

**SUPERVISOR'S  
TECHNICIAN TRAINING REQUEST CHECKLIST  
(SF 182 Coversheet)  
PAGE 1**

Managers are encouraged to review the following checklist prior to approving training requests. The checklist is designed to help identify areas where regulatory guidance may apply to specific requests prior to certification. The correct decision concerning the approval of training equates to **the proper use of Government funds.**

Name of applicant: \_\_\_\_\_ Organization/Shop: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Forwarded to Second Line Supervisor: \_\_\_\_\_

Date Forwarded to HRO: \_\_\_\_\_

- \_\_\_\_\_ 1. Are the SF 182 Sections A, B, C and D-Blocks 1a, b, c, d, e and 2a, b, c, d, e completed?
- \_\_\_\_\_ 2. Are training objectives clearly stated in Block 18? (Note: This is not a course description)  
*(SMART Objectives are written using Specific, Measurable, Achievable, Relevant, and Time-Framed. The **learning objectives** tell what tasks the learners will be able to perform after the training. See examples on page 2).*
- \_\_\_\_\_ 2. Are course catalog information, background, letters, memo's, and source information attached to SF 182 package?
- \_\_\_\_\_ 3. Is there proper rental vehicle justification and cost-benefit analysis attached?
- \_\_\_\_\_ 4. If applicable, is Tuition and payment information attached? *(Background information showing who and how to pay tuition, if applicable. Is course application/registration signed and attached?)*
- \_\_\_\_\_ 5. If an NG-PEC course, has a quota source (or seat) available, secured and verified?
- \_\_\_\_\_ 6. All employees were considered fairly and equitably for needed training? Is there an IDP on this employee?
- \_\_\_\_\_ 7. Is the training request package approved and submitted 45-60 days **prior** to course start date?
- \_\_\_\_\_ 8. Training is most timely, economically, and effectively fulfills identified training need.
- \_\_\_\_\_ 9. Does the Employee meet the course prerequisites for this training?
- \_\_\_\_\_ 10. Is a Continued Service Agreement signed and attached, if required?
- \_\_\_\_\_ 11. Is all applicable background material attached to the SF 182? *(For example, course descriptions, letters, memos, enrollment information and application, lodging information, maps, mode of transportation and location information, course enrollment reservation information, schoolhouse POCs, emails, phone numbers, etc).*

**Supervisor's Certification**

1. I will personally verify that employee attends and completed approved training
2. I will complete and require employee to complete evaluations and review training upon completion.
3. My office will maintain all required hardcopies of training files, (For example in a training folder or supervisor's record of employee).
4. I will ensure employee submits a copy of the finalized travel voucher to HRDS upon travel settlement.

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Printed Signature Element**

*Please print page 1 of checklist and attach to SF 182 as a coversheet.*

**Examples of SMART objectives**

Always write objectives that are measurable so that training behaviors can be easily observed and evaluated.

1. Joe will attend Fairbridge 3 times a week during the summer holidays.

**Specific** - Says what Joe will do (attend Fairbridge).

**Measurable** - States the number of times per week (3).

**Achievable** - Fairbridge have the resources for him to attend and they provide the transport.

**Relevant** - It links into the school curriculum, he has a history of being involved in anti-social behavior during school holidays and he wants to increase his attendance from one day a week to three days.

**Timescale** - It's for a fixed period (summer holidays).

2. Tracey agrees to work with the family support worker in her home on Tuesday and Friday for the next six weeks looking at routines for managing baby John.

**Specific** - Says what Tracey will do i.e. allow worker in her home.

**Measurable** - States which days of the week.

**Achievable** - The family support worker has transport and the knowledge.

**Relevant** - It ties into the Health Visitors long standing concerns about Tracey's routines and standards of cleanliness for the baby.

**Timescale** - A fixed period of six weeks.