

NFTHD #34: CEP + contracted employees

This Note from the Help Desk answers a question about the Continuing Education Program (CEP) and how it applies to contracted employees. Section 9 of the Code sets out the requirements for completing the program apply equally to contracted and part-time employees as it does to permanent, full-time employees.

For employees who are contracted for a period of less than two years, they are required to demonstrate progress in a timely manner and complete the program within an equivalent of two years. This provision in the Code is designed to ensure that someone's employment status doesn't negate their need for appropriate training.

But what does that actually look like? Well, let's use some examples:

- A part-time employee who is new to the industry needs to commence the program within 6 months of commencement and move through the courses at a rate that is consistent with their work pattern. For example, if they are employed at 0.5 FTE (half time, or 2.5 days per week), then they are expected to move through the program twice as long as a usual full time worker. This means they may take up to four years to complete the full program if they are a sales representative because this reflects their half-time work pattern.
- Short term employees (e.g. contracted for 3-6 months): if they haven't already done Program 1, then this should be a priority. Ideally, short term contractors already have Program 1 under their belt, and just need to keep on top of updates and bridging programs as necessary.

The Bridging Program does not form part of the core modules and it is not compulsory; however companies are encouraged to ensure that staff are aware of amendments to each edition of the Code of Conduct by completing the endorsed update module or by providing internal company training.

For more information on who needs to do the program, the Code Resource Toolkit provides 'Guidance on Company Representative Training'.

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