

Change to Training Matrix – SSE Program Tracking

Subject: Enhancing Visibility and Compliance for Short Service Employees (SSEs)

To strengthen our ability to track and support Short Service Employees (SSEs) across all regions, Learning & Development (L&D) will be tracking the SSE program in your **Training Matrix**. This change will make SSE program graduation an “Optional” requirement in 2026, with the intent to transition to “Mandatory” in 2027, for applicable positions.

Why This Matters

The SSE program is a critical component of our safety strategy and supports consistent standards across all regions. The short-form SSE program will streamline onboarding provided the basic CEDA HSE safety requirements are completed and uploaded to employee profiles. This approach saves time when personnel move between regions and ensures compliance with our safety expectations.

Recent discussions confirmed agreement on this approach and its importance in maintaining safety standards.

Key Details

- **Grandfathering Current Personnel:** All CEDA employees, employed before 1 Jan 2026, will start at **100% compliance**, reflecting full compliance for existing staff.
- **Improved Visibility:** Adding SSE graduation to the matrix will provide operational leadership and safety teams with better visibility, ensuring adherence to our SSE program.
- **New Hire & Returning Employee Requirements:**
 - All **new hires** must have an SSE program on file, and onboarding applicable to their role (e.g., Supervisor Onboarding).
 - For **returning employees—including mobile workforce personnel (short-term employees)**—the requirement to retake the SSE program will **align with the existing CEDA Corporate Orientation retake policy**. If Corporate Orientation is required, the SSE program must also be completed.

Rollout Timeline

Effective Date: April 1, 2026

Next Steps

Please familiarize yourself with the **SSE Program Booklet and Practice**, found in the [HSEMS](#), which outlines detailed requirements and expectations.

Thank you for your collaboration in making this transition smooth and effective. Your input is critical to aligning our safety and compliance goals

