

Ministry Representative

Available to PFS & Non-PFS Employees

Learning Services

Leading the Way – Level 1 (Discovering Leadership)
Module 3 – Producing Results 4 days (2 parts)

Thompson Rivers University

Management Skills for Supervisors
– Level III (Administrative Skills) 4 days

Available to PFS Employees Only

Learning Services

Labour Relations – Managing Performance 1 day

Learning Centre or PSA

Best Practices in Disability Case Management 1 day

Ministry of Transportation and Infrastructure

Claims Management 1 day

Ministry of Transportation and Infrastructure

Project Management Manual 1 day

Learning Services

PCMP 204 – Laws and Ethics
for Competitive Procurement 1.5 days

PCMP 205 – Procurement Management
and Negotiations: Theory and Issues 1.5 days

PCMP 210 – Understanding and
Drafting Contracts 1.5 days



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Construction Manager

Available to PFS & Non-PFS Employees

Learning Services

Leading the Way – Level 2
(Dynamic Leadership) Module 1 6 days (2 parts)
– Building Dynamic Teams

Leading the Way – Level 2
(Dynamic Leadership) Module 2 6 days (2 parts)
– Promoting Change

Available to PFS Employees Only

Learning Services

Labour Relations – Investigative Skills 1 day

Learning Services

PCMP 301 – Advance Contract
Management Planning 2 days

PCMP 302 – Requests for Proposals 1 day

PCMP 304 – Advanced Law, Ethics
and Best Practices in Procurement Management 2 days

PCMP 305 – Advanced Negotiation Skills 4.5 days online

PCMP 310 – Advanced Contract Drafting 2 days

PCMP 350 – Case Study and Executive
Panel Presentation 2 days



Development Plan for Provincial Field Services Employees

Ministry of Transportation
and Infrastructure



INTRODUCTION

Provincial Field Services (PFS) is the construction administration arm of the Ministry of Transportation and Infrastructure (TRAN) and provides construction contract administration across the province of BC (Ministry Representatives).

This brochure outlines the Ministry's Development Plan for PFS employees starting at an entry level within the PFS and progressing through to the Construction Manager level.

*Note – This plan assumes the employee has already acquired the necessary civil engineering education. If not, required civil engineering training must be obtained.

HOW DOES THIS PLAN WORK?

This is an *employee driven* development plan offering *modular training* via computer, home study and classroom instructional techniques. It is to be completed *while fully employed*.

Employees are required to meet with their supervisor annually to jointly agree to module targets. The number of modules completed each year is dependent on each individual's ability. It is expected that each position level will require approximately 2 years to complete. All training must have supervisory approval before registering.

HOW DO I REGISTER?

PFS employees register directly with the training provider and registration details are included within the web links provided.

For more information regarding service providers, course descriptions and schedules, please refer to:
<http://www.th.gov.bc.ca/gwvwr2/content/FieldServices3/humanres/Field%20Services%20Development%20Plan.doc>

Or the Ministry of Transportation and Infrastructure web:
http://www.th.gov.bc.ca/recruitment/field_services_training.htm

IS THIS AVAILABLE TO PEOPLE OUTSIDE PFS?

Consultants and contractors are not required to participate in this development training. However, should employers wish to similarly train their employees, the following applies:

- Any employers can register employees for those modules identified as "available to PFS and Non-PFS employees". Register directly with the training provider.
- For modules specific to PFS operations, employers may wish to utilize the module descriptions and seek alternate training that will meet the intended content. This allows for tailoring to meet the specific practices of each employer. Providers listed may offer this tailoring and can be contacted directly.

Field Services Aide

Available to PFS & Non-PFS Employees

BCIT
 AMRC 2015 – Communications 30 hours online

Ashbrooke Quality Assurance Ltd.
 ISO 9000:2000 Series Foundation Training Course 1 day
 Internal QMS Auditor Training Course 2 days

Learning Services
 Leading the Way – Gateway Workshop 2 days

Available to PFS Employees Only

BCPSA
 Disability Case Management – information session 2 hours

Ministry of Transportation and Infrastructure
 Project Management .5 day

Ministry of Transportation and Infrastructure
 Procurement Information Session .5 day

Learning Services
 Procurement & Contract Management Principles (PCMP) 110 – Procurement Foundation 1.5 days online

Field Services Assistant & Assistant Ministry Representative – 2 levels

Available to PFS & Non-PFS Employees

Learning Centre-3E
 Risk Management 1 day

Learning Services
Leading the Way – Level 1
 (Discovering Leadership) Module 1 4 days (2 parts)
 – Making Change Happen
Leading the Way – Level 1
 (Discovering Leadership) Module 2 4 days (2 parts)
 – Developing Teams

Thompson Rivers University
 Management Skills for Supervisors – Level I (Interpersonal Skills) 4 days

Thompson Rivers University
 Management Skills for Supervisors – Level II (Group Skills) 4 days

Available to PFS Employees Only

Ministry of Transportation and Infrastructure
 Progress Estimating System (PES) .5 day

Learning Services
 PCMP 201 – Contract Management Planning Motivation 2.5 days

PCMP 202 – Contract Solicitation, Award and Monitoring 2.5 days

PCMP 203 – Administering and Evaluation Contract Performance 2.5 days

Learning Services
 Labour Relations: An Introduction 1 day

Ministry of Transportation and Infrastructure
 Claims Management 1 day

Ministry of Transportation and Infrastructure
 Risk Management – Insurance and Bonds 2 hours

Ministry of Transportation and Infrastructure
 Construction Contracts 2 – .5 day sessions
 – Special Provisions/ Standard Specifications (Procurement Information Session and PCMP 110 pre-requisite)