

**Ministry of Advanced Education & Skills Development
Employment and Training Division**

Signing Authority Audit Guidelines

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Signing Authority Audit

- SA shall perform an annual audit to evaluate effectiveness and compliance with respect to the Ministry SA guidelines

Audit will include:

- Annual audit of trainers/instructors
- Evaluate quality of lesson plans
- Observe trainer teaching techniques for 4 basic criteria
 - Learning
 - Behaviour
 - Delivery
 - Evaluation
- Audit Trainee performance, including “hands on” approach



Signing Authority Audit

- Purpose – to ensure trainers skills, employee performance and program quality remain current at the highest standard throughout province

Audit will also evaluate Signing Authority:

- Quality of training
- Maintenance of training records
- Determination of competency of company employees for modular accreditation



Signing Authority Audit

The Ministry and the Mining Tripartite Committee created a checklist to assist SA with the Audit

Checklist has four components:

- Company Training Program
- Signing Authority Accountability
- Trainer Accountability
- Trainee Accountability



Signing Authority Audit

- An Annual Audit is to be conducted for each program per company signing authority
- Results of the audit must be communicated to site senior management with any deficiencies identified
- The audit report will serve as the starting point for the next year's audit
- Results of the audit will be kept on file for the Ministry of Labour Inspections



Ontario Mining industry Signing Authority Audit Guidelines

The company signing authority shall perform an annual audit to evaluate the effectiveness and compliance with respect to the Ministry of Training Colleges and Universities (MTCU) Signing Authority Guidelines.

The audit will include:

- Annually auditing trainers/instructors to determine their effectiveness and compliance with standards for safety, quality and performance;
- Evaluating the quality of lesson plan;
- Observing trainer/instructor teaching techniques for the four (4) basic criteria:

1. Learning,
2. Behaviour,
3. Delivery,
4. and, Evaluation.

- Auditing trainee performance, including "hands on" approach.

The purpose of the audit is to ensure that trainer skills, employee performance and program quality remain current at the highest standard throughout the province. The audit will evaluate the signing authority for the quality of training, his/her maintenance of training records, his/her determination of competency of company employees for modular accreditation. To achieve this, a random audit must be conducted.

The results of the audit must be communicated to site senior management with any deficiencies identified. The audit report will serve as the starting point for the next year's audit. Results of the audit will be kept on file for Ministry of Labour (MOL) inspections,

The audit includes a review of the following and completion of the attached checklist as appropriate:

1) Analysis of Performance and Training Needs

- An identification of knowledge and skill requirements for new and modified jobs.
- Development of competencies in organizational development,
- integration of technology into the training content, design, delivery and site.

2) Training Design

- Accommodation of unique trainee training needs.
- Creation of expert systems and performance support tools.
- Keeping up with the latest, effective learning strategies.
- Training materials are effective, and easy-to-follow.

3) Instruction and Facilitation

- Recognition that all learners do not comprehend written text,
- Accommodation of unique needs.
- Inclusion of normative evaluation techniques to ensure learning
- Use of technology to create "virtual classrooms",

4) Evaluation of Training

- Ensure clear performance objectives are set before the training begins,
- Measure achievement to improve performance.

5) Coaching the Application of Training

- Develop work teams into peer coaches to reinforce the transfer of training.
- Help trainers/learners identify developmental strategies.
- Evaluate the effectiveness of training by their own coaching efforts.

Signing Authority Audit Checklist

This checklist is made up of four components, which must all be completed to satisfy this audit:

- 1) Company Training Program
- 2) Signing Authority Accountability
- 3) Trainer Accountability
- 4) Trainee Assessment

Company Establishment and Maintenance of Training Program (s)

- The company has an MAESD approved signing authority for the specific program.
- The company has established and maintains the legislation training program.
- The company has adequate training resources. e.g, facilities, equipment, and personnel.
- A company / corporate training policy is posted within the workplace.
- The company maintains signed copies of all training records.
- Employee government approved / u module training records are registered with MAESD.
- The company has written training policy or expresses commitment in its annual health and safety program.

Signing Authority Accountability

- The company signing authority is the owner or an employee designated by the company.
- There is only one person per program as signing authority for the company.
- The signing authority has knowledge of the training requirements for the specific modular program.
- The signing authority has knowledge of the *Occupational Health and Safety Act (OHSA)*, the Regulations and company standards.
- The signing authority retains copies of all training records submitted to MAESD.
- The signing authority exercises sufficient management power to maintain training standards.
- A quality control program exists to evaluate the performance of trainers and trainees.
- The signing authority reviews training modules to ensure compliance with legislative changes
- The signing authority ensures training modules reflect changing technology.
- A system exists to verify that the trainers are accredited in the modules they are delivering.

Signing authority Accountability cont'd

- The signing authority understands that he / she may be called on to describe the training received by company employees and provide evidence of its adequacy in a court of law
- A system exists to enable employees to keep their training qualifications (skills) current.
- The signing authority is aware that signing authority designation can be revoked for just cause

Trainer Accountability

- The Trainer(s) is accredited in the program's Basic Common Core.
- The trainer(s) has completed a Train-the-Trainer program that satisfies the Train-the-Trainer Program Requirements.
- The trainer(s) has knowledge in the OHSA, the Regulations and company standards.
- The trainer(s) has accreditation in and is experienced and knowledgeable in the modules he / she is delivering.
- The trainer(s) follows a lesson plan to ensure all trainees are given minimum subject matter as per the MAESD training standards document.
- The trainer(s) has the verbal and writing skills necessary to write lesson plans.
- The training material includes pertinent sections of the OHSA, the Regulations and company standards.
- The Trainer(s) applies one-on-one, small or large group training techniques when they are required.
- Performance Objectives are evaluated.
- Hands-on training is provided as means of delivering training.
- The trainer(s) ensure all trainees are trained to work in compliance with the OHSA, the Regulations and company standards.
- The trainer(s) addresses learner difficulties.
- The trainer(s) makes effective use of training aids.
- The trainer(s) communicates effectively with the trainees.
- The trainer(s) jointly signs the performance objectives on the date the trainee successfully demonstrated competency.
- The trainer(s) solicits feedback from trainees and performs remedial training as required.
- The trainer(s) understand his / her responsibility to update lesson plans as appropriate.
- The trainer(s) is aware that he / she may be called upon to give training evidence in the court of law

Trainee Assessment

- The trainee(s) has the prerequisite accreditations in the Basic Common Core and specialties for the task being trained.
- The trainee(s) has been authorized to operate equipment and perform the task for which he / she is being trained.
- The trainee(s) works in compliance with the OHSA, the Regulations and company standards.
- The trainee(s) can perform the initial check of equipment and / or tools by means of a show and tell demonstration.
- The trainee(s) can perform and be accredited in the task being assigned.
- The trainee(s) feels comfortable with the training received.
- The trainee(s) continues to work efficiently without additional coaching by the trainer.
- The trainee(s) demonstrates confidence and the ability to work safely without the trainer's assistance.

