

Requests for trainings

The MWI IUHSSC has posted documents on the intranet concerning training requests for all IUHSSC employees (whether unionized or not). However, the collective agreement for employees represented by APTS provides for different terms and conditions.

Read these Frequently Asked Questions to learn more.

What training budgets are available?

Under the collective agreement, the employer allocates budgets for member training.

- For newly-hired employees, the employer organizes orientation and integration activities designed to familiarize and integrate them into their new workplace. This budget is assigned to the teams, so the employee does not need to fill out a training request form to access it.
- For employees on the job, the employer makes two budgets available to promote training. The employee must make a request and wait for the employer's authorization to access these budgets.
 - Human Resources Development Plan ("Plan de Développement des Ressources Humaines" - **PDRH**)
 - Professional Practice Development ("Développement de la Pratique Professionnelle" - **DPP**)

What is the difference between PDRH and DPP? And the amounts granted?

Plan de Développement des Ressources Humaines (PDRH) :

The PDRH is used to cover on-the-job training, which helps maintain the efficiency and competence of employees and/or obtain increased competence in their tasks. The training must be related to your job title and professional duties or functions.

PDRH-subsidized training takes place during your working hours. Consequently, your salary, registration fees and expenses incurred during the activity are reimbursed. There is no maximum amount for a PDRH application.

Développement de la Pratique Professionnelle (DPP) :

This budget can be used, among other things, to cover training registration fees, school fees, external mentoring fees, the cost of educational materials (textbooks, magazine subscriptions, membership to a organization that provides access to training, etc.).

Eligible expenses must encourage employees' professional development, whether or not it is related to their current position. For example, an educator working with 0-5 year olds could request training in geriatric issues. A maximum of \$1,000 per employee per year is allocated within the DPP.

How do I apply for training?

Whether it's a PDRH or DPP request, the procedure is the same:

- 1) Send the *External Training Request* form to your manager and wait for the authorization e-mail from Human Resources (DRHENU);
- 2) Pay the registration fees and other related expenses, if applicable, keep your invoices and take part in the planned activity;
- 3) Complete an expense account in eEspresso to be reimbursed for expenses incurred. You can also request an advance refund.

The external training request form and procedures can be found on the intranet: *Toolbox/Continuing Professional and Personnel Development*

When can I apply for training? Is there a deadline?

Budgets are renewed on April 1st each year, but you can apply for training at any time.

As requests are processed on a first-come, first-served basis, we encourage you to make your requests in advance.

How can I find training courses to enroll in?

You can find a course that interests you through one of the following organizations:

- **Professional orders** (Some training courses are accessible even if you are not a member of the order)
- **Professional associations** (e.g. Association des éducatrices et éducateurs spécialisés du Québec, Canadian Association for Spiritual Care, Fédération des kinésiologues du Québec, etc.). Some courses are available even if you are not a member of the association)
- **Continuing education programs offered by university and CEGEP departments**
- **Institutes and government services** (Institut universitaire Jeunes en difficulté, Institut universitaire DI-TSA, Institut universitaire SHERPA, Institut universitaire de gériatrie de Montréal, Service québécois d'expertise en troubles graves du comportement, etc.)
- **Training platforms of specialized health and social service establishments** (Webinars in traumatology at Hôpital Sacré-Coeur, pediatric training at CHU Ste-Justine, ENA platform, etc.)

- **Community organizations** (Appui proche aidants, Regroupement québécois des intervenantes et intervenants en action communautaire, etc. Some organizations may offer custom training courses, so don't hesitate to ask. Ex: Cultural awareness training by the South Asian Women's Community Centre)
- **Health and social service associations in Quebec, Canada and elsewhere** (Association québécoise pour le loisir des personnes handicapées, Canadian Centre for Child Protection, American Diabetes Association, etc.)
- **Private organizations or clinics** (Child Development Institute - SNAP program, Institut de formation en santé et services sociaux, Institute for Trans Health, etc.)

The IUHSSC can also create customized training courses based on the needs reported by employees; don't hesitate to mention your training needs to your manager.

Can I make several requests? Is there a budget per person?

Yes, you can make several training requests per year. However, the employer must distribute the sums as equitably as possible, and so may delay giving you an answer for a second or third request in the same year (April to March) in order to allow other people to make a first request.

That said, the training budget may allow several requests for the same person. We therefore invite you to contact the union if the employer refuses a request or takes an unreasonably long time to give you an answer.

Can I request training outside Quebec?

Yes, you can apply for out-of-province training. You'll need to complete the *External Training Request* form **and** the *External (Out of Quebec) Training Request* form, both of which you'll find on the intranet: *Toolbox/Continuing Professional and Personnel Development*

Please note that out-of-province training will not be accepted if the training requested (or a similar alternative) is also available in Quebec.

Requests outside Quebec must be approved by your manager, his/her immediate superior and Human Resources.

My manager called to tell me that my training request has been accepted. Can I register?

No! It is important that your training request be approved **in writing** by your manager **and** by Human Resources (DRHENU), otherwise your training expenses may not be reimbursed.

My training course is due to start very soon. Can I pay for my registration and complete the training request form afterwards?

No! You must have completed a training request form and have it approved by your manager and Human Resources before incurring any expenses. Otherwise, your expenses may not be reimbursed.

The training or part of the training takes place outside my regular working hours. Will I be paid?

Yes, when you are attending a training course, you are deemed to be at work. If your training takes place outside your regular working hours, the employer must allow you to take back the equivalent of the hours worked within eight (8) weeks of the end of this activity, at a time agreed between you and your immediate superior. Otherwise, the employer must pay you for the overtime you worked, in accordance with the rules in effect in the collective agreement.

Is there a maximum for the expenses reimbursed?

Under the APTS collective agreement, employees are reimbursed for actual expenses incurred for external training. Be sure to indicate them in your training request form and keep your invoices.

Activity registration: full registration fee is refunded.

Meals: There are maximum amounts indicated in the collective agreement for meals. Any amount in excess is at the employee's expense. *(Article 33.03 - Increases in maximum amounts may occur during the term of the collective agreement)*

Transport: There is a per-kilometre allowance for the use of your vehicle. Tolls and parking fees are reimbursed. *(Article 33.01 and 33.02 - The allowance per kilometer may increase during the term of the collective agreement).*

Accommodation: There is no maximum amount for accommodation for employees represented by APTS. Although the employer may offer suggestions of establishments or amounts for accommodation, you should be aware that it is your actual expenses that will be reimbursed. You are also entitled to a daily allowance. *(Article 33.04)*

My training request has been rejected. What should I do?

Always put your training requests in writing. This makes it easier for us to follow up with the employer if there is a problem. Contact us at codim@aptsq.com with your *External Training Request* form and the refusal reply (whether it's a total refusal or a partial refusal, for example, for certain expenses only).

What if I have a question? Please contact your manager or the Human Resources department in charge of training requests first: drhenu.comtl@ssss.gouv.qc.ca. If you need further information or clarification, please write to us.

What if I don't hear back about my training request? Follow up with your manager. Contact us if you still haven't heard back after 3 weeks.

What if I have problems reimbursing my expenses? Contact your manager or Accounts Payable first (rap.depenses.comtl@ssss.gouv.qc.ca), as they may be missing information to process your expense account. If you still haven't been reimbursed after 6 weeks, write to us.

Sources:

APTS Collective Agreement 2023-2028 (national and local provisions)

Entente de Développement de la Pratique Professionnelle 2024-2025 (currently being signed with the IUHSSC)

MWI IUHSSC intranet: Toolbox/personnel-development

APTS website