CSPS Account Setup:
- Creating an account with the **Canada School of Public Service (CSPS)** is required to access the CSPS training links listed below (Please ensure that your Personal Record Identifier (PRI) and all other information are accurately entered).
- Confirm that your **organization** is listed as "**Impact Assessment Agency of Canada**" when moving between departments.

Note:
- Employees should complete their mandatory training within the first three to six months of appointment.
- Please review **all pages** of this document to ensure you complete your training.
- Specialists should consult **TBS mandatory Training inventory** for additional required courses in their fields.
- Pre-2010 training and equivalent courses must be retaken.

Mandatory Training Treasury Board Secretariat (TBS)

Courses	Employees (Indeterminate, Term, Part-Time, Students & Casual)	Managers (Supervisors, Team leaders: Indeterminate, Term, Acting)	Executives EX-01 to EX-05	Interchange Canada
Who We Work For (FON304) – *formerly C218* (*Employees who completed FON304 before 2010, or took an equivalent course, are required to retake it*)	X	X	X	X
Values and Ethics Foundations for Employees (FON301) – *formerly C255*	X	X	X	X
HR-to-Pay for Employees (FON308) (Employees and managers who completed courses through GCpedia, or an equivalent platform must retake FON308.)	X	X	X	X
Discover Cyber Security (DDN235) (Learners must first have completed the Discover Cyber Security (DDN235) before enrolling in the revalidation course Cyber Security Quest (DDN247). Following initial training, learners are required to revalidate annually by retaking DDN247 (recommended) or DDN235)	X	X	X	X
Values and Ethics Foundations for Managers (FON302) - *formerly C355*		X	X	
HR-to-Pay for Managers (COR137) (Managers who completed courses through GCpedia, or an equivalent platform must retake COR137)		X	X	
Introduction to Organization and Classification (COR133) – *formerly P930* (*Managers or supervisors wishing to be eligible for staffing sub-delegation authorities are required to complete the following courses: **COR111, COR112, COR132, COR133 and COR120**. Please send the confirmations to the ExecutiveServicesCadres@iaac-aeic.gc.ca.*)		X	X	If on Interchange Canada as a Manager or Executive, must be completed

Mandatory Training Treasury Board Secretariat (TBS)

Courses	Employees (Indeterminate, Term, Part-Time, Students & Casual)	Managers (Supervisors, Team leaders: Indeterminate, Term, Acting)	Senior Executives EX-01 to EX-05	Interchange Canada
Performance Management for the Government of Canada (COR109) – *formerly G140*		X	X	If on Interchange Canada as a Manager or Executive, must be completed
Authority Delegation Training Program (COR250, COR451, COR152) – *formerly G380, G381, G382* *(For financial signing authority, the modules must be successfully completed (and revalidated every 5 years)* *For **acting assignments over four months**, managers and executives must complete the authority delegation training program.* *For **acting assignments under four months**, an employee must complete the delegation training associated with the position for which they will be given signing authority. For example, a manager who will be given signing authority at the EX-level must complete the executive-level financial delegation training.*		If sub-delegated manager position	X	If sub-delegated manager position
Authority Delegation Validation Assessment for Executives (COR254) – *formerly G610-1* *(Executives revalidate their knowledge by completing the Authority Delegation Validation Assessment for Executives (COR254) every five years).*			X	

Mandatory Training (IAAC)				

Courses	Employees (Indeterminate, Term, Part-Time, Students & Casual)	Managers (Supervisors, Team leaders: Indeterminate, Term, Acting)	Senior Executives EX-01 to EX-05	Interchange Canada
Canada Labour Code, Part II: An Overview (WMT110) – *formerly Z065*	X	X	X	X
Preventing Harassment and Violence in the Workplace for Employees (WMT101) – *formerly W101* (Must be revalidated every 3 years).	X	X	X	X
Preventing Harassment and Violence in the Workplace for Managers and Health and Safety Committees (WMT102) – *formerly W102* (*The course WMT102 is mandatory for all employees with supervisory responsibilities, and Occupational Health and Safety Committee members and representatives. Must be revalidated every 3 years.*)		X	X	**If on Interchange Canada as a Manager or Executive, must be completed**
Overview of the *Impact Assessment Act* – *(The eLearning – Overview of the Impact Assessment Act (IAA) has been paused while a new course is being developed. New employees can reach out to the Training Team mailbox (training-formation@iaac-aeic.gc.ca) for upcoming dates for IAA Overview Webinars)*	X	X	X	X
Security Awareness (COR310) – *formerly A230*	X	X	X	X
Staffing for Managers, Part 2: Practical Application (COR132) – *formerly P901* (*Managers or supervisors wishing to be eligible for staffing sub-delegation authorities are required to complete the following courses: COR111, COR112, COR132, COR133 and COR120. Please send the confirmations to the ExecutiveServicesCadres@iaac-aeic.gc.ca.*)		X	X	**If on Interchange Canada as a Manager or Executive, must be completed**
Inclusive Hiring Practices for a Diverse Workforce (COR120) – *formerly H205* (*Managers or supervisors wishing to be eligible for staffing sub-delegation authorities are required to complete the following courses: COR111, COR112, COR132, COR133 and COR120. Please send the confirmations to the ExecutiveServicesCadres@iaac-aeic.gc.ca.*)		X	X	**If on Interchange Canada as a Manager or Executive, must be completed**
Green Procurement (COR405) – *formerly C215* (*Mandatory also for Functional specialists*)	**Functional specialists**	X	X	**If on Interchange Canada as a Manager or Executive, must be completed**

Mandatory Training
(IAAC)

Courses	Employees (Indeterminate, Term, Part-Time, Students & Casual)	Managers (Supervisors, Team leaders: Indeterminate, Term, Acting)	Senior Executives EX-01 to EX-05	Interchange Canada
Joint Learning Program **Training for Occupational Health and Safety Committees**	**Only for Occupational Health and Safety Committees**	**Only for Occupational Health and Safety Committees**	**Only for Occupational Health and Safety Committees**	**Only for Occupational Health and Safety Committees**
SAP Training for Administrative Assistants *Employees must complete the* **SAP Training and Access Request Form** *for each of the seven (7) trainings listed below and submit it to the* **delegated manager for approval**. *The manager ensures that the requested access is* **part of the employee duties**, *approves the* **Access Request Form** *and forwards it to* **Accounting Services** *with a cc to the employee. Accounting Services will process the request and advise the employee once SAP access has been granted. Successful completion of an eLearning course does not automatically provide access to SAP.* **SAP Overview and Navigation eLearning Course** ; **Funds Commitment eLearning Course** ; **Goods Receipt eLearning Course** ; **Acquisition Card (MasterCard) eLearning Course** and **CSPS Green Procurement (COR405)** **Note:** Employees across various teams under the **Finance and Procurement Directorate** are required to complete SAP training to support their duties. The specific training required will depend on the nature of their roles and responsibilities. Employees are encouraged to consult with their managers to determine which SAP training courses are most relevant to their functions.	X			
Artificial Intelligence — Discover Artificial Intelligence (DDN210)	X	X	X	X
Accessibility — Addressing Disability Inclusion and Barriers to Accessibility (INC115)	X	X	X	X
Anti-Racism — Becoming an Equity, Diversity and Inclusion Ally and Agent for Change (INC121)	X	X	X	X
Indigenous Learning — Reflecting on Cultural Bias: Indigenous Perspectives (IRA101)	X	X	X	X

Learning and Development Plan
Employees should complete the learning activities as agreed upon during the initial Performance Management discussions and should update their Learning and Development Plan (Section D) in the PSPM application once courses are completed. Please note that the Learning and Development Plans can be adjusted at any time throughout the year. For employees not subject to a Performance Management Agreement, employees and managers should maintain records of complete training using an alternate method.