

Education and Training Command

Mandatory Training Policy & Procedures

Date 18th October, 2011

RETIRED



NSW Police Force
www.police.nsw.gov.au



Mandatory Training Policy

Purpose: The purpose of this policy is to outline the requirements and obligations of all sworn officers to complete their mandatory training under the *Mandatory Training Directive* and the implications for non compliance.

This policy is supported by the *Mandatory Training Procedures*.

Scope: This policy applies to all commissioned and non commissioned officers of the NSW Police Force (NSWPF).

Policy Details: The NSWPF is committed to the ongoing professionalism of its sworn officers in the performance of their duties through mandatory training.

The Education & Training Command (E&TC) has been delegated the responsibility for approving the *Mandatory Training Directive* requirements and developing initiatives for the organisation under this policy.

The NSWPF mandatory training requirements are prescribed by the relevant industrial award and relate to an officer's ability to demonstrate competence in Operational Safety and Skills and completion of Mandatory Continuing Police Education (MCPE) programs.

This training will ensure that all sworn officers have an established and agreed benchmark in policing practice relating to the application of operational skills and safety and acquired knowledge in policy, procedures and legislation. It will also contribute to the occupational health and safety of police and has been designed to support the principle of career long learning.

Related Documents: *Crown Employees (Police Officers – 2009) Award*
Occupational Health & Safety Act 2000

MJ Corboy APM
Assistant Commissioner
Commander
Education & Training
18 October 2011

RETIRED

Education and Training Command

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NSW Police Force

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Foreword

The NSW Police Force's training and education strategies have been founded upon the need for police to possess technical and specialist knowledge, critical thinking skills, and an understanding of the broader operating environment. Since policing seeks to meet an enormous range of law and order and social justice needs within the community, responsive and effective training and education is essential in ensuring that police are in possession of the requisite skills and knowledge.

One of the key training and education strategies contributing to the professionalism and capability of officers in the performance of their duties is mandatory training. The purpose of mandatory training is to establish an agreed benchmark in policing practice relating to the application of operational skills and safety, and acquired knowledge in policy, procedures and legislation. It also contributes to the occupational health and safety of police, and has been designed to support the principle of career long learning.

The NSW Police Force (NSWPF) mandatory training requirements are prescribed by the relevant industrial award, and relate to an officer's ability to demonstrate competence in Operational Safety and Skills and complete training in a range of Mandatory Continuing Police Education (MCPE) Programs.

It is for this reason that the policy and procedures have been developed to clearly explain what constitutes mandatory training, and highlights the responsibilities of all police officers in the contribution to, and completion of their mandatory training requirements.

All officers both commissioned and non-commissioned must complete their annual mandatory training requirements according to the policy and procedures regardless of incremental progression. This includes all police officers at the top of their incremental scale.

Corporate responsibility for the *Mandatory Training Policy and Procedures* and approving the annual mandatory training requirements rests with the Commander, Education & Training (E&T). These procedures also set out how mandatory training requirements are determined for each training year.

The onus is on each of us to be conversant with our obligations regarding the provision and completion of mandatory training. It is critical that all NSWPF police officers are provided with up to date and relevant training for the duties and tasks they perform.

MJ Corboy APM
Assistant Commissioner

Introduction

In 1996, competency based incremental progression was introduced for NSW Police Officers following enterprise bargaining negotiations between the then NSW Police Service and the Police Association of NSW.

Under *Section 8 (Duties of Employers)* of the *NSW Occupational Health and Safety Act 2000*:

'An employer must ensure the health, safety and welfare at work of all the employees of the employer. That duty extends (without limitation) to the following:

*(d) providing such **information, instruction, training and supervision** as may be necessary to ensure the employees' health and safety at work.'*

Under the relevant industrial award, non commissioned and commissioned officers are required to meet a range of competency requirements for incremental progression, depending on the officer's rank, position and level. For the purpose of this document focus is on what constitutes 'mandatory training', the obligations and responsibilities of sworn officers, and implications of non completion and non compliance.

All officers, both commissioned and non commissioned, must complete annual mandatory training requirements according to this policy, regardless of incremental progression. This also includes police officers at the top of their incremental scale.

The NSWPF, in consultation with key stakeholders, annually determines particular training which is imperative to the ongoing professional development of police, and accordingly designates completion of this training as a mandatory requirement. This requirement contributes to officers maintaining currency in operational skills and safety and requisite police knowledge.

It is the responsibility of commanders/managers to ensure that suitable training facilities are made available for the provision of mandatory training. Where this cannot be achieved, as a matter of priority, a direction should be sought from the appropriate deputy commissioner.

It is the responsibility of individual officers to ensure they complete their annual mandatory training requirements, and comply with the procedural requirements of the *Mandatory Training Policy*.

The procedures underpinning the *Mandatory Training Policy* do not prevent individual commands, particularly those in specialist areas, from requiring their officers to undertake additional regular training associated with duties specific to that location.

Definitions

Mandatory Training

Training as prescribed by the *Crown Employees (Police Officers - 2009) Award* will be taken to include:

- Operational Safety & Skills (including DEFTAC and Live Fire); and
- Mandatory Continuing Police Education (MCPE).

Mandatory Training Directive

The Commissioner's Executive Team (CET) approved directive outlining the operational safety and skills training and MCPE training requirements for officers for that training year.

Operational Safety & Skills Training Directive

The approved directive from the Operational Safety & Skills Command (OS&SC) specifying the DEFTAC and Live Fire requirements for completion by officers for that training year.

Mandatory Continuing Police Education Directive

MCPE consists of a number of corporately approved and operationally relevant topics for that training year. An *MCPE Directive* is prepared on an annual basis and includes all of the approved programs for that training year.

Core Training

An essential training requirement which must be completed as specified in the criteria outlined in the *MCPE Directive* for that training year.

Elective Training

A training requirement which is 'elected' for delivery as a training issue, relevant to or specific in meeting the training needs of a command as outlined in the *MCPE Directive* for that training year.

Locally Approved Training

A training requirement identified by a command which meets the specific needs of police within that command and is delivered in addition to any **core** training outlined in the *MCPE Directive* for that training year. The identified training need can be submitted for 'local approval' under the MCPE for that training year. The responsibility for the approval of such training rests with the Education & Development Officer's commander.

Scope

The aim of these procedures is to clarify what is meant by 'mandatory training', to clearly outline the requirements and obligations of all sworn officers to complete their mandatory training, and the implications of non completion or non compliance.

All NSWPF commissioned and non commissioned officers will comply with their annual mandatory training requirements as outlined in this document and in alignment with the relevant industrial award for incremental progression.

Mandatory training is prescribed by the relevant industrial award and shall be taken to include:

- Operational Safety & Skills (including DEFTAC and Live Fire); and
- Mandatory Continuing Police Education (MCPE).

Mandatory training requirements will be contained in a *Mandatory Training Directive* (MTD) for each training year. The MTD will be provided to Commands prior to the commencement of the training year.

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Mandatory Training Directive

The *Mandatory Training Directive* (MTD) reflects the operational and organisational training imperatives contributing to the professional capability and safety of all sworn officers.

The MTD will include the training requirements for:

- Operational Safety & Skills Training; and
- Mandatory Continuing Police Education (MCPE).

The *Operational Safety & Skills Training Directive* together with the *MCPE Directive* will form the *Mandatory Training Directive*.

Approval of the MTD by CET delegated to the Commander, E&T will be sought prior to March each year for the upcoming training year.

An MTD takes effect on 01 July of that training year for a 12 month period.

If a training direction or training imperative arises during that training year, it will not form part of the existing MTD. The training imperative, determined by the Commissioner or CET, will be known as a *Commissioner's Training Directive* or an *Organisational Training Directive* and will be delivered in addition to the MTD.

REMOVED

Operational Safety & Skills Mandatory Training

Operational safety and skills mandatory training relates to the completion of the annual DEFTAC and Live Fire requirements including CPR and any other identified skills, as specified in the *Operational Safety & Skills Training Directive*. This directive is approved by CET for each training year.

The *Operational Safety & Skills Training Directive* along with the approved *MCPE Directive* for that year are captured in the *NSWPF Mandatory Training Directive* (MTD).

All non commissioned and commissioned officers are required to complete their annual operational skills and safety training requirements.

All commissioned officers who are issued with arms and appointments must complete all their DEFTAC and Live Fire mandatory training requirements on an annual basis (regardless of their deployment).

Probationary Constables

Probationary constables are deemed to have completed their operational safety and skills training requirements for the training year in which they were attested. Where a probationary period extends into a new training year, the probationer must complete all mandated operational safety and skills training requirements for that training year.

Where additional organisational directives are given all police, including probationary constables, are required to complete those training requirements.

Non Completion of Operational Safety & Skills Mandatory Training

Non completion of required operational skills and safety mandatory training is when an officer fails to attend their mandatory training for that training year because of:

- long term absences which includes Hurt on Duty (HOD), sick leave, Workers Compensation leave, leave without pay, parental leave, maternity leave and external secondments;
- operational imperatives;
- suspension;
- transfer; or
- approved medical exemptions which include restricted duties and/or restricted work hours.

Where an officer returns to duty and/or as a result of transfer has not completed their operational safety and skills mandatory training requirements for the previous year, the officer must not be deployed for operational duties until such time as they have completed the current *Operational Safety & Skills Training Directive*.

Failure to Meet Operational Safety & Skills Competency

Failure to achieve competency in mandatory training refers only to the *Operational Safety & Skills Training Directive*.

Non Commissioned Officers

Any officer who fails to achieve competency in DEFTAC and/or Live Fire will be deemed non operational and will be subject to a remedial training program. The remedial training program will be determined by Education & Training Command (E&TC).

The officer will **not** be deployed to any duty requiring the carriage of arms and appointments until they complete the remedial training program and are deemed competent. Officers who do not successfully complete their remedial training program and are subject to incremental progression will have their increment deferred in accordance with the relevant award provision.

All officers regardless of incremental progression will **not** be deployed to any duty requiring the carriage of arms and appointments until they achieve competence.

Commissioned Officers

Any officer who fails to achieve competency in DEFTAC and/or Live Fire will be deemed non operational and will be subject to a remedial training program. The remedial training program will be determined by the E&TC.

The officer will **not** be deployed to any duty requiring the carriage of arms and appointments until they complete the remedial training program and are deemed competent. Officers who do not successfully complete their remedial training program regardless of incremental progression will **not** be deployed to any duty requiring the carriage of arms and appointments until they achieve competence.

This does not apply to officers who are no longer issued with arms and appointments.

Non Compliance with Operational Safety & Skills Mandatory Training

Non compliance with required operational safety and skills mandatory training is when an officer fails to attend their mandatory training for that training year without an acceptable reason. It will be the responsibility of the officer's commander to determine what comprises an 'acceptable reason'.

Non Commissioned Officers

Where an officer has failed to comply with the *Operational Safety & Skills Training Directive* for the previous training year they will be deemed non operational. The officer will **not** be deployed to any duty requiring the carriage of arms and appointments until they complete the required training and are deemed competent.

Non compliance by an officer is to be dealt with as a conduct management issue by their commander. Officers who have not complied and are subject to incremental progression will have their increment deferred in accordance with the relevant industrial award.

Commissioned Officers

Where an officer has failed to comply with the *Operational Safety & Skills Training Directive* for the previous training year they will be deemed non operational. The officer will not be deployed to any duty requiring the carriage of arms and appointments until they complete the required training and are deemed competent. This does not apply to officers who are no longer issued with arms and appointments.

Any non compliance by an officer is to be dealt with as a conduct management issue by their commander. Officers who have not complied and are subject to incremental progression will have their increment deferred in accordance with the relevant industrial award.

If a commissioned officer's duties do not require the issue of arms and appointments, they may be returned to the Armoury. Refer to *NSWPF Police Handbook*.

Mandatory Continuing Police Education Training

Mandatory Continuing Police Education (MCPE) training relates to the completion of corporately approved and operationally relevant training programs. The programs form the *MCPE Directive* and together with the *Operational Safety & Skills Training Directive* are captured in the *NSWPF Mandatory Training Directive (MTD)*.

An *MCPE Directive* is prepared on an annual basis and includes all of the approved programs for that training year. The number of programs in each training year will vary based on operational and organisational needs.

The MCPE programs may be delivered by way of:

- training packages – classroom based training sessions; and/or
- online modules.

MCPE programs will be classified as either **core** or **elective** training. Opportunity exists for commands to nominate relevant training as **locally approved** as an MCPE if the completion of core and/or elective training is not required, as outlined in the *MCPE Directive*. The onus is on the commander to identify those programs which include training packages, online modules and locally approved training that are integral to their command's training needs.

The commander is to ensure that any **core** and relevant **elective** training is selected to ensure all officers are given every opportunity to complete their requisite programs for that training year. Officers are to complete the identified training packages, online modules and/or locally approved training as nominated by their commander.

Education & Development Officers (EDOs) and Region Training Coordinators (RTCs) who deliver the MCPE training packages as prescribed in the *MCPE Directive* for that year will be deemed to have completed those requisite programs.

Under the MCPE **core**, **elective** and **locally approved** training is defined as follows.

- **Core Training**

An essential training requirement which must be completed as specified in the criteria outlined in the *MCPE Directive* for that training year.

- **Elective Training**

A training requirement which is 'elected' for delivery as a training issue, relevant to or specific in meeting the training needs of a command as outlined in the *MCPE Directive* for that training year.

- **Locally Approved Training**

A training requirement identified by a command which meets the specific needs of police within that command and is delivered in addition to any **core** training outlined in the *MCPE Directive* for that training year.

The identified training need can be submitted for 'local approval' under the MCPE for that training year. The responsibility for the approval of such training rests with the commander. (Refer to Annexure 1)

Probationary Constables

Probationary constables are deemed to have completed the MCPE training requirements for the training year in which they were attested. Where a probationary period extends into a new training year, the probationer must complete all MCPE training requirements as prescribed in the *MCPE Directive* for that year. Where additional organisational directives are given all police, including probationary constables, are required to complete those training requirements.

All probationers are personally responsible for maintaining their own MCPE currency by attending the MCPE training sessions and/or completing the MCPE online modules which are nominated by their commander. Attendance at the nominated MCPE training sessions and/or completion of the nominated MCPE online modules will be recorded.

Non Commissioned Officers

All non commissioned officers are required to undertake and complete the MCPE training requirements as prescribed in the *MCPE Directive* for that year. They are personally responsible for maintaining their own MCPE currency by attending the MCPE training sessions and/or completing the MCPE online modules which are nominated by their commander. Attendance at the nominated MCPE training sessions and/or completion of the nominated MCPE online modules will be recorded.

Commissioned Officers

All commissioned officers below the rank of superintendent are required to undertake and complete the MCPE training requirements as prescribed in the *MCPE Directive* for that year. All superintendents and above are personally responsible for maintaining their own MCPE currency. They may elect to undertake and complete the MCPE training requirements by way of private study or attendance at training. The undertaking of private study will not be recorded.

Rejoinees/Professional Mobility/Accelerated Prosecutor Recruitment Program

Rejoinees/Professional Mobility/Accelerated Prosecutor Recruitment Program (APRP) students will complete the same MCPE training requirements as probationary constables, while in their probationary period.

Non Completion of Mandatory Continuing Police Education

Non completion of the required annual MCPE is when an officer fails to attend their mandatory training for that training year because of:

- long term absences which include Hurt on Duty (HOD), sick leave, Workers Compensation leave, leave without pay, parental leave, maternity leave and external secondments;
- operational imperatives;
- suspension;
- transfer; or
- approved medical exemptions which include restricted duties and/or restricted work.

Where an officer returns to duty and/or as a result of transfer has not completed their MCPE training requirements, as approved by their commander for the previous year, the officer must contact their EDO to be advised of their outstanding MCPE training requirements. The officer will avail themselves of other training sessions (including online modules) made available or is to be provided with appropriate information and resources relevant to the training sessions. The officer will acknowledge receipt, in written form, of the MCPE training requirements which will be filed on the officer's personnel file. (Refer to Annexure 2)

Failure to Complete Mandatory Continuing Police Education Training

Non Commissioned Officers

Other than the reasons specified above, where an officer has failed to complete, without 'acceptable reason', the MCPE training requirements as approved by their commander for the previous year, the officer must contact their EDO to be advised of their outstanding MCPE training requirements. The officer will avail themselves of other training sessions (including online modules) that are available.

Failure to complete MCPE training by an officer without 'acceptable reason' is to be dealt with as a conduct management issue by their commander. It will be the responsibility of the officer's commander to determine what comprises an 'acceptable reason'.

Officers who have failed to complete their MCPE training requirements and are subject to incremental progression may have their increment deferred in accordance with the relevant industrial award.

Commissioned Officers

Other than the reasons specified above, where an inspector/chief inspector has failed to complete, without 'acceptable reason', the MCPE training requirements as approved by their commander for the previous year, the officer must contact their EDO to be advised of their outstanding MCPE training requirements. The officer will avail themselves of other training sessions (including online modules) that are available. Failure to complete MCPE training by an officer without 'acceptable reason' will be dealt with as a conduct management issue by their commander. It will be the responsibility of the officer's commander to determine what comprises an 'acceptable reason'.

Officers who have failed to complete their MCPE training requirements and are subject to incremental progression may have their increment deferred in accordance with the relevant award provisions.

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Mandatory Training Responsibilities

The responsibility for mandatory training which includes operational safety and skills training (DEFTAC/Live Fire) and MCPE training is delegated to the following:

- Commissioner's Executive Team (CET) delegated to the Commander, Education & Training Command (E&TC)
- Region Commanders/Specialist Commanders/Directors
- Local Area Commanders (LAC)/Non LAC Commanders/Managers
- Human Resources (HR) Command
- Education & Development Officers (EDOs)
- Regional Training Coordinators (RTCs)
- E&TC –
 - Research & Development Command (R&DC)
 - Operational Safety & Skills Command (OS&SC)
- All police officers.

Commissioner's Executive Team

CET has responsibility for examining and approving the *Mandatory Training Directive* (MTD) recommended for each training year by the Commander, E&T.

Commander, Education & Training

The Commander, E&T is responsible for:

- the currency and ongoing review of the *Mandatory Training Policy and Procedures*;
- endorsing the recommendations of the MTD from his/her relevant commanders; and
- actioning the decisions regarding the implementation of the MTD.

Commander, Operational Safety & Skills

The Commander, Operational Safety & Skills (OS&S), in compliance with the policy, will be responsible for the development and implementation of the operational safety and skills component of the MTD for each training year.

Commander, Research & Development

The Commander, R&D, in compliance with the policy, will be responsible for the development and release of the MCPE programs as prescribed in the *MCPE Directive* for each training year.

Region Commanders/Specialist Commanders/Directors

Region/specialist commanders/directors will:

- comply with the *Mandatory Training Policy and Procedures*;
- ensure the MTD is delivered and monitored effectively in their region or specialist command;
- determine the education needs within their region/specialist command in consultation with commanders/managers and the Region Training Coordinator (RTC); and
- be advised of officers who fail to complete and/or comply with the requirements of the MTD.

LAC/Non LAC Commanders/Managers

LAC/non LAC commanders/managers will:

- comply with the *Mandatory Training Policy and Procedures*;
- ensure the MTD is delivered and monitored effectively in their command;
- determine the education and training needs for their commands, in consultation with their EDO and RTC; and
- be advised of those officers who fail to complete and/or comply with the requirements of the MTD and will –
 - issue a certificate of competency compliance for officers who have successfully completed all competencies and mandatory training requirements relating to the MTD prior to their incremental progression each year. This certificate is produced from SAP and validated by the EDO; and
 - ensure proper conduct management protocols are adopted where non compliance and/or non completion without reason are identified.

Commander, Human Resources

The Commander, Human Resources (HR) will:

- provide advice on the *Mandatory Training Policy and Procedures* and issues arising from the relevant industrial award;
- seek to resolve disputes concerning incremental deferrals arising out of the policy; and
- negotiate with the NSW Police Association on changes to the relevant industrial award which impact directly on the *Mandatory Training Policy and Procedures*.

Region Training Coordinator

The RTC will be responsible for:

- complying with the *Mandatory Training Policy and Procedures*;
- monitoring the delivery of the MTD within their region;
- consulting with managers/commanders/EDOs to determine the education and training needs within their region;
- ensuring that the accuracy of the Training Needs Analysis (TNA) is maintained for each training year;
- providing appropriate training opportunities for EDOs to facilitate the delivery of the mandatory training requirements; and
- monitoring records within SAP for mandatory training.

Education & Development Officer

The EDO will be responsible for:

- complying with the *Mandatory Training Policy and Procedures*;
- delivering and/or providing access to the MCPE training requirements as prescribed in the *MCPE Directive* for all officers;
- providing advice to their manager/commander/RTC on the training needs in their area;
- ensuring the accuracy of the TNA is monitored throughout the year;
- developing local training packages as required to meet specific education and training needs in their area;
- following the correct procedures for the approval of locally developed training for inclusion in the MCPE; and
- maintaining accurate records on SAP of officers attending mandatory training which includes the input of the reasons for an officer's non completion and/or failure to complete their mandatory training, using the assigned SAP codes.

Police Officers

Commissioned and non commissioned officers will be responsible for:

- complying with the *Mandatory Training Policy and Procedures*;
- notifying their commander/manager of their outstanding mandatory training requirements when transferred to a new work location;
- meeting their obligations under the relevant industrial award regarding incremental progression; and
- raising any concerns and inaccuracy of SAP records with their EDO.

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Locally Approved Training

EDOs, particularly those in specialist areas, may identify a need to develop and deliver their own specific training for police. Any locally identified training may be considered for inclusion under the MCPE, provided any **core** training or **elective** training as prescribed under the *MCPE Directive* for that year is undertaken.

Any identified local training that is to be considered for inclusion in the MCPE by a command for that training year must be:

- approved by the EDO's commander using the *Local Approval Form*;
- endorsed by the RTC; and
- submitted to the R&DC for registration and allocation of a SAP Code.

It is important that any locally approved training being approved by a command be certified as legally correct and developed in a structured and educationally sound format. Copies of all locally approved training materials must be kept by the relevant command. These responsibilities rest with the EDO (Annexure 1).

Local Approval Process

A 'local approval' is the process used by EDOs to apply for training identified as specific to their command, outside of the corporately approved *MCPE Directive* for that year, for inclusion in the MCPE. The training material to be used for delivery may be sourced from other corporate training directives (e.g. Customer Service), MCPE packages from previous training years and local training initiatives. Local approval applications are to be submitted prior to the delivery of the relevant training. If circumstances prevail where this is not possible, a retrospective application **must** be submitted no later than **14** days after the training is conducted.

The application process for local approvals is as follows:

1. The EDO identifies a particular training need which is supported by their commander and sources the relevant material to be delivered to officers in their area.
2. A local approval application form is completed by the EDO and signed by their commander as validation and approval of the training need.
3. The local approval application form is faxed, emailed or posted to the Project Manager, Education Resources, R&DC, NSW Police Academy, Goulburn.
4. The project manager considers the application and the EDO is informed of the application's registration or rejection.
5. If the application is registered, the locally approved training is allocated a code by R&DC. Business & Technology Services (BTS) is advised by email of the code and the code is loaded onto SAP. The EDO receives an email from R&DC informing them of the code.

Annexure 1 - Locally Approved Training Application Form

Issue

Application for the

_____ (full name of package)

to be approved as a local mandatory training package for

_____ (Command/Unit)

Background

Mandatory Continuing Police Education (MCPE) provides for the inclusion of local packages for approval as prescribed in the Mandatory Training Policy.

Comment

In accordance with the *MCPE*, I make application to have the above training package approved as a local mandatory training package for staff within this command on the basis that it is relevant to their educational needs. This training package will be delivered in accordance with the *MCPE* in the *Mandatory Training Policy*.

The delivery of this training package is _____ hours.

This approval will enable me to ensure each participant meets their requirement to complete the requisite number of MCPE programs for the _____ / _____ training year.

Recommendation

That this training package be approved as local mandatory training.

Name: _____ Signature: _____

Rank: _____ Command: _____

Date: _____

1. Commander

Approved and forwarded for appropriate action.

Not Approved.

Name: _____ Signature: _____

Date: _____

2. Project Manager, Education Resources, R&DC

Approved and to be progressed as per protocols.

Not approved and EDO advised accordingly.

Name: _____ Signature: _____

Date: _____

Annexure 2



Mandatory Training Learning Acknowledgement Form

Name: _____

Rank: _____ Registered Number: _____

Command: _____

I have been advised that I have not completed the Mandatory Continuing Police Education (MCPE) training requirements for the training year _____ / _____

I understand my responsibilities to maintain continued professional development and operational competence and acknowledge that potential circumstances within my employment may demand that information within the training requirement/s be called upon.

I acknowledge that I am to undertake the required degree of study and/or complete online activities, whereby I am able to comply with the outstanding MCPE training requirements listed below:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I have been supplied the appropriate training information or web-based locations and undertake to complete this study and/or training activities. I will advise the Command Education and Development Officer (EDO) when the training has been completed.

Officer's Signature: _____ EDO (Signature): _____

Print Name: _____ Print Name: _____

Date: _____ Date: _____

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