

3.01 APPLICATION FOR TRAINING TASK NUMBER

3.01.1 Policy

1. All volunteers must obtain a Task Number for all training tasks to ensure WCB and liability coverage. Reimbursement, if authorized, also requires a training task number.

3.01.2 Conditions

1. Training Task Numbers are issued to volunteers for skills exercising, courses, meetings and workshops. An annual training plan should be submitted to the PEP Regional Manager by April 1 of each year for the following 12 months.
2. The application, if funding is required, must be submitted to the appropriate Regional Manager 28 days before the date of training. "W.C.B. only" training applications must be submitted via quarterly training request no later than 14 calendar days before the date of training.

3.01.3 Procedures

1. The following is the procedure for completion of the Application for Training Task Number. Numbers are referenced on the sample form attached.
 - (1) Date application is submitted.
 - (2) The date training is to take place.
 - (3) Actual training location, e.g., community, fire hall, Mount Smith.
 - (4) Name and signature of individual requesting the training Task Number.
 - (5) PEP Region to which the Task Number is issued.
 - (6) Municipality to which the Task Number is issued (area numbers may be obtained from the Regional Manager).
 - (7) Either (02) exercises or (03) workshops/meetings. Type of major training taking place, e.g., if a first aid exercise with casualty simulation, the type would be 034, first aid. All codes are shown on the reverse of the application.

- (8) Specific, but brief.
- (9) This signature is acknowledgement of training taking place. The Emergency Program Coordinator should be aware of training requested whether it is necessary for him/her to attend or not.
- (10) To be completed by volunteer
 - a. Number of days
 - b. Number of participants
 - c.,d.,e. Estimated costs (See Reimbursement Rates - Volunteers and Volunteer Groups)
 - f. A fee payable to an individual or supplier for services rendered, e.g., first aid training. If the invoice, payable to the individual/supplier, is to be submitted to PEP Headquarters, a Service Contract (General) is required **in advance** of the dates the services are to be performed. The Service Contract (General) should be arranged through the Regional Manager. If the municipality pays the individual/supplier and submits an invoice for recovery of costs to PEP, no contract is required.
 - g. Other related costs, e.g., hall rental.
- (11) Total of (10c) through (10g) above.
- (12) Complete only if CASARA funds are used. Approval for spending of CASARA funds remains within the CASARA structure. Signify by checking the appropriate box.
- (13) If the task is for WCB, only 10.a and 10.b must be completed and this box checked.
- (14) To be completed by Regional Manager.
 - a. Name of staff members who are attending.
 - b., c., d. Estimated costs (as per approved rates).
 - e. Estimated number of overtime hours calculated at overtime rates as per the BCGEU Master Agreement. Approval of the training task

constitutes approval to incur overtime shown.

- f. Other related costs, e.g., VCR rental.
- (15) The Regional Manager, if the application is not approved, will return it to the requester with comments. The Regional Manager, if the application is approved, will signify approved, sign and date, and distribute as required.
- (16) Should a Task Number be required on an immediate basis (Note: this should be an exception not the rule) the Regional Manager may assign an identifying control number until PEP Headquarters forwards the official Task Number.
- (17) PEP Headquarters will issue a training Task Number for:
 - a. "Monetary applications" upon the approval of the applicable Regional Manager.
 - b. "WCB only applications" upon the approval of the Regional Manager.
- (18) When PEP Headquarters receives the application, the information will be entered into the computer for statistics purposes. The application will be kept on file to verify costs when invoices are received. Costs should be recovered by use of the Expense Reimbursement Request (Article 6.02).

INTERNAL REFERENCES

BC Government Financial Administration Operating Procedures (FAOP 9.1.2-2).

"WCB Coverage" - by Ministry of Attorney General personnel.