



Policy on Training

Effective Date: June 2019

1. Purpose and Scope	The Institute's training policy is designed to provide guidance on the principles, objective, means, and approval process of Institute training.
2. Purpose of Institute Training	<p>Institute training programs are designed to assist members taking on union responsibilities to better understand and enhance their skills in order for them to fulfill their role.</p> <p>The main focus of Institute training is to provide Institute Stewards with the knowledge and abilities necessary to allow them to carry out their role. It is designed to foster the relationship with Institute staff and amongst Stewards.</p> <p>Furthermore, Institute training also includes the planning and provision of information sessions and training for members.</p>
3. Steward Councils	<p>Regions are expected to include Steward Councils in their annual training plans.</p> <p>A Steward Council is an annual meeting up to one and a half (1.5) days in length, intended to provide training, updates, networking, and a discussion forum for Stewards within the Region.</p>



4. Roles and Responsibilities

The **Board** approves Institute training guidelines.

The **Institute Training, Education and Mentoring Committee** is responsible for ensuring the quality and consistency of Institute training through:

- The development of recommended training guidelines.
- The recommendation of regional training plans, the recommendation of mentorship programs, of national training programs, and of pilot projects.
- The recommendation of the allocation of resources earmarked for training, and to evaluate and make recommendations of the Board of Directors on any matter pertaining to training.
- The regional training guidelines will encompass such direction as: the general structure of courses and target audience.

The duration of courses is determined by the number of participants, the evaluation method and the general course content.

Regional Training Committees determine basic and special training needs, prepare and submit regional training plans, review and recommend training content, review training evaluations, and implement a regional program of steward mentorship.

Institute staff is responsible for the development of training content, preparation of training materials, and the delivery of training to Stewards along with all logistical considerations. Union officers may be solicited by Education staff to assist in the development and the delivery of training sessions as the need may be.



**5. Composition of
Regional Training
Committees**

In Regions with ten thousand (10,000) or more members, the Training Committee may have up to six (6) members, a maximum of two (2) from outside the Regional Executive. In Regions with less than ten thousand (10,000) members, the Training Committee may have up to five (5) members, a maximum of two (2) from outside the Regional Executive.

**6. National Training
Programs**

The Institute's national training program addresses the objectives of the Institute with regards to Human Rights, Employment Equity, Negotiations, Mobilization, Occupational Health and Safety, or any other national training program for Institute Groups, approved by the Institute.

The Institute's national training program aims to inform members on their rights and encourage them to support union activities in the workplace and promotes the development of knowledge and skills of union activities. Steward training remains the main focus of the program.

The Institute's national training program is under the direction of the Director of Regional Labour Relations who, in close collaboration with the Training, Education and Mentoring Committee and the Education staff is responsible for its design and implementation. The Education Section staff, under the direction of the Director of the Regional Labour Relations, coordinates the writing and the circulation of training materials and ensures the liaison with Institute staff to assure the effectiveness of the training program.

The Training, Education and Mentoring Committee in conjunction with the Education Section staff will conduct a Symposium every second year for Stewards according to the Selection Criteria.



7. Regional Training Programs

The main focus of regional training is to provide Institute Stewards with the knowledge and the abilities necessary to allow them to carry out their role in the workplace. It is designed to foster the relationship with Institute staff and amongst Stewards in the Regions. Furthermore, Regional Training also includes the planning and provision of information sessions such as Introduction to PIPSC and the Labour Movement and Executive Training. These information sessions can be provided by an Employment Relations Officer or an experienced elected or appointed member.

Regional Training Committees, established in accordance with Regional By-Laws and Regulations, report to the Regional Executive. They develop regional training plans with due regard to the guidelines recommended by the Members of the Training, Education and Mentoring Committee and in collaboration with the Education Section staff.

The Education and Training Committee will review training projects submitted to its attention by any constituent body based on the priorities set by the Board of Directors. The Education and Training Committee may recommend pilot training projects presented by constituent groups and Regional Training Committees depending on available resources, to determine their benefits to the Institute and to make recommendations to the Board of Directors.

8. References

Bylaw 17

Policy on Stewards

Guidelines for Steward Training



Appendix A to the Policy on Training

Guidelines For Regional Steward Training

1. A Two-part Regional Steward Training Program

The Steward training program is composed of two (2) parts, a basic training course and specialized training modules offered under the format of Regional Labour Schools.

The basic training course is offered to members who have submitted an application form to become Stewards. The course must be successfully completed before the Steward is appointed. Regions must plan to hold this course twice a year, preferably every six (6) months, except in the NCR.

Given the large number of members in the NCR, this region may hold a maximum of four (4) basic training courses.

Specialized training modules are usually offered in Regional Labour Schools. The Regions will be allowed to choose how to deliver the advanced training modules, within the approved budget. These are held once a year in each region with the exception of NCR.

Given the large number of members in the NCR, this region may hold a maximum of two (2) training schools each year.

2. Regional Training Plans

Each Region provides a training plan to the first of the year Training, Education and Mentoring Committee meeting, who then forward to the PIPSC Finance Committee who makes recommendation to the Board of Directors who has final approval.

Other specialized training, such as Occupational Health and Safety (OSH) and Executive training sessions may be held separate from the regional labour schools, as members of OSH Committees and constituent body Executives are not required to be Stewards.

3. Location

Location should be chosen to minimize cost while providing comfortable amenities conducive to learning and fostering exchange amongst participants.

4. Duration

Basic Steward Training is to be set for two and a half days.



National Training will depend on the nature of the course.

The Regional Labour School will normally last three (3) days including a Saturday but excluding travel time and will be composed of multiple modules. As a general rule, participants must register for sessions with a total length corresponding to the three (3) days of the school.

5. Number of Participants

Number of participants per session, should normally be limited to a maximum of 20, plus the trainers and invited resource people.

6. Training Organization and Delivery

Education and Institute staff are responsible for the development of training content, preparation of training material, and generally for the delivery of training of Stewards. In coordination with the Training, Education and Mentoring Committee and the Education Section staff, other resource people can be solicited to help the content development and to facilitate training.

Basic Training is accessible to members who have been approved to become Stewards. Advanced training modules are accessible to Stewards. Some training modules such as Occupational Health and Safety or Executive Training can be offered to members who are not Stewards. Preference for attendance at these sessions will be given to those who sit, as PIPSC representatives, on OSH Committees or OSH Policy Committees, or are members of Executives as applicable. Stewards interested in attending the training will not be accepted to attend sessions they have already taken unless more than five (5) years have elapsed since they last took the training or unless the content of the course has changed significantly. All training courses are available to the Institute staff.

7. Lunch and Learn

All Lunch and Learns must be approved in advance by the Training Regional Chair

8. Training Outside the Region

Training outside the region will be considered in special circumstances. Training requests will be channelled through the Regional Training Committee who will forward the request to the Training, Education and Mentoring Committee with recommendations.



National Training will most likely take place in the NCR; traveling for training will then be approved.

9. Regional Training Budget

Should a region not spend all the money allocated in its overall regional training budget or for a specific training course, it may reallocate these funds to hold additional training sessions as approved by the Regional Executive. The region will inform the Training, Education and Mentoring Committee of such a decision and the Training and Education Section will then inform the Board.

10. Special Training Request

Special training requests must be submitted to the Training, Education and Mentoring Committee for recommendation and subsequent approval by the Board of Directors if required. Submissions must include justification for the training objective, outline of course, evaluation process, and budget as applicable.

Appendix B to the Policy on Training

PIPSC Steward Training Selection Criteria and Approval Process

Level I – Regional Basic Steward Training and Selection and Approval Process:

1. The Regional Office Administrator prepares a list of eligible applicants and forwards it to the Regional Training Committee Chairperson for review and approval.
2. If there are more than 20 applicants then priority will be given to distribution between departments, groups and geographical locations.
3. If there are less than 20 applicants then Stewards eligible for a refresher may be invited to apply and a business case may be required.
4. Stewards requesting a refresher course, who have met the five (5) year waiting period, may be placed on a waiting list as priority goes to new applicants.



5. Stewards who have taken basic training within the last five (5) years will not be eligible.
6. There should normally be at least twelve (12) new stewards registered for the course to proceed.
7. A steward is normally limited to redoing the course twice (2) unless there is major content change.
8. A final list shall be determined in consultation between the training regional Chair and the Office Manager.
9. Regional Office Administrator notifies the eligible candidates that their application has been approved and provides 'Confirmation of Registration' as well as travel information and any administrative details.
10. Regional Office Administrator sends an email to any candidates who were not selected to advise them that their names will be recorded on a waiting list and their applications may be approved should space become available.
11. As cancellations occur, the vacant spaces are filled from the waiting list. The minimum period for replacements is normally two weeks prior to the course.

Level II and III - Regional Advanced Labour School Screening and Approval Process:

1. Regional Office Administrator prepares a list of eligible applicants and forwards it to the Regional Training Committee Chairperson for review.
2. Priority is given to distribution between departments, groups and geographical locations.
3. Stewards requesting to repeat a course, who have met the five (5) year waiting period, may be placed on a waiting list as priority goes to new applicants.
4. Stewards shall normally only repeat a course twice unless there is a major content change (or three times, depending on focus area/ some courses require more reviews)
5. A final list may be determined in consultation with the regional professional staff (EROs).
6. Regional Office Administrator notifies the eligible candidates that their application has been approved and provides 'Confirmation of Registration' as well as travel information and any administrative details.
7. Regional Office Administrator sends an email to any candidates who were not selected to advise them that their names will be recorded on a waiting list and their applications may be approved should space become available.
8. As cancellations occur, the vacant spaces are filled from the waiting list. The minimum period for replacements is normally two weeks prior to the course.

All Levels - National Training Screening and Approval Process:



1. Each region will compile a list of applicants for review by the national committee (TEC).
2. Priority is given to distribution between departments, groups and geographical locations.
3. With group specific training it will be the national group executive who will provide recommendations for the participants.
4. If training applies to consultation specifically, the departmental consultation team president will make recommendations.
5. Stewards requesting to repeat a course, who have met the five (5) year waiting period, may be placed on a waiting list as priority goes to new applicants.
6. An eligible applicant will be selected based on their identified role of the steward.
7. To be eligible applicants must identify if (or how) they meet their current role or the identified aspiration of the role.
8. If there are prerequisite courses they must be completed in advance.
9. Experience in the subject matter in the workplace may be required.
10. Workplace requirements should be considered, such as consultation and OSH.
11. A final list may be determined in consultation with the Training, Education and Mentoring Committee.
12. Regional Office Administrator notifies the eligible candidates that their application has been approved and provides 'Confirmation of Registration' as well as travel information and any administrative details.
13. Regional Office Administrator sends an email to any candidates who were not selected to advise them that their names will be recorded on a waiting list and their applications may be approved should space become available.
14. As cancellations occur, the vacant spaces are filled from the waiting list. The minimum period for replacements is normally two weeks prior to the course, after which time no more changes are made for administrative reasons.
15. OSH training is provided by departments and by PIPSC for Stewards and Members.