

TRAINING REQUIREMENTS GUIDE

DEPARTMENT OF FISHERIES AND OCEANS (DFO) / COAST GUARD (CG)








- ❖ The [DFO/CG Addendum on Training](#) form is required for all Categories of Employment.
- ❖ The signed form must be sent to LearnApprendre@dfo-mpo.gc.ca by email within ten (10) working days from your date of appointment. If scanning is not possible, please mail the form to: Fisheries and Oceans Canada, HR - Required Training, 200 Kent Street, c/o 300 Laurier Avenue West, Ottawa, ON, K1A 0E6
- ❖ Your [Learning and Required Training Coordinator \(LRTC\)](#) will then advise you of the training you will need to complete and assign all applicable training to your Canada School of Public Service (CSPS) profile, under “My Learning”.
- ❖ To obtain a complete description of the courses/programs offered by the CSPS, please log into [GCcampus](#) and enter the course code or title of the course/program in the search bar.
- ❖ If you have questions about the form or the process, please contact your [LRTC](#).

ALL CSPS TRAINING IS NOW OFFERED AT NO COST TO THE LEARNERS.

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Category of Employment	Mandatory* Training	Recommended Learning Opportunities
<p>Student Casual Term (less than 6 months)</p> <p>Definitions:</p> <p>Student: Person registered as a full-time student in an accredited secondary or postsecondary institution and returning to full-time studies in the next academic term</p> <p>Casual: Employee hired as a casual worker and whose period of employment in the public service may not exceed 90 working days in one calendar year with any particular department or other organization</p> <p>Term (less than 6 months): Employee hired for a period of less than 6 months</p>	<p>Required by Treasury Board Secretariat</p> <ul style="list-style-type: none"> • HR-to-Pay Stabilization Training - GCpedia  <p>The following courses must be completed in this order:</p> <ul style="list-style-type: none"> ○ Understanding the Pay Cycle, Pay Calendar and Pay Stub ○ Overview of Relevant HR-to-Pay Interface ○ Submitting Leave and Pay Requests <p>Required by DFO/CG</p> <ul style="list-style-type: none"> • Security Awareness (A230) + revalidation every 5 years - CSPA  • Occupational Health and Safety Awareness for Employees online training - DFO intranet site  <p>Note: In order to consider your training as completed, you and your manager must fill out the employee sign-off sheet and send it to your regional OHS Advisor.</p> <ul style="list-style-type: none"> • Government Acquisition Card (if applicable): <ul style="list-style-type: none"> ○ Green Procurement (C215) - CSPA  ○ Acquisition Cards Program - online training for applicants - DFO  	<ul style="list-style-type: none"> • DFO/CG Orientation - DFO intranet site  • Public Service Orientation (E131) <ul style="list-style-type: none"> ○ Who We Work For (C218) - CSPA  ○ Values and Ethics Foundations for Employees (C255) - CSPA 

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<p>New public servant and/or new DFO/CG employee</p> <p>Definition: Employee appointed for the first time to the federal public service and/or new DFO/CG employee hired for an indeterminate period, for a term of six months or more, or for consecutive periods totalling a minimum of 6 months</p>	<p>Required by Treasury Board Secretariat</p> <ul style="list-style-type: none"> Public Service Orientation (E131) <i>(if new to the public service)</i>: <ul style="list-style-type: none"> Who We Work For (C218) - CSPS Values and Ethics Foundations for Employees (C255) - CSPS HR-to-Pay Stabilization Training - GCpedia <ul style="list-style-type: none"> The following courses must be completed in this order: <ul style="list-style-type: none"> Understanding the Pay Cycle, Pay Calendar and Pay Stub Overview of Relevant HR-to-Pay Interface Submitting Leave and Pay Requests <p>Required by DFO/CG</p> <ul style="list-style-type: none"> Security Awareness (A230) + revalidation every 5 years - CSPS Occupational Health and Safety Awareness for Employees online training - DFO intranet site Note: In order to consider your training as completed, you and your manager must fill out the employee sign-off sheet and send it to your regional OHS Advisor. Government Acquisition Card (if applicable): <ul style="list-style-type: none"> Green Procurement (C215) - CSPS Acquisition Cards Program - online training for applicants - DFO 	<ul style="list-style-type: none"> DFO/CG Orientation - DFO intranet site

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Category of Employment	Mandatory* Training	Recommended Learning Opportunities
<p>Employee with financial delegation (sections 32 and 34) but without supervision</p> <p>Definition: Employee appointed to a position <u>without supervision</u> and <u>who requires delegated financial authority</u> (Operating and Maintenance / O&M) - includes acting appointments of at least 4 consecutive months</p>	<p>Required by Treasury Board Secretariat</p> <ul style="list-style-type: none"> Public Service Orientation (E131) (<i>if new to the public service</i>): <ul style="list-style-type: none"> Who We Work For (C218) - CSPS Values and Ethics Foundations for Employees (C255) - CSPS Authority Delegation Training Validation Certification for Managers (G510): <ul style="list-style-type: none"> Authority Delegation Training (G110) - CSPS Manager Authority Delegation Training Checkpoint (G510) - CSPS Authority Delegation Validation Assessment for Managers (C451) + revalidation every 5 years - CSPS HR-to-Pay Stabilization Training - GCpedia <p>The following courses must be completed in this order:</p> <ul style="list-style-type: none"> Understanding the Pay Cycle, Pay Calendar and Pay Stub Overview of Relevant HR-to-Pay Interface Submitting Leave and Pay Requests <p>Required by DFO/CG</p> <ul style="list-style-type: none"> Security Awareness (A230) + revalidation every 5 years - CSPS Occupational Health and Safety Awareness for Employees online training - DFO intranet site Note: In order to consider your training as completed, you and your manager must fill out the employee sign-off sheet and send it to your regional OHS Advisor. Government Acquisition Card (if applicable): <ul style="list-style-type: none"> Green Procurement (C215) - CSPS Acquisition Cards Program - online training for applicants - DFO 	<ul style="list-style-type: none"> DFO/CG Orientation - DFO intranet site Introduction to Organization and Classification (P930) - CSPS

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Category of Employment	Mandatory* Training	Recommended Learning Opportunities
<p>Future supervisor</p> <p>Definition: Employee who is occasionally required to act in a supervisor’s position and/or has the potential to reach this level in the <u>next two years</u></p>	Not applicable	<ul style="list-style-type: none"> • DFO/CG Orientation - DFO intranet site  • Readily accessible to all employees • Becoming a Supervisor: the Basics (G312) - CSPA  • Introduction to Organization and Classification (P930) - CSPA 

* Includes Treasury Board Secretariat, Department of Fisheries and Oceans / Coast Guard mandated training





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Category of Employment	Mandatory* Training	Recommended Learning Opportunities
<p>Supervisor without financial delegation and without staffing sub-delegation</p> <p>Definition: Employee appointed to a position with supervisory responsibilities and who <u>does not require any delegated financial authority nor staffing sub-delegation</u> - includes acting appointments of at least 4 consecutive months</p>	<p>Required by Treasury Board Secretariat</p> <ul style="list-style-type: none"> Public Service Orientation (E131) <i>(if new to the public service)</i>: <ul style="list-style-type: none"> Who We Work For (C218) - CSPS Values and Ethics Foundations for Employees (C255) - CSPS Authority Delegation Training Certification for Supervisors (G410): <ul style="list-style-type: none"> Authority Delegation Training (G110) - CSPS Performance Management for the Government of Canada (G140) - CSPS HR-to-Pay Stabilization Training - GCpedia <ul style="list-style-type: none"> The following courses must be completed in this order: <ul style="list-style-type: none"> Understanding the Pay Cycle, Pay Calendar and Pay Stub Overview of Relevant HR-to-Pay Interface Submitting Leave and Pay Requests How to Perform Leave and Pay-Related Transactions for Your Employees <p>Required by DFO/CG</p> <ul style="list-style-type: none"> Security Awareness (A230) + revalidation every 5 years - CSPS Occupational Health and Safety (OHS) for Managers and Supervisors + refresher every 5 years - DFO Classroom For information and/or to register for a training session, please contact your regional OHS Advisor. Note: In order to consider your training as completed, you and your manager must fill out the employee sign-off sheet and send it to your regional OHS Advisor. Government Acquisition Card (if applicable): <ul style="list-style-type: none"> Green Procurement (C215) - CSPS Acquisition Cards Program - online training for applicants - DFO 	<ul style="list-style-type: none"> DFO/CG Orientation - DFO intranet site <p>Readily accessible to all employees</p> <ul style="list-style-type: none"> Becoming a Supervisor: the Basics (G312) - CSPS Pre-requisite to <i>Supervisor Development Program (SDP) (G313)</i> - CSPS Supervisor Development Program (SDP) (G313) - CSPS (must be assigned by your LRTC) Introduction to Organization and Classification (P930) - CSPS

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Category of Employment	Mandatory* Training	Recommended Learning Opportunities
<p>Future manager</p> <p>Definition: Employee who is occasionally required to act in a manager’s position and/or has the potential to reach this level in the <u>next two years</u>, based on the Talent Management Process</p>	Not applicable	<div> <ul style="list-style-type: none"> DFO/CG Orientation - DFO intranet site  <p>Readily accessible to all employees:</p> <ul style="list-style-type: none"> Manager Development Program (MDP) - Phase 1 (G412): Building fundamental knowledge on how to manage within the public service (first of four phases) - CSPA  Introduction to Organization and Classification (P930) - CSPA  </div> <div> <p>Accessible through the Talent Management Process</p> <ul style="list-style-type: none"> Manager Development Program (MDP) - CSPA  + Classroom <p>Employee must be identified as a candidate according to the Talent Management Process established within each of the DFO/CG Sector/Region (must be assigned by your LRTC)</p> </div>

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Category of Employment	Mandatory* Training	Recommended Learning Opportunities
<p>Supervisor/Manager with financial delegation (sections 32 and 34) but without staffing sub-delegation</p> <p>Definition: Employee appointed in a manager position who <u>requires financial delegated authority but not staffing sub-delegation</u> - includes acting appointments of at least 4 consecutive months</p>	<p>Required by Treasury Board Secretariat</p> <ul style="list-style-type: none"> Public Service Orientation (E131) <i>(if new to the public service)</i>: <ul style="list-style-type: none"> Who We Work For (C218) - CSPA Values and Ethics Foundations for Employees (C255) - CSPA Authority Delegation Training Validation Certification for Managers (G510): <ul style="list-style-type: none"> Authority Delegation Training (G110) - CSPA Manager Authority Delegation Training Checkpoint (G510) - CSPA Authority Delegation Validation Assessment for Managers (C451) + revalidation every 5 years - CSPA Performance Management for the Government of Canada (G140) - CSPA Introduction to Organization and Classification (P930) - CSPA HR-to-Pay Stabilization Training - GCpedia <p>The following courses must be completed in this order:</p> <ul style="list-style-type: none"> Understanding the Pay Cycle, Pay Calendar and Pay Stub Overview of Relevant HR-to-Pay Interface Submitting Leave and Pay Requests How to Perform Leave and Pay-Related Transactions for Your Employees <p>Required by DFO/CG</p> <ul style="list-style-type: none"> Security Awareness (A230) + revalidation every 5 years - CSPA Occupational Health and Safety (OHS) for Managers and Supervisors + refresher every 5 years - DFO Classroom. For information and/or to register for a training session, please contact your regional OHS Advisor. Note: In order to consider your training as completed, you and your manager must fill out the employee sign-off sheet and send it to your regional OHS Advisor. Government Acquisition Card (if applicable): <ul style="list-style-type: none"> Green Procurement (C215) - CSPA Acquisition Cards Program - online training for applicants - DFO 	<ul style="list-style-type: none"> DFO/CG Orientation - DFO intranet site <p>Readily accessible to all employees:</p> <ul style="list-style-type: none"> Manager Development Program (MDP) - Phase 1 (G412): Building fundamental knowledge on how to manage within the public service (first of four phases) - CSPA Manager Development Program (MDP) - CSPC + Classroom (must be assigned by your LRTC)

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Category of Employment	Mandatory* Training	Recommended Learning Opportunities
<p>Manager with financial delegation (sections 32 and 34) and staffing sub-delegation</p> <p>Definition: Employee appointed in a manager position who requires both <u>delegated financial authority and staffing sub-delegation</u> - includes acting appointments of at least 4 consecutive months</p>	<p>Required by Treasury Board Secretariat</p> <ul style="list-style-type: none"> Public Service Orientation (E131) <i>(if new to the public service)</i>: <ul style="list-style-type: none"> Who We Work For (C218) - CSPS Values and Ethics Foundations for Employees (C255) - CSPS Authority Delegation Training Validation Certification for Managers (G510): <ul style="list-style-type: none"> Authority Delegation Training (G110) - CSPS Manager Authority Delegation Training Checkpoint (G510) - CSPS Authority Delegation Validation Assessment for Managers (C451) + revalidation every 5 years - CSPS Performance Management for the Government of Canada (G140) - CSPS Introduction to Organization and Classification (P930) - CSPS HR-to-Pay Stabilization Training - GCpedia <p>The following courses must be completed in this order:</p> <ul style="list-style-type: none"> Understanding the Pay Cycle, Pay Calendar and Pay Stub Overview of Relevant HR-to-Pay Interface Submitting Leave and Pay Requests How to Perform Leave and Pay-Related Transactions for Your Employees <p>Required by DFO/CG</p> <ul style="list-style-type: none"> Security Awareness (A230) + revalidation every 5 years - CSPS Occupational Health and Safety (OHS) for Managers and Supervisors + refresher every 5 years - DFO Classroom. For information and/or to register for a training session, please contact your regional OHS Advisor. Note: In order to consider your training as completed, you and your manager must fill out the employee sign-off sheet and send it to your regional OHS Advisor. Staffing: A Resourcing Tool for Managers (P901) - CSPS Classroom – <i>Pre-requisite to course S100</i> Staffing Sub-Delegation for Managers (S100) - DFO Classroom / Registration for classroom training is coordinated by Staffing - send an email to your Human Resources Advisor DFO Classification Sub-Delegation (OC100) - DFO Classroom / Registration for classroom training is coordinated by the Organization and Classification Centre of Expertise - send an email to OCCOE.XNCR@dfo-mpo.gc.ca Government Acquisition Card (if applicable): <ul style="list-style-type: none"> Green Procurement (C215) - CSPS Acquisition Cards Program - online training for applicants - DFO 	<ul style="list-style-type: none"> DFO/CG Orientation - DFO intranet site <p>Readily accessible to all employees:</p> <ul style="list-style-type: none"> Manager Development Program (MDP) - Phase 1 (G412): Building fundamental knowledge on how to manage within the public service (first of four phases) - CSPS Manager Development Program (MDP) - CSPC + Classroom (must be assigned by your LRTC)

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Future executive - EX-minus 1 (or equivalent) Definition: Employee who is at the EX-minus 1 level or its equivalent and/or has been identified through the Talent Management Process as having potential to assume an executive-level position <u>within two years</u> of completing the program	Not applicable	<ul style="list-style-type: none"> • DFO/CG Orientation <ul style="list-style-type: none"> - DFO intranet site • Introduction to Organization and Classification (P930) <ul style="list-style-type: none"> - CSPS
		Accessible through the Talent Management Process <ul style="list-style-type: none"> • Aspiring Directors Program <ul style="list-style-type: none"> - CSPS <ul style="list-style-type: none"> Phase 1 - Classroom Phase 2 - On the job Phase 3 - Classroom (subject to availability) <p>Employee must be identified as a candidate according to the Talent Management Process established within each of the DFO/CG Sector/Region (must be assigned by your LRTC)</p>

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Category of Employment	Mandatory* Training	Recommended Learning Opportunities
Executive - EX-01 (or equivalent) Definition: Employee appointed to an EX-01 (or equivalent) position - includes acting appointments of at least 4 consecutive months	Required by Treasury Board Secretariat <ul style="list-style-type: none"> Public Service Orientation (E131) <i>(if new to the public service)</i>: <ul style="list-style-type: none"> Who We Work For (C218) - CSPA Values and Ethics Foundations for Employees (C255) - CSPA Authority Delegation Training Validation Certification for Executives (G610): <ul style="list-style-type: none"> Authority Delegation Training (G110) - CSPA <i>Optional if you have already completed it*</i> Executive Authority Delegation Training Assessment (G610) + revalidation every 5 years - CSPA <p>*NOTE: The Authority Delegation Training (G110) course must be completed <u>prior</u> to completing the Executive Authority Delegation Training Assessment (G610). The G110 is the cornerstone to the G610 and contains all the essential information required by public service managers at all levels to exercise their delegated authorities.</p> Performance Management for the Government of Canada (G140) - CSPA Introduction to Organization and Classification (P930) - CSPA HR-to-Pay Stabilization Training - GCpedia <p>The following courses must be completed in this order:</p> <ul style="list-style-type: none"> Understanding the Pay Cycle, Pay Calendar and Pay Stub Overview of Relevant HR-to-Pay Interface Submitting Leave and Pay Requests How to Perform Leave and Pay-Related Transactions for Your Employees Required by DFO/CG <ul style="list-style-type: none"> Security Awareness (A230) + revalidation every 5 years - CSPA Occupational Health and Safety (OHS) for Managers and Supervisors + refresher every 5 years - DFO Classroom For information and/or to register for a training session, please contact your regional OHS Advisor. Note: In order to consider your training as completed, you and your manager must fill out the employee sign-off sheet and send it to your regional OHS Advisor. Staffing: A Resourcing Tool for Managers (P901) - CSPA Classroom – <i>Pre-requisite to course S100</i> Staffing Sub-Delegation for Managers (S100) - DFO Classroom / Registration for classroom training is coordinated by Staffing - send an email to your Human Resources Advisor DFO Classification Sub-Delegation (OC100) - DFO Classroom / Registration for classroom training is coordinated by the Organization and Classification Centre of Expertise - send an email to OCCOE.XNCR@dfo-mpo.gc.ca Essentials of ATIP for Executives (ATIPEX) + revalidation every 5 years - DFO Classroom / Registration for classroom training is coordinated by the ATIP Secretariat - send an email to DFOprivacy-viepriveeMPO@DFO-MPO.GC.CA 	<ul style="list-style-type: none"> DFO/CG Orientation <ul style="list-style-type: none"> - DFO intranet site New Directors Program <ul style="list-style-type: none"> - CSPA Phase 1 Classroom Phase 2 - On the job Phase 3 (E636) - Classroom (must be assigned by your LRTC)
		<div>Accessible through the Talent Management Process</div> <ul style="list-style-type: none"> Executive Leadership Development Program for EX-01 to EX-03 (E801) <p>Candidate must be identified through the corporate EX Talent Management exercise and selected by the Office of the Chief Human Resources Officer based on the recommendation of a deputy head</p>

* Includes Treasury Board Secretariat, Department of Fisheries and Oceans / Coast Guard mandated training

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Category of Employment	Mandatory* Training	Recommended Learning Opportunities
Executive - EX-01 (or equivalent) (continued)	<ul style="list-style-type: none">Government Acquisition Card (if applicable):<ul style="list-style-type: none">Green Procurement (C215) - CSPA Acquisition Cards Program - online training for applicants - DFO 	

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Category of Employment	Mandatory* Training	Recommended Learning Opportunities
Executive - EX-02 or EX-03 Definition: Employee appointed to an EX-02 or EX-03 position - includes acting appointments on a case by case basis	Required by Treasury Board Secretariat <ul style="list-style-type: none"> Public Service Orientation (E131) <i>(if new to the public service)</i>: <ul style="list-style-type: none"> Who We Work For (C218) - CSPS Values and Ethics Foundations for Employees (C255) - CSPS Authority Delegation Training Validation Certification for Executives (G610): <ul style="list-style-type: none"> Authority Delegation Training (G110) - CSPS <i>Optional if you have already completed it*</i> Executive Authority Delegation Training Assessment (G610) + revalidation every 5 years - CSPS <p>*NOTE: The Authority Delegation Training (G110) course must be completed <u>prior</u> to completing the Executive Authority Delegation Training Assessment (G610). The G110 is the cornerstone to the G610 and contains all the essential information required by public service managers at all levels to exercise their delegated authorities.</p> Performance Management for the Government of Canada (G140) - CSPS Introduction to Organization and Classification (P930) - CSPS HR-to-Pay Stabilization Training - GCpedia <p>The following courses must be completed in this order:</p> <ul style="list-style-type: none"> Understanding the Pay Cycle, Pay Calendar and Pay Stub Overview of Relevant HR-to-Pay Interface Submitting Leave and Pay Requests How to Perform Leave and Pay-Related Transactions for Your Employees Required by DFO/CG <ul style="list-style-type: none"> Security Awareness (A230) + revalidation every 5 years - CSPS Occupational Health and Safety (OHS) for Managers and Supervisors + refresher every 5 years - DFO Classroom. For information and/or to register for a training session, please contact your regional OHS Advisor. Note: In order to consider your training as completed, you and your manager must fill out the employee sign-off sheet and send it to your regional OHS Advisor. Staffing: A Resourcing Tool for Managers (P901) - CSPS Classroom – <i>Pre-requisite to course S100</i> Staffing Sub-Delegation for Managers (S100) - DFO Classroom / Registration for classroom training is coordinated by Staffing - send an email to your Human Resources Advisor 	<ul style="list-style-type: none"> DFO/CG Orientation <ul style="list-style-type: none"> DFO intranet site Directors General Program <ul style="list-style-type: none"> CSPS - Classroom (must be assigned by your LRTC)
		Accessible through the Talent Management Process <ul style="list-style-type: none"> Executive Leadership Development Program for EX-01 to EX-03 (E801) <p>Candidate must be identified through the corporate EX Talent Management exercise and selected by the Office of the Chief Human Resources Officer based on the recommendation of a deputy head</p>

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Category of Employment	Mandatory* Training	Recommended Learning Opportunities
Executive - EX-02 or EX- 03 (continued)	<ul style="list-style-type: none"> DFO Classification sub-delegation (OC100) - DFO Classroom / Registration for classroom training is coordinated by the Organization and Classification Centre of Expertise - send an email to OCCOE.XNCR@dfo-mpo.gc.ca Essentials of ATIP for Executives (ATIPEX) + revalidation every 5 years - DFO Classroom / Registration for classroom training is coordinated by the ATIP Secretariat - send an email DFOprivacy-viepriveeMPO@DFO-MPO.GC.CA Government Acquisition Card (if applicable): <ul style="list-style-type: none"> Green Procurement (C215) - CSPS  Acquisition Cards Program - online training for applicants - DFO  	



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Category of Employment	Mandatory* Training	Recommended Learning Opportunities
Executive - EX-04 or EX-05 Definition: Employee appointed to an EX-04 or EX-05 position - Is identified through the existing ADM Talent Management exercise and is selected by the Office of the Chief Human Resources Officer based on the recommendations of a deputy head	Required by Treasury Board Secretariat <ul style="list-style-type: none"> • Orientation for Assistant Deputy Ministers (G221) - CSPS Classroom • Authority Delegation Training Validation Certification for Executives (G610): <ul style="list-style-type: none"> ○ Authority Delegation Training (G110) - CSPS <i>Optional if you have already completed it*</i> ○ Executive Authority Delegation Training Assessment (G610) + revalidation every 5 years - CSPS <p>*NOTE: The Authority Delegation Training (G110) course must be completed <u>prior</u> to completing the Executive Authority Delegation Training Assessment (G610). The G110 is the cornerstone to the G610 and contains all the essential information required by public service managers at all levels to exercise their delegated authorities.</p> • Performance Management for the Government of Canada (G140) - CSPS • Introduction to Organization and Classification (P930) - CSPS • HR-to-Pay Stabilization Training - GCpedia <p>The following courses must be completed in this order:</p> <ul style="list-style-type: none"> ○ Understanding the Pay Cycle, Pay Calendar and Pay Stub ○ Overview of Relevant HR-to-Pay Interface ○ Submitting Leave and Pay Requests ○ How to Perform Leave and Pay-Related Transactions for Your Employees Required by DFO/CG <ul style="list-style-type: none"> • Security Awareness (A230) + revalidation every 5 years - CSPS • Occupational Health and Safety (OHS) for Managers and Supervisors + refresher every 5 years - DFO Classroom. For information and/or to register for a training session, please contact your regional OHS Advisor. Note: In order to consider your training as completed, you and your manager must fill out the employee sign-off sheet and send it to your regional OHS Advisor. • Staffing: A Resourcing Tool for Managers (P901) - CSPS Classroom – <i>Pre-requisite to course S100</i> • Staffing Sub-Delegation for Managers (S100) - DFO Classroom / Registration for classroom training is coordinated by Staffing - send an email to your Human Resources Advisor. • DFO Classification sub-delegation (OC100) - DFO Classroom / Registration for classroom training is coordinated by the Organization and Classification Centre of Expertise - send an email to OCCOE.XNCR@dfo-mpo.gc.ca • Essentials of ATIP for Executives (ATIPEX) + revalidation every 5 years - DFO Classroom / Registration for classroom training is coordinated by the ATIP Secretariat - send an email to DFOprivacy-viepriveeMPO@DFO-MPO.GC.CA 	<ul style="list-style-type: none"> • DFO/CG Orientation - DFO intranet site
		Accessible through the Talent Management Process
		<ul style="list-style-type: none"> • ADM Executive Leadership Development Program (EX-04 and EX-05) <p>Candidate must be identified through the existing ADM Talent Management exercise, and selected by the Office of the Chief Human Resources Officer based on the recommendations of a deputy head</p>

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Category of Employment	Mandatory* Training	Recommended Learning Opportunities
Executive - EX-04 or EX-05 (continued)	<ul style="list-style-type: none"> Government Acquisition Card (if applicable): <ul style="list-style-type: none"> Green Procurement (C215) - CSPA  Acquisition Cards Program - online training for applicants - DFO  	

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DEPARTMENT OF FISHERIES AND OCEANS (DFO) / COAST GUARD (CG)

Functional Specialists	Specific Mandatory* Training	Recommended Learning Opportunities
<u>Finance (FI)</u> Curriculum for financial management professionals (FI-01 to FI-04) This new suite of four learning solutions must be completed by all new financial officers within their <u>first two years</u> in the FI group	<ul style="list-style-type: none"> • Financial Management Control Frameworks (F111) - CSPA • Government Planning, Budgeting, Reporting and Evaluation Cycle (F112) - CSPA • Financial Management Systems (F113) - CSPA • Applying Key Concepts in Financial Management (F304) - CSPA <p>Participants who register for F304 must have completed the previous three <u>online courses</u> (F111, F112 and F113)</p> <p>Note: Financial officers who previously completed F111 and F112 as <u>classroom courses</u> are not required to take the new course F304.</p>	CSPA Financial Officers - CSPA <i>Community</i> page: https://learn-apprendre.cspa-efpc.gc.ca/application/en/content/financial-officers
<u>Material Management</u>	<ul style="list-style-type: none"> • Overview of Real Property Management (C234) - CSPA • Overview of Procurement (C235) - CSPA • Introduction to Materiel Management (M704) - CSPA Classroom • Legal and Policy Environment for Procurement, Materiel Management and Real Property (M714) - CSPA Classroom • Who We Work For (C218) - CSPA 	CSPA Material Management Specialists - CSPA <i>Community</i> page: https://learn-apprendre.cspa-efpc.gc.ca/application/en/content/materiel-management-specialists
<u>Real Property</u>	<ul style="list-style-type: none"> • Overview of Materiel Management (C233) - CSPA • Overview of Procurement (C235) - CSPA • Legal and Policy Environment for Procurement, Materiel Management and Real Property (M714) - CSPA Classroom • Introduction to Real Property Management (M721) - CSPA Classroom • Who We Work For (C218) - CSPA 	CSPA Real Property Specialists - CSPA <i>Community</i> page: https://learn-apprendre.cspa-efpc.gc.ca/application/en/content/real-property-specialists
<u>Procurement</u>	<ul style="list-style-type: none"> • Overview of Real Property Management (C234) - CSPA • Legal and Policy Environment for Procurement, Materiel Management and Real Property (M714) - CSPA Classroom • Introduction to Procurement (M718) - CSPA Classroom • Overview of Materiel Management (C233) - CSPA • Who We Work For (C218) - CSPA 	CSPA Procurement Specialists - CSPA <i>Community</i> page: https://learn-apprendre.cspa-efpc.gc.ca/application/en/content/procurement-specialists

For more information, consult the CSPA Functional Specialists *Community* page: <https://learn-apprendre.cspa-efpc.gc.ca/application/en/content/functional-specialists>

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