



Mission: To inspire lifelong learning and leadership through experience, excellence and innovation.
Vision: Transforming the future through innovative learning.
Values: We value learner success, integrity, respect, community, excellence and innovation.



INSTRUCTOR PROCEDURES AND AGREEMENT

Lakeland College complies with the Freedom of Information and Protection of Privacy Act of Alberta. Information collected on this form is used in the normal course of college operations in accordance with this legislation. If you have any questions about the collection and use of this information, please contact the FOIP Coordinator.

Instructor Qualifications

To qualify as an instructor, a person must:

- hold NFPA 1041 Fire Service Instructor Level I
 - Exception: only a lead instructor who has successfully completed NFPA 1041 Fire Service Instructor Level II can deliver NFPA 1041 Fire Service Instructor Level I
- be a graduate of the course or program being taught or have been granted equivalency
- acknowledge intention to comply with the instructor procedures outlined in this document

Instructor Procedures

1. The instructor will receive the instructor package by traceable mail service, which will include:
 - a. Class List
 - b. Textbook
 - c. Student Guides or Course Guides
 - d. Practical Skills (if applicable)
 - e. Instructor Timetable (if available)
 - f. Instructor Procedures and Agreement
2. The role of instructor can be as either the lead instructor or assisting instructor.
 - a. For purposes of this document, the duties outlined will be for the lead instructor
 - b. The assisting instructor duties will be determined by the lead instructor
3. Plan with your host department or coordinator, the scheduled training dates, the written examination date (where required) and the practical skills evaluation date (where required).
 - a. This ensures a minimum time lapse between training completion and testing
 - b. It is strongly recommended that your completion date be your test date
4. Comply with all environmental and safety practices.
5. The Emergency Training Centre recommends that class size be limited to a maximum of 24 students.
 - a. The recommended student-to-instructor ratio is a maximum of 12:1 in training involving practical components
 - b. The recommended student-to-instructor ratio is a maximum of 5:1 for live fire training as per NFPA 1403 Standard on Live Fire Training Evolutions
6. Training with enrolment of 24 students will typically require a minimum of four days (32 hours) for presentation.
 - a. It is also advisable that an additional day (8 hours) be scheduled for study periods
 - b. Additional time may be required for evaluations and examinations
7. It is recommended that the training be completed within the following timelines:

| Training duration in hours | Time allotted for completion for the entire class / group (24 students) |
|----------------------------|---|
| 1 – 16 | Thirty (30) days |
| 17 - 40 | Sixty (60) days |

8. Review all training material upon receipt and verify against packing slip (if applicable).
9. Be adequately prepared to instruct.
 - a. An instructor conducting training for the first time can expect to spend approximately two hours in preparation for every hour of presentation
 - i. Subsequent presentations may require less preparation time
 - ii. A preparation-to-presentation time ratio of 2:1 for the training being taught is recommended. For example, five days of training will require ten days of preparation time. As you become familiar with the materials, this preparation time can be reduced

10. Ensure the Class List is filled in with your name, the date, course name, course ID #, host department, location, contract # and the start and end dates for the course. Please ensure that the attending student fill in their first and last names.
11. Inform your contact at the Emergency Training Centre of any changes in student numbers.
12. Teach all of the theory and practical skills.
13. Practical skills are performed as part of the teaching/learning process at the appropriate time during the course. The instructor must indicate "P" (pass) or "F" (fail) on the practical skills for each student (checkmarks are not permitted).
14. 100% of all demonstrable skills (including the critical skills) of a course must be successfully completed for a student to achieve a "P" (pass) on the practical skills.
15. Upon completion of the course, the instructor shall ensure all course documentation is complete and accurate.
16. The instructor will forward to the evaluator the completed Class List, Practical Skills, and Instructor Procedures and Agreement.
 - a. The evaluator will include these documents in their completed evaluation package
 - b. If the proctor and the evaluator are not the same person, the instructor is required to forward a photocopy of the Class List to the proctor
17. The course instructor will not function as the evaluator for any student.
 - a. The evaluator is responsible for organizing the setup of equipment, resources, work areas, and manpower required for each skills evaluation
 - b. The evaluator can utilize the course instructor(s) to assist with the skills evaluation and scenario setup
 - c. Instructor(s) cannot participate in the evaluation but can provide the evaluator with background information regarding performance of skills
18. In the case where students fail specific skill(s) during their practical skills, the instructor can provide remedial training to students who have been given the opportunity to be re-tested.
19. A student may write an examination only after successful completion of the practical component (where applicable).
 - a. All written examinations require a minimum passing score of 70% unless otherwise noted
20. If the instructor has any questions, contact the Emergency Training Centre for clarification.

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| DECLARATION | |
| THE EMERGENCY TRAINING CENTRE HAS THE RIGHT TO AUDIT AN EXAMINATION IN PROGRESS WITHOUT PRIOR NOTICE. | |
| I agree to comply with all instruction procedures as specified by the Emergency Training Centre during the instruction and delivery of its courses. | |
| Applicant's Signature | Date |