

Procedure No. OSSC 04-04	Issue Date: June 14, 2009	Prepared by: CG	Reviewed by: RR	Approved by: O&A
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Instructor Competency Procedure

1.1 PURPOSE

This document details the procedure to ensure instructors competency for delivery of learning outcomes.

1.2 APPLICATION

This procedure is applicable to the Assistant Director - Programs, & Manager, SERT.

1.3 RESPONSIBILITIES

1.3.1 The Assistant Director -Programs/Manager SERT will be responsible for coordinating the orientation/ mentoring process for new or reassigned instructors.

1.3.2 The Assistant Director -Programs/Manager SERT will be responsible for ensuring any external approval required for delivery is received and will maintain a list of current approvals .

1.4 PROCEDURE

1.4.1. Instructors will be selected and hired and in accordance with MI and OSSC hiring procedures having background knowledge experience and skills as applicable to deliver the training course or courses for which they were hired. After hiring, instructors will be encouraged to participate in professional development courses and programs aimed at upgrading knowledge and skills which may permit them to be re-assigned to new courses.

1.4.2 When a new instructor commences work at the Centre or is reassigned to a new duty he/she will begin with an orientation/mentoring process in the area hired to teach. If external approval is required to instruct in this area and it is not held, then this approval will be requested with the appropriate authority (Transport Canada etc). If not required, the orientation/mentoring process combined with the appropriate qualifications as detailed on **OSSCFORMS 150** will be the basis for ensuring competency in that area.

1.4.3 During the orientation / mentoring process new instructors will commence training in Successful Teaching and Resource Training course offered at the Centre.

1.4.4 To maintain competency to lead any specific course the instructor must either possess current certification for the specific course, certificate in a superior course

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that covers the specific technical skills and knowledge requirements or alternatively have maintained continuing proficiency by having led or assisted in the course at least once in the past two years or other standard which may be set for specific courses by industry requirements or through the program review process.

- 1.4.5 In addition to the requirements of 1.4.4
- all instructors involved in the delivery of practical courses will maintain a current basic first aid certificate
 - Legislative requirements may require instructor to hold additional current certification e.g. Fit testing/SCUBA
- 1.4.5 Periodic reviews will be conducted by the Assistant Director Programs in consultation with other managers to ensure that appropriate staffing levels and competencies are maintained