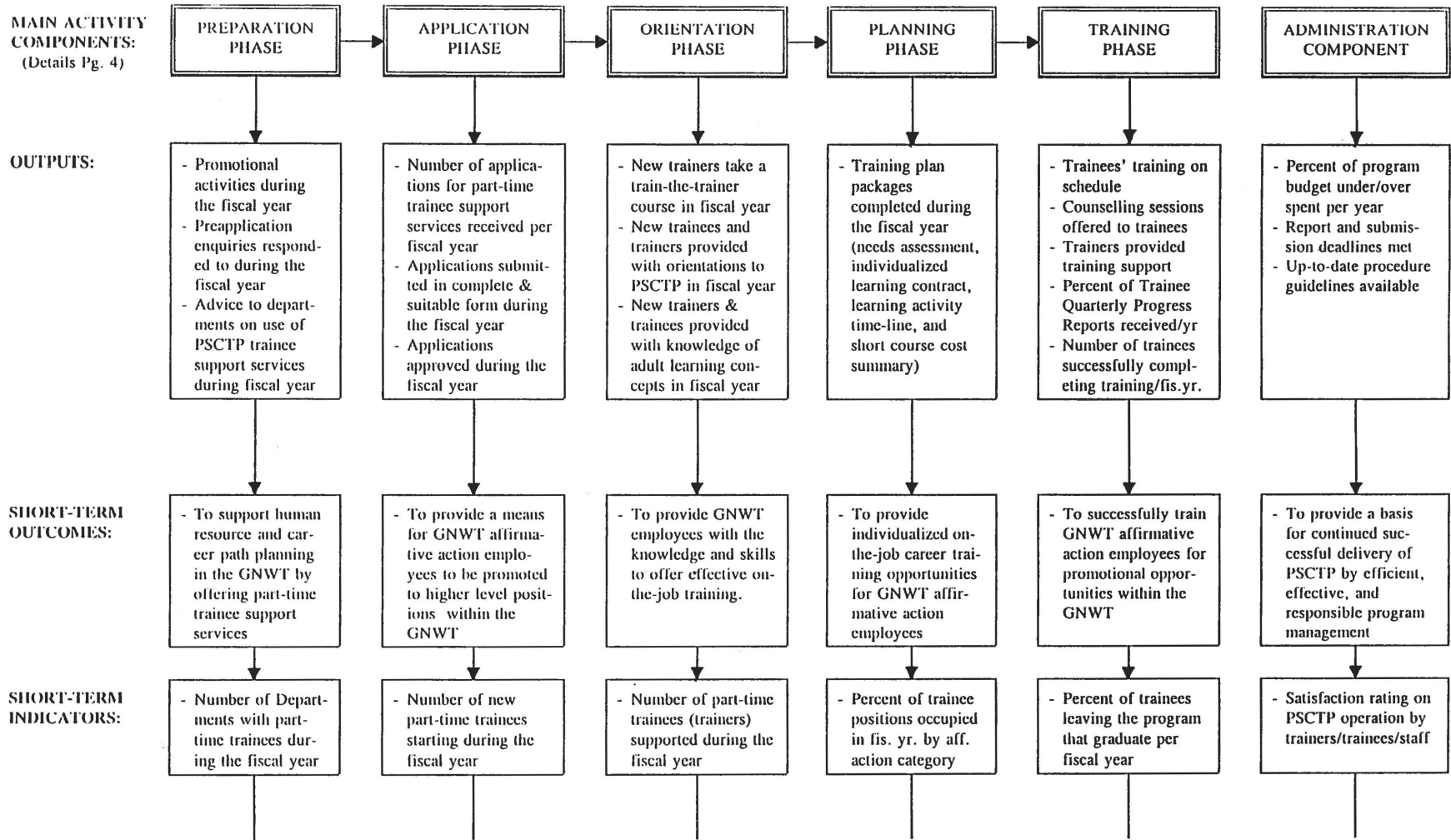
PART-TIME TRAINEE PROGRAM - STRUCTURE MODEL

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.

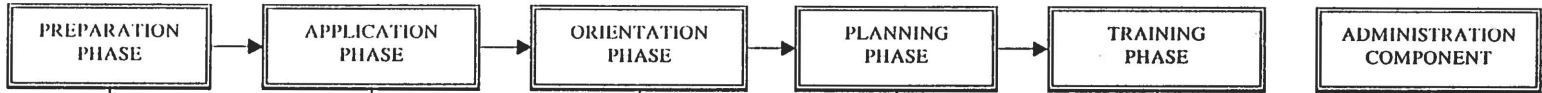
CLIENTS: GNWT Departments, Boards, and Agencies; GNWT affirmative action employees; PSCTP part-time trainees; Trainers of PSCTP part-time trainees

DESCRIPTION: The PSCTP Part-Time Trainee Program provides training support services for 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 administrative 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.





MAIN ACTIVITY COMPONENTS:
(Details Pg. 4)



LONG-TERM OUTCOMES:
(Consequences)

- To increase the number of affirmative action candidates in higher level positions with the GNWT
- To develop a GNWT workforce that is more representative of the people it serves
- To support a training/learning culture within the GNWT based on principles of adult education
- To provide additional professional learning opportunities for GNWT affirmative action employees within the NWT
- To increase GNWT affirmative action employee job satisfaction
- To improve retention of affirmative action employees by the GNWT
- To reduce GNWT recruitment costs
- To provide a greater variety of career options within the GNWT for affirmative action employees
- To improve the economy of the NWT

LONG-TERM INDICATORS:

Territorial data is available to report on progress toward these long-term outcomes. Many factors throughout the Northwest Territories, Canada, and the World influence results in these areas. However, success in accomplishing the implementation objectives and short-term outcomes, can be inferred to directly contribute to achieving these long-term outcomes.

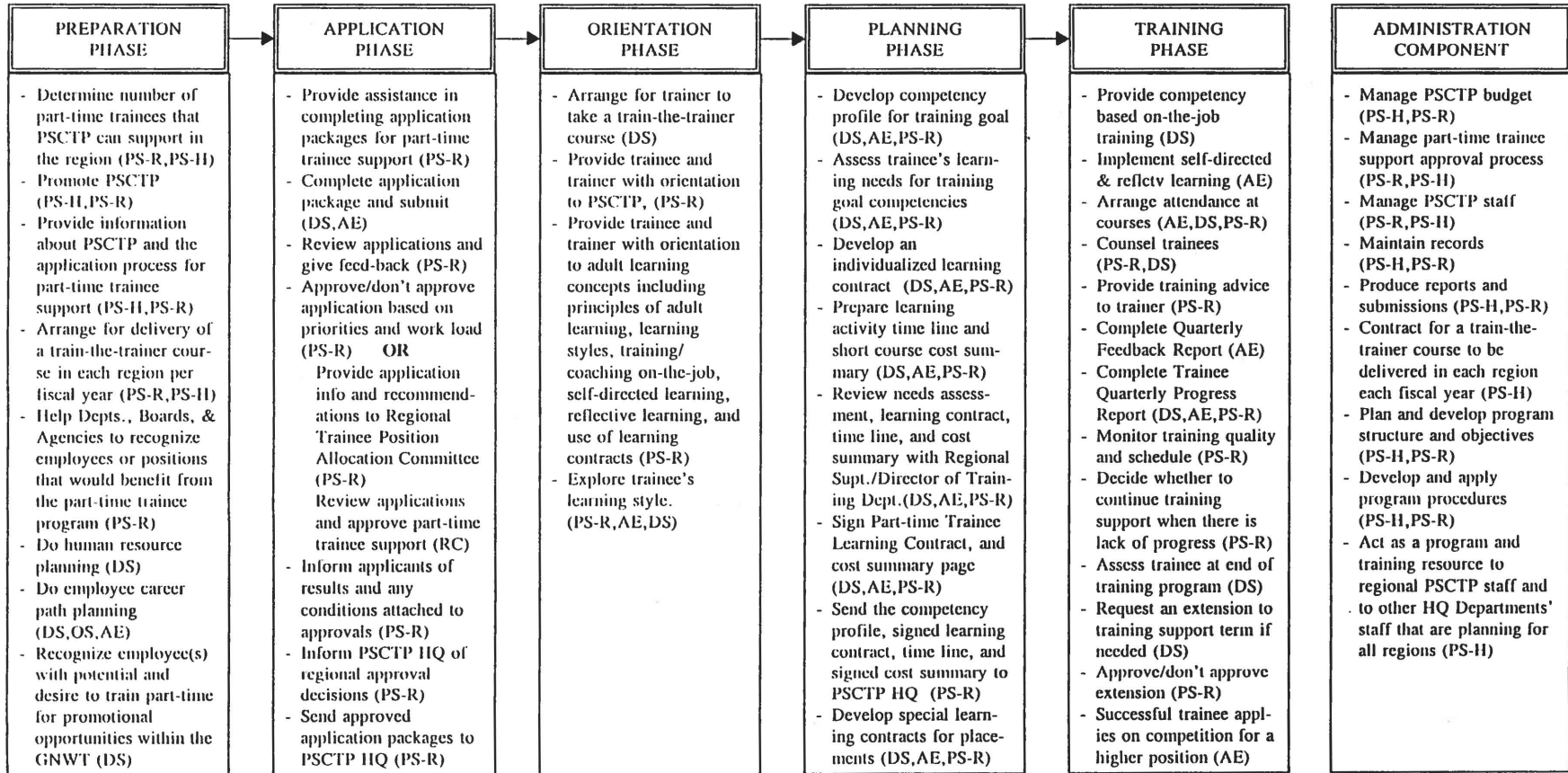
MAIN ACTIVITY COMPONENT DETAILS - PSCTP PART-TIME TRAINEE PROGRAM

HUMAN RESOURCES:

PSCTP Staff - Regions (PS-R);
PSCTP Staff - Headquarters (PS-H);

GNWT Department/Board/Agency Staff (DS);
Other staff - Career Counsellors, E.C.&E. (OS);

Affirmative Action Employees (AE);
Regional Trainee Position Allocation Committees (RC)



PUBLIC SERVICE CAREER TRAINING PROGRAM (PSCTP) - OVERVIEW

PSCTP Purpose: To help meet the affirmative action human resource planning needs of the GNWT.

FULL-TIME PROGRAM

- PSCTP salaried positions
- Training support services
- Applic. deadline - Feb. 15
- Approval by Reg. Cmte.
- On-the-job training with Trng Dept, self-directed learning, & short courses
- Guaranteed target position

To apply for trainee pos.:

PART-TIME PROGRAM

- Existing GNWT employees
- Training support services
- Application - when needed
- Approval by Reg. Staff
- On-the-job training with Trng Dept, self-directed learning, & short courses
- Apply for promotion

:To apply for trng support

APPLICATION PACKAGE

- | | | | |
|---|-------------------------------------|-----|---|
| ✓ | A. Application for Trainee/Services | A1. | ✓ |
| ✓ | B. Agreement | B1. | ✓ |
| ✓ | C. Human Resource Planning Info | C1. | ✓ |
| ✓ | D. Target Position Documents | D1. | ✓ |

Training Plan Package

- | | | |
|---|------------------------------------|-----|
| ✓ | E. Lrng Needs Ass. (Comp. Prof.) | E1. |
| ✓ | F. Training Plan/Learning Contract | F1. |
| ✓ | G. Learning Activity Time-Line | G1. |
| ✓ | H. Short Course Cost Summary | H1. |

RESOURCES

PSCTP Coordinators

- Assist with application preparation
- Provide training support services

PSCTP Train The Trainer Course

- Provided without cost to trainers

PSCTP Library of Training Plans

- From other PSCTP trainee positions

GNWT Senior Management Dev. Prg.

- MDP Competency Profile E. + E1.
- MDP Trng Plan/Lrng Cntrct F. + F1.
- MDP Resource Manual
- MDP Short Courses (5)

PREPARATION PHASE

- 101 Roles and Responsibilities in the Preparation Phase
- 102 Trainee Position Allocation Management Committee

APPENDIX:

- 100 - 1 Available Trainee Positions Notification Format
- 100 - 2 Train the Trainer Course Outline

ROLES AND RESPONSIBILITIES IN THE PREPARATION PHASE

Trainee Position Allocation Management Committee:

1. Responsible for allocating available full-time trainee positions to the regions.

Director, Human Resources Development Division:

1. Is a member of the Trainee Position Allocation Management Committee.

Manager, PSCTP:

1. Is a member of the Trainee Position Allocation Management Committee.

Registrar, PSCTP:

1. Calculates the number of trainee PY's available for allocation by November 15 and August 15 and presents the information to the Manager for revisions and/or approval.

Coordinator, PSCTP (or Equivalent):

1. Promotes PSCTP.
2. Provides information about the program.
3. Arranges for the delivery of a train-the-trainer course in regions each fiscal year.

SEE APPENDIX 100 - 2 Train The Trainer Course Outline

4. Helps Departments, Boards, & Agencies recognize potential target positions.

Departments, Boards and Agencies of the GNWT:

1. Gather information regarding PSCTP.
2. Identify target positions to apply for full-time trainee positions.
3. Do human resource planning.

TRAINEE POSITION ALLOCATION MANAGEMENT COMMITTEE

Committee Responsibility:

1. Responsible for determining the number of full-time trainee positions available for the next application deadline and allocating them to the regions.

Committee Structure:

1. Located at Headquarters, the committee is composed of the Assistant Deputy Minister of Culture and Careers, the Director of Human Resources Development, and the Manager of PSCTP.

Allocation Times:

1. Full-time trainee positions projected to be available for the next fiscal year are allocated to the regions in November of the preceding year.
2. The financial status of the program is evaluated in August of each year and if further fulltime trainee positions are available, they are allocated to the regions.

Activities leading up to the Committee Meeting:

1. Registrar, PSCTP: Prepares the data required for the members so that they can determine the number of trainee positions available and how many to allocate to each region.
2. Manager, PSCTP: Presents the data prepared and makes recommendations to the other members of the Committee for decisions.

Criteria for allocating full-time trainee positions to the regions:

1. Available trainee positions are allocated to regions, based on the percentage of the total number of Public Service employees in each region, rounded off to the nearest whole number. THIS IS THE MOST IMPORTANT FACTOR.
2. Always try to give at least one trainee position to each region.
3. Consider how many available positions in the last allocation were allocated to each region, compared to the proportional number using the region's percentage of the public service.

4. Consider whether any trainee positions from the last allocation were not used by a region, ie. a training department could not follow through with hiring a trainee, or the region did not have sufficient applications to use its allotment.
5. Consider the number of positions currently in each region in comparison to the percentage of the public service in the region. (This figure is not very dependable. It can vary significantly from date to date because there are trainees completing their programs, or leaving their programs early, in varying numbers, in various regions, at various times throughout the year. This figure is also directly affected by the length of training terms for trainees in a region, ie. longer training term will mean that the number of trainees in a region will begin to accumulate to a higher percentage of the total although the region only receives its fair percentage at each allocation.)

Activities following the committee meeting:

1. Manager, PSCTP, notifies the regions of the number of trainee positions available for the next application deadline.

SEE APPENDIX 100 - 1 Available Trainee Positions Notification Format

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

FULL-TIME TRAINEE POSITIONS AVAILABLE FOR 199x/9x

PSCTP Fulltime Trainee Program Description:

The Public Service Career Training Program (PSCTP) provides salaried trainee positions to train affirmative action candidates for permanent officer and management level target positions with GNWT Departments, Boards, & Agencies. It provides training, counselling, monitoring, and administrative 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, and specialized short courses of up to six weeks in length.

1. Number of trainee positions available for the February 15/9x application deadline:

Baffin Region:	PY's	- THE NUMBER OF TRAINEE POSITIONS AVAILABLE FOR EACH REGION IS PRIMARILY BASED ON THE <u>PERCENTAGE OF THE TOTAL GNWT PUBLIC SERVICE LOCATED IN EACH REGION.</u>
Fort Smith Region:	PY's	
HQ/Rae Region:	PY's	- THIS IS THE FULL ALLOTMENT OF POSITIONS FOR 199x-9x, UNLESS UNEXPECTED SALARY DOLLAR SLIPPAGE OCCURS IN THE PROGRAM DURING THE YEAR.
Inuvik Region:	PY's	
Keewatin Region:	PY's	
Kitikmeot Region:	<u>PY's</u>	- AVAILABILITY OF THESE POSITIONS IS SUBJECT TO HIRING AND BUDGET DECISIONS OF THE EXECUTIVE COUNCIL, AND TO FINAL ADJUSTMENTS BY THE TRAINEE POSITION ALLOCATION MANAGEMENT COMMITTEE.
Total:	PY's	

2. Applications should be submitted to the Department of Education, Culture, and Employment in the region where the target position is located. For application packages and assistance in completing them, contact the PSCTP Coordinator at the regional office of Education, Culture, and Employment. For the HQ/Rae Region, contact the PSCTP Coordinator at the Human Resources Development Division, Department of Education, Culture, and Employment, Yellowknife.
3. Applications may be submitted for trainee positions that are to begin at anytime during the 199x-9x fiscal year. The hiring process for an approved trainee position can begin as soon as approval is given, or later, as requested.
4. To be considered for approval, application packages must be complete and meet PSCTP standards.
5. Trainee Position Allocation Committees in each region allocate the available trainee positions.
6. Trainee positions not allocated by Regional Allocation Committees by February 28/9x will be reallocated by the Headquarters Allocation Management Committee to regions that can immediately allocate them. (This is necessary to properly manage the salary budget, to allow regional flexibility to approve the level and starting date of trainee positions, and to avoid lapsing training funds.)
7. It is highly recommended that applications be submitted well before February 15/9x, to allow time for review and feedback by Department of Education, Culture, and Employment to ensure that applications are complete and suitable by the deadline.

.od Taylor

Manager, Public Service Career Training Program

Human Resources Development Division lctpavpys.93n

November 10, 199x

PUBLIC SERVICE CAREER TRAINING PROGRAM (PSCTP), GNWT**TRAIN THE TRAINER COURSE - OUTLINE****PURPOSE**

To provide participants with an introduction to individualized on-the-job training knowledge and skills required for successful employee development.

OBJECTIVES

1. To understand adult learning concepts that apply to individualized on-the-job training.
2. To be able to identify learning needs.
3. To be able to plan effective on-the-job training.
4. To understand and be able to demonstrate effective on-the-job training skills.
5. To have a basic understanding of PSCTP and be able to use PSCTP formats for effective planning and training.

CONTENT

1. PUBLIC SERVICE CAREER TRAINING PROGRAM (PSCTP)
Introduction to PSCTP
Overview of the program and forms
Role of trainer, trainee, and PSCTP Coordinator
2. ADULT LEARNING CONCEPTS
Adult learning principles
Domains of learning
Learning/Cognitive styles
Reflective learning i.e. learning journal/trainer diary
Self-directed learning
3. LEARNING NEEDS IDENTIFICATION (Use PSCTP forms as the example)
Identification of job competencies
Assessing learning needs

4. PLANNING TRAINING (Use PSCTP forms as the example)
 - Use of learning contracts
 - Writing learning objectives
 - Writing learning activities for learning objectives
 - Training schedule
 - Writing evidence of accomplishment for learning objectives

5. THE EFFECTIVE TRAINER
 - Characteristics of the effective trainer
 - Cultural considerations for training
 - On-the-job training/coaching skills
 - Mentoring and protege roles
 - Recognizing and resolving issues
 - Evaluation process (Use PSCTP Progress Report Formats)

PREPARATION

Participants complete a questionnaire on their training background, reason for taking the course, and objectives for the course.

FOLLOW-UP

Participants carry out a personal action plan developed during the course to apply learning from the course back on the job.

PARTICIPANTS

Current and potential trainers with PSCTP.
Other trainers with on-the-job training responsibilities.
Others interested in developing on-the-job training knowledge and skills.

DURATION

Three Days

APPLICATION PHASE

- 201 Roles and Responsibilities in the Application Phase
- 202 Application Process for Full-time Trainee Positions
- 203 Regional Trainee Position Allocation Committee
- 204 Responsibility for Full-time Trainee Position Costs
- 205 Short Course Cost Approval Procedure

APPENDIX:

- 200 - 1 Regional Trainee Position Allocation Committee
- 200 - 2 HQ Region Trainee Position Allocation Committee Minutes Format
- 200 - 3 Full-Time Trainee Program Application Package

ROLES AND RESPONSIBILITIES IN THE APPLICATION PHASE

Director, Human Resources Development Division:

1. Is a member of the HQ/Rae Regional Trainee Position Allocation Committee.
2. Delegates signing authority to Departments, Boards and Agencies in the regions that have been allocated positions.

Manager, PSCTP:

1. Is a member of the HQ/Rae Regional Trainee Position Allocation Committee.
2. Manages the Trainee Position Allocation process.
3. Reviews application packages and approves preparation of recruitment documents for trainee positions approved by the Regional Trainee Position Allocation Committees.

Registrar, PSCTP:

1. Reviews application packages for trainee positions approved by Regional Trainee Position Allocation Committees for completeness.
2. Prepares recruiting documents for signatures.
3. Places trainee position information on a computerized spreadsheet and creates a HQ file for the position.

Coordinator, PSCTP (or Equivalent):

1. On request, assists Departments, Boards and Agencies in completing their application packages.
2. Reviews submitted applications, prepares responses, and summarizes data for Regional Trainee Position Allocation Committee assessment.
3. Presents completed applications to committee and acts as a resource to the committee.

Departments, Boards and Agencies of the GNWT:

1. Complete applications according to PSCTP criteria.
2. Submit applications to the Department of Education, Culture and Employment in the region where the target position is located.

Regional Trainee Position Allocation Committees:

1. Considers applications for trainee positions according to established priority criteria.
2. Allocates available full-time trainee positions to GNWT Departments, Boards and Agencies.

Trainee Position Allocation Management Committee:

1. Reallocates trainee positions not allocated by regions by February 28 or September 30, to regions that can immediately allocate them.

SEE APPENDIX 200 - 1 Regional Trainee Position Allocation Committee

APPLICATION PROCESS FOR FULL-TIME TRAINEE POSITIONS

Eligibility:

1. Departments, Boards and Agencies of the GNWT are eligible to apply.

Application packages:

1. Application packages are available from the Department of Education, Culture and Employment in the regions, and the Human Resources Development Division at Headquarters.
SEE APPENDIX 200 - 3 Full-time Trainee Program Application Package

Development of Application:

1. Departments, Boards or Agencies are responsible for completing their applications.
2. Assistance can be requested from the PSCTP Coordinator or equivalent.

Application Criteria:

1. Applications must be complete before they are considered by the Committee.
2. Applications must be received by the PSCTP on or before the February 15 and September 15 deadlines.
3. Applying Departments, Boards or Agencies must agree to fill the full-time trainee positions through the open competition process in the fiscal year that their application has been approved.
4. Applying Departments, Boards or Agencies must guarantee a permanent, full-time position to the trainee on successful completion of training in the location of the target position at the time of application.
5. Applying Departments, Boards or Agencies must agree to the training costs according to the program criteria.
6. Applying Departments, Boards or Agencies must agree to provide most of the on-the-job training in the region where the target position is located.

7. The applying Departments, Boards or Agencies must send their applications to the Department of Education, Culture & Employment office in the region where the target position is located. For Headquarters/Rae region target positions to Coordinator, PSCTP, Human Resources Development Division, YK.

Routing of Applications:

1. Departments, Boards and Agencies apply for full-time trainee positions from the PSCTP in the region where the target position is located. Coordinators, PSCTP, may be requested by the applying Departments, Boards or Agencies to help them in developing their application packages.
2. As applications are received, the Coordinator, PSCTP, will acknowledge them and ask for any missing information or deal with any of the criteria that has not been agreed to by the applicant.
3. Coordinators, PSCTP present the full applications, along with a summary page they prepare, to each member of the Regional Trainee Position Allocation Committee before the day the committee meets.
4. The Regional Trainee Position Allocation Committee meets to consider all completed applications. The Coordinator, PSCTP acts as a resource to the Committee. The Committee allocates available trainee positions according to the established priority criteria.
5. On behalf of the Regional Trainee Position Allocation Committee, the Regional Superintendent for the regions or the Director of Human Resources Development Division for Headquarters/Rae Region notify applicants of the status of their applications with any conditions attached to approvals. The respective Coordinators, PSCTP are responsible for following up on any conditions related to the status of the applications.
6. Regional PSCTP Staff send approved trainee application packages to PSCTP at Headquarters.
7. HQ staff review application packages to see that they are complete and meet PSCTP standards.

8. Headquarters Staff of PSCTP prepare recruitment documents for the allocated trainee positions for approval by the Assistant Deputy Minister, Culture & Careers. These recruitment packages are coordinated at Headquarters by the Registrar, PSCTP.
9. The Registrar, PSCTP, forwards (or faxes) the signed recruitment documents to the Coordinator, PSCTP or equivalent in the Region who submits the necessary materials to the Department of Personnel to begin the competition for the trainee position.

REGIONAL TRAINEE POSITION ALLOCATION COMMITTEE

Committee responsibility:

1. Responsible for allocating regional full-time trainee positions to applying Departments, Boards and Agencies of the GNWT.

Committee Structure:

1. Members include:
Regional Superintendent, Education, Culture & Employment (Chairperson);
Regional Director, Executive;
Regional Superintendent of Personnel;
Regional Superintendent, Financial Management Board Secretariat.
Allocation Committee members may decide to include other Regional Superintendents or equivalent.

Resource person: PSCTP Coordinator or equivalent.

2. Headquarters Regional Committee Members include:
Director, Human Resource Development, Education, Culture and Employment;
Manager, Public Service Career Training Program, Education, Culture and Employment;
Director, Human Resource Planning, Financial Management Board Secretariat; and
Director, Staffing, Personnel.

Resource person: PSCTP Coordinator.

Application Deadline and Allocation Times:

1. Application deadlines are February 15 (and Sept. 15, if positions are available).
2. Allocation decision deadlines are February 28 (and Sept. 30, if positions are available).

Activities leading up to the Committee Meeting:

1. Coordinator, PSCTP prepares summary pages of the application packages for each committee member.
2. Coordinator, PSCTP schedules each committee member to individually review all the application packages before the day of the committee meeting.

Factors used by Regional Allocation Committees when allocating trainee positions:

1. 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 potentially available from affirmative action target groups in the region where the target position is located.
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 others. Cost effectiveness is a goal.
7. The Department, Board or Agency has received less trainees in past years than the other applicants.
8. The need for the trainee position is supported by the applicants resource plans of the applying Department, Board or Agency.
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, Executive Council, or GNWT Human Resources Development Committee.

Activities following the committee meeting:

1. Regional Superintendents of Education, Culture and Employment (or Director, Human Resources Development Division for Headquarters/Rae region) advise Departments, Boards and Agencies on the status of their applications, including any conditions attached to approvals.
2. Coordinators, PSCTP deal with applying Departments, Boards and Agencies on any conditions set by the Committee regarding their applications.

SEE APPENDIX 200 - 2 Regional Trainee Position Allocation Committee Minutes
Format

3. Coordinators, PSCTP send reports to the Manager, PSCTP on the allocation of positions in their region using established PSCTP format.
4. Coordinators, PSCTP send a copy of the complete application package for each allocated position to the Manager, PSCTP.
5. Manager, PSCTP reviews the applications packages, requests omitted materials or content required to meet PSCTP standards (if needed), approves preparation of recruitment documents, and then forwards the packages to the registrar, PSCTP for processing.
6. The Registrar prepares staff requisition, Classification Action Requests and delegation of signing authority documents for signing.

RESPONSIBILITY FOR FULL-TIME TRAINEE POSITION COSTS

Public Service Career Training Program:

1. Salary
2. Accommodation allowance & settlement allowance, when the trainee is eligible.
3. Employer's share of benefits (10.5% of salary).
4. Negotiated salary & benefit increases.
5. Annual performance pay increments.
6. Salary while on approved leave with pay.
7. Short course tuition and air fare costs approved in accordance with the PSCTP payment limits.
8. Providing a Train the Trainer course for trainers of PSCTP trainees without charge for course fees once per fiscal year in each region.

Training Departments, Boards and Agencies:

1. Orientations
2. Conference or convocation attendance (if approved by the training Department, Board or Agency).
3. Work placements
4. Duty Travel
5. Overtime (if approved by the training Department, Board or Agency)
6. Bilingual Bonus (if approved by the training Department, Board or Agency)
7. Trainer's fee
8. Uniforms, or work related equipment.

9. Office furniture, equipment, or supplies.
10. Work space
11. Travel costs for Trainer to attend a required "Train The Trainer" course.

Financial Management Board Secretariat:

1. VTA, Medical travel, and removals

SHORT COURSE COSTS APPROVAL PROCEDURE

Short course definition:

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

Short Course Costs:

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

PSCTP may pay tuition/fees and airfare costs:

1. For short courses that are stated or inferred as entrance requirements by the trainee's target position job description and classification action report for the position.
2. It may pay tuition, fees and airfare costs for up to five short courses, to a maximum of \$3,500, for each trainee per fiscal year.
3. These limits will be prorated for trainee positions that are only filled for part of a fiscal year.

4. Prior approval for PSCTP payment of tuition fees must be obtained by completing application item H. Short Course Cost Summary, and having it approved by the Advanced Education signing authority.

Training Departments are responsible for paying:

1. All Short Course Costs including tuition, transportation, accommodation and per diem that are not approved for payment by the PSCTP.

Trainees are responsible for paying:

1. For 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)
2. For books, supplies and student activity fees except where included as an integral part of the course fees.

MINUTES

Public Service Career Training Program (PSCTP)

HQ REGION TRAINEE PY ALLOCATION COMMITTEE MEETING

Meeting Date: February 26, 1992 1:30PM
Place: Lahm Ridge Tower, 3rd Floor Conference Room

Members Present:

Rosa Van Camp, Director, Training Services, Education (Chairperson)
 Rod Taylor, Manager, PSCTP, Education
 Lynn Elkin Hall, Director, Policy & Planning, Personnel
 Wendy White-Cserepy, Director, Equal Employment, Personnel

Resource Person:

Tom Hudson, Coordinator, PSCTP, Education

Observer:

Joyce Cockney, Registrar, PSCTP, Education

1. Review of agenda and decision meeting process (Rod)
2. Introduction of applications and resource materials (Tom)
3. **PY ALLOCATION DETAILS:**

a) Number of new Regional Trainee PY's to be allocated	10
b) Number of new Regional Trainee PY's allocated	10
c) Number of new Regional Trainee PY's not allocated	0
d) Total number of applications received	12
i) List of applications approved (see attached)	10
ii) List of applications complete and suitable, but not approved.	0
iii) List of incomplete/unsuitable applications (see attached)	2
4. Membership on the HQ Trainee PY Allocation Committee (Rosa)
 - Membership will remain the same.
5. Suggestions to improve the next Allocation Committee Meeting (All Members)
 - a) The members are very pleased with the process that has been used for the current allocation of PY's.
 - b) There is no need to receive, at the Allocation Committee Meeting, direct presentations from Departments applying for PY's.
 - c) Unsuccessful applications at previous allocation deadlines will not automatically receive preferred status when resubmitted at a later allocation deadline. However, this factor will be taken into account when rating the applications.
6. Other Topics
 - One of the goals for PSCTP is to support Affirmative Action Candidates that have pursued post-secondary education on their own.

Rosa Van Camp, Chairperson

Public Service Career Training Program (PSCT)

HQ REGION TRAINEE PY ALLOCATION COMMITTEE MEETING - FEB. 1992List of Applications Approved

1. Manager, Human Resource Development,
N.W.T. Housing Corporation, Yellowknife
2 Year Term
Requested Start Date: Oct. 15/92
Target Position Classification: AS/PA - 5, Pay Level: 29
Short Course Costs required from PSCTP: Undecided
2. Consultant, Adult Education,
Dept. of Education, Yellowknife
1 Year Term
Requested Start Date: A.S.A.P.
Target Position Classification: AS/PE - 3, Pay Level: 29
Short Course Costs required from PSCTP: Undecided
3. Student Support Coordinator,
Dept. of Education, Yellowknife
1 Year Term
Requested Start Date: A.S.A.P.
Target Position Classification: Unclassified, Pay Level: 31
Short Course Costs required from PSCTP: Undecided
4. Labour Standards Inspector,
Dept. of Safety & Public Services, Yellowknife
2 Year Term
Requested Start Date: A.S.A.P.
Target Position Classification: TK/IR - 3, Pay Level: 23
Short Course Costs required from PSCTP: Undecided
5. Highway Technician,
Dept. of Transportation, Yellowknife
2 Year Term
Requested Start Date: April, 1992
Target Position Classification: TK/PO - 4, Pay Level: 23
Short Course Costs required from PSCTP: Undecided
6. Corrections Officer,
Dept. of Social Services, Yellowknife
6 Month Term
Requested Start Date: A.S.A.P.
Target Position Classification: CX - 1 (PD/IS), Pay Level: 18
Short Course Costs required from PSCTP: Undecided

7. Corrections Officer,
Dept. of Social Services, Yellowknife
6 Month Term
Requested Start Date: A.S.A.P.
Target Position Classification: CX - 1 (PD/IS), Pay Level: 18
Short Course Costs required from PSCTP: Undecided
8. Systems Officer,
Dept. of Transportation, Yellowknife
2 Year Term
Requested Start Date: A.S.A.P.
Target Position Classification: TK/CS - 1, Pay Level: 23
Short Course Costs required from PSCTP: Undecided
9. Comptroller,
Dogrib Divisional Board of Education, Rae Edzo
3 Year Term
Requested Start Date: April 1, 1992
Target Position Classification: AS/AF, Pay Level: 29
Short Course Costs required from PSCTP: Undecided
- 10 Municipal Affairs Officer,
Dept. of Municipal & Community Affairs, Rae
3 Year Term
Requested Start Date: A.S.A.P.
Target Position Classification: PD/LO - 2, Pay Level: 25
Short Course Costs required from PSCTP: Undecided

List of Applications Complete and Suitable, But Not Approved

- None

List of Incomplete/Unsuitable Applications

1. Sport Programs Officer,
Dept. of Municipal & Community Affairs, YK
4 Year Term (Retroactive Request)
Requested Start Date: A.S.A.P.
Target Position Classification: PD/LO - 2, Pay Level: 25
Short Course Costs required from PSCTP: Undecided
2. Economic Development Officer,
Dept. of Municipal & Community Affairs, YK
1 Year Term
Requested Start Date: June 1992
Target Position Classification: PD/EC - 2, Pay Level: 25
Short Course Costs required from PSCTP: Undecided

Public Service Career Training Program (PSCTP)

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 level positions to help meet the human resource planning needs of the GNWT.
Full-Time Trainee Program Description
The PSCTP Full-time Trainee Program provides salaried trainee positions to train affirmative action candidates for permanent officer and management level target positions with GNWT Departments, Boards, and Agencies. It provides training, counselling, monitoring, and administrative 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
<p><u>Application Package</u> to apply for Full-Time Trainee Positions must include:</p> <ul style="list-style-type: none"> A. Application for Full-Time Trainee Position (section I and II signed) (available on disk) B. Agreement Between the Training Department & PSCTP - Full-Time Program (signed) (on disk) C. Human Resource Planning Information - Full-Time Trainee Program (on disk) D. Target Position Documents - Full-Time Trainee Program (on disk) <p style="text-align: center;"><i>Training Plan Package</i></p> <ul style="list-style-type: none"> E. Learning Needs Assessment - Full-Time Trainee Program (on disk) F. Training Plan/Learning Contract - Full-Time Trainee Program (on disk) G. Learning Activity Time-Line - Full-Time Trainee Program (on disk) H. Short Course Cost Summary - Full-Time Trainee Program (on disk) <p><u>Coordinators of PSCTP</u> will provide guidance and assistance in completing the application package.</p> <p><u>Applications must guarantee</u> 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. This will increase the likelihood that someone may be hired who represents or understands the culture of the region, who speaks the native language of the region, and who is willing to work on a long-term basis in the region.</p> <p><u>Submit completed application packages to:</u></p> <ul style="list-style-type: none"> - PSCTP Coordinator, Education, Culture, & Employment, in region where target position is located. - For HQ/Rae Region target positions: PSCTP Coordinator, Education, Culture, & Employment, YK. <p><u>Application deadline:</u> February 15th (and September 15th if any positions become available then).</p> <ul style="list-style-type: none"> - All available trainee positions for the upcoming fiscal year are allocated at the February deadline. If there is unexpected salary slippage during the year additional positions may be allocated for the September 15th deadline. - Submit applications early to allow time for feedback to be given and adjustments to be made. <p><u>Available trainee positions are allocated by:</u> Regional Trainee Position Allocation Committees.</p> <ul style="list-style-type: none"> - Members include: Regional Superintendent, Education, Culture, and Employment (Chairperson); Regional Director, Executive; and Regional Superintendent, Personnel. (Allocation Committee members may decide to include other Regional Superintendents or equivalent.) The PSCTP Coordinator is an advisor and resource to the committee. - HQ/Rae region allocation committee members include: representatives from Departments of Education, Culture, and Employment, and Personnel. PSCTP Coordinator is an advisor and resource. <p><u>Allocation decision deadline:</u> February 28th (and September 30th if positions are available then).</p>

Factors Used by Regional Allocation Committees When Approving Trainee Position 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 Trainee Hiring Process

Trainee positions must be filled through the GNWT competition process, not by direct appointment. The competition process offers a fair opportunity to hire the most qualified affirmative action candidate available, provides an opportunity for all to apply, and is usually the quickest process.

GNWT affirmative action policy staffing priority categories are followed.

When trainees are hired they become term employees of Education, Culture, and Employment.

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 Personnel responsible for the target position, indicating that the trainee has successfully completed training and asking that the trainee be placed into the target position.

Start Date for Trainee Positions:

- Trainee positions allocated in February may be filled any time during the upcoming fiscal year.
- Trainee positions allocated in September (if any) must be filled as soon as possible.

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.

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. Annual pay increases are dependent on 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.

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 their letter of Job Offer that states:

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 a required course due to an inability to meet the minimum entrance requirements, will be reason for removal from the position.
- you will: take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively 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 necessary forms.

Responsibility for Full-Time Trainee Position Costs

PSCTP is responsible for paying the following costs:

1. Salary
2. Accommodation allowance & settlement allowance, when the trainee is eligible
3. Employer's share of benefits (10.5% of salary)
4. Negotiated salary and benefits increases
5. Annual performance pay increments
6. Salary while on approved leave with pay
7. Short course tuition and airfare costs approved in accordance with the PSCTP payment limits
8. Providing a train-the-trainer course for trainers of PSCTP trainees without charge for course fees

PSCTP is NOT responsible for paying the following costs:

1. Orientations
2. Conference or convocation attendance
3. Work placements
4. Duty travel
5. Overtime
6. Bilingual Bonus
7. Trainer's fee; travel costs for trainer to attend a train-the-trainer course
8. VTA, medical travel, or removals (responsibility of Department of Personnel)
9. Uniforms, or work related equipment
10. Office furniture, equipment, or supplies
11. Work space

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 tuition and airfare costs for short courses that are stated or inferred as entrance requirements by the trainee's target position job description. It can pay tuition and airfare for up to a maximum of 5 short courses and a maximum of \$3,500 per trainee per fiscal year. These limits will be prorated for trainee positions that will only be occupied during part of a fiscal year. Prior approval for PSCTP payment of tuition and airfare 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 short course costs for accommodation, per diem, and all expenses over the prorated PSCTP limit of 5 courses and \$3,500 per trainee, per fiscal year. They are also responsible for all 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 is deemed to be on duty travel while travelling to and from the institution, and on "Short Term Leave for Training Purposes" while attending the institution, for the purpose of determining the level of expenses that will be supported.

Resource Materials Available from PSCTP

- Full-Time Trainee Program - Structure Model. Public Service Career Training Program (PSCTP).
- Individualized On-The-Job Training: A Selective Review of the Literature. Taylor, Rod (1992).
- Reference materials, books, and video tapes on Adult Learning.
- Competency profiles and training plans used for other trainee positions.

For More Information Contact:

- Coordinator of PSCTP, Education, Culture, and Employment, in your region;
- For Headquarters/Rae Region: Coordinator of PSCTP, Education, Culture, and Employment, YK;
- Or, Manager of PSCTP, Education, Culture, and Employment, Yellowknife.

Public Service Career Training Program (PSCTP)

A. APPLICATION FOR FULL-TIME TRAINEE POSITION

Trainee Position: _____ Length of Term: _____
 Training Department: _____ Region: _____

[Training Department means: GNWT Department, Board, or Agency applying for a PSCTP trainee position.]

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. #: <input type="checkbox"/>	Target position will be held vacant, or;	
Class.Title (ABRV): <input type="checkbox"/>	Target position is/will be filled on a term basis, or;	
Pay Level: <input type="checkbox"/>	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/HQ Director of Education, Cult., and Empl.		
The Regional Trainee Position Allocation Committee made the following decision on this application:		
<input type="checkbox"/> Trainee Position Allocated	<input type="checkbox"/> Trainee Pos. Conditionally Allocated	<input type="checkbox"/> Trainee Position Not Allocated
Comments:		
Name:	_____	_____
Region:	Signature	Date

Section IV: To be signed by the Manager of the Public Service Career Training Program.		
This application package is complete and meets PSCTP requirements. A staff requisition may be issued.		
Name:	_____	_____
Location:	Signature	Date

Public Service Career Training Program (PSCTP) - Full-Time Trainee Program

B. AGREEMENT BETWEEN THE TRAINING DEPARTMENT & PSCTP

Trainee Position: _____ Length of Term: _____
 Training Department: _____ Region: _____

ON APPROVAL OF A FULL-TIME TRAINEE POSITION

The Training Department Agrees that:
<ol style="list-style-type: none"> 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 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. 4. 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. 5. It will provide sufficient time within the trainer's job to train, support, and evaluate the trainee. It will arrange through Personnel to pay the trainer a trainer's fee (Article 24.12). 6. It will arrange for the trainer to take a train-the-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. 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 the GNWT discipline process where problems with the trainee occur, and will involve the PSCTP Coordinator at every step of the process. 9. It will recommend approving or withholding the trainees performance pay increment to the PSCTP Coordinator at least six weeks before the due date. 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. 12. It will pay for the trainee's short course travel, accommodation, per diem, and tuition costs that are not approved for payment in advance by PSCTP (on form "H. Short Course Cost Summary"). 13. It will provide work space, office furniture, equipment, and supplies required for the trainee. 14. 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 <u>not</u> be put in an <u>official</u> 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. 15. 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:
<ol style="list-style-type: none"> 1. It will provide a position and a salary for the trainee for the approved training term. 2. It will pay certain short course costs for the trainee that have been approved in advance by PSCTP. 3. It will offer a train-the-trainer course for trainers of PSCTP trainees without charge for course fees. 4. 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 g) participate in the discipline process h) initiate performance pay increments for the trainee when recommended by the trainer.

Reg. Superintendent/HQ Director Training Department	Date	Reg. Superintendent/HQ Director Education, Culture, & Employment	Date
--------------------------------------------------------	------	---------------------------------------------------------------------	------

Public Service Career Training Program (PSCTP)

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.

[Empty response area for question 1]

2. In past competitions for the target position or similar positions in the region - were there any applicants from affirmative action target groups in the region who met the entrance requirements of the target position with your Department? Provide information.

[Empty response area for question 2]

3. Are there any members of affirmative action target groups in the region now who potentially meet the entrance requirements and might apply on a competition for the target position in your Department? Provide information. (Please research before responding.)

[Empty response area for question 3]

4. Are there any members of affirmative action groups in the region now who potentially meet the entrance requirements and might apply on a competition for the trainee position? Provide information. (Please research before responding.)

5. What is the long-term requirement for the target position 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.

Public Service Career Training Program (PSCTP)

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 Personnel for the target position.

Public Service Career Training Program (PSCTP)

FULL-TIME TRAINEE PROGRAM - TRAINING PLAN PACKAGETraining Plan Package Forms

- E. Learning Needs Assessment - Full-Time Trainee Program (available on disk)
- F. Training Plan/Learning Contract - Full-Time Trainee Program (on disk)
- G. Learning Activity Time-Line - Full-Time Trainee Program (on disk)
- H. Short Course Cost Summary - Full-Time Trainee Program (on disk)

These forms are completed as part of the Application Package for a Full-Time Trainee Position.

Coordinators of PSCTP provide guidance and assistance to Training Department staff to plan the training program and complete the forms.

After the trainee position is filled, the new trainee is rated against the job competencies in the competency profile to identify learning needs. The Training Plan is revised to plan training for the specific competencies the trainee needs to develop. The Trainee actively participates in the rating process, and in the revision and development of the training plan. It then becomes a learning contract that is signed by the trainee, trainer, and PSCTP Coordinator, indicating mutual agreement with the learning plan. It can be revised at any time by agreement between them.

Learning Needs Assessment. Form E

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 F

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.

Public Service Career Training Program (PSCTP)

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. Trainee Position Entrance Requirements: (INCLUDE ACCEPTABLE EQUIVALENCIES AND ENTRANCE REQUIREMENTS FOR ANY REQUIRED COURSES.)
4. Other information related to learning needs for the position:

E. LEARNING NEEDS ASSESSMENT - Public Service Career Training Program (PSCTP)

5. COMPETENCY PROFILE FOR TARGET POSITION			Trainee Competency Rating				
Trgt Position:			0 Cannot Perform				
Department:			1 Perform With Constant Help				
Region:			2 Perform With Periodic Help				
Trainee:			3 Perform Without Help				
			Evaluator:				
			Date:				
Categories	#	Competencies	0	1	2	3	Rating Notes

Categories	#	Competencies	0	1	2	3	Rating Notes

F. TRAINING PLAN / LEARNING CONTRACT - FULL-TIME TRAINEE PROGRAM, Public Service Career Training Program (PSCTP)

Trainee:	Target Position:	Term Dates:
Department:	Community:	Period Covered:
I agree to the content of this training plan: Trainee: _____ 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)

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

#	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)

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.

H. SHORT COURSE COST SUMMARY - FULL-TIME TRAINEE PROGRAM, Public Service Career Training Program (PSCTP)

Trainee: _____ **Target Position:** _____ **Term Dates (Estimate):** _____
Department: _____ **Region:** _____ **Fiscal Year:** _____

(USE A NEW PAGE FOR EACH FISCAL YEAR)

Approved: _____
 Reg. Superintendent/HQ Director, Training Department Date Regional Superintendent, Education, Culture, and Empl. Date Manager of PSCTP, Education, Culture, and Empl. Date

Course Title <small>(COURSES FROM LEARNING CONTRACT)</small>	Training Organization	Expected Location	Length	Potential Dates	Fees	Air-fare	Accm	Per Diem	Total Cost	T.Dept. Cost	PSCTP Cost
Fiscal Year Total:											

II. SHORT COURSE COST SUMMARY - FULL-TIME TRAINEE PROGRAM, Public Service Career Training Program (PSCTP)

Trainee: _____ **Target Position:** _____ **Term Dates (Estimate):** _____
Department: _____ **Region:** _____ **Fiscal Year:** _____
(USE A NEW PAGE FOR EACH FISCAL YEAR)

Approved: _____
 Reg. Superintendent/HQ Director, Date Regional Superintendent, Date Manager of PSCTP, Date
 Training Department Education, Culture, and Empl. Education, Culture, and Empl.

Course Title <small>[COURSES FROM LEARNING CONTRACT]</small>	Training Organization	Expected Location	Length	Potential Dates	Fees	Air-fare	Accm	Per Diem	Total Cost	T.Dept. Cost	PSCTP Cost
Fiscal Year Total:											

APPENDIX 200 - 3 page 20 of

RECRUITMENT PHASE

- 301 Roles and Responsibilities in the Recruitment Phase
- 302 Salary Treatment for Full-time Trainee Positions
- 303 Hiring Process for Full-time Trainee Positions

APPENDIX:

- 300 - 1 Delegation of Signing Authority Sample Letter
- 300 - 2 Requisition for Staff Sample
- 300 - 3 Classification Action Request Sample
- 300 - 4 Trainee Positions Are Filled by the Competition Process
- 300 - 5 Trainee Position Job Advertisement Sample
- 300 - 6 Letter of Job Offer for PSCTP Trainees Form Letter
- 300 - 7 Personnel Administrative Circular - Application Status of Indigenous Aboriginal Applicants residing in Southern Canada
- 300 - 8 Delegation of Staffing Authority For Trainees to Agencies

ROLES AND RESPONSIBILITIES IN THE RECRUITMENT PHASE

Public Service Career Training Program:

1. Manager, PSCTP, approves preparation of recruiting documents for signatures.
2. Registrar, PSCTP, prepares recruitment documents for allocated Trainee Positions then routes the recruitment package through the Coordinator, Personnel and Administration Services, for final approval by the Assistant Deputy Minister. Once approved, the Registrar faxes the recruitment documents to Coordinators of PSCTP who submit the necessary materials to the Department of Personnel to begin the competition for the Trainee Position. Registrar sends the approved "Classification Action Request" form to the Job Evaluation Division, FMBS, to place the Trainee Position into the GNWT Classification System.
3. The Coordinator, PSCTP (or equivalent), participates throughout the recruitment process including working with the Personnel Officer and Training Department Representative (usually the Trainer), in developing advertisements, job profile, selection criteria and interviewing questions, screening applications, interviewing candidates and selecting a suitable trainee.

SEE APPENDIX 300 - 1 Delegation of Signing Authority Sample Letter

Education, Culture and Development:

1. Director, HR Division recommends approval of recruitment documents and signs letters to delegate signing authority for fulltime Trainee Positions.
2. Finance Staff, HQ. process recruitment documents received from PSCTP. This division acts as a "Clearing House" for all competitions run by the department.

3. Assistant Deputy Minister, Culture and Careers, approves the recruitment documents. The documents are then routed back through the PSCTP staff to the Department of Personnel to begin the competition. The approved "Classification Action Request" form is also routed back through the PSCTP then on to the Job Evaluation Division, FMBS, to place the Trainee Position into the GNWT classification system. As the approved documents are routed back through the PSCTP, HQ., the Registrar places copies of the documents into the active Training Files before distributing the recruitment documents to the respective regional PSCTP staff.

Departments, Boards and Agencies:

1. The Supervisor/Trainer, like the Coordinator, PSCTP, participates in all recruiting activities (as mentioned in above) throughout the recruitment phase.

Department of Personnel:

1. Staffing Officers are responsible for running the competition for fulltime Trainee Positions including participating in all activities throughout the recruitment phase. Staffing Officers issue Job Offers to the successful applicants.

Financial Management Board Secretariat:

1. Compensation Officers, Compensation Services Division, document newly hired Trainees and place them into the GNWT payroll system.
2. This Division also provides removal services to Trainees as required.
3. The Labour Relations Division offers full services as required. (ie - if the competition is appealed)
4. The Job Evaluation and Human Resources Division places Trainee Positions into the GNWT Classification System and provides advise on Human Resources Planning to Departments, Boards and Agencies of the GNWT.

SALARY TREATMENT FOR FULL-TIME TRAINEE POSITIONS

PSCTP Trainee Salary Levels:

1. Salaries for trainees will be paid by the PSCTP and will vary depending upon the classification pay level of the target position and the duration of the training as outline below. The percentage of the Target Position salary is based on the amount of time that is requires to complete training.

<u>Duration of Training</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
One Year	85%		
Two Years	80%	85%	
Three Years	75%	80%	85%

2. The above percentages refer to the appropriate percentage of Step 1 of the classified level of the target position.

Salary protection for GNWT employees who transfer onto the program:

1. When appointment to a full-time trainee position will result in a promotion for an intermediate employee at the completion of training, but will initially result in less pay, salary will remain at the employee's current salary level plus negotiated increases, until the training program is completed or the trainee salary scale catches up to the incumbent's salary.

Performance Pay Increments:

1. Progression on the salary grid will be dependent upon successful completion of the training requirements for each anniversary year. Increment dates should be delayed if training is behind schedule, potentially delaying completion of training.
2. For Trainees with Training Terms that include partial years, above one or more years, after the partial year is completed they are eligible for a review of their salary. If they have accomplished all of the training objectives of the training plan for that period, their salary is increased to the next appropriate percentage of step 1 of the salary level of the target position. The remaining salary increases will be on an anniversary basis according to the PSCTP salary grid above.
3. Trainees placed on the PSCTP salary grid are not eligible for appointment, or pay increases, beyond 85% of Step 1 of the starting salary for the Target Position.

4. All performance pay increment levels are based on the length of training time remaining.
5. Instituting a performance pay increment requires: Trainer to complete an evaluation of the Trainee's progress; Trainer to write to PSCTP Coordinator indicating Trainee's progress and recommending the Trainee receive the increment; PSCTP Coordinator to prepare a letter to FMBS for the signature of the Regional Superintendent of Education, Culture and Employment requesting that the Trainee receive the increment at a specific effective date with cc. sent to PSCTP Registrar.

Union status of full-time trainee positions:

1. Fulltime Trainee Positions and incumbents take the union code of the Target Position. If a Target Position is "excluded", then the Trainee Position will be excluded. The same rationale and criteria as the Target Position will apply to the Trainee Position.

Bilingual bonus for trainees:

1. The PSCTP does not support full-time trainees for bilingual bonuses. It hires Trainees so they can be trained in skills required to take on a Target Position, it does not hire Trainees to do the job.
2. Departments, Boards and Agencies may choose to request this bonus for their assigned trainee and can do so by writing to the appropriate regional FMBS office. If approved, the Department, Board or Agency would be responsible for the costs.

Trainees' Employer:

1. When Trainees are hired they become term employees of the Department of Education, Culture and Employment and receive all of the benefits of a regular term employee.
2. Upon successful completion of training they are directly appointed to the Target Position with the training Department, Board or Agency. All of the Trainee's benefits are transferred to their new department.

Amendments to Trainee Position Length and Pay Level:

1. Once approved for recruitment, the term length and salary rates for fulltime Trainee positions should not be changed without consultation with PSCTP.
2. If the classification and pay level of the Target Position is amended while the Trainee is in training, adjustments to the Trainee's salary will have to be made if the pay level of the Target Position is increased.

3. If the salary has been decreased, no adjustments are made to the Trainee's Salary while they remain in Training with the PSCTP. When they are directly appointed to the Target Position, they will be appointed at the salary level that was agreed to when they accepted the Trainee Position regardless of the downward classification of the Target Position.

HIRING PROCESS FOR FULL-TIME TRAINEE POSITIONS

Method of filling trainee positions:

1. All PSCTP trainee positions must be filled through the GNWT open competition process.

SEE APPENDIX 300 - 4 Trainee Positions are Filled by the Competition Process

Members of the Selection Committee:

1. The Coordinator, PSCTP is an equal member of the Selection Committee along with the Trainer (or other designated representatives) of the Training Department, Board or Agency, and the Personnel Officer from the Department of Personnel.

Full-time Trainee position advertisement:

1. Advertisements should contain key information such as the location of the position, the length of the training program, some detail of the training involved, the requirements of the position and a guarantee of continued employment on successful completion of training in the location of the target position.

SEE APPENDIX 300 - 5 Trainee Position Advertisement Sample

Recruitment package:

1. The following documents make up the basic recruitment package to begin the recruitment process:
 - Cover letter to the Department of Personnel with detail for the advertisement from PSCTP Coordinator.
 - Requisition for Staff authorized by the Assistant Deputy Minister, Culture And Careers. Department of Education, Culture & Employment.
SEE APPENDIX 300 - 2 Requisition for Staff Sample
 - Classification Action Request approved by the Assistant Deputy Minister, Culture and Careers. Department of Education, Culture & Employment.
SEE APPENDIX 300 - 3 Classification Action Request Sample
 - Training Plan package.
 - Job Description for the target position.

2. Once approved for staffing, the recruitment package is submitted to the Department of Personnel in the region where the Target Position is located to begin the competition process.

Trainee selection:

1. The Selection Committee makes it's choice, from the candidates interviewed, by merit, according to the entrance requirements of the trainee position, and following the affirmative action hiring policy and procedures of the GNWT.
2. If unsuccessful in finding a suitable candidate, the Selection Committee should discuss their options such as cancelling the competition/position, re-advertising with an expanded advertisement, or offering the position to the top candidate with specific conditions.
3. Full-time Trainee Position training terms, once approved to begin the recruitment process should not normally be changed. Should the successful applicant in a trainee position competition possess more than the minimum requirements for the trainee position, the PSCTP Coordinator should negotiate with the Training Department to appoint the trainee to the target position sooner. This should be done in writing. In cases of difficulty, PSCTP Coordinators should ask for assistance from their Regional Superintendent or Manager, PSCTP, HQ.
4. Trainee Positions must not be under filled with candidates who do not meet the minimum requirements for the advertised Trainee Position. The PSCTP representative (or equivalent) on the Selection Committee must ensure this does not happen.
5. Although academic upgrading will not be supported within a Trainee's Training Program, some time may be allowed for a minimumly qualified candidate to brush up on specific required academic skills. This should only occur when no other suitable candidate can be found for the Trainee Position.
6. Applicants for Trainee Positions should be required to prove their educational skill levels. They can be tested for any skill or knowledge that are considered requirements as established by the Selection Committee for the Trainee Position. These assessments could include the use of T.A.B.E. tests, etc... to verify academic skill levels.
7. Indigenous Aboriginal persons applying for Trainee Positions from outside the NWT can be considered as priority under the Affirmative Action Policy. Successful applicants will be removed to their place of hire by the FMBS.

SEE APPENDIX 300 - 7 Personnel Administrative Circular - Application Status of Indigenous Aboriginal Applicants residing in Southern

8. GNWT Employees who resign their positions to start a Fulltime Trainee Position do not have the option to return to their previous GNWT position if they decide to discontinue their program. Successful applicants who are GNWT employees should be made aware of this policy before they accept an offer to a PSCTP Trainee Position.
9. Former fulltime program Trainees may be considered for Reappointment to the program if successful in a Trainee Position competition. It is important to ensure that they have made good use of the first training opportunity provided through the PSCTP and that this position will result in a further promotion.

Start date for a full-time trainee position:

1. Trainee positions allocated in February can be filled anytime throughout the fiscal year as requested on the Application for Trainee Position. The training plan and Short Course Cost Sheets may have to be adjusted because of start delays.
2. Trainee positions allocated in September must be filled as soon as possible following the allocation decision.

PSCTP full-time trainee job offer:

1. Department of Personnel issues the specific letter of job offer designed for PSCTP trainees to the successful applicant.

SEE APPENDIX 300 - 6 Letter of Job Offer for PSCTP Trainees

2. Some agencies, such as NWT Housing Corporation, Workers Compensation Board, Stanton Yellowknife Hospital, Baffin Health Board, Fort Smith Health Centre and Inuvik's Long-Term Care Facility, that normally staff their own positions, are limited in their staffing authority for fulltime PSCTP Trainee Positions. This is due to the fact that Fulltime Trainee Positions belong to the Department of Education, Culture and Employment and the Department of Personnel is it's normal staffing agent. Agencies may conduct the competition up to the time a job offer is to be made. At that point, the whole competition file should be forwarded to the appropriate Personnel Office. A recommendation for the offer of appointment should be included.

SEE APPENDIX 300 - 8 Staffing to Trainee Positions Sample Letter

3. The Coordinator of PSCTP and the Registrar of PSCTP review their copy of the letter of job offer to ensure the correct form letter for PSCTP trainees has been used and that it contains all the correct information.



(name, in CAPITAL letters)
 SUPERINTENDENT (or MANAGER), HUMAN RESOURCES DEVELOPMENT
 (name of region, in CAPITAL letters) REGION, NWT

(trainee target position title) Trainee, Position # (number)

Through this letter I am delegating signing authority for the above position, and the incumbent hired to fill it, for the length of the training term to:

- the Regional Superintendent of Education, Culture & Employment for salary increments, Leave Without Pay, annual appraisals, and letters of reprimand;
- the District Manager, Arviat, of Northwest Territories Housing Corporation for administration of the trainee's employee benefits, leave and attendance records, annual appraisals, and letters of reprimand.

Please provide a copy of this letter to the Training Department.

Jacquelin McLean
 Director
 Human Resources Development

Approved by: _____ Date: _____
 Deputy Minister





REQUISITION FOR STAFF

- TO BE COMPLETED BY HIRING DEPARTMENT

STATUS <input type="checkbox"/> New <input type="checkbox"/> Established		POSITION TITLE Systems Officer Trainee			POSITION No. 31-5148		
POSITION TYPE <input type="checkbox"/> Full time <input checked="" type="checkbox"/> Term 2yrs <input type="checkbox"/> Seasonal <input type="checkbox"/> Part time		DEPARTMENT Education			DIVISION Advanced Ed.		
SECTION PSCTP		SETTLEMENT Yellowknife			REGION Yellowknife		
CLASS CODE 6000	CLASS TITLE TK/CS - 1	PAY RANGE 80%of23/1	HRS. OF WORK 37.5	INDEX 117721	SETT 105	RC 1	
PREVIOUS INCUMBENT N/A		INCUMBENT STATUS <input type="checkbox"/> Terminated <input type="checkbox"/> Promoted <input type="checkbox"/> Transferred			STATUS DATE YY MM DD		
IMMEDIATE SUPERVISOR John Herter		TITLE Co-ordinator, Management Systems			LOCATION Yellowknife		
STAFF ACTION REQUESTED <input checked="" type="checkbox"/> Competition <input type="checkbox"/> Direct Appointment		RECOMMENDED DIRECT APPOINTMENT (ATTACH LETTER OF JUSTIFICATION)					
DEPARTMENT REPRESENTATIVES TO BE ON SELECTION BOARD							
1. John Herter, Transportation			2. Tom Hudson, Education				
DEPUTY MINISTER REGIONAL DIRECTOR SIGNATURE				DATE			

PART 2 - TO BE COMPLETED BY DEPARTMENT OF PERSONNEL

JOB OFFER DATE YY MM DD	JOB ACCEPTANCE DATE YY MM DD	UNION INCLUDED <input type="checkbox"/> Yes <input type="checkbox"/> No	APPEAL PARAGRAPH <input type="checkbox"/> Yes <input type="checkbox"/> No	PROBATION PERIOD (TEPV) <input type="checkbox"/> 6 Mo <input type="checkbox"/> 12 Mo
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59211091

PERSONNEL (COMPETITION FILE)
HIRING DEPARTMENT



CLASSIFICATION REQUEST

(see back for instructions)

AGENCY T	POSITION No 31-5148	POSITION TITLE Systems Officer Trainee
DEPARTMENT Education to Transportation	DIVISION: SECTION Advanced Education	IMMEDIATE SUPERVISOR POSITION No
COMMUNITY Yellowknife	CODE 105	INDEX CODE - SETTLEMENT CODE 112721 - 105
		FOR CLASSIFICATION USE ONLY

TO BE COMPLETED BY IMMEDIATE SUPERVISOR

INDICATE THE NATURE OF YOUR REQUEST

<input checked="" type="checkbox"/> New position	<input type="checkbox"/> Transfer position	<input type="checkbox"/> Classify existing position where duties have been:	<input type="checkbox"/> Re-described
<input type="checkbox"/> Delete position			<input type="checkbox"/> No change to description

TYPE OF POSITION	DATE	FTE %	No. OF MONTHS PER YEAR	FTE %	FTE %	WEEKS PER YEAR
<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Term. to:		<input type="checkbox"/> Seasonal:		<input type="checkbox"/> Part-time	

FUNDED BY	WORK SCHEDULE
<input checked="" type="checkbox"/> Budgeted person year	<input checked="" type="checkbox"/> Monday to Friday
<input type="checkbox"/> Vacancy rate	<input type="checkbox"/> Rotating/Irregular

NEW POSITION

A. Why is this position being established:

Reinstate Position number from assigned block of trainee numbers.

Union code = UNW

B. Where did the duties come from: If duties were transferred from other positions, indicate which positions. Note, revised job descriptions of all affected positions are required.

EXISTING POSITION

A. If duties added, explain briefly, and list any positions from which duties have been withdrawn. Indicate nature of any transfers:

B. If duties withdrawn or position deleted, explain briefly why and if applicable which positions have now assumed these duties:

<p>AMENDED BY:</p> <p>_____ SIGNATURE OF DIRECTOR REGIONAL SUPERINTENDENT</p>	<p>APPROVED BY:</p> <p>_____ SIGNATURE OF DEPARTMENT HEAD DEPUTY MINISTER</p>
DATE	DATE

Public Service Career Training Program (PSCTP)

TRAINEE POSITIONS ARE FILLED BY THE COMPETITION PROCESS

The Public Service Career Training Program (PSCTP) does not fill trainee positions by direct appointment. Reasons include:

1. The public should have an opportunity to apply for all trainee positions. It is not appropriate for department/agency managers to make a personal hiring choice without giving the public an opportunity to apply.
2. The Legislative Assembly has stated that GNWT employees should not be given hiring preference over non-GNWT employees.
3. If there is a person that a department/agency manager thinks will be best for a trainee position, that person may end up being the best choice through the competition process, but it is also possible that a better qualified person unknown to the department may show up through that process.
4. It is beneficial for both the individual and the department/agency, to verify that a person is qualified for the position, through screening, interview, and skill tests required by the competition process.
5. The competition process is often much quicker and more dependable than the direct appointment process.
6. If a department/agency is supporting a person at a post-secondary institution in preparation for a target position within the department/agency, it must plan to support the training-on-the-job portion of the training as well. It may apply for a PSCTP Trainee PY for the training-on-the-job portion, but it cannot assume, years in advance, that it will be successful. Also, the fact that PSCTP uses the competition process means that it cannot be guaranteed that the supported individual will be the successful applicant.

TRAINEE POSITION JOB ADVERTISEMENT SAMPLE

**POLICY OFFICER TRAINEE, ABORIGINAL HEALTH
(Two-Year Term)
DEPARTMENT OF HEALTH
-YELLOWKNIFE, NT-**

The Department of Education, Culture and Employment in conjunction with the Department of Health has an excellent opportunity for northern residents interested in pursuing a career in Health.

Under the guidance of the Director, Health Legislation and Policy you will complete a correspondence course and follow an on-the-job training plan. Following training, you will be ready to develop and amend Health policies, matters and procedures pertaining to Aboriginal Health.

Upon successful completion of the program, a Policy Officer position with the Department of Health in Yellowknife will be offered.

Qualifications include a Diploma in Health or Social Services field, strong problem solving skills and demonstrated written and oral proficiency in english. Experience in working for an Aboriginal Organization is a definite asset. Equivalencies will be considered. Salary starts at \$41,406.00 per annum which is 80% of the starting salary for the permanent position.

If you are interested in reviewing the Training Plan, please contact Stella Van Rensburg at (403) 920-3174.

Candidates must clearly identify their eligibility in order to receive prior consideration under the Affirmative Action Policy.

REF. # 011-0300-1993

Closing Date: July 30, 1993

Write to:

DEPARTMENT OF PERSONNEL
GOVERNMENT OF THE NT
SCOTIA CENTRE - 8TH FLOOR
YELLOWKNIFE, NT
X1A 2L9

FAX: #(403) 873-0201

AFFIRMATIVE ACTION EMPLOYER
SMOKE FREE ENVIRONMENT

Letter of Job Offer for PSCTP Trainees:

NOTE: Portions of the letter that vary according to details of the specific trainee position, or that require correct information to be filled, are in bold italic print.

PERSONAL AND CONFIDENTIAL

(Date)

(Name)

(Address)

Position (#), (Target Position) Trainee, (Place)

Dear (Name),

I am pleased to offer you *(an appointment, a transfer, or a promotion)* to the Public Service Career Training Program position of *(Target Position) Trainee*, with *(Name of GNWT Department/Board/Agency)* in *(Place)*. This training position is for a *(#)* year term beginning *(Date)* and ending *(Date)*. You will be on probation for *(12 or 6)* months 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 *(Target Position), (Location)*.

Your starting salary will be *(Samount)* per annum, representing *(percent)* of Pay Level *(#)*, Step 1, Appendix B - *(#)* of the Collective Agreement (or - *Excluded Pay Grid*, or - *# of points on the Hay Plan*). In addition you will receive a yearly settlement allowance of *(Samount)*. *(Upon successful completion of courses and training objectives for each year as laid out in the training plan, and when verified by your trainer, your salary will be increased to: 80% of the target position starting salary for the second to last year of training; 85% of the target position starting salary for the last year of training.) [EXCEPTION for Generic Management Trainees in Baffin Region - they have a special pay scale and receive a pay increase to Step 2 after one year and Step 3 after two years of successful of training.]*

[EXCEPTION for GNWT employees 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.]

Your trainer and direct supervisor will be *(Name), (Position), (Name of GNWT Department/Board/Agency), (Phone #)*. Counselling and assistance for your training program will be provided by *(Name), (Phone #)*, Coordinator, Public Service Career Training Program, 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 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 a required course due to an inability to meet the minimum entrance requirements, will be reason for removal from the position.
- you will: take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively 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.

This position, because of its inclusion in the bargaining unit, is subject to appeal under the Public Service (Appeals Procedure) Regulations. We will contact you if there is an appeal to advise you of the status of your appointment. (or - *This position is excluded from the bargaining unit due to the responsibilities and status of the target position.*)

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

To confirm your acceptance of this offer, please sign the second copy of this letter and return it to this office. The original of this letter, and the attached training plan with target position job description are for your records. Please contact (*Name*), Personnel Officer, as soon as possible after starting work to complete your documentation.

Please complete the attached Employee Update Request form and return it to this office.

(The attached information provides basic relocation assistance details. To initiate your move contact [Name] in our Personnel Office at [Phone #]).

Congratulations on your success in this competition! Please do not hesitate to contact either myself or (*Name of Regional Coordinator of Public Service Career Training Program*) if you have any questions.

Sincerely,
(*Name*)
Personnel Officer

ACCEPTANCE OF JOB OFFER:

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

Signature: _____ Date: _____

attachment

cc. Coordinator, PSCTP, Education, Culture and Employment, Regional office.
Registrar, PSCTP, Human Resources Developmentm, Education, Culture & Employment,
Yellowknife
Training Department, Regional Office

PSCTP June 27, 1991



Personnel Administrative Circular

SUBJECT: Applicants status Indigenous Aboriginal applicants residing in S. Canada.	DATE: December 04, 1989 NUMBER: #64
REFERENCE: Affirmative Action Personnel Administrative Circular # <u>63</u> Personnel Manual - Staffing.	ISSUED BY: Michael T. Ballaski, Director, Staffing & Classification, Department of Personnel.

This circular is issued to clarify the status of Aboriginal Indigenous persons currently residing outside the Northwest Territories who may apply on Territorial Government competitions.

Aboriginal, indigenous persons applying for GNWT positions shall be deemed NWT residents regardless of their current province or territory of residence. As northern residents, these applicants shall have priority for hiring under the Affirmative Action Policy.

In the absence of a declaration of northern resident status, eligibility may be determined by a review of the application and/or covering letter.

INQUIRIES SHOULD BE DIRECTED TO: Director, Staffing & Classification,
 Manager, Staffing.

Deputy Ministers, All Departments,

Workers' Compensation Board,

NWT Housing Corporation,

Health & Hospital Boards,

- Board of Education,

- Power Corporation,

Assistant Deputy Minister, Personnel,

Directors, Personnel,

Regional Superintendents, Personnel.

SIGNATURE OF ISSUING OFFICER

Gerald D. Tanner, Deputy Minister.



File No. 14-310-003

October 26, 1987

DEPUTY MINISTER OF EDUCATION
 PRESIDENT, N.W.T. HOUSING CORPORATION
 CHAIRMAN, WORKERS' COMPENSATION BOARD
 EXECUTIVE DIRECTOR, STANTON HOSPITAL
 CHIEF EXECUTIVE OFFICER, BAFFIN HEALTH BOARD
 ADMINISTRATOR, FORT SMITH HEALTH CENTRE
 ADMINISTRATOR, INUVIK LONG TERM CARE FACILITY

Staffing to Trainee Positions

The Department of Personnel will delegate, with limitations, the staffing authority for Trainee positions.

Agencies may conduct the competition up to the time a job offer is to be made. All offers will come from the Department of Personnel.

Agency staff should complete all the steps up to the job offer stage. At that point the whole file with complete documentation should be forwarded to the appropriate Personnel Office. The recommendation for the offer of appointment should be included. No commitment should be made to any candidate until the Personnel person responsible has reviewed the file and concurs with the recommendation.

This procedure and delegation will speed up the staffing process and ensure that legislated requirements are met.

J. A. Heron,
Deputy Minister.

c.c.: Director, Employment & Apprenticeship Programs, Education
 c.c.: Co-ordinator, Training Services, Education
 c.c.: Regional Personnel Managers

ORIENTATION PHASE

- 401 Roles & Responsibilities in the Orientation Phase.
- 402 Orientation to the PSCTP - Expanded Agenda
- 403 Trainee Training Needs Assessment

APPENDIX:

- 400 - 1 Invitation to Orientation Letter Sample

ROLES AND RESPONSIBILITIES IN THE ORIENTATION PHASE

The Coordinator, PSCTP

The following items are listed to show the normal flow of activities involved in the Orientation Phase:

1. Sends a written invitation to the Trainer and Trainee including a list of important items about the program that are to be elaborated on when they meet.
2. Asks Trainer and Trainee to identify agenda items
3. Meets to orientate Trainer and Trainee to the PSCTP.
4. Discusses the roles and responsibilities of all parties involved in the training program; reviews agreement between the Training Department and PSCTP.
5. Discusses adult learning concepts including principles of adult learning, learning styles, training/coaching on-the-job, self-directed learning, reflective learning, and use of learning contracts.
6. Explores Trainee's learning style with Trainee and Trainer.
7. Assists in conducting a learning needs assessment of the Trainee. The Competency Profile (form "E"), developed in the Application Phase, is used to conduct this task.
8. Helps to revise the Training Plan (Form "F"), Timeline (Form "G"), and Short Course Cost Summary (Form "H") based on the learning needs assessment exercise.
9. Signs final version of Training Plan/Learning Contract, places copy onto Trainee's Regional Training File, and sends a copy to HQ for placement onto the Trainee's ~~Master~~ Training File.
10. Assists in developing special Learning Contracts for each situation in which the Trainee will be temporarily placed with a different Trainer. Again the document is signed by the new Trainer, Trainee and PSCTP Coordinator.
11. Deals immediately with issues that are raised at the orientation session and documents activities.

Trainer, Training Department

1. Arranges office space and equipment for the Trainee.
2. Provides Department staff with an introduction of the Trainee and an overview of the Trainee's placement.
3. Orientates Trainee to the office and Department.
4. Participates in the orientation session on the PSCTP
5. Learns more about roles and responsibilities.
6. Conducts a Learning Needs Assessment of the Trainee.
7. Adjusts the Training Plan, Form "F", timeline, Form "G", and Short Course Cost Summary, Form "H" according to results of learning needs assessment.
8. Signs the final version of the Training Plan/Learning Contract.
9. Develops special learning contracts for each situation in which the Trainee will be temporarily placed with a different Trainer.
10. Takes the "Train The Trainer" course. This course is normally taken prior to the Trainee being hired.

Trainee

1. Participates in an orientation to the office and training department.
2. Participates in an orientation to PSCTP.
3. Learns more about their responsibilities as a Trainee.
4. Actively participates in an early learning needs assessment.
5. Actively participates in revising the Training Plan, Form "F", Timeline, Form "G", and Short Course Cost Summary, Form "H" based on the learning needs assessment.
6. Signs final versions of their Training Plan/Learning Contract.
7. Complies to the conditions of their Training Program.

ORIENTATION TO THE PSCTP - EXPANDED AGENDA

The following topics coincide with the list of agenda items in the Sample Invitation to Orientation Letter (APPENDIX 400 - 1). Each topic is followed by a brief definition and other relevant information for the user.

1. Trainee Training Files :

- One file is kept at the regional PSCTP office and is maintained by the PSCTP Coordinator. It contains on-going information on the Trainee's program covering the duration of their training term. (ie - all evaluation reports, etc.)
- The second file is kept at HQ. and is maintained by the Registrar, PSCTP. It contains only the basic information about the Training Program. (ie - Initial Application, Trainee Job Offer, etc...)
- Trainees have access to their regional training file through the PSCTP Coordinator.

2. Trainee Job Offer :

- Offers are standardized for Trainees and contain: Training Term Dates; A probationary period; a guarantee of continued employment; the Trainer's name and the major conditions of the placement.
- Staffing Officers from the Department of Personnel issue the offers.
- Trainees agree to the conditions of the placement by signing their offers.
- A copy is given to the Trainer and copies are also placed on both Trainee Training Files.

3. Learning Needs Assessment :

- This is a process to determine the specific Training Needs of the Trainee. The Competency Profile (Form "E"), developed in the Application Phase, is needed to complete this task.
- The Trainee's knowledge, skills and abilities are assessed against the Competency Profile of the Target Position.
- The individual training needs of the Trainee will flow from this exercise and will be the basis for the revised Training Plan and Timeline.
- The original list of courses, identified in the Application Phase, should also be revised and if applicable, new "Short Course Cost Summary Sheets" should be created, authorized and distributed.

4. Training Plan/Learning Contract :

- Form "F" of the Application Package.
- Is agreed to and signed by the Trainer, Trainee and PSCTP Coordinator.
- The Trainee is evaluated against the learning objectives contained in this document.
- Once approved, it must not be altered without consultation with the signee.
- New Training Plan/Learning Contracts should be developed when Trainees are assigned to other staff in the training department.

5. Agreement Between Training Department and the PSCTP :

- Form "B" of the Application Package.
- This document outlines the responsibilities of the training department and the PSCTP and is agreed to and signed by the Director of the Division where the Trainee is assigned and the Manager, PSCTP.
- Each item on the form should be discussed at the orientation session.

6. Evaluation reports :

- Discuss the 4 types of reports that are required by the PSCTP.
ie: Quarterly Trainee Progress Report, Annual Performance Pay Increase Report and Recommendations, Final/Wrap-up Report, and the Quarterly Trainee Feedback Report.
- Give blank forms, disks, and examples if required.
- Ensure the Trainer and Trainee are aware of when these reports are required by the PSCTP.
- Refer to section 503 for further detail on each report.

7. Problem Solving:

- Discuss the common process for dealing with problems.
ie: Step 1 - In house between Trainer and Trainee. (Less Serious)
Step 2 - Include PSCTP Coordinator. (More Serious)
Step 3 - If required, involve external help such as Labour Relations, Addiction Services, Family Counselling Services, etc...
- Stress the need for proper documentation, confidentiality and constructive ways to deal with problems.

8. Trainee Discipline :

- Trainees should be disciplined in the same as other GNWT employees.
- The booklet "Managers Guide To Employee Discipline" should be used to guide the Trainer. Copies can be obtained from Labour Relations, FMBS.
- All situations should be handled in a consistent, prompt and constructive manner.
- Each situation should be documented and copied to the Trainee's Training File. Documentation of the more serious situations should be placed on the Trainee's Personnel File with Compensation Services, FMBS with copies to Labour Relations.

9. Trainee Attendance Records :

- The authority to approve Trainee Leave is delegated to the Training Department.
- The Trainee's Attendance File is normally maintained in the Regional Department/HQ Division where the training takes place.
- Trainees earn Leave Credits the same as other GNWT Employees.
- At the conclusion of training, the Regional Department HQ Division closes the Trainee's Attendance File properly before sending it to Compensation Services, FMBS.
- All Trainee Leave Credits are transferable.

10. Trainee Training Term Extensions :

- Must be applied for from the PSCTP well before the original training term expires.
- The PSCTP has a specific process that must be followed.
- The Training Department must have fulfilled its commitment to provide suitable Trainers, and the Trainee must have reasonable potential for success within a reasonable time period.
- If approved, Trainees must sign an Offer of Extension agreeing to the standard conditions.
- The Director, Human Resources Development Division, Education, Culture and Employment, HQ. considers and approves extensions.

11. Direct Appointment Of Trainee To Target Position :

- At this early stage in the Training Program it is only necessary to advise the Trainer and Trainee that the PSCTP will notify the Training Department of the process to accomplish this task near the conclusion of the Training Program.
- It is now a very "Streamlined" process that does not require Executive Council approval as the commitment for continued employment was made to the Trainee when first offered the Trainee Position.

TRAINEE LEARNING NEEDS ASSESSMENT

This is a process to identify the specific Learning/Training needs of the newly hired Trainee.

Process:

1. The Competency Profile for the Target Position, Form "E", developed in the Application Phase, is needed to accomplish this task.
2. The Trainer, Trainee, and Coordinator of PSCTP usually conduct the assessment collectively at the Orientation Session but more time may have to be scheduled or the Training Department may feel comfortable in completing the process without assistance from the Coordinator of PSCTP.
3. The process involves comparing the Trainee's knowledge, skills and abilities to the detailed list of required competencies for the Target Position. (Form "E")
4. Following the comparison, a rating is given to each competency which determines the depth of training that will be required for the Trainee to reach the Departments standard for each listed competency.
5. Once this step is completed, the specific learning needs of the Trainee will surface and a tailor-made Training Plan and Timeline can be developed for the Trainee to follow. This will result in a revised Training Plan/Learning Contract for the Trainee.



Education, Culture & Employment

(Date)

(Trainer's Name)
 (Trainer's Title)
 (Department, Board or Agency)
 Community

Orientation to the Public Service Career Training Program

Now that your assigned trainee has had a chance to settle in to their new environment, I would like to arrange a meeting with the two of you to talk about a number of things relating to our program.

The following is a list of some topics for discussion:

- | | |
|-------------------|------------------------------------|
| 1. Trainee Files | 7. Problem Solving |
| 2. Agreement Form | 8. Discipline |
| 3. Trainee Offer | 9. Attendance |
| 4. Benefits | 10. Training Extensions |
| 5. Training Plan | 11. Placement into target position |
| 6. Evaluations | |

Feel free to add to the list then call me at 920-8875 with a convenient time for us to meet.

Thank you.

Tom Hudson
 Coordinator,
 Public Service Career
 Training Program
 Culture & Careers Branch

cc: Trainee Name

TRAINING PHASE

- 501 Roles & Responsibilities in the Training Phase
- 502 Courses Defined
- 503 Trainee Evaluations
- 504 Trainee Performance Pay Increases
- 505 Resolving Training Issues
- 506 Trainee Counselling Guidelines
- 507 Trainee Discipline
- 508 Trainees Leaving PSCTP
- 509 Extending a Trainee's Training Term
- 510 Trainee's Acting in Target Position
- 511 Appointment of Trainee to Target Position
- 512 Transfer of Trainee to Training Department

APPENDIX :

- 500 - 1 Transcript Release Authorization.
- 500 - 2 Sponsorship Letter to Training Institution Sample.
- 500 - 3 Trainee Quarterly Progress Report Process.
- 500 - 4 Trainee's Quarterly Feedback on the Training Process Form.
- 500 - 5 Trainee Quarterly Progress Report Form.
- 500 - 6 Process for Extension of a Trainee Term.
- 500 - 7 Letter to Begin Appointment to Target Position Sample.
- 500 - 8 Personnel Administration Circular - Appointing Trainee to Target Position.
- 500 - 9 Letter to FMBS Requesting Pay Increases for Trainees Sample.
- 500 - 10 Blanket Approval for Southern Travel for Trainees.

ROLES AND RESPONSIBILITIES IN THE TRAINING PHASE

PSCTP

1. The Manager, PSCTP, acts as a training resource to PSCTP staff in all regions.
2. The Registrar, PSCTP, updates any Trainee Position changes on the spreadsheet, ensures that the information on the letter of offer is correct, monitors the payroll distribution reports to ensure that the trainees are correctly paid, does charge-backs to the training departments if needed, does monthly trainee status reports for the regions.
3. The Coordinator, PSCTP:
 - a) Participates in arranging course fee payments and travel for trainees attending courses paid for by the PSCTP.
 - b) Participates in the Trainee Quarterly Progress Report process.
 - c) Follows up on items that require attention.
 - d) Receives and assesses anniversary evaluations of trainee and supports trainers recommendation to approve or deny a pay performance increase.
 - e) Provides a full range of counselling services to the trainee and provides training advice to the trainer.
 - f) Monitors training quality and schedule, and participates in resolving training issues.
 - g) Participates in the trainee discipline process.
 - h) Evaluates the training department's request for an extension of the trainee's training term.
 - i) Near the end of the trainee's term, writes to the trainer to begin the direct appointment process to place the trainee into the target position.
 - j) Ensures a smooth transfer of trainee to training department.
 - k) Notifies the Manager, PSCTP, HQ on the status of trainees leaving the program, for statistical purposes.

Training Departments, Boards, or Agencies:

1. Training Department:
 - a) Pays for costs for short courses for the trainee that are not approved for payment by PSCTP.
 - b) Pays the Trainer a Trainer's Fee according to Article 24.12 of the UNW Collective Agreement.
 - c) Appoints successful Trainee to the Target Position.

2. The Trainer:
 - a) Provides ongoing supervision and training of the trainee according to the "Training Plan/Learning Contract".
 - b) Disciplines trainee as required following GNWT procedures as outlined in the booklet, "Manager's Guide to Employee Discipline."
 - c) Identifies courses for the trainee, seeks approval for courses paid for by the training department and arranges for their attendance and travel expenses.
 - d) Monitors leave and attendance of the trainee.
 - e) Assists trainee in applying for staff development, correspondence or institutional courses.
 - f) Provides tutorial assistance to Trainee taking courses through correspondence.
 - g) Evaluates the trainee quarterly, annually and at the conclusion of the program
 - .h) Recommends approval or denial of an annual 5% performance pay increase for the trainee.
 - i) Recommends extending trainee's training term following PSCTP procedure.
 - j) Begins process in the Training Department to directly appoint the trainee to the target position upon successful completion of the training program.
 - k) Ensures a smooth transfer of the trainee from the PSCTP to the Training Department.
 - l) The Trainer is eligible for a "Trainer's Fee" according to article 24.12 of the UNW Collective Agreement.
 - m) Training Departments are responsible for arranging and paying for the Trainer's fee. They will also determine what percentage of the fee will be given to each Trainer in situations where more than one Trainer is designated with the responsibility to provide training to one Trainee.
 - n) The Trainer attends the "Train The Trainer" course.

3. The Trainee:

- a) Applies for and attends all prescribed courses.
- b) Accounts for all travel expenses.
- c) Accounts for their leave.
- d) Takes responsibility for gaining the skills required for the target position.
- e) Participates in ongoing planning and evaluation of their training plan.
- f) Actively participates in completing their quarterly appraisals and setting their objectives.
- g) Completes the "Trainee's Quarterly Feedback on the Training Process" form.
- h) Discusses and resolve problems with the trainer as they arise.
- i) The Trainee is entitled to annual reviews of their salary.
- j) Participates in all counselling sessions.
- k) Participates in their discipline sessions and responds positively to discipline.
- l) May be required to formally resign from their trainee position.
- m) If their program is extended, the Trainee must agree to all conditions as per extension offer.
- n) Performs duties of the target position when they are required by the training plan.
- o) Applies for removal services from FMBS. (Article #43)
- p) Arranges own accommodations on initial appointment and subsequent moves. (In some regions, accommodation may be provided by the employer)
- q) Notifies compensation services of change of Address.
- r) Applies to FMBS for direct deposit of pay cheques.
- s) Applies for Health Care coverage from the Department of Health if out of the NWT for training purposes for lengthy periods of time.
- t) Consults with trainer and PSCTP Coordinator regarding changes to course schedules.
- u) Pays for certain items when taking courses as per PSCTP procedures.
- v) Signs "Transcript Release Authorization" form.

SEE APPENDIX 500 - 1 Transcript Release Authorization

COURSES DEFINED

Staff Development Courses:

1. Can be up to two weeks in length.
2. Coordination of courses is provided by the Human Resources Development Division Education, Culture and Employment, HQ. and Advanced Education staff in other regions.
3. Administered by Arctic College in all regions.
4. A course registration form is required with the appropriate authorizing signatures depending on who is responsible for paying for the course. A copy of this completed form should be placed on the Trainee's training file with the PSCTP.
5. If a course certificate is issued, a copy should also be placed on the trainee's training file with the PSCTP.
6. The PSCTP Coordinator should keep track of course attendance as per the Training Plan/Learning.
7. Excepting those locations where the GNWT provides accommodation, Trainees attending approved courses for a period not exceeding two (2) weeks shall be considered on duty travel status.
8. Trainees are accountable for transportation and advances that are issued to them.

Correspondence Courses:

1. Correspondence Courses are usually completed over a semester or term and are applied for from a recognized college or university.
2. The course outline, application, etc. are normally gathered by the Training Department as they develop the Training Plan in the Application Phase.
3. The Trainer assists the Trainee in applying for the course.

4. A standard PSCTP sponsorship letter is sent along with the application if PSCTP is responsible for course costs. This letter outlines what the PSCTP and the Trainee are responsible to pay.

SEE APPENDIX 500 - 2 Course Sponsorship Letter to Training Institution Sample.

5. A "Transcript Release Authorization" form should always accompany the course application. This form is provided by the PSCTP so that the learning institution can send the course results directly to the respective PSCTP office for review by the PSCTP Coordinator and placement on the Trainee's training file. The Trainer should also be provided with a copy of the transcripts.

SEE APPENDIX 500 - 1 Transcript Release Authorization.

6. The Training Department allows office time for the trainee to complete the course.
7. The Trainer should provide or arrange tutorial assistance to the Trainee as required.
8. The Trainee is expected to put in personal time to complete the courses on schedule.
9. Trainees on maternity leave should not be expected to complete correspondence course work.

Institutional Training:

1. Institutional training is where the Trainee is expected to attend a college or university program for a length of time to complete a specific course or program.
2. The Training Department assists the Trainee in applying to enter the program.
3. A standard PSCTP sponsorship letter is sent along with the application if the course is being paid for by the PSCTP.

SEE APPENDIX 500 - 2 Sponsorship Letter to Training Institution.

4. A "Transcript Release Authorization" form should always accompany the course application.

SEE APPENDIX 500 - 1 Transcript Release Authorization.

5. When removed from the NWT for any length of time for training purposes, the Trainee will not be eligible for Vacation Travel Assistance from the FMBS until they are removed back north to resume their training.

6. Trainees may continue to receive housing and settlement allowances providing they meet the criteria as determined by the Department of FMBS.
7. Trainees can arrange for their regular pay cheques to be directly deposited into their northern bank account by advising Compensation Services, FMBS in writing.
8. The Trainee should advise the Department of Health of their change of address if out of the NWT, to ensure continuation of health care coverage. Compensation Services, FMBS should also be notified of their change of address.
9. A regular reporting schedule should be arranged between the Trainer and Trainee.
10. The Trainer should keep the PSCTP Coordinator informed of the Trainee's progress.
11. Trainees must not alter their program schedules without consultation with the Trainer and the PSCTP Coordinator.
12. Trainees are not permitted to take annual leave while attending a learning institution except during those periods when the institution is closed for official periods.
13. If a Trainee is approved to attend a learning institution for a complete term, the Trainee is considered on duty during the Christmas and Easter breaks. If they wish to return north or travel elsewhere during these breaks, they are expected to apply for leave and pay for their own travel expenses. In the event that a Trainee has no annual leave credits and wishes to travel, it will be considered leave without pay. Trainees who do not wish to travel will not be required to liquidate their annual leave credits during these breaks.

Information for all types of course work:

1. If a Trainee leaves or withdraws from a course without proper cause or consultation, he/she may be held responsible for refunding all related travel costs to the GNWT.
2. Trainees attending courses accumulate leave credits on the same basis as other employees and must account for any leave taken.
3. The Training Department is responsible for the ongoing maintenance of Trainee Leave Records while Trainee is away on course.
4. A "Short Course/Work Placement Cost Page" for the next fiscal year, for all trainees continuing should be signed and forwarded to the Registrar, PSCTP, HQ by March 15 each year.

5. PSCTP will only pay for prior approved short training courses that are a requirement of the target position job description. There are many other valuable courses that a training department may want a Trainee to take, but the Training Department is responsible for paying these course costs. Education's financial contribution includes payment of the short courses required by the job description; the Training Department's financial contribution includes payment of short courses that are not paid for by Education (any of these costs must be approved by the Training Department in advance.)

SEE APPENDIX 200 - 3 Full-time Trainee Program Application Package.

6. Trainees who fail courses may be requested to pay for costs associated with repeating the course (ie: tuition, travel expenses, etc.).
7. The Minister, Education, Culture and Employment has provided "Blanket Approval" for Trainee course travel to southern locations. This is for course travel approved, arranged, and paid for by the PSCTP which is included in the Trainee's Approved Training Plan.

"Blanket Approval" means pre-authorized so that each time a Trainee has to travel south for training purposes, individual south travel requests do not have to be submitted for approval.

SEE APPENDIX 500 - 10 Blanket Approval for Southern Travel for Trainees.

Removals paid according to course cost payment limits (Institutional Training Only):

1. Three (3) work days are normally allowed for a Trainee's removal to begin a course and three (3) days to return to resume their training.
2. Travel and living expenses are provided if the trainee travels alone and their dependants remain in the home community.
3. No living expenses are provided if the whole family travels with the Trainee.
4. Removal of household items are to be negotiated.
5. Trainees should be encouraged to stay in college or university accommodation.
6. Trainees are accountable for their travel expenses.
7. Trainees are deemed to be on "Duty Travel" while travelling to and from the institution and on "short term leave for training purposes" while attending the institution, for the purpose of determining the level of expenses to be supported.

TRAINEE EVALUATIONS

The Trainer is expected to complete three (3) types of trainee evaluations throughout the Trainee's training term:

1) Type #1 - Trainee Quarterly Progress Reports

- a) The Trainer completes these evaluation forms every three (3) months throughout the Trainee's training term and submits to the PSCTP Coordinator by the last day of each quarter.
- b) The Trainee will actively participate in completing each quarterly progress report. The Trainee will also complete a training process feedback form each quarter.
- c) Trainee Quarterly Progress Report forms and diskette versions are supplied by PSCTP. The PSCTP Coordinator participates in all phases of the evaluation process including meeting with the trainer and Trainee to contribute to completion of the quarterly progress report, signing the "Trainee Quarterly Progress Reports", and following up on items requiring action.

SEE APPENDIX 500 - 3 Trainee Quarterly Progress Report Process.

SEE APPENDIX 500 - 4 Trainee's Quarterly Feedback on the Training Process

SEE APPENDIX 500 - 5 Trainee Quarterly Progress Report Form.

- d) Documentation and follow up is important in monitoring trainee progress and ensuring continued progress.
- e) Copies of the forms and related correspondence should be placed on the trainee's training file with the PSCTP.
- f) Adjustments may have to be made to the Training Plan/Learning Contract, Learning Activity and time-lines forms.

2. Type #2 - Annual Evaluation

- a) These evaluations are required by the PSCTP on the anniversary date of the trainee's start date.
- b) In addition to the regular "Trainee Quarterly Progress Report" for this fourth quarter training, the Trainer should also submit a covering letter summarizing the last year of training and provide their recommendation to approve or deny the Trainee a 5% Performance Pay Increase.
- c) It will not be necessary to use the GNWT "Employee Annual Performance Appraisal" form.
- d) Adjustments may have to be made to the Training Plan/Learning Contract, Learning Activity and timeline forms.

3. Type #3 - Final Evaluation

- a) This wrap up evaluation is required for the direct appointment of the trainee to the target position upon successful completion of training. It is prepared by the Trainer and is attached to the "Requisition For Staff" that is authorized by the Deputy Minister of the Training Department.
- b) It is usually in the format chosen by the trainer, is general in content and is essentially a notice that the trainee is ready to take over the responsibilities of the target position.
- c) A copy should be placed on the trainee's training file in the respective PSCTP office and the trainee's master file at HQ.

TRAINEE PERFORMANCE PAY INCREASES

1. PSCTP trainees are entitled to a review of their salary annually on their anniversary start date; for Trainees with training terms that include partial years above one year or more, after the first partial year is completed they are entitled to a review of their salary.
2. 5% Performance Pay Increases are not automatic but based on the trainee's progress over the last year. Trainers are expected to submit written evaluations including their recommendation to approve or deny the pay increase. The trainer must justify their rating of the trainee.

If the trainer recommends that the pay increase not be approved, he/she must advise the trainee in writing (by copy of the evaluation or a separate letter). This must be done as soon as possible and should involve discussions with the PSCTP Coordinator. The PSCTP Coordinator should be able to anticipate this situation by monitoring the quarterly appraisals and by continually discussing the trainee's progress with the trainer.

3. There may be a need to reschedule the increment date because the trainee has not accomplished all of the training objectives of the training plan. In these cases, the training plan and timelines should also be revised.
4. If approved, the Trainee's salary is increased by 5% of level one of the Target Position salary annually on the Trainee's anniversary start date.

SEE APPENDIX 500 - 9Letter to FMBS Requesting Pay Increases for Trainees Sample.

5. Trainees hired into Trainee Position Training Terms that include partial years above one year will be entitled to their first salary review after the first partial year of training.

Example - 2 1/2 year program :75% of salary for first 6 months.
 :80% for second last year of training.
 :85% for final year of training.

6. Trainees are not entitled to pay increases above 85% of the starting salary for the target position.
7. Trainees who have transferred onto the program and have retained their salary, will not be entitled to this type of performance pay increase.

8. Procedure:

- a) Trainer evaluates trainee and recommends performance pay increase to PSCTP Coordinator.
- b) PSCTP Coordinator reviews evaluation and supports trainer's recommendation for a performance pay increase.
- c) PSCTP Coordinator sends a letter to FMBS for signature by Regional Superintendent of Education, Culture and Employment, requesting the pay increase for the Trainee at a specific effective date with cc. to the Registrar of PSCTP, HQ.
- d) This performance pay increment approval letter is sent to the appropriate Compensation Administration officer for pay action.
- e) Copies are placed on the trainee's training file and all parties are given copies also.

RESOLVING TRAINEE ISSUES

1. The first level of discussions about training issues should be in the training department between the trainer and trainee. Usually these are minor issues that can be dealt with quickly. The Trainer should document all situations.
2. The second level is again in the training department and may involve the Manager of the office or other senior staff. All discussions should be documented and the PSCTP Coordinator must be advised of this action.
3. Level three includes the involvement of the PSCTP Coordinator when the issues are more serious in nature such as course failures, incomplete training objectives, or performance problems. Usually the situation may have an effect on the training plan and timelines.
4. The trainer should refer to "The Manager's Guide to Employee Discipline," a Labour Relations booklet that outlines GNWT procedure on how to deal with problem employees.
5. There are other sources of assistance including: Labour Relations Officers; Regional Superintendents; Manager, PSCTP; Personnel Manager and Officers; Compensation Officers (Employee Assistance Program); Family Counselling Services, etc.
6. Close monitoring of the "Trainee Quarterly Progress Reports" and the "Trainee Quarterly Feedback Reports" may help avoid the more serious issues.
7. From time to time, PSCTP Coordinators may be required to provide counselling services to resolve specific issues that effect Trainee progress. Section 506, Trainee Counselling Guidelines, provides some guidelines for conducting Trainee Counselling Sessions.

TRAINEE COUNSELLING GUIDELINES

The dangers of Trainers and Trainees working in isolation on such matters that have direct or indirect influence on the Trainee's progress can and often times do manifest themselves in unfavourable actions such as suspensions and dismissals.

The ability to identify and/or prevent possible conflicts, whatever they may be, clearly enhances the Trainee's potential for success and ultimately reflects on the success of the program.

Occasionally, PSCTP Trainees may be referred to PSCTP Coordinators for assistance in resolving problems that may arise.

The following points should be considered when counselling Trainees:

1. Availability:

PSCTP Coordinators should make Trainers and Trainees aware early in the program (usually at the Orientation Session) that they are available to assist in resolving Training problems.

2. Limitations:

Remember, only issues that are within the PSCTP Coordinator's abilities should be addressed. The effective use of agencies that specialize in problem solving, other than of a training nature, should be considered part of the normal counselling procedure. (ie. Family Counselling, Drug & Alcohol Abuse Counselling)

3. Confidentiality:

At all times, personal and confidential matters relating to a Trainee should be treated with extreme discretion. Failure to observe the confidential nature of such matters may result not only in loss of confidence but may have legal or civil implications.

4. **Recording:**

Each counselling session should be documented by the PSCTP Coordinator and should be indicated as a Trainee Counselling Report marked "Personal and Confidential" and placed in chronological order on the Trainee's File. Serious issues that may result in further disciplinary action, suspension, or dismissal of the Trainee should be referred to the Trainee's Personnel File and to the Labour Relations Division of the FMBS.

5. **Action Planning:**

Trainees must be given the opportunity to change and improve themselves.

Included in the Counselling Reports should be proposed action sections. For all intents and purposes these proposed action sections outline the plan for action, if any is required, and should be considered very carefully.

Naturally, follow up sessions should become a priority when proposing an action plan outside the normal Training Plan. These follow up sessions should be scheduled and sessions must also be documented and referred to the appropriate sources files.

TRAINEE DISCIPLINE

1. The trainer must follow GNWT discipline procedures as outlined in the Labour Relations booklet "Manager's Guide to Employee Discipline."
2. According to the agreement between training department and the PSCTP, the PSCTP Coordinator must be involved throughout the discipline process.
3. Adjustments to the trainee's training plan and timelines may have to be made as a result of discipline. Extensions to the trainee's training term may also result.
4. Lack of success at any stage of the training program may be reason to remove the trainee from the program, according to the conditions in Trainee's job offer.
5. Continuous documentation of these problems by the trainer is essential and may be required later. Letters of discipline must be sent to the PSCTP Coordinator for placement on the trainee's training file.
6. Progressive discipline is a key to the continued development of the trainee. Problem Trainees should be given the chance to change and improve themselves.

TRAINEES LEAVING PSCTP.

Trainees may exit from the program for a variety of reasons. Examples follow:

1. A trainee may decide before the training is completed that they no longer want to continue with the training program. A formal letter of resignation is required in this situation.

The person in the regional office of Education, Culture and Employment who has been delegated signing authority for the Trainee Position, is responsible for acknowledging a Trainee's Letter of Resignation. This must be done in writing.

2. A Trainee may be dismissed from their position for failure to complete the required training objectives after having had several opportunities to prove themselves. These cases must be documented in detail by the training department and proper GNWT procedure must be followed to dismiss the trainee. A formal letter of resignation is not required in this situation. The Minister responsible for the FMBS has the authority to dismiss employees of the GNWT.

If a trainee is dismissed while on initial probation, it is termed "Rejection on Probation."

3. Trainees can also be dismissed for "Abandonment of Position," if away from their positions without permission for greater than five consecutive working days. Attempts must be made to contact the trainee and as always, proper GNWT procedures must be followed.
4. The best way for a trainee to leave their position is to successfully complete their program and be directly appointed to their target position.

No resignation is required if they leave on the last day of their training term.

If they leave before their term is up, they must formally resign.

Trainee Exit Interview

1. Trainees leaving the program should be interviewed by their respective PSCTP Coordinator (or equivalent) to review their experiences while on the program. This information may assist in improving the services provided by the PSCTP
2. Exit Reports should be placed on the Trainee's Regional Training File and their Master File at HQ.
3. Recommendations for improving the program should be directed to the Manager, PSCTP, HQ.

EXTENDING A TRAINEE'S TRAINING TERM

1. Training departments may apply to the PSCTP to extend their assigned trainee's training term.
2. Proper PSCTP procedure must be followed by the training department.
3. PSCTP Coordinators are responsible for investigating Trainee extension requests and recommending a course of action.
4. Trainees are required to sign a letter of Offer Of Extension and to abide by the conditions in the Offer

SEE APPENDIX 500 - 6 Process for Extension of a Trainee Term, page 4 of 6

5. All requests for extensions are routed through the regional office of Education, Culture and Employment then to PSCTP, HQ, and require the approval of the Director, Human Resources Development.

TRAINEE ACTING IN TARGET POSITION

1. The training department 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 appraise 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.

Note: This is included as item #13 in the "Agreement Between the Training Department & PSCTP."

SEE APPENDIX 200 - 3 Full-time Trainee Program Application Package, page 5 of 21

APPOINTMENT OF TRAINEE TO TARGET POSITION

1. PSCTP Coordinators should write to the trainer, in the early part of the last quarter of training, to begin the process to directly appoint the trainee to the target position.

SEE APPENDIX 500 - 7 Letter to Begin Appointment to Target Position Sample

2. A copy of the related "Personnel Administrative Circular" should accompany this letter. This document outlines the requirements for appointments of this kind.

SEE APPENDIX 500 - 8 Personnel Administration Circular - Appointing Trainee to Target Position

3. The PSCTP Coordinator should monitor this process closely to ensure it is dealt with properly and quickly.
4. 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 Personnel, indicating that the Trainee has successfully completed training and asking that the Trainee be placed into the Target Position.
5. A copy of the letter of offer to the successful trainee to appoint them into the target position should be placed on the appropriate training file in the Regional Office, PSCTP and the master file at HQ.
6. Training Departments should complete the required direct appointment paperwork at least six weeks before the SOS date of the trainee. The trainee should automatically be transferred from PSCTP's payroll system to the training department's. Direct appointments following the successful completion on a Government Training Program do not require Executive Council approval.

TRANSFER OF TRAINEE TO TRAINING DEPARTMENT

1. The trainer and PSCTP Coordinator should ensure that the transfer of a trainee from the PSCTP to the training department is done smoothly and according to GNWT procedures.
2. The training department must complete an "Employee Clearance" form and conduct a wrap up of the Trainee's attendance records. These documents, along with the trainee's letter of resignation (if required), letter of acceptance of the resignation, and a new job offer are required by Compensation Services, FMBS.
3. The Registrar, PSCTP, HQ should be advised of the SOS date of the Trainee for accuracy of PSCTP records, and provided with a copy of the Letter of Offer for the new position.
4. The Job Evaluation and Human Resources Division of the FMBS should be sent a new "Classification Action Request" on the trainee position to delete the vacant Trainee position from the Classification System.



Northwest
Territories

TRANSCRIPT RELEASE AUTHORIZATION

I, _____, hereby
authorize _____ to
(College/University)
provide copies of letters of acceptance and transcripts during my studies to:

Coordinator, PSCTP
Culture and Careers Branch
Education, Culture & Employment
Government of the N.W.T.
P.O. Box 1320
Yellowknife, N.W.T.
X1A 2L9

I understand that the Coordinator or PSCTP may provide my training
department with copies of letters of acceptance and transcripts.

Signature of Recipient

Date

NAME (please print)

ADDRESS



Education, Culture & Employment

(Date)

Registrar
(Name of University/College)
(Address)

Dear Sir or Madam:

Trainee's Name

Please be advised that (Trainee's Name) is sponsored by the Government of the Northwest Territories to study at your institution.

This letter is your authority to invoice our division for tuition fees for (Name of Course), (period of semester), (school year) season.

The cost of text books, learning materials, and student fees is the responsibility of the student and should not be included when invoicing for tuition fees.

All correspondence should be sent to the attention of;

Registrar
Public Service Career Training Program
Culture and Careers Branch
Government of N.W.T.
P.O. Box 1320
Yellowknife, N.W.T.
X1A 2L9

Joyce Cockney
Registrar
Public Service Career Training Program

cc: Tom Hudson

Public Service Career Training Program (PSCTP)

TRAINEE QUARTERLY PROGRESS REPORT PROCESS

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.)

Public Service Career Training Program (PSCTP)

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)

[Empty response box for question 1]

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)

[Empty response box for question 2]

3. What strategies do you suggest for accomplishing the changes or improvements noted in #2?

[Empty response box for question 3]

4. Any other comments on the training process?

[Empty response box for question 4]

Trainee's Signature: _____ Date: _____

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

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				
Quality of work	Evaluation of work compared to Department standard in skills, accuracy and thoroughness				
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

2. 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: **Trainee:** _____ **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 A TRAINEE'S TERM**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". If the trainee had good potential to succeed in training and enter the target position, but was not provided with suitable training by the Training Department, the Training Department will appoint the trainee to a position at the end of the trainee's term, and complete the training while the trainee is an employee of the Training Department.

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 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". (available on disk)
 - 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. (on disk)
 - iii) a Learning Activity Time-Line (form G. or G1.). (on disk)
 - iv) a Short Course Cost Summary (form H. or H1.), if any short courses are proposed for the extension period. (on disk)

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 Trainee Position Allocation Committee or GNWT Regional Management Team (optional).
 - f) For PSCTP Full-Time Trainees: prepare a cover letter to the Manager of PSCTP, signed by the Regional Superintendent of Education, Culture, and Employment, recommending whether the request should be approved, and suggesting any special conditions that should be attached if it is approved. The request for extension should be submitted to the Manager of PSCTP at least 4 weeks before the end of the trainee's term.
 - g) For PSCTP Part-Time Trainees: 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).

Manager of PSCTP:

1. On receipt of a request for extension to a PSCTP Full-Time Trainee's term, the Manager of PSCTP will:
 - a) Review the request.
 - b) Discuss the request with regional PSCTP staff.
 - c) Make a decision on whether the extension should be approved and what conditions should be attached to the approval.
 - d) Prepare a letter of response to the Regional Superintendent (or equivalent) or Director of the Training Department (c.c. Regional Superintendent of Education, Culture, and Employment). If the extension is approved, the response will indicate the length of the extension approved, and any conditions for the extension.
 - e) Prepare a letter of offer to the trainee for extension of the term position, if the extension is approved (c.c. Regional Superintendent of Education, Culture, and Employment, Regional Superintendent or Director of the Training Department, and the trainee's Personnel file).
 - i) The letter will be similar to the letter of offer used for new PSCTP trainees, and will include standard conditions as well as any appropriate conditions recommended by the Training Department or the Regional Superintendent of Education, Culture, and Employment.
 - ii) A copy of the letter of offer must be signed by the trainee and returned by a deadline date, or the trainee's term will expire.

Public Service Career Training Program (PSCTP)

EXTENSION OF A TRAINEE'S TERM - TRAINING PLAN PACKAGETraining 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.

Public Service Career Training Program (PSCTP)
LETTER OF OFFER OF EXTENSION OF A TRAINEE'S TERM

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 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 permanent 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 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 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,

(Director's Name)
Director
Culture & Careers Branch

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)
(Manager of PSCT's Name)
Pay & Benefits, Personnel, **(Community)**

Public Service Career Training Program
LETTER OF APPROVAL OF EXTENSION OF A TRAINEE TERM

(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.
 - 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

(Director's Name)

Director

Culture & Careers Branch

Attachment

cc: (Trainer's Name)

(Manager of PSCTP's Name)



Education, Culture & Employment

(Date)

(Name of Trainer)
(Title of Trainer)
(Training Department)
Community

RE: (Trainee's Name), (Trainee's Position Title)/(Trainee's Position Number)

In anticipation of (Trainee's Name) successfully completing her training program, please begin the process to directly appoint him/her to an indeterminate position in your organization.

Attached you will find a "Personnel Administrative Circular" which outlines what is required to accomplish this task. I have also attached a copy of the "Requisition for Staff" used to appoint him/her to his/her training position which is one of the documents you will need to complete your package for Cabinet review.

If I can be of assistance, do not hesitate to contact me.

Thank you for your help in making (Trainee's Name) training program a success.

Coordinator
Public Service Career
Training Program

Attachments

cc: Registrar, PSCTP



Personnel Administrative Circular

SUBJECT: Appointment of Trainees to Indeterminate Positions	DATE: 1989-04-05 NUMBER: SC-70-(I)-89 (Page 1 of 1)
REFERENCE: MAY 4 1989 SC-52-88 (AMENDED)	ISSUED BY: Gerald D. Tanner, Deputy Minister, Personnel.

EMPLOYMENT & APPRENTICE PROGRAM

Personnel Administrative Directive #SC-52-88 (AMENDED), dated 1988-04-22, establishes that a term employee may be appointed to an indeterminate position only through one of the following processes:

- a) by competition
- b) by direct appointment without competition

and Executive Council Record of Decision #86-13-17, dated 1986-07-10, establishes that all direct appointments must be authorized by the Cabinet.

However, in the case of an employee who successfully completes a term training position and who is to proceed into an indeterminate position targeted in that employee's (approved) training plan, that employee may be placed into that indeterminate position without further Cabinet authorization since such authorization has already been secured in the establishment and approval of the training plan.

For greater certainty, please note that this exemption from further Cabinet authorization does not extend to employees who do not successfully complete the term training positions established in their approved training plans.

In order to effect the appointment of a trainee to an indeterminate position, the personnel office having jurisdiction over the indeterminate position will require:

- a) a copy of the approved training plan. (This should be on file, along with the original staff requisition for the training position, in the personnel office responsible for staffing the training position.)
- b) documentation of successful completion of the training plan
- c) a letter of recommendation for appointment, including recommendation of salary treatment, from the Deputy Minister of the employing department. *(A STAFF REQUISITION TO APPOINT THE TRAINEE TO THE TARGET POSITION SHOULD BE ATTACHED. @)*

INQUIRIES SHOULD BE DIRECTED TO: Director, Staffing & Classification
 Manager, Staffing.

Deputy Ministers, All Departments

- Workers' Compensation Board
- NWT Housing Corporation
- Health & Hospital Boards
- SJF Board of Education
- NWT Power Corporation
- Assistant Deputy Minister, Personnel
- Directors, Personnel
- Regional Superintendents, Personnel

SIGNATURE OF ISSUING OFFICER

Gerald D. Tanner



*Date

Manager, Human Resources
Financial Management Board Secretariat

***Name, Trainee Position, Position #**

Please increase *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 on the Public Service Career Training Program.

*His/Her salary will remain at this level until *he/she successfully completes *his/her training.

Thank You,

Rod Taylor
Manager, Public Service Career Training
Program
Human Resources Development

cc: *Student Name
*Regional Rep. Name





MINISTER OF EDUCATION

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

It is the mandate of the Department of Education to provide training to northerners through the In-Service 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 restraint measures, any southern travel has to be pre-authorized by the 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 ISTP trainee travel required to complete training and as approved by the Department of Education in individual training plans.


Joseph Handley
Deputy Minister

Approval: _____



Date: _____

March 23/85.

ADMINISTRATION COMPONENT

- 601 Roles & Responsibilities in the Administration Component
- 602 Monthly Trainee Position Status Report Process
- 603 Contracting for Train the Trainer Courses.
- 604 Trainee Training Files
- 605 Documents Regional PSCTP Staff Send to PSCTP, HQ.
- 606 Management of Person Years and O&M Funds
- 607 Results Management Reporting

APPENDIX:

- 600 - 1 Trainee Monthly Report Sample
- 600 - 2 Internal Budget Submission Sample
- 600 - 3 PSCTP Results Management Sample

ROLES AND RESPONSIBILITIES IN THE ADMINISTRATION COMPONENT

Manager, PSCTP, HQ.

1. Reports to Director, Human Resource Development Division.
2. Manages PSCTP budget and PY's.
3. Manages trainee position allocation process.
4. Manages PSCTP HQ staff.
5. Produces reports and submissions.
6. Transfers O&M funds for approved trainee course costs to regional PSCTP each year.
7. Plans and develops program structure and objectives.
8. Develops and applies program procedures.
9. Acts as a program and training resource to regional PSCTP staff and to other HQ Departments planning for all regions.

Regional Superintendent, Education, Culture & Employment:

1. Reports to Assistant Deputy Minister, Culture and Careers.
2. Functional relationship with Manager of PSCTP and the Registrar of PSCTP.
3. Manages regional PSCTP budget and PY's.
4. Manages regional PSCTP staff.
5. Plans and develops program structure and objectives.
6. Develops and applies program procedure.

Coordinator, PSCTP

1. Reports to Regional Superintendent Education, Culture and Employment, (HQ/Rae Region PSCTP Coordinator reports to Manager, PSCTP).
2. Functional relationship with Manager of PSCTP and the Registrar of PSCTP.
3. Maintains Trainee Records.
4. Produces Trainee Position Reports and Submissions.
5. Submits Short Course Cost Summary forms for all trainees to HQ by March 31 each year.
6. Plans when Train the Trainer Courses should be delivered in the regions each year.
7. Plans and develops program structure and objectives.
8. Develops and applies program procedures.

Registrar, PSCTP

1. Reports to Manager of PSCTP, HQ.
2. Administers PSCTP budget and PY's.
3. Coordinates trainee position allocation process.
4. Maintains records and produces reports and submissions.
5. Arranges Transfer of O&M funds for approved trainee course costs to regional PSCTP each year.
6. Contracts for a train-the-trainer course to be delivered in each region each fiscal year.
7. Develops and applies program procedures.
8. Acts as a program administration resource to regional PSCTP staff and to other HQ Departments planning for all regions.

MONTHLY TRAINEE POSITION STATUS REPORT PROCESS

1. This PSCTP Monthly Trainee Position Report contains basic information on all active and allocated (but unfilled) Full-Time Trainee Positions with the program.
2. In the final week of each month, the Registrar, PSCTP, HQ, produces this report and distributes it to all regions.
3. PSCTP Coordinators are responsible for proofing the report, reporting changes needed to the Registrar, and keeping the Registrar informed of any changes in the status of their regional positions as they occur.
4. In late March of each year, the Registrar, PSCTP also produces and distributes a report on all Trainee Positions that were active (filled), allocated (but unfilled), or terminated in the past fiscal year.

CONTRACTING FOR TRAIN THE TRAINER COURSES

PSCTP will offer one "Train The Trainer" course in each region per fiscal year without charge to participants. Current and potential Trainers of PSCTP fulltime and part-time Trainees will be encouraged to attend the course, and will be given priority for the seats available. The content of the course will emphasize concepts of adult learning and individualized on-the-job training skills.

1. The Coordinators in each region contact the Regional Staff Training Officer and the Registrar requesting the need for the course and the preferred dates.
2. The Regional Staff Training Officer contacts the HQ Staff Training Officer who contacts Arctic College at HQ. The course information is given to Arctic College to be included in the GNWT Staff Training and Development Calendar of Courses.
3. The Coordinators in each region then notify Trainers or potential Trainers in each Department, Board or Agency. The method of promotion for the course is left up to each Coordinator in the regions.
4. The Coordinators determine, when there are too many applicants for available spaces, who will be accepted to the course based on PSCTP priorities that they determine for their region.
5. After the course has been completed, Arctic College will send an invoice to PSCTP, HQ, to charge back for the course costs plus an administration fee of 10%.

TRAINEE TRAINING FILES

Regional Trainee Training Files :

1. Should contain every document generated about the Trainee and Training Position throughout the Trainee' Training Term.
ie :original application, Quarterly Trainee Progress Reports, Quarterly Trainee Feedback Reports, Results of on-going meetings, etc...
2. PSCTP Coordinators ensure proper maintenance of these regional files.
3. Trainees have access to this file through the PSCTP Coordinator.
4. When the Trainees leave the program, the files are stored at the regional PSCTP office.

HQ Trainee Master Training Files :

1. Should contain only the basic information about the Trainee Positions and Trainees.
ie :whole original application, Trainee Job Offer, Short Course Cost Summary Sheets, etc...
2. The Registrar, PSCTP maintains these files at HQ.
3. The revised (final versions) Training Plan and Timeline are copied from this file for inclusion on a master inventory that is accessible to all regional PSCTP offices as well as all GNWT Departments, Boards and Agencies.
4. When the Trainees leave the program, the files are stored at HQ.

DOCUMENTS REGIONAL PSCTP STAFF SEND TO PSCTP HQ.

1. Application Packages, after Trainee Positions are allocated to Departments, Boards and Agencies by the Allocation Committee in the region.
2. Letter of Job Offer from Personnel to Trainee (also amendments to original Job Offer Letter)
3. Leave documents for Trainee - only for periods of Leave Without Pay or Maternity Leave that change salary payments.
4. Copy of Letters requesting increments for Trainee.
5. Short Course Cost Summaries for each active Trainee for the next fiscal year due by March 31 of the current year.
6. Documents requesting extension for a Trainee.
7. Copy of letter of offer to the Target Position.
8. If the Trainee resigns a letter of resignation and acceptance of the resignation.
9. Correspondence on unfilled Trainee Positions (start dates, Trainers, information on new Trainees, confirmation of length of training, etc...)
10. Correspondence on Trainee pay (corrections, adjustments, allowances, etc...).
11. Correspondence on discipline of a Trainee (of the more serious issues that may affect the training term).
12. Correspondence on complaints from Trainees (that may affect the continuation of their program).
13. Classification changes (to correct position discrepancies).

MANAGEMENT OF PERSON YEARS AND O&M FUNDS

Person Years

1. Trainee and staff person years (PYs) are managed as a pool of funds located in the PSCTP Headquarters budget.
 - a) This allows a vacancy rate calculation to be used for the total salary budget in order to allocate additional trainee positions to the regions each fiscal year.
 - b) This also allows PSCTP to give maximum flexibility to Regional Trainee Position Allocation Committees to freely determine the target position level and the duration of trainee positions approved.
 - c) This also allows PSCTP Headquarters staff to do the majority of PY administrative tasks required for staff and trainee positions, and thereby reduce regional administrative requirements.
2. Staff positions are paid using a PSCTP Headquarters salary index code, however regional PSCTP Coordinators report directly to the Regional Superintendent of Education, Culture, and Employment.
3. Signing authority for Trainee and Staff positions in the regions is delegated to the Regional Superintendent of Education, Culture, and Employment. Partial signing authority for Trainee positions is also delegated to the Regional Superintendent/HQ Director (or equivalent) of the Training Department.

O&M for PSCTP Coordinators

1. O&M funds to support the activities of the PSCTP Coordinator in each region are included within the reoccurring annual budget of the Department of Education, Culture, and Employment in each region.

O&M for Trainees

1. O&M funds to support Trainee training activities are managed as a pool of funds located in the PSCTP Headquarters budget. The number of trainees, cost per trainee, and therefore total trainee O&M costs in each region each year, can vary significantly. Therefore the trainee O&M budget is managed this way to allow the program to support variable training costs for trainees in each region each fiscal year from a limited total O&M budget.

2. O&M funds required to support Trainees' training activities in each region are transferred to regions at the beginning of each fiscal year through an Internal Budget Submission. The amount transferred to each region is based on the total of approved training costs listed on Form H. "Short Course Cost Summary" for each trainee that will be active at some time during the fiscal year. These forms are submitted by regional PSCTP Coordinators by March 31 each year, for the coming fiscal year.

SEE APPENDIX 600 - 2 Internal Budget Submission Sample

SEE APPENDIX 200 - 3 Full-Time Trainee Program Application Package, Page 19, H.
Short Course Cost Summary

RESULTS MANAGEMENT REPORTING

1. Most of the data required for PSCTP Results Management Reporting is collected by the PSCTP Registrar from Application Packages and position status updates from regional staff.
2. Regional PSCTP staff will be involved along with HQ PSCTP staff in obtaining a satisfaction rating on program operation from regional Trainers, Trainees and Program Staff.

SEE APPENDIX 600 - 3 PSCTP Results Management Sample

Public Service Career Training Program (PSCTP)

TRAINEE POSITIONS - OCTOBER, 1993 REPORT

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

DEPARTMENT/AGENCY	BAFFIN		FT. SMITH		HQ		INUVIK		KEEWATIN		KITIKMEOT		TOTAL	TOTAL DEPT.	TOTALS
	F	A	F	A	F	A	F	A	F	A	F	A	F	A	
ARCTIC COLLEGE	3	0	2	0	0	0	0	1	0	0	0	0	5	1	6
AUDIT BUREAU	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BOARDS OF EDUCATION	1	0	0	0	1	0	0	1	1	0	0	0	3	1	4
DPW/GOVT. SERVICES	0	0	1	1	0	0	0	0	0	0	0	0	1	1	2
ECON. DEV. & TOURISM	0	0	2	1	0	0	0	1	0	0	0	0	2	2	4
EDUC., CULT., & EMPL.	1	0	0	0	1	0	0	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	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1
FINANCE/FMB	0	0	1	0	1	0	0	0	0	0	0	0	2	0	2
GENERIC MNGT. DEV.	6	0	0	0	0	0	0	0	0	0	0	0	6	0	6
HEALTH DEPT.	0	0	0	0	1	1	0	0	0	0	0	0	1	1	2
HEALTH/HOSPITAL BRDS.	0	0	0	0	0	0	1	0	1	0	0	0	2	0	2
JUSTICE	0	0	0	0	1	0	0	0	0	0	0	0	1	0	1
M.A.C.A.	0	1	0	0	1	0	2	0	0	0	0	0	3	1	4
NWT HOUSING CORP	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1
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
RENEWABLE RESOURCE	2	1	0	0	0	0	0	0	2	0	1	0	5	1	6
SAFETY & PUBLIC SERV.	1	0	0	0	1	0	0	0	0	0	0	0	2	0	2
SOCIAL SERVICES	0	0	0	0	0	0	2	0	0	0	1	0	3	0	3
TRANSPORTATION	0	0	1	0	2	1	0	0	0	0	0	0	3	1	4
WORKERS COMP.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MONTH END TOTALS	15	2	7	2	9	2	6	3	4	0	2	0	43	9	52
REGIONAL TOTALS		17		9		11		9		4		2			52

NOTE:

This report is late. The next report will be done during th last week in November.

BAFFIN REGION

PSCIP TRAINEES - OCTOBER 1993 MONTHLY REPORT

LAST NAME	FIRST NAME	AF.AC STAT	POS #	TARGET POSITION	TRAINING DEPT/AGENCY/REG	COMMUNITY	TOS DATE	TRNG TERM	ACTUAL SOS DATE	REMARKS
Adla	Imo	(MN)	81- 5132	Safety Officer	Safety & PS	BA Iqaluit	26-Jul-93	3.00 Yrs.	26-Jul-96	TOJ & Courses
Allurut	Mishak	(MN)	51- 5166	Ren Res Off 11	Ren. Res.	BA Arctic Bay	04-Aug-92	1.00 Yrs.	04-Aug-94	LWOP Aug 9-Oct 4/93(8w)
Amakak	Jaypeelee	(MN)	17- 5105	Inuk-Ling.	Educ C & EP	BA Clyde River	30-Sep-91	3.00 Yrs.	30-Sep-94	TOJ & Courses
CANCELLED			21- 5165	Assessor 1	MACA	BA Iqaluit	01-Apr-94	3.00 Yrs.	01-Apr-94	TOJ & Courses
Dean	Bernadette	(FN)	73- 5161	Adult Educator	Arctic C.	BA Iqaluit	15-Sep-93	3.00 Yrs.	15-Sep-96	TOJ & Courses
Eegeesiak	Joamie	(FN)	71- 5217	Manager	Gen.Man.Dev.	BA Iqaluit	02-Apr-90	3.00 Yrs.	01-Nov-93	TOJ & Courses
Eegeesiak	Nikki	(FN)	71- 5157	Manager	Gen.Man.Dev.	BA Iqaluit	06-Jul-92	3.00 Yrs.	06-Jul-95	TOJ & Courses
Ell	Jerry	(MN)	71- 5123	Manager	Gen.Man.Dev.	BA Iqaluit	04-Oct-93	3.00 Yrs.	04-Oct-96	TOJ & Courses
Enuaraq-Proctor	Sipporah	(MN)	71- 5122	Manager	Gen.Man.Dev.	BA Iqaluit	11-Oct-93	3.00 Yrs.	11-Oct-96	TOJ & Courses
Estimates			51- 5133	Ren Res Off 1	Ren. Res.	BA Pond Inlet	01-Oct-93	3.00 Yrs.	01-Oct-96	TOJ & Courses
Kilabuk	Moe	(MN)	73- 5145	Adult Educator	Arctic C.	BA Iqaluit	21-Oct-91	3.00 Yrs.	22-Oct-94	TOJ & Courses
Mike	Meeka	(FN)	71- 5213	Manager	Gen.Man.Dev.	BA Iqaluit	02-Jan-92	3.00 Yrs.	01-Jan-95	TOJ & Courses
Peter	Jacopoosie	(MN)	73- 5176	Int/Trans Instruc	Arctic C.	BA Iqaluit	23-Sep-92	2.00 Yrs.	23-Sep-94	TOJ & Courses
Qumualuq	Madeleine	(FN)	71- 5153	Manager	Gen.Man.Dev.	BA Iqaluit	06-Jul-92	3.00 Yrs.	06-Jul-95	Mat Iv to Feb 26/93
Shoo	Salamonie	(MN)	51- 5146	Ren Res Off. 1	Ren. Res.	BA Iqaluit	13-Sep-93	3.00 Yrs.	13-Sep-96	TOJ & Courses
Taukie	Joe	(MN)	74- 5168	Principal	B.D.B.E.	BA Cape Dorset	17-Aug-92	1.00 Yrs.	15-Jun-94	TOJ & Courses
Wilman	Mary	(FN)	11- 5159	Reg. Director	Executive	BA Iqaluit	15-Feb-93	2.00 Yrs.	15-Feb-95	Direct Appt

PLEASE NOTE:

UPCOMING SOS DATES

Joamie Eegeesiak's SOS date is Nov. 1/93

INCREMENTS DUE:

Moe Kilabuk's due Oct. 22/93.

Jacopoosie Peter's due Sept. 23/1993.

FORT SMITH REGION

PSCIP TRAINEES - OCTOBER 1993 MONTHLY REPORT

LAST NAME	FIRST NAME	AF.AC STAT	POS #	TARGET POSITION	TRAINING DEPT/AGENCYREG	COMMUNITY	TOS DATE	TRNG TERM	ACTUAL SOS DATE	REMARKS
Bourke	Karen	(FN)	15- 5192	Acct. Off.	Finance	FS Fort Smith	07-Sep-93	2.00 Yrs.	07-Sep-95 TOJ & Courses	
Champagne	Florence	(FN)	73- 5187	In/Trans Instruc	Arctic C.	FS Fort Smith	16-Aug-93	1.00 Yrs.	15-Aug-94 TOJ & Courses	
Estimates			32- 5185	Purchasing Off.	DPW/ Gov Svc	FS Hay River	15-Sep-93	1.50 Yrs.	15-Mar-95 TOJ & Courses	
Estimates			61- 5180	AEDO	ED&T	FS Ft. Smith	20-Oct-93	1.00 Yrs.	20-Oct-94 TOJ & Courses	
Foye	Loreen	(FN)	61- 5163	AEDO	ED&T	FS Fort Smith	01-Sep-92	1.10 Yrs.	01-Nov-93 TOJ & Courses	
Lepine	Pricilla	(FN)	73- 5184	Alc/Drug Inst/Tec	Arctic C.	FS Fort Smith	16-Nov-92	2.00 Yrs.	15-Nov-94 TOJ & Courses	
Moses	Floyd	(MN)	32- 5239	High.Main.Supv.	Transp.	FS Wrigley	30-Oct-89	3.00 Yrs.	29-Oct-93 TOJ & Courses	
Thompson	Terry	(FR)	32- 5172	Prop Mgmt Off	DPW/ Gov Svc	FS Fort Smith	17-Aug-92	2.00 Yrs.	17-Aug-94 TOJ & Courses	
Villeneuve	Clarence	(MN)	61- 5111	Tour. Dev. Off.	ED&T	FS Ft. Simpson	08-Jun-93	1.30 Yrs.	08-Oct-94 TOJ & Courses	

PLEASE NOTE:

PAST SOS DATES:

Floyd Moses' SOS date is Oct. 29/93

UPCOMING SOS DATES:

Loreen Foye's SOS date is Nov 1/93

INCREMENTS DUE:

Terry Thompson's due on Aug. 17/93

Clarence Villeneuve's due on Oct. 8/93

HEADQUARTERS REGION

PSCIP TRAINEES - OCTOBER 1993 MONTHLY REPORT

LAST NAME	FIRST NAME	AF.AC STAT	POS #	TARGET POSITION	TRAINING DEPT/AGENCYREG	COMMUNITY	TOS DATE	TRNC TERM	ACTUAL SOS DATE	REMARKS
Beauchamp	Janelle	(FN)	81- 5141	Labour Stand. Off	Safety & PS	HQ Yellowknife	04-Aug-92	2.00 Yrs.	04-Aug-94	TOJ & Courses
Camsell	Violet	(FN)	79- 5149	Comptroller	D.D.B.E.	HQ Edzo	14-Sep-92	2.00 Yrs.	14-Sep-94	Incr. deferred fr. Sept 14/9
Chocolate	Cecilia	(FN)	21- 5151	Municipal Off.	MACA	HQ Rae	27-Jul-92	3.00 Yrs.	27-Jul-95	TOJ & Courses
Conrad	Valerie	(FN)	71 5120	Field Producer	Educ C & EP	HQ Yellowknife	06-Aug-93	2.00 Yrs.	06-Aug-95	TOJ & Courses
Erasmus	Roy	(MN)	82- 5140	Lawyer	Justice	HQ Yellowknife	26-Aug-91	2.00 Yrs.	29-Jul-94	U of Sask
Estimates			31- 5121	Budget Off.	Transp.	HQ Yellowknife	28-Jan-94	2.00 Yrs.	28-Jan-96	TOJ & Courses
Estimates			91- 5109	Policy off. East	Health	HQ Yellowknife	03-Jan-94	2.00 Yrs.	03-Jan-96	TOJ & Courses
Giroux	Diane	(FN)	31- 5143	Highway Tech.	Transp.	HQ Yellowknife	01-Feb-93	2.00 Yrs.	31-Jan-95	TOJ & Courses
McNeill	Veronica	(FN)	31- 5148	Systems Off.	Transp.	HQ Yellowknife	13-Jul-92	2.00 Yrs.	13-Jul-94	TOJ & Courses
Robillard	Victorine	(FN)	91- 5100	Policy off.-West	Health	HQ Yellowknife	01-Nov-93	2.00 Yrs.	01-Nov-95	TOJ & Courses
Watsyk	Gloria	(FN)	15- 5230	FMB Analyst	Finance	HQ Yellowknife	27-Jul-92	1.30 Yrs.	12-Nov-93	TOJ & Courses

PLEASE NOTE:

UPCOMING SOS DATES:

Gloria Watsyk's SOS date is Nov. 12/93

INCREMENTS DUE:

Cecilia Chocolate's due on July 27/93

INUVIK REGION

PSCIP TRAINEES - OCTOBER 1993 MONTHLY REPORT

LAST NAME	FIRST NAME	AF.AC STAT	POS #	TARGET POSITION	TRAINING DEPT/AGENCY/REG	COMMUNITY	TOS DATE	TRNG TERM	ACTUAL SOS DATE	REMARKS
CANCELLED			72- 5206	Principal	BDBE	IN Inuvik	01-Apr-94	1.50 Yrs.	01-Apr-94	TOJ & Courses
Estimates			61- 5220	Parks Officer	ED&T	IN Inuvik	01-Oct-93	1.00 Yrs.	01-Oct-94	TOJ & Courses
Estimates			73- 5196	Adult Educator	Arctic C.	IN Inuvik	01-Oct-93	2.00 Yrs.	01-Oct-95	TOJ & Courses
Frost	Greta	(FN)	95- 5177	Admin. Assist	IRHB	IN Inuvik	18-Sep-92	2.00 Yrs.	17-Sep-94	Mat Lve Feb 14 - Aug 15/9
Green	Rita	(FN)	41- 5171	CSSW III	Soc. Svcs.	IN Tuktoyuktuk	02-Jan-90	3.00 Yrs.	30-Apr-94	2nd Yr SS Prog.
Lennie	Nadine	(FN)	21- 5158	Munici. Off.	MACA	IN Inuvik	06-Jul-92	3.00 Yrs.	05-Jul-95	TOJ & Courses
Modeste	Goldie	(FN)	93- 5183	Program Officer	NWTHC	IN Inuvik	14-Sep-92	2.00 Yrs.	13-Sep-94	TOJ & Courses
Norris-Kirk	Valerie	(FN)	21- 5103	Comm. Pl. Tech.	MACA	IN Inuvik	23-May-91	1.50 Yrs.	22-Nov-93	Mat Lv to Feb 22/93
Peterson	Terry	(FN)	41- 5179	Elder Centre Supv.	Soc. Svcs.	IN Aklavik	19-Oct-92	2.00 Yrs.	18-Oct-94	TOJ & Courses

PLEASE NOTE:

UPCOMING SOS DATES:

Valerie Norris-Kirk's SOS date is Nov 22/93

INCREMENTS DUE:

Terry Peterson's due date is Oct. 19/93

KEEWATIN REGION

PSCIP TRAINEES - OCTOBER 1993 MONTHLY REPORT

LAST NAME	FIRST NAME	AF.AC STAT	POS #	TARGET POSITION	TRAINING DEPT/AGENCYREG	COMMUNITY	TOS DATE	TRNG TERM	ACTUAL SOS DATE	REMARKS
Aillauq-Noah	Eva	(FN)	75- 5152	Vice Principal	K.D.B.E.	KE Baker Lake	04-Aug-92	1.50 Yrs.	04-Feb-94	TOJ & Courses
Amarook	Elijah	(MN)	51- 5226	Ren Res Off. I	Ren. Res.	KE Baker Lake	26-Jul-93	3.00 Yrs.	26-Jul-96	TOJ & Courses
Emiklowl	Susie	(FN)	95- 5193	CHR	Health	KE Coral Harbour	09-Nov-92	1.00 Yrs.	09-Oct-93	Grad
Netser	Clifford	(MN)	51- 5169	Ren Res Off. I	Ren. Res.	KE Repulse Bay	26-Jul-93	3.00 Yrs.	26-Jul-96	TOJ & Courses

KITIKME 3ION

PSCTP TRAINEES - OCTOBER 1993 MONTHLY REPORT

LAST NAME	FIRST NAME	AF.AC STAT	POS #	TARGET POSITION	TRAINING DEPT/AGENCY	REG	COMMUNITY	TOS DATE	TRNG TERM	ACTUAL SOS DATE	REMARKS
Ayalik	Ida	(FN)	41- 5108	Reg. Supt.	Soc. Svcs.	KI	Coppermine	01-Apr-91	2.00 Yrs.	31-Mar-94	TOJ & Courses
Kernik	Jacob	(MN)	51- 5224	Ren Res Off. I	Ren. Res.	KI	Gjoa Haven	13-Sep-93	3.00 Yrs.	13-Sep-96	TOJ & Courses

CONFIDENTIAL

INTERNAL BUDGET SUBMISSION

TITLE: Internal Reallocation of Public Service Career Training Program O&M Funds for Trainee Positions in the Regions.

DOLLARS:	\$X	PERSON YEARS:	N/A
DEPARTMENT:	Education, Culture, & Employment Prog.	ACTIVITY:	Advanced Education
REGION:	All	VOTE:	1 - O&M
FISCAL YEAR:	199X-9X	FUNDING SOURCE:	Internal Reallocation

PROBLEM/PURPOSE:

To transfer funds to the regions to pay for trainee position "Other O&M" expenses in 199X-9X. Regional offices of Advanced Education directly administer non-salary, training expenses for trainees within the region.

BACKGROUND/SUBSTANTIATION:

The Public Service Career Training Program (PSCT) is an affirmative action program structured to provide training to meet the human resource planning needs of the Government of the Northwest Territories.

Responsibilities for administering the Public Service Career Training Program (PSCT) have been decentralized to the regions to improve the efficiency and effectiveness of the program. The amount of "Other O&M" expenses for trainees in the regions varies each year, dependent on the number of trainees, and type of training courses approved. Funds are therefore transferred to the regions each year based on the estimated total cost for trainee O&M expenses submitted by each region.

PROPOSAL:

To make an internal reallocation of funds from the Public Service Career Training Program (PSCT), Training Services, Advanced Education, Headquarters, to PSCT, Training Services, Advanced Education in the Baffin (\$X), Ft. Smith (\$X), Inuvik (\$X), Kitikmeot (\$X), and Keewatin (X) Regions.

FINANCIAL IMPLICATIONS:

<u>Activity</u>	<u>Region</u>	<u>Cntrl Obj.</u>	<u>Increase (Decrease) \$000's</u>
199X-9X			
Advanced Ed.	H.Q.	Other O&M	X
Advanced Ed.	Baffin	Other O&M	X
Advanced Ed.	Ft. Smith	Other O&M	X
Advanced Ed.	Inuvik	Other O&M	X
Advanced Ed.	Kitikmeot	Other O&M	X
Advanced Ed.	Keewatin	Other O&M	X
		Total	X

PROGRAM IMPLICATIONS/ALTERNATIVES:

The transfer of funds to the regions will allow trainee costs to be approved and paid for immediately without delays that result from a centralized payment system. Trainee travel, accommodation, per diem, and course fees will be approved and paid for regionally. This will allow timely decision-making and more efficient service to trainees.

INFRASTRUCTURE IMPLICATIONS: N/A

APPROVAL:

Deputy Minister
Department Responsible for Education,
Culture and Employment Programs

Date

Public Service Career Training Program (PSCTP)

RESULTS MANAGEMENT

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 level positions to help meet the human resource planning needs of the GNWT.

SCOPE:

- # of employees in the GNWT Public Service
- # of affirmative action candidates in the GNWT Public Service
- % of GNWT Public Service positions filled by affirmative action candidates
- % of GNWT officer & management positions filled by affirmative action candidates

RESULTS:

Work Process Outputs

1. To elicit suitable and complete applications for trainee support
 - # of applications received from GNWT Departments, Boards, and Agencies (per # of trainee positions available - for Full-Time Trainee Program) during the fiscal year, by Full-time and Part-time Trainee Program
2. To effectively monitor training of trainees
 - % of Trainee Quarterly Progress Reports received during the fiscal year, by Full-Time and Part-time Trainee Program
3. To provide support for effective training of trainees
 - # of trainees who graduate during the fiscal year, by Full-time and Part-Time Trainee Program
4. To effectively manage the program budget
 - % of program budget under/over spent during the fiscal year

Client Benefits/Impacts

5. To support human resource planning and career path planning within the GNWT
 - # of GNWT Departments, Boards, and Agencies with trainees during the fiscal year, by Full-Time and Part-Time Trainee Program
6. To provide a means for affirmative action candidates to enter responsible GNWT positions
 - # of new trainees beginning during the fiscal year, by Full-Time and Part-Time Trainee Program

7. To provide career training opportunities for affirmative action candidates
 - % of trainee positions filled during the fiscal year by affirmative action candidates per category, by Full-time and Part-Time Trainee Program
8. To provide GNWT employees with knowledge and skills to offer effective on-the-job training
 - # of trainees (trainers) supported during the fiscal year, by Full-Time and Part-time Trainee Program
9. To provide support for efficient training for GNWT officer and management positions
 - % of trainees leaving the program during the fiscal year who graduate, by Full-time and Part-Time Trainee Program
10. To provide a basis for ongoing success by efficient, effective, and responsible program management
 - Satisfaction rating on program operation by trainers/trainees/staff, by Full-Time and Part-Time Trainee Program

Consequences

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

- Territorial data is available to report on progress toward these consequences. Many factors throughout the Northwest Territories, Canada, and the World influence results in these areas. However, indicators listed under Work Process Outputs and Client Benefits/Impacts can be justly inferred to relate to achieving these long-term outcomes.

RESOURCES:

- salary budget
- O&M budget
- staff person-years