

COURSE EQUIVALENCY APPLICATION FORM



Alberta Motor
Transport Association

PLEASE PRINT CLEARLY

SECTION A

NAME:	COMPANY:	
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
TELEPHONE:	EMAIL ADDRESS:	

SECTION B

COURSE(S) FOR WHICH YOU ARE APPLYING FOR EQUIVALENCY: <i>*Course completion/certificate must be dated within 3 years of application date</i>
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The following must accompany this Equivalency Form:

- *Copy of the course certificate and/or training records*
- *Processing fee payment of \$100.00 +GST (per equivalency request)*
- *Payment must be received before Certificate is issued*

Credit Card Number:

Expiry Date:

CVV:

Card Holder Name:

Signature:

***Submit completed form and
required documentation to:***

*Education Administrator
Alberta Motor Transport Association
E-Mail: training@amta.ca*

Course Description:

Legislation, Standards, and Policy is a foundational course introducing participants to the key documentation which governs compliance and safety across the transportation industry. This course both defines and explains the linkages between legislation, standards, and organizational policy/procedure and provide practical learning opportunities to interpret and apply each. This course also considers how each is applied in federal and provincial workplaces and explains the criteria for establishing jurisdiction. Finally, the course looks at policy and procedure as the tools used by an organization to communicate matters of safety and compliance to workers.

Outcome	Identify and describe content	Location of content in materials provided
<p>Defining Legislation, Standards, and Policy.</p> <ul style="list-style-type: none"> • Identify legislation, standards, policy, and procedure documentation • Explain how legislation, standards, policy, and procedure are both similar and different • Legislation • Standards • Policy • Procedure – process to complete • Federal and provincial transportation, TDG, and OHS legislation • National Safety Code (16 standards) • Relationship between NSC and legislation • Other standardizing bodies • Law vs. ethics • Differentiate between the purposes of legislation, standards, policy, and procedure 		

<p>Using Legislation, Standards and Policy in the Workplace.</p> <ul style="list-style-type: none"> • Provide examples and explain how legislation, standards, policy, and procedure are applied in the workplace • Reading legislation • Citing (referencing) legislation • Interpreting legislation for use in the workplace • Interpreting legislation and standards in a situational context • Evidence-informed decision making • Staying current on legislation • Government bodies that provide oversight and enforcement • Locate legislation, standards, policy, and procedure • Identify employer and employee responsibilities based on legislation (shall/will/must) and • standards (should/may/reasonability) • Apply legislation, standards, policy, and procedures to support safe and/or compliant work processes • Apply legislation to specific situations. • Explain decision-making process in such a way as to be clear and concise to others 		
<p>Federal vs. Provincial Worksites</p> <ul style="list-style-type: none"> • Recognize the difference between federal and provincially governed worksites • Federal worksites • Provincial worksites • Interjurisdictional precedence • Interjurisdictional immunity • Division of Powers Act 		

<ul style="list-style-type: none"> • Determine if a workplace is federally or provincially governed 		
<p>Legislation and Policy</p> <ul style="list-style-type: none"> • Use policy to communicate legislative information in the workplace • Use policy as a tool to communicate legislation • Communicate for continuous improvement • Use policy and procedure to communicate legislative requirements • Identify “who, what, where, when, why, and how” aspects of policy • Identify consequences and corrective actions when policy and procedure is not followed 		

Additional Notes:
