

## CUSTOM COURSES

The Foundation of Administrative Justice is a not-for-profit society dedicated to training for administrative tribunals and their members, staff and clients. FAJ conducts ten different courses on an annual schedule. In addition, FAJ offers custom training for organizations.

Since 1998, FAJ continues to offer high quality training, by instructors with tribunal experience, at affordable rates. The full training calendar (dates, course descriptions and instructor bios) is on our website at [www.FOAJ.ca](http://www.FOAJ.ca). Many tribunals in western and northern Canada have attended FAJ's courses and continue to send their new members and staff to courses and the annual conference. References are available on request.

### Custom Courses

The Foundation of Administrative Justice will offer custom courses for a tribunal or group in any of five ways:

1. Delivering the standard course materials and exercises on custom dates outside the regular course schedule
2. Customizing the agenda from a regular course to meet the needs of the group
3. Customizing the exercises from a regular course to meet the needs of the group
4. Developing a new course to meet the needs of the group
5. Combining one or more regular courses to meet the needs of the group.

### Attractions of Custom Courses

Custom courses offer the organization many attractions:

- Dates compatible with the organization's workload
- Input into the agenda
- Exercises directly related to the organization's legislation, structure and cases
- Personal attention from the instructor
- Audience limited to the organization's members, staff and invitees
- Ability to discuss organization rules, challenges and case generalities in a private setting
- Training delivered at your location or centre, often saving travel costs for your attendees

### Terms and Conditions of Custom Courses

The following terms and conditions apply to all custom training:

1. The organization or group must be a Platinum organization member of FAJ in the year the training is quoted and provided. The Platinum membership fee is an annual fee. Fee details and the application form are on the FAJ website at [www.FOAJ.ca](http://www.FOAJ.ca).

2. The organization is responsible to reimburse FAJ for any instructor travel expenses, in accordance with the FAJ Expense Policy.
3. The organization is responsible for the arrangements and costs for the course facilities, equipment, and refreshments. FAJ provides the space and equipment requirements.
4. GST is extra unless the organization provides a GST exemption number.
5. At least 21 calendar days in advance of the course date, the organization must complete Group Registration Form (attached) for all participants (full names) for the certificates. This list is the basis of our billing.
6. Registration fees must be paid in advance of the course proceeding. FAJ can invoice the organization once the number of persons attending is determined. We accept cash, cheque, VISA or MasterCard.
7. If a person cancels within 21 calendar days of the course date or does not attend the course, the registration fee is not refundable. Substitutions are allowed until the course begins.
8. Participants receive a set of materials at the course. They also receive a certificate of attendance at the end of the course.
9. FAJ may want to have a brief meeting with the organization to identify the areas to amend the agenda, to get ideas and materials for the exercises, or to discuss the group needs for a new course or combined courses.
10. Course dates are set in consultation with the organization.
11. FAJ retains the copyright on all materials produced.

### **Custom Course Fees**

FAJ will prepare a quote if desired. Discounts are available if contracting three or more custom courses. Registration fees are charged per person registered, with a minimum charge for 16 persons, unless otherwise quoted.

### **Process for Obtaining a Custom Course**

If you wish to arrange for a FAJ custom course:

- Complete the Custom Course Request Form (attached) and send it by fax to 780-466-8015 or email to [info@foaj.ca](mailto:info@foaj.ca).
- Then FAJ will contact you to discuss the custom course request and finalize arrangements.

## Custom Course(s) Request Form

If you wish to arrange for a FAJ custom course:

- Complete this Custom Course Request Form and send it by fax to 780-466-8015 or email to [info@foaj.ca](mailto:info@foaj.ca).
- FAJ will contact you to discuss the custom course request and finalize arrangements.

### Your Information:

Platinum Membership #: \_\_\_\_ or Need to Apply \_\_\_\_

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City Province Postal Code

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ (area code)  
(area code)

Email: \_\_\_\_\_ Date: \_\_\_\_\_

### What Type of Custom Course:

Nature of the custom course you seek: *(please check the ones that apply)*

- 1. Deliver the standard course materials and exercises on dates for us.
- 2. Customize the agenda from a regular course to meet our needs.
- 3. Customize the exercises from a regular course to meet our needs.
- 4. Combine one or more regular courses to meet our needs.
- 5. Develop a new course to meet our needs.



**Which Course(s):**

Which of our standard/regular courses are you seeking: *(please check the ones that apply)*

- Introduction to Administrative Justice
- Evidence
- Interpreting Legislation
- Decision Making
- Decision Writing
- Plain Language Writing for Tribunals
- Effective Hearings
- Case Management Practices
- Giving Evidence Before Tribunals
- Presenting Cases Before Tribunals

The new course we seek:

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**Some Details of the Course(s):**

When:  We have specific dates in mind: \_\_\_\_\_  
*(list the dates)*

**or**

We have a time frame in mind:

- Jan - March       April - June       July - Aug       Sept - Dec

Where: \_\_\_\_\_  
*(what city)*

Number of participants anticipated: \_\_\_\_\_

We have read and accept the Terms and Conditions of Custom Courses.

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(date)*