



HBT POLICY: Referrals to Training Programs Rehabilitation Services A-5.2

Policy Number OC-11-11-v1

Policy Statement:

This policy provides guidance for selecting and making referrals to training providers and programs to meet Rehabilitation needs identified in the Intake Assessment and documented in the Rehabilitation Plan.

Guidelines

1. Rehabilitation Services selects training Service Providers accredited by appropriate institutions and recognized by employers to provide Rehabilitation identified in the Rehabilitation Plan

Practice

- 1) Selection considerations and criteria for choosing training Service Providers:
 - a) Recognized post-secondary institution or accreditation by Private Career Training Institutions Agency of BC (PCTIA) (See PCTIA Accredited Schools in *Relevant Documents and Links*)
 - b) Availability of suitable programs and length of wait lists
 - c) Cost of the training relative to similar training programs or courses
 - d) Length of program
 - e) Geographic location (proximity for access) and/or means of access
 - f) Acceptability of graduate training in relevant industry
 - g) Ability of the training Service Provider to make necessary accommodations for the Employee
 - h) Past experience with the training Service Provider
- 2) Expectations of training Service Providers:
 - a) Graduates are eligible for accreditation or certification upon completion
 - b) Provision of services meets Rehabilitation Services' goals and expected outcomes
 - c) Advise Rehabilitation Services if there are attendance or performance concerns

Definitions

- **Employability** – The ability to perform Gainful Employment
- **Employee** – Employees of HBT’s member employers who are covered by the HBT LTD Plan (plus the HSA LTD Trusts)
- **Gainful Employment** – Occupation for which the Employee has the education, training and/or experience at a rate of pay defined by the Employee’s LTD plan (see Collective Agreements: Long Term Disability Insurance Plans in *Relevant Documents/Links*)
- **Intake Assessment** – Includes an evaluation of medical information, an Employee interview, a discussion with the employer to identify current or potential barriers to Employability and, if barriers exist, an evaluation of the possibility of these barriers being addressed by Rehabilitation
- **Rehabilitation**
 1. **Vocational Rehabilitation** – Services offered to enable Employees with mental or physical disabilities to attain skills, resources, attitudes, and expectations needed to achieve Gainful Employment. Services offered may include skills enhancement or retraining.
- **Rehabilitation Plan** – Documentation of Medical and Vocational Rehabilitation required to resolve barriers to Gainful Employment including outcome measures and a timeline
- **Retraining** – Program of education, leading to certification or other qualification
- **Service Provider** – Organization or individual providing required services
- **Skills Upgrade** – Existing skills upgraded with one or two courses

Relevant Documents / Links

A: Private Career Training Institutions Agency of BC (PCTIA) Accredited Schools
www.PCTIA.bc.ca

B: Collective Agreements: Long Term Disability Insurance Plans
<http://www.heabc.bc.ca/Page20.aspx>
http://www.cssea.bc.ca/public_documents.php

Audit and Compliance

1. Rehabilitation Services confirms sponsorship of Employees in training programs in writing, prior to the beginning of the course or education program