



BC CARE PROVIDERS ASSOCIATION

Subject: Education and Training
Original Approval: Sept 16, 1993
Amended: Sept 18, 2014
Issuing Authority: Chief Executive Officer
Effective Date: Sept 18, 2014

1. When work related or career related development programs are undertaken on employee initiative, the following applies:
 - a. The employee must have completed the probationary period prior to submitting a request for approval
 - b. Requests for approval are to be submitted in writing to the CEO and will include:
 - i. A description of the course objectives and content;
 - ii. Details of cost;
 - iii. Explanation of ways the program/course(s) will assist the employee and/or benefit the Association.
2. All travel and training requests outside of British Columbia must be approved by the CEO.
3. All other education and training requests must be approved by the CEO. Approval will be dependent upon the following factors:
 - a. Relevancy of course/conference
 - b. Total cost and length of course
 - c. Attendance at previous educational sessions
 - d. Availability of funding
4. When employees are requested to take training for job knowledge or skills upgrading, the Association pays for the time, tuition and expenses associated with that training. Time spent at training will be considered as time worked.
5. An annual training budget will be set aside for personal enhancement and skill development for all staff.