

Training Opportunities at CAPE for Association Representatives

A. Stewards' Training: The Stewards' Training Course

1. The Stewards' Training Course will be given over a period of two days.
2. Only members who are Association Representatives (Stewards and Local Leaders) or who have made a commitment to becoming an Association Representative (Steward or Local Leader) can take the course.
3. Only Association Representatives who have not taken the course in the past five (5) years are eligible to take the course.
4. At least five (5) members must be registered for this course to be held and a maximum of twenty (20) registrations will be accepted.
5. This training course is usually given twice a year, normally in the Spring and in the Fall; separate sessions will be provided in French and English.

B. Stewards' Training: Know Your Collective Agreement Course (EC or TR)

1. The Know Your Collective Agreement Course is a one-day course that is given to familiarize Association Representatives with the collective agreement that applies to their members.
2. Only members who are Association Representatives (Stewards and Local Leaders) or who have made a commitment to becoming an Association Representative (Steward or Local Leader) can take the course.
3. Only Association Representatives who have not taken the course in the past five (5) years are eligible to take the course.
4. At least five (5) members must be registered for this course to be held and a maximum of twenty (20) registrations will be accepted.
5. This training course is usually given once a year, normally in the Spring; separate

sessions will be provided in French and English.

C. OHS Representatives' Training: Occupational Health & Safety Course

1. The Occupational Health & Safety Course is a one-day course that is given to familiarize Association OHS Representatives with their roles, rights and responsibilities as occupational health and safety representatives.
2. Only members who are Association OSH Representatives or who have made a commitment to becoming an Association OSH representative can take the course.
3. Only Association OSH Representatives who have not taken the course in the past five (5) years are eligible to take the course.
4. At least five (5) members must be registered for this course to be held and a maximum of twenty (20) registrations will be accepted.
5. This training course is usually given once a year, normally in the Spring; separate sessions will be provided in French and English.

D. Duty to Accommodate Training Course

1. The Duty to Accommodate Training Course is a one-day course that is given to familiarize Association Representatives with the Duty to Accommodate and their role in that matter.
2. Only members who are Association Representatives (Stewards and Local Leaders) or who have made a commitment to becoming an Association Representative (Steward or Local Leader) can take the course.
3. Only Association Representatives who have not taken the course in the past five (5) years are eligible to take the course.
4. At least five (5) members must be registered for this course to be held and a maximum of twenty (20) registrations will be accepted.
5. This training course is usually given once a year, normally in the Fall; separate sessions will be provided in French and English.

E. Collective Bargaining Training Course

1. The Collective Bargaining Course is a one-day course that is given to familiarize Association members on the juridical and strategic issues of collective bargaining and with the principles of positional bargaining (traditional bargaining) and interest based bargaining. The roles and responsibilities of the members of the bargaining committee and of the negotiations committee will also be discussed during the course.
2. Only members who intend to submit their candidacy to sit on the collective bargaining committee of their bargaining unit can take the course. Priority will be given to members who have not previously sat on a collective bargaining committee.
3. Only Association members who have not taken the course in the past five (5) years are eligible to take the course.
4. At least five (5) members must be registered for this course to be held and a maximum of twenty (20) registrations will be accepted.
5. This training course is usually given once a year, normally in the Fall; separate sessions will be provided in French and English.

F. Training on the Public Service Modernization Act (PSMA) / Public Service Employment Act (PSEA) (Fall 2006)

1. This training is offered to Association Representatives to provide them with an overview of the main provisions of the PSMA and the PSEA and is scheduled to last one and a half hours.
2. Only members who are Association Representatives (Stewards and Local Leaders) or who have made a commitment to becoming an Association Representative (Steward or Local Leader) can take the course.
1. At least five (5) members must be registered for this course to be held and a maximum of thirty (30) registrations will be accepted.
2. This training will be offered in the Fall of 2006, at noon in Ottawa and Gatineau; a course will be offered for Association Representatives from outside the NCR in conjunction with the AGM and Local Leadership Meeting.
3. Separate sessions will be provided in French and English.

