

Learning Sessions for Working in Government 2016-2017 Frequently Asked Questions

How do I register for a session?

The registration form is available on the Public Service Commission (PSC) “Learning and You “ website. Click on this link. http://www.gov.pe.ca/photos/original/ps_regformlearn.pdf Your departmental human resource manager also has paper copies of the registration form.

Print the registration form, check the boxes for the sessions that you would like to attend and complete all other required information. You can register for one or more sessions at one time. Your manager’s approval signature is required for your registration in a session.

Fax or scan and email the form to the PSC at: 902-368-4383 or PSC - LearningAndYou@gov.pe.ca

When do I register for a session?

Learners should register at least three work days before the session. You can register up until Noon, one day before the date of session. Some sessions require early registration. This is shown on the registration form.

How do I know that I am registered for a session?

You will receive a Groupwise appointment confirming your registration within five business days. Registration will be done on a first come first serve basis. First priority will be for Civil Service employees. Waiting lists will be kept when necessary and additional sessions will be provided if there is enough demand for the session and a learning facilitator is available to deliver the session.

How much does a session cost?

There is no registration fee for public service employees or their departments. All travel and/or back fill expenses associated with an employee attending a session may be assumed by the employee’s department, at the discretion of the manager.

How do I withdraw from a session or change my session date?

Once you are registered for a session, with your manager’s approval, it is expected that you will attend the session. Please be mindful that the success of these sessions depends on your attendance. When participants do not show up without notifying the PSC, the learning experience may be impacted.

If you are not able to attend, please tell your manager. There may be another employee in your work unit who could take your place.

If you are not able to attend, contact the PSC by sending an email to PSC - LearningAndYou@gov.pe.ca Or call the PSC at 902-368-6175 or 902-368-4186. We will be happy to register you for another offering of the session, if it is available.

Important information about Delays and Closures continues on the next page ...

Session Cancellations

On occasion a session may have to be cancelled due to low registration numbers or situations beyond the control of the PSC. You will be contacted via email as soon as possible.

Delay and Closures Procedures for Sessions about Working in Government

Delay and/or closure announcements may be found on the government home page: www.gov.pe.ca

Listen to your local CBC radio station for announcements as well.

For sessions that are scheduled for Charlottetown locations:

When there is a delayed opening or closure announcement for the Charlottetown area offices, all sessions scheduled at Charlottetown locations for that day will be cancelled and rescheduled. Participants registered in the cancelled sessions will be notified via email of the new date, time and location of the session.

For sessions that are scheduled for the Summerside location : When there is a delayed opening or closure announcement for the Summerside area offices, all sessions scheduled in Summerside for that day will be cancelled and rescheduled.

Participants registered in the cancelled sessions will be notified via email of the new date, time and location of the session.

- **Confidentiality**

Personal information on this form is collected under Section 31 (c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c.F-15.01 as it relates directly to and is necessary for accessing learning and development opportunities and will be used for that purpose.

- **For information about Learning and Development, contact the Public Service Commission**

Email: PSC - LearningAndYou@gov.pe.ca

Phone: 902-368-6175 or 902-368-4186