

FAX:

To: Tina Summers, Training Administrative **From:** _____

Fax: 1-250-391-0002 **Pages:** 3 including cover page

Phone: 1-250-391-0007 extension: 226 **Date:** _____

Re: Signed Training Agreement **CC:** _____

No.: (confirmation of transmission if required)

Urgent For Review Please Comment Please Reply Please Recycle

Name of Training Participant: _____

ATTENTION: TINA SUMMERS, Administrative Assistant for Training, CFNCS

Attached is a signed and dated Training Agreement Orientation for Participants in the Aboriginal Social Work Training Program.

I have included my field supervisor's name and email contact.

Thank you,

Training Agreement Orientation for Participants in the Aboriginal Social Work Training Program (ASWT)

Please review the following information with participants and return a signed copy with the registration package. The following information relates to expectations for participants in the ASWT. While this may sound obvious before training begins, experience tells us that participants tend to forget once the reality of the training process begins.

Participants need to know that while this is the Aboriginal Social Work Training Program, both Aboriginal and non-Aboriginal staff hired by agencies attends this training. The training is written and delivered within an Aboriginal context and many non-Aboriginal participants are challenged with issues they may not have encountered until they enter this training. All participants are asked to be patient with each other while you learn.

Delegation training is intended to provide participants with information regarding "best practice" in Aboriginal child welfare in the province of British Columbia. The information provided is generalist based; the trainee is expected to take the information and apply the knowledge prescribed by the agency mandate, AOPSI, legislation, and their supervisor.

The trainee is representing their Agency in a training session, resulting in delegation to practice child welfare in British Columbia. Consequently, the need to attend and participate in all sessions is necessary if the trainee is to develop a framework for safe practice in BC. Therefore, the trainee is expected to:

- Attend all classes — attendance, including tardiness, is taken each day and attendance sheets are sent to the supervisor and the Director of MCFD.
- Arrive on time each day and remain for the day, unless prior arrangement has been made with your Agency supervisor and the Instructors have been informed.
- Commit to a team and adult learning approach which includes respect for self and others.
- Recognize that the trainee represents their agency and, consequently, actions of the trainee reflect on the agency.

The learning environment is interactive and open. However, there is a lot of material to be covered. As such, being prepared for training is important if participants want to get the most out of their eight weeks. This includes:

- Bringing all resource material (i.e. CFCSA; AOPSI, Training Binder, CFCS Regulations, Court Rules, etc) to class as required. This material will be distributed by the Instructors throughout training. It is the Trainee's responsibility to ensure that this material is brought back as required throughout the duration of the training.
- Participating in all training activities
- Receiving instruction/direction solely from the Instructors
- Bring with you to training anything you need to assist you with your own learning (pens, paper, highlight pens; post-its, etc)

It is expected that trainees will be required to review materials and study for the delegation test beyond class hours. If trainees require assistance in studying or preparing for the delegation test, Instructors are available to assist participants in establishing a study plan.

We recognize that the information provided, on occasion, is impacting or upsetting to a trainee. Participants are to develop strategies for self-care and can ask the Instructor for assistance if necessary.

Methods for resolving conflict, either inter-personal or intra-personal will proceed in a step-wise fashion and are as follows:

- A discussion regarding the conflict can be initiated, at either the Instructor or the trainee's initiative, in a neutral setting.
- If unsuccessful at resolving the conflict, others may be included to assist. Other people to be included to assist in the resolution and to develop a strategy to resolve the conflict may include: the Training Coordinator at your agency, the Trainee's Supervisor and or the Executive Director at his/her respective Agency.
- There may be situations that remain irresolvable in which case, in consultation with the agency supervisor, the trainee may be asked to leave the training and would not be eligible for delegation. Should this occur, the trainee could register for future training sessions providing the conflict has been successfully resolved and the issues have been addressed.

Any concerns that a participant has during the training can be addressed directly with the following:
The Instructors or Gail Roach-Leforte, Training Manager, Rachelle Dallaire, Associate Director or Linda Lucas, Executive Director.

The Agency recognizes that, throughout the duration of the training, the trainee is expected to focus his/her attention and energies on the training and, consequently, agrees to ensure that the Trainee is not interrupted during training (except in the case of an emergency).

An important component of the ASWT is the field placement that accompanies the in-class training. The trainee and Supervisor agree to make arrangements to meet and develop a field-training plan for completion of the required activities, under the supervision of a delegated field placement supervisor, in the week following the respective levels of training. If there are any questions or concerns around the field training, the trainee or field supervisor will contact the Instructor to assist in resolving the concerns.

I understand the information that has been explained to me and agree with the provisions as set out above:

<hr/> <u>PLEASE PRINT NAME OF TRAINEE & SUPERVISOR:</u>		
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Trainee	Signature	Date
<hr/>	<hr/>	<hr/>
Supervisor	Signature:	Date

PLEASE PRINT NAME & EMAIL OF FIELD SUPERVISOR:

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Name	Email