

## **4.8 PROFESSIONAL DEVELOPMENT**

### **Policy Overview**

We believe BACI employees play an essential role in maintaining and advancing the quality of life for people accessing services. This is accomplished in part by providing the highest possible standard of professional support. We are therefore committed to increasing the effectiveness and value of all employees by promoting their professional development.

### **Types of Professional Development**

- Training that is mandatory for a position.
- Training that the employer requests the employees to enroll in.
- Training or education that an employee requests.

### **Mandatory Training**

Certification or licensing that is mandatory for a position will be the employee's responsibility to have and maintain. Such requirements will be identified in job descriptions and job postings. This may include, but is not limited to, Person Centered Thinking training, Cornerstones, First Aid, a valid unrestricted Class 4 Driver's License, and Non-Violent Crisis Intervention Training.

To support its employees in maintaining required qualifications, BACI offers certification training for most requirements on a regular basis, at no cost to employees. Training is provided and compensated for as per the Collective Agreement.

### **First Aid**

First Aid including CPR is required for all positions as identified in their job description and/or required by the CEO. Certification must be maintained and renewed before expiry.

### **Non-Violent Crises Intervention (NVCI)**

NVCI is a requirement for many positions. Where it is required, it must be renewed annually. BACI will offer NVCI as an Employer Initiated Training.

### **Class 4 Driver's License**

As stated in the Vehicle Policy, all vehicles must be operated in accordance with the law and by people who are properly licensed to drive them. As a condition of employment, BACI requires any employee who may need to transport individuals receiving supports in a vehicle required by law to be operated by a BC Class 4 unrestricted licensed driver, to hold such a license.

Compensation for cost will be as per the Collective Agreement.

Staff driving vehicles which do not require the operator to hold a BC Class 4 license must have a valid BC Class 5 Driver's license.

### **Employer-Initiated Training**

When BACI requires a regular employee to attend a course, conference, seminar, or other professional development; that is other than a basic job requirement the employee shall be granted a leave with pay. Compensation will be as per the Collective Agreement.

### **Employee-Initiated Training**

When an employee wishes to attend a course, conference, seminar, or other professional development program, the employee will submit a request for time off, and a request for reimbursement in advance and in writing. The employer may approve time off with or without pay.

### **Linking Policies**

- 1.2 Guiding Principles
- 1.3 Quality Assurance
- 1.8 Code of Ethics
- 1.11 Risk Management Policy
- 1.12 Corporate Responsibility Policy
- 1.16 Disability Confidence Policy
- 2.1 Accessibility Policy