

# **TDSB COMPLIANCE & MANDATORY TRAINING PROGRAM**

## **Audit Committee**

December 6, 2021



### CONTEXT

All Toronto District School Board staff are required to complete Board mandated as well as legislated compliance training.

Engaging in compliance and mandatory training is an important step towards creating healthy, positive working and learning environments which align with the goals and priorities in the Multi-Year Strategy Plan (MYSP) and supports a culture of well-being for our students and staff.

The compliance and mandatory training program provides staff with information about their rights and responsibilities under the laws, legislation and policies that govern our work at the TDSB.

Our goal is to ensure all staff are prepared to address aspects of their job where such training is crucial to having key areas understood.

In addition, and as a due diligence measure, the training:

- Ensures that staff are aware of their compliance responsibilities
- Mitigates the risk of compliance breaches
- Detects and highlights potential health and safety issues
- Promotes a positive health and safety workplace culture
- Minimizes the legal liability from the organization in the event of wrongdoing
- Strengthens the organization's commitment towards a culture of compliance

# **MOVING TOWARDS A CULTURE OF COMPLIANCE**

- **Awareness**
  - Processes are in place to stay abreast of new and changing legislation and policies
- **Communication**
  - Leadership emphasizes the importance of compliance and mandatory training
  - Clearly defined expectations, legislation, policies and procedures that staff are expected to understand
- **Education**
  - Specific learning modules are in place to inform and educate staff in a timely manner as well as ensure staff are aware of their compliance and mandatory training responsibilities
- **Effective Technology**
  - New learning management system provides improved tracking, reporting and ease of access to learning modules
- **Accountability Processes**
  - Demonstrates TDSB's commitment towards ensuring staff are fully compliant
  - Monitor progress and follow-up accordingly
  - Annual cycle to review processes and content
  - Implementation of an accountability process demonstrates our commitment towards mitigating any non-compliant risks

- Training is **governed by various Provincial acts and regulations** as well as **Board mandated policies** which prescribe the requirements for the Toronto District School Board to ensure training and instruction is provided to all employees

## ACCEPTING SCHOOLS ACT: MINISTRY OF EDUCATION BILL 13

- Understanding Bill 13: The Accepting Schools Act

## ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)

- Accessibility for Ontarians with Disabilities Act (AODA)
- Accessibility for Ontarians with Disabilities Act (AODA) for Customer Service
- Accessibility for Ontarians with Disabilities Act (AODA) for Educators

## DEALING WITH ABUSE AND NEGLECT OF STUDENTS (BOARD POLICY PO45)

- Dealing with Abuse and Neglect of Students

## Appendix A COMPLIANCE & MANDATORY TRAINING COURSES

- **Compliance training** refers to the process of educating staff on legislation and regulations that apply to their day-to-day job responsibilities
- **Mandated training** refers to required training driven by Board policy that apply to the day-to-day job responsibilities of staff

### MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- Municipal Freedom of Information and Protection of Privacy

### OCCUPATIONAL HEALTH AND SAFETY ACT

- Asbestos Awareness Level 1 and 2
- Health & Safety Awareness at Work for Supervisors
- Health & Safety Awareness at Work for Workers
- Human Rights at Work
- Human Rights & Respect in the Workplace for Supervisors
- Workplace Violence General Awareness
- Workplace Violence for Principals and Vice-Principals
- Workplace Violence for Supervisors
- Workplace Violence and Awareness Reporting
- Working Hazardous Materials Information System (WHMIS)

### SUPPORTING CHILDREN AND STUDENTS WITH PREVALENT MEDICAL CONDITIONS IN SCHOOLS (PPM 161)

- Asthma Awareness (Ryan's Law)
- Diabetes Awareness
- Life Threatening Allergies (Sabrina's Law)
- Seizures

- To support a thorough understanding of the requirements under the compliance and mandatory training program, resources were developed to target the various staff groups and support Principals, Managers and Supervisors

### MANAGERS & SUPERVISORS

## COMPLIANCE AND MANDATORY TRAINING

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

The chart below outlines the Board's compliance training obligations that are required for Managers/Supervisors (SCH II 7 - 12) and Supervisors (SCH II 1 - 6). Some staff members identified within an employee group may be required to complete additional job-specific training. The information is subject to change based on legislated and/or Board review. Deadlines for completion of online compliance and mandatory training for all permanent employees, occasional teachers, casual and temporary employees will be shared and posted on the TDSBweb, prior to the start of each school year.

BOARD MANDATED AND LEGISLATED (ONLINE COURSES)	TRAINING FREQUENCY
Accessibility for Ontarians with Disability Act (AODA) for Customer Service	Once
Accessibility for Ontarians with Disability Act (AODA) for Education	Once
Accessibility for Ontarians with Disability Act (AODA) General Awareness	Once
Adverse Awareness Level 1	Once
Adverse Awareness Level 2 (for Site Supervisors only)	Every 5 years
Adverse Awareness Level 3 (for identified Facilities Managers)	Every 3 years
Dealing with Abuse & Neglect of Students	Annual
Health & Safety Awareness at Work (Supervisors)	Once
Human Rights & Respect in the Workplace for Supervisors	Every 5 years
Human Rights at Work	Once
Municipal Freedom of Information and Protection of Privacy	Once
Workplace Hazardous Materials Information System (WHMIS)	Once
Workplace Violence for Supervisors	Every 5 years

Access your compliance training through myTDSB. For more information visit <http://TDSBweb/ComplianceTraining>, seek assistance from your Principal or Manager or email the Leadership Development, Training & Professional Learning Unit at [compliance@tdsb.on.ca](mailto:compliance@tdsb.on.ca)

### ELEMENTARY AND SECONDARY PRINCIPALS AND VICE-PRINCIPALS

## COMPLIANCE AND MANDATORY TRAINING

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

The chart below outlines the Board's compliance training obligations that are required for Elementary and Secondary Principals and Vice-Principals. Some staff members identified within an employee group may be required to complete additional job-specific training. The information is subject to change based on legislated and/or Board review. Deadlines for completion of online compliance and mandatory training for all permanent employees, occasional teachers, casual and temporary employees will be shared and posted on the TDSBweb, prior to the start of each school year.

BOARD MANDATED AND LEGISLATED (ONLINE COURSES)	TRAINING FREQUENCY
Accessibility for Ontarians with Disability Act (AODA) for Customer Service	Once
Accessibility for Ontarians with Disability Act (AODA) for Education	Once
Accessibility for Ontarians with Disability Act (AODA) General Awareness	Once
Adverse Awareness Level 2	Every 5 years
Dealing with Abuse & Neglect of Students	Annual
Health & Safety Awareness at Work (Superintendents)	Once
Human Rights & Respect in the Workplace for Supervisors	Every 5 years
Human Rights at Work	Once
Municipal Freedom of Information and Protection of Privacy	Once
Supporting Children and Students with Prevalent Medical Conditions in Schools	Annual
• Asthma Awareness	
• Diabetes Awareness	
• Life-Threatening Allergies (Subitoxic Law)	
• Seizures	
Understanding Bill 12 (The Accepting Schools Act)	Once
Workplace Hazardous Materials Information System (WHMIS)	Once
Workplace Violence for Principals and Vice-Principals	Every 5 years

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### SCHOOL-BASED SUPPORT STAFF

## COMPLIANCE AND MANDATORY TRAINING

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

The chart below outlines the Board's compliance training obligations that are required for School-Based Support Staff. Some staff members identified within an employee group may be required to complete additional job-specific training. The information is subject to change based on legislated and/or Board review. Deadlines for completion of online compliance and mandatory training for all permanent employees, occasional teachers, casual and temporary employees will be shared and posted on the TDSBweb, prior to the start of each school year.

BOARD MANDATED AND LEGISLATED (ONLINE COURSES)	TRAINING FREQUENCY
Accessibility for Ontarians with Disability Act (AODA) for Customer Service	Once
Accessibility for Ontarians with Disability Act (AODA) for Education*	Once
Accessibility for Ontarians with Disability Act (AODA) General Awareness	Once
Adverse Awareness Level 1	Once
Dealing with Abuse & Neglect of Students	Annual
Health & Safety Awareness at Work (Workers)	Once
Human Rights at Work	Once
Municipal Freedom of Information and Protection of Privacy	Once
Students with Special Needs: Management Process for Risk of Injury Behaviours (PBI/SP)	Every 5 years
Supporting Children and Students with Prevalent Medical Conditions in Schools	Annual
• Asthma Awareness	
• Diabetes Awareness	
• Life-Threatening Allergies (Subitoxic Law)	
• Seizures	
Workplace Hazardous Materials Information System (WHMIS)	Once
Workplace Violence Awareness and Reporting	Once

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\*This includes pre-school, non-regular, teacher, teaching assistant, educational assistants, and other school board staff in receipt of full and part-time salaries, teacher education assistants and special needs assistants.

\*This includes special needs staff, educational assistants, educational support workers, therapy technicians, room care assistants, staff with school board elementary and secondary and post-secondary contracts.

### ELEMENTARY AND SECONDARY TEACHERS

## COMPLIANCE AND MANDATORY TRAINING

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

The chart below outlines the Board's compliance training obligations that are required for Elementary and Secondary Teachers. Some staff members identified within an employee group may be required to complete additional job-specific training. The information is subject to change based on legislated and/or Board review. Deadlines for completion of online compliance and mandatory training for all permanent employees, occasional teachers, casual and temporary employees will be shared and posted on the TDSBweb, prior to the start of each school year.

BOARD MANDATED AND LEGISLATED (ONLINE COURSES)	TRAINING FREQUENCY
Accessibility for Ontarians with Disability Act (AODA) for Customer Service	Once
Accessibility for Ontarians with Disability Act (AODA) for Education	Once
Accessibility for Ontarians with Disability Act (AODA) General Awareness	Once
Adverse Awareness Level 1	Once
Dealing with Abuse & Neglect of Students	Annual
Health & Safety Awareness at Work (Workers)	Once
Human Rights at Work	Once
Municipal Freedom of Information and Protection of Privacy	Once
Supporting Children and Students with Prevalent Medical Conditions in Schools	Annual
• Asthma Awareness	
• Diabetes Awareness	
• Life-Threatening Allergies (Subitoxic Law)	
• Seizures	
Workplace Hazardous Materials Information System (WHMIS)	Once
Workplace Violence Awareness and Reporting	Once

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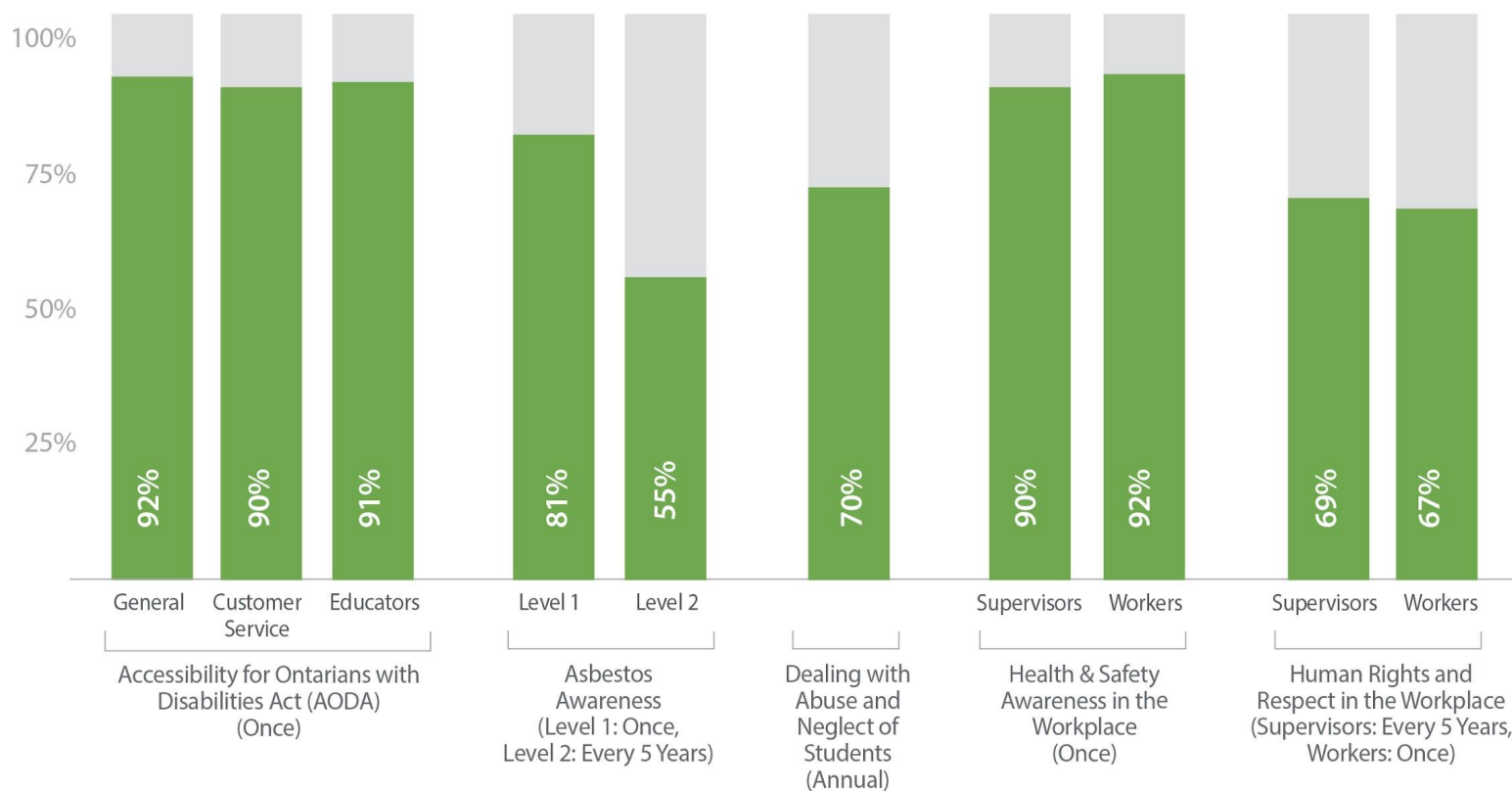
- Refocused the compliance and mandatory training program for Casual, Temporary Support Staff and Occasional Teachers
  - Implemented in Fall 2020 - staff are compensated for the completion of training.
- Annually, school-based staff were provided with time on the first PA day of the year to complete their compliance and mandatory training.
- Central staff were provided time, in consultation with their manager, to complete their compliance and mandatory training.
- Communication regarding training requirements, expectations and completion deadlines were provided through system-wide communication tools and processes (i.e. System Leaders' Weekly, TDSBweb, Direct Line)



## METRICS



% of Permanent Staff who have completed training



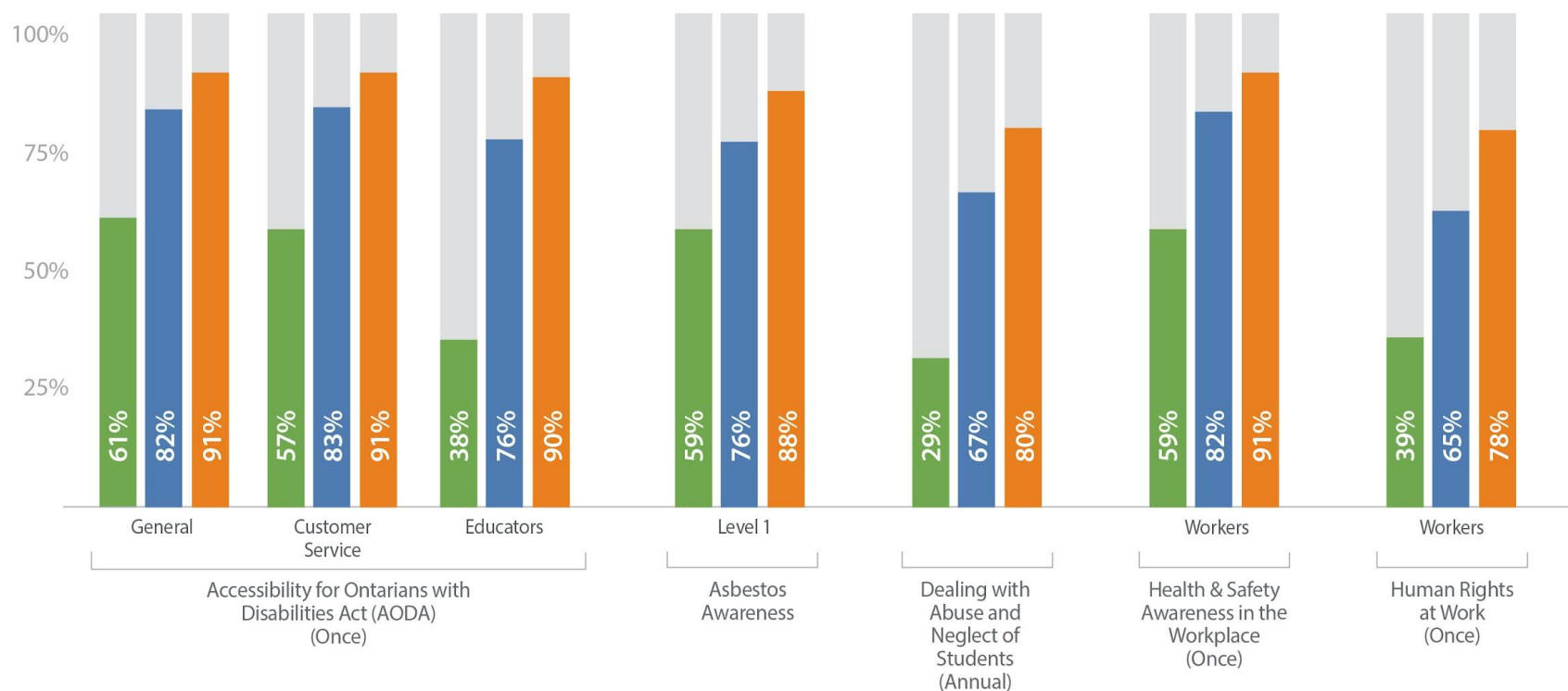
## METRICS

 % of Permanent Staff who have completed training



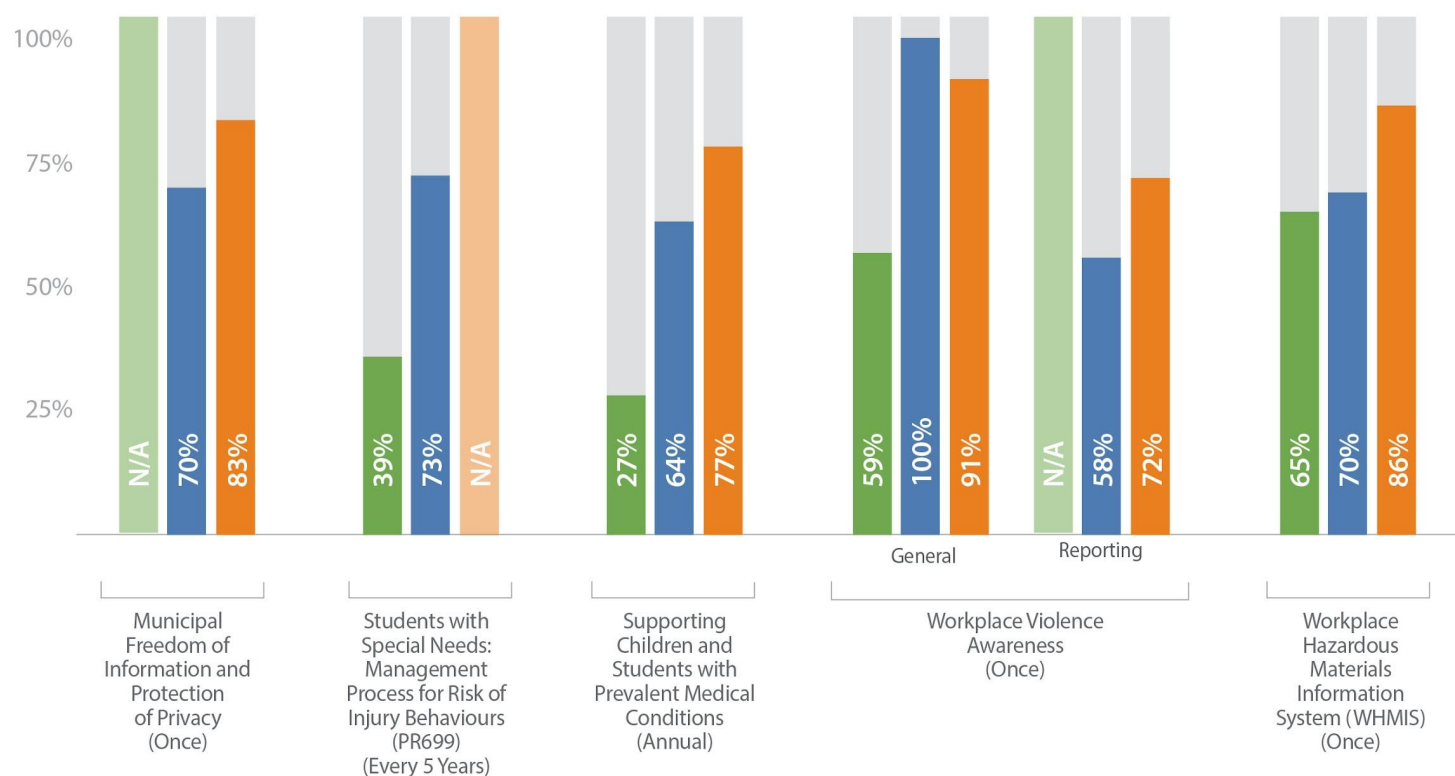
## METRICS

- % of Temporary Staff who completed training - 2020
- % of Casual, Temp & Supply Support Staff who completed training up to November 23, 2021
- % of Occasional Teachers who completed training up to November 23, 2021



## METRICS

- % of Temporary Staff who completed training - 2020
- % of Casual, Temp & Supply Support Staff who completed training up to November 23, 2021
- % of Occasional Teachers who completed training up to November 23, 2021



## ACCOUNTABILITY AND MONITORING

- Staff on approved leaves (e.g. unpaid leave of absence, statutory leaves such as pregnancy/parental, etc) are not expected to complete the training until they have officially returned to work
- Implementation of the new learning management system (myPATH) provides streamlined functionality to better monitor, manage and track compliance-related training in a timely manner.
- Principals and Managers have a responsibility to generating completion reports for staff who did not complete all training requirements by the expected deadlines and consider corrective action as appropriate
- Based on our experience with the implementation of the mandatory vaccination process we will be developing and implementing processes to ensure greater compliance accountability for the system
- Ongoing education and awareness campaigns to increase an understanding of system expectations

