



Compliance and Mandatory Training Matrix

All employees of the Toronto District School Board are required to participate and complete Board mandated and Ministry legislated compliance training.

This training matrix outlines the Board's compliance training obligations that are required for all staff. Some staff member's identified within an employee group may be required to complete additional job-specific training. The information in this matrix is subject to change based on legislated and/or Board review. Deadlines for completion of online compliance and mandatory training will be shared with Principals and Managers, and posted on TDSBweb, at the beginning of each school year.

		EMPLOYEE GROUPS											
COMPLIANCE AND MANDATORY TRAINING COURSES	TRAINING FREQUENCY	Trustees	Senior Team	Principals and Vice-Principals	Schedule II Staff (7-12)	Schedule II Staff (1-6)	Teachers (Elementary & Secondary)	Support Staff (Centrally Assigned)	Support Staff (School-based)	Instructors (Continuing Education)	Head Caretakers and Shift Leaders	Caretakers	Skilled Trades Staff
BOARD MANDATED AND LEGISLATED (ONLINE COURSES)													
Accessibility for Ontarians with Disabilities Act (AODA)	Once	●	●	●	●	●	●	●	●	●	●	●	●
Accessibility for Ontarians with Disabilities Act (AODA) for Customer Service	Once	●	●	●	●	●	●	●	●	●	●	●	●
Accessibility for Ontarians with Disabilities Act (AODA) for Educators	Once			●			●		■	●			
Asbestos Awareness Level 1	Every 5 years		●		●	●	●	●	●	●	■	●	■
Asbestos Awareness Level 2	Every 5 years			●	■								
Dealing with Abuse & Neglect of Students	Annual	●	●	●	●	●	●	●	●	●	●	●	●
Health & Safety Awareness at Work (Supervisors)	Once		●	●	●						●		
Health & Safety Awareness at Work (Workers)	Once					●	●	●	●	●		●	●
Human Rights & Respect in the Workplace for Supervisors	Every 5 years		●	●	●								
Students with Special Needs: Management Process for Risk of Injury Behaviours (PR699)	Every 5 years								■				
Supporting Children and Students with Prevalent Medical Conditions in Schools	Annual			●			●		●	●			
Understanding Bill 13: The Accepting Schools Act	Once		●	●									
Workplace Violence General Awareness	Every 5 years					●	●	●	●	●		●	●
Workplace Violence for Principals and Vice-Principals	Every 5 years			●									
Workplace Violence for Supervisors	Every 5 years		●		●						●		
Workplace Hazardous Materials Information System (WHMIS) General	Once		●	●	●	●	●	●	●	●	●	●	●
WHMIS 2015 Transition Awareness	Once		■	■	■	■	■	■	■	■	●	●	●

Access your compliance training through KEY to Learn. For more information visit <http://TDSBweb/ComplianceTraining/> or contact your Manager or Principal or email the Professional Learning Training & Leadership Development Unit at compliancetraining@tdsb.on.ca

■ Denotes role-specific training.