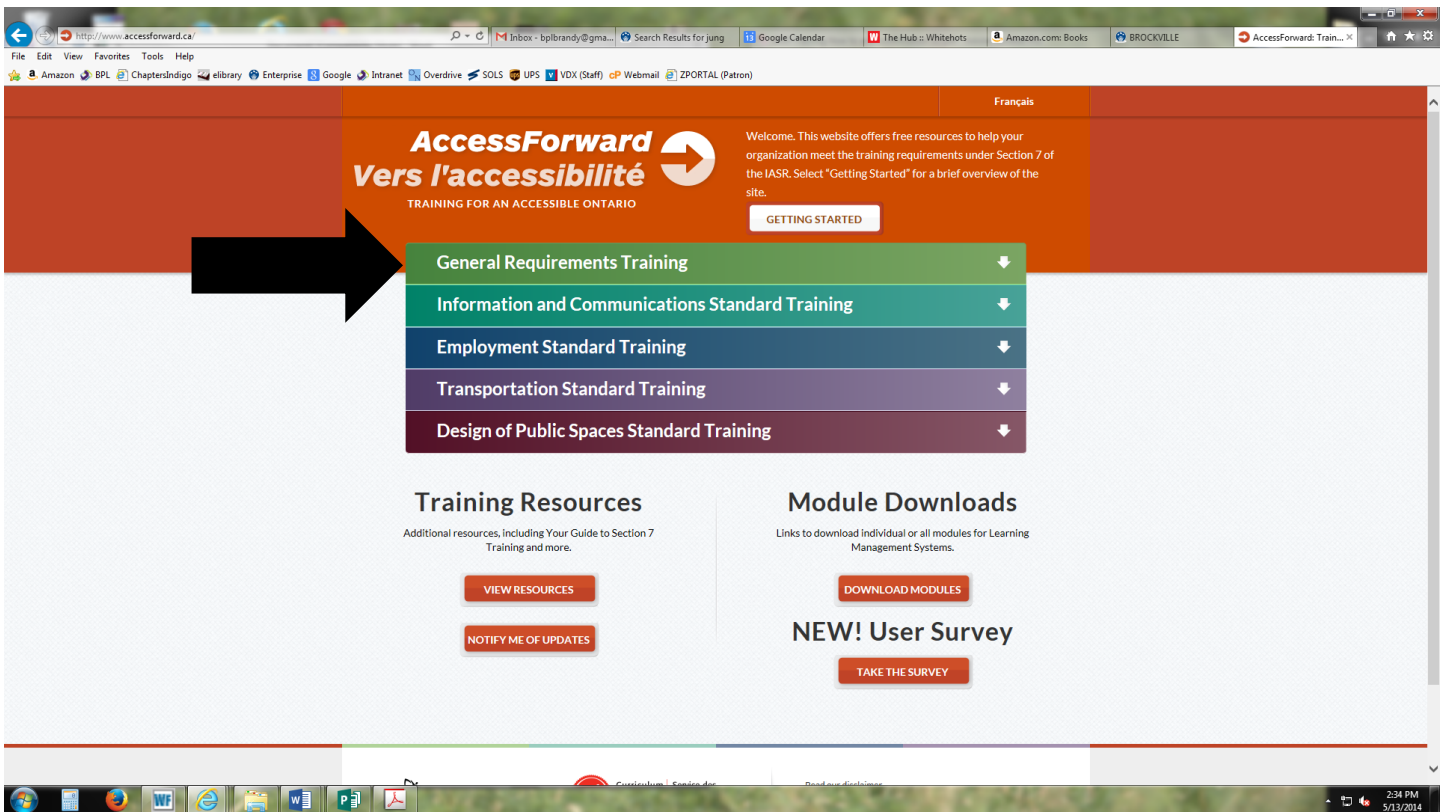


Brockville Public Library

IASR Mandatory Training for Volunteers

Website: www.accessforward.ca

A screenshot of a web browser displaying the AccessForward website. The browser's address bar shows 'http://www.accessforward.ca'. The website has a dark orange header with the logo 'AccessForward Vers l'accessibilité' and the tagline 'TRAINING FOR AN ACCESSIBLE ONTARIO'. A white button labeled 'GETTING STARTED' is visible. A large black arrow points from the left towards a dropdown menu that lists five training categories: 'General Requirements Training', 'Information and Communications Standard Training', 'Employment Standard Training', 'Transportation Standard Training', and 'Design of Public Spaces Standard Training'. Below the menu are two columns: 'Training Resources' with buttons for 'VIEW RESOURCES' and 'NOTIFY ME OF UPDATES', and 'Module Downloads' with a 'DOWNLOAD MODULES' button. A 'NEW! User Survey' section with a 'TAKE THE SURVEY' button is also present. The browser's taskbar at the bottom shows various application icons and the system clock indicating 2:34 PM on 5/13/2014.

Begin with the **GETTING STARTED** video which will provide you with the background information to complete the other modules.

Click on the **GENERAL REQUIREMENTS TRAINING**

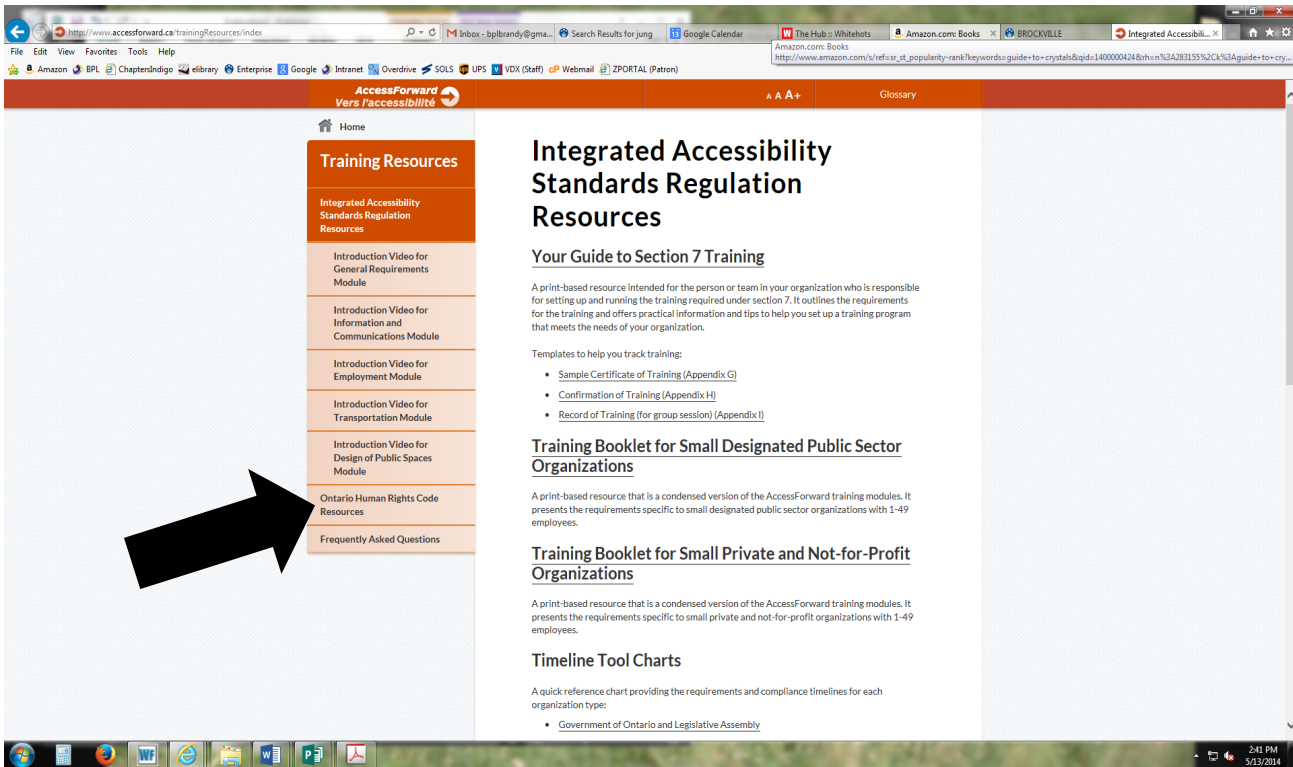
Click on **Take it**, read the disclaimer then click **Next**, watch the video by clicking on the white arrow in the middle of the black screen. (6:30 minutes in length) then click **Next**.

There are 11 to 12 screens to read and **“Knowledge Checks”** to complete. (Approx. 12 minutes)

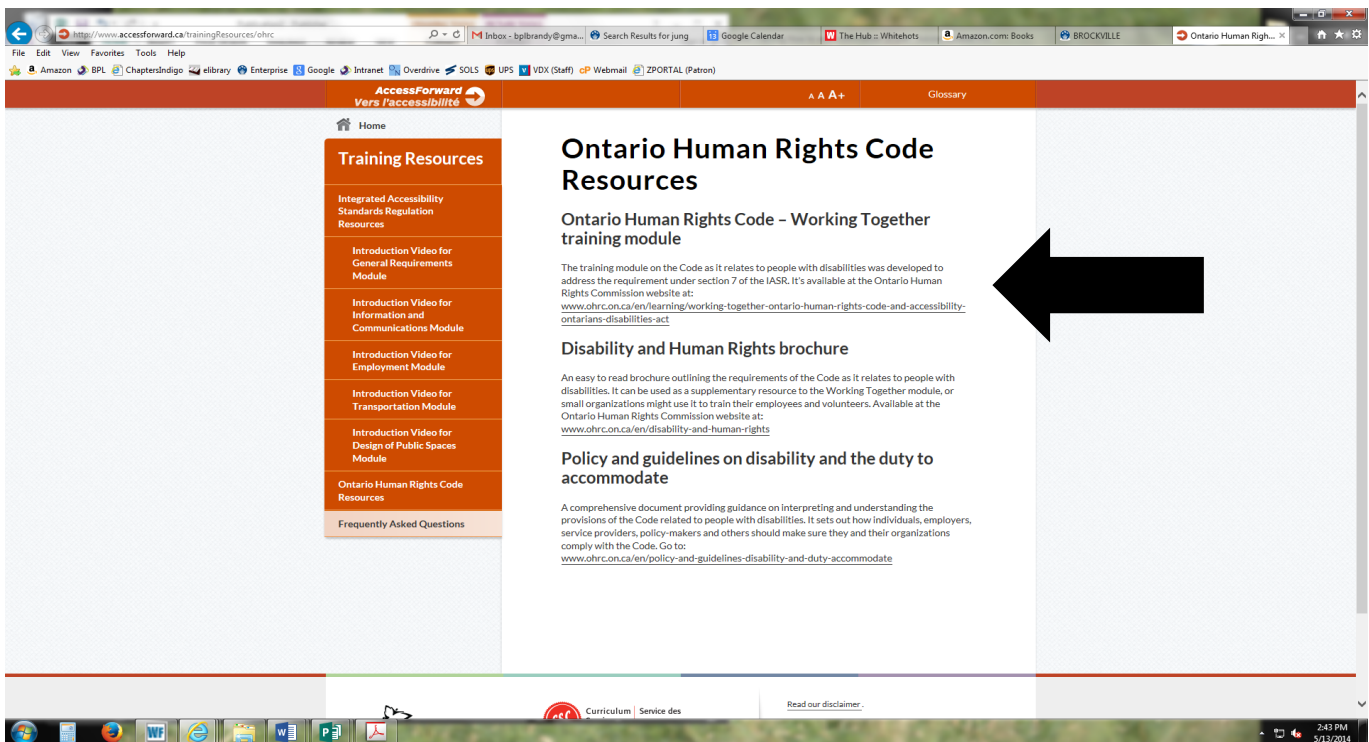
Once completed you click on the upper left hand side of the screen on the **“Home”** button that will take you back to this main screen.

All Council, staff, volunteers and third party operators are required to complete training on the **Ontario Human Rights Code** as it pertains to people with disabilities.

You will access this training from the **Home Screen** by clicking on **View Resources** you will then see the following screen. On this on the left side of this page in the orange bar under **Training Resources** go to the bottom and click on **Ontario Human Rights Code Resources**.



This screen will appear, click on the link to their training website. (see arrow)



Their training website will launch and it looks like this:

If it doesn't launch this is the link:

<http://www.ohrc.on.ca/en/learning/working-together-code-and-aoda>

The screenshot shows a web browser window displaying the OHRC website. The page title is "Working Together: The Code and the AODA". The navigation menu includes "YOUR RIGHTS", "CODE GROUNDS", "SOCIAL AREAS", "EDUCATION & OUTREACH", and "OUR WORK". The main content area features a sidebar with a list of parts: "Part 1. Introduction", "Part 2. The Code", "Part 3. Understanding the Duty to Accommodate", "Part 4. Applying Human Rights Principles", and "Part 5. Compliance and Enforcement". The main text reads: "Learn about your rights and responsibilities under the Code and the AODA and how they affect you at work, in services and in housing. This e-learning video is for the public, private and not-for-profit sectors and completes the training requirements for section 7 of the Integrated Accessibility Standards of the AODA. The video has been divided into 5 parts, and takes about 20 minutes to view. To begin, click on the video 'Part 1: Introduction.'" Below the text are three video thumbnails: "Part 1. Introduction", "Part 2. The Code", and "Part 3. Understanding the Duty to Accommodate". The browser's address bar shows the URL "http://www.ohrc.on.ca/en/learning/working-together-code-and-aoda".

This website is self-explanatory it is a combination of training videos and quizzes. Follow the instruction at the top, above the 5 videos. You will receive confirmation of completion at the end.

Once you have completed all areas of your recommended training please complete the attached confirmation form and return it to Brandy @ the library.

Should you have any questions please contact Brandy @ 613-342-3936 ext. 32, or brandy@brockvillelibrary.ca

**City of Brockville
Brockville Public Library**

IASR Mandatory Training Confirmation

Please identify which of the following modules you completed training on (check all that apply), how you completed the training, and what dates you completed the training:

Modules	Training Format Used	Date Training Completed
General Requirements		
Ontario Human Rights Code		

Name: _____

Position: _____

Signature: _____

Please return completed forms to:

Brockville Public Library
23 Buell St.
Brockville, ON
P.O. Box 100
K6V 5T7

All completed forms will be kept on file at the library and at the City of Brockville Clerks Department.