



Training Policy: OALA Specialized Events

Statement

The Ontario Aboriginal Lands Association (OALA) encourages our membership to enhance knowledge and skills, and to network with other like-minded Land Management professionals. OALA recognizes that for development, many Members will need to attend training seminars or workshops conducted off-site that will enable them to remain in touch with best practices in the Land Management field. Please note that this policy is subject to annual organizational budgets established for external training and memberships. **This policy covers Annual General Meetings, Enhanced Training, and Toolkit Training Events.**

The OALA specialized events can at times be in high demand with limited seats available, creating a waitlist of individuals who wish to attend. Respecting our peers and financial obligations, we ask that registered participants notify the organization as soon as they become aware that they will not be able to attend an event. This will ensure that other waitlisted participants can attend in their place and that OALA can maintain full capacity at training events, utilizing our funding to the fullest and building capacity.

Scope

This applies to all registered participants.

Registration/Accommodations:

Members who wish to attend specialized events are required to register online to indicate their interest in attending these events and track registrations.

Registrants are notified of their status once their registration form has been processed. OALA attempts to respond to all registrants on the status of their registration within 1- 2 business days of receiving the registration form.

While OALA indicates that specialized events are for one participant per First Nation, we ask if you have more than one wishing to participate, you both (all) register, determining amongst colleagues/management who should be priority.

OALA Headquarters

1024 Mississauga Street
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OALA Satellite Office

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Upon completing your registration for the Specialized Event, you will be required to confirm your accommodation with the hotel using the group rate typically provided to participants. It is the responsibility of the participant to reserve accommodation, taking measures to take advantage of the group rates. If you are absent and do not cancel your accommodation within the allotted time, OALA will not be responsible for the reimbursement of non-participating participants.

Attendance:

OALA reserves the right to determine which training courses, certifications and association memberships are appropriate for reimbursement. The facilitators or resource support will review all participants' attendance and approve or disapprove requests based on the Training Policy.

It is expected that the registrants to OALA's specialized training will attend and complete each session to be eligible for reimbursement of costs. However, the awarding of certificates will be at the instructor's discretion and based upon the individual's attendance and participation in the training.

OALA recognizes that life happens and there may be extenuating circumstances that cannot be avoided, so we do ask that participants at specialized events communicate any absences to the instructor/resource support to be eligible to receive a certificate of completion or reimbursement if they cannot attend the training in full.

Repeat Training:

OALA Members who have already attended a specialized event and register for the same event will be placed on a waitlist to provide a seat for other interested members who have not yet attended that training.

Should a seat become available after registration closes, repeat attendees will be offered a seat.

Registrants will be informed of these policies, in writing, upon notification of a confirmed seat at OALA training.

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Procedure of notification for missed events:

For every specialized event, registrants will be expected to conform to the following:

1. Interested participants in OALA training must complete registration online.
 - a. Once confirmed, registrants must book rooms listed in the confirmation email to ensure the reduced rate if applicable.
2. Registered participants must notify OALA staff as soon as possible if they can no longer attend training. This will allow the wait-listed participant the opportunity to attend.
 - a. If a registered participant is unable to attend a specialized event and does not communicate their absence prior to the beginning of the scheduled event, the registered participant will receive notice indicating the consequences of no show and non-communication to an OALA event.
 - b. If a second event is missed, the First Nation will be invoiced the fees associated with accommodations.
 - c. In cases where the same participant misses a third event without informing OALA, a written notice from OALA will be sent to their First Nation Manager indicating that the Staff member has repeatedly missed training and will not be eligible to attend future OALA training events.
 - d. Missed infractions are monitored in the OALA database and communicated between units for the implementation of this policy, and invoking penalties for the appropriate amount of time.
3. Attendance will be taken at the start of each morning and afternoon sessions at specialized events confirming each participant's presence.
4. Replacement of a participant from your community must be discussed with OALA prior to making the necessary arrangements. Often there are waiting times for others and to ensure that access to training is done fairly and consistently.

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