

Training Policy

1. Introduction

The Safety Codes Council (Council) supports the Minister of Municipal Affairs in the administration of the safety codes system by delivering and managing programs and services, including the training of safety codes officers and permit issuers.

2. Purpose

The purpose of this policy is to articulate the Council's commitment to provide safety codes officer training and to describe the principles that inform Council training and the evaluation of training programs.

3. Definitions

n/a

4. Policy

- 4.1. The Council will provide high quality training to individuals seeking to become safety codes officers in order to prepare them to function effectively.
- 4.2. Training courses will be designed to provide safety codes officers with knowledge of applicable technical codes and standards along with key competencies needed to function effectively for a specific scope of work.
- 4.3. The Council may offer safety codes related training to other parties who are interested and require training, including permit issuers, Quality Management Plan managers, engineers, architects, technologists, and home inspectors.

Key Principles

- 4.4. Council training shall promote safety in Alberta and provide value to clients, stakeholders, and the safety codes system. Council training will:
 - 4.4.1. provide quality training programs that are relevant, innovative, responsive, and credible to safety codes officers and other stakeholders in the safety codes system;
 - 4.4.2. build upon established educational standards, processes, and practices to create training that enhances the professionalism, competencies, and the confidence of safety codes officers and other learners, so that they are successful and effective in the work that they do;
 - 4.4.3. provide excellent client service that is professional, accurate, and timely, in

the delivery of training programs;

- 4.4.4. practice a collaborative approach to training development to ensure that the needs of learners and other stakeholders are met in a timely manner;
- 4.4.5. incorporate training content based on the outcomes of needs assessments and analysis, and other sources of information and data, including student and employer feedback, and safety system data;
- 4.4.6. use a variety of program and course delivery approaches to increase accessibility of training to students throughout the province and meet the needs of a diverse student body;
- 4.4.7. employ, where appropriate, learning strategies that are interactive and experiential and promote applied learning and practical application;
- 4.4.8. use a variety of innovative educational technologies and instructional design strategies to create relevant training material that is meaningful and engaging;
- 4.4.9. provide support to students through the provision of course advisors and instructors who are technical experts in their field; and
- 4.4.10. build awareness of training and educational offerings to encourage participation by all interested individuals.

Periodic Review

- 4.5. The Council is committed to continuous improvement and will review training methods and materials on an ongoing basis to ensure their relevance and currency.
- 4.6. Evaluation metrics will be established by the Council for its training programs. The Council will review its training programs on an ongoing basis against these established metrics.
- 4.7. The results of program review may lead to a revision of training methods and materials, a redesign of a course, or a modification of program requirements.

5. Authority

This policy is established under the authority of Corporate Governance Policy 1.4 which delegates authority to the President and Chief Executive Officer (CEO) to establish policies and procedures for the management and operation of the Council regarding appeals, corporate operations, and operating programs and Policy 1.7 which delegates responsibility for program and services planning and activities to the President and CEO.

6. Scope

This policy applies to all Council employees who develop, deliver and oversee Council training.

7. Related Policies and Procedures

- 2.5.1.1 Training Procedure

8. Version History

Date	Notes
January / 1 / 2020	New policy; replaces policies 13.05 Primary Responsibility, 13.30 Code Update Training, 13.60 Course Equivalencies, and 13.70 Examinations

VERSION 1

Effective Date: January / 1 / 2020
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