

References:	PRO BOARD CRITERIA: TA4, TA6, TA7 NFPA	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy for instructors who will receive instructional assignments.

RESPONSIBILITY: It is the responsibility of all instructors/evaluators to be familiar with this guideline to understand the process of receiving teaching assignments as instructors. It is the responsibility of the Academy to maintain current information on active instructor/evaluator qualifications and inform instructors/evaluators on how teaching and evaluation assignments are equitably distributed.

2.0 PROCEDURES

- 2.1. The Academy will maintain a list of instructors/evaluators, identifying the course standards and/or subject matter each individual is qualified and approved to instruct and/or evaluate.
- 2.2. Once the Academy schedules tentative course date(s) they will refer to the approved instructor/evaluator roster and select the required number of qualified instructors/evaluators for that given course.
- 2.3. When more than one instructor/evaluator is required for an Academy course, one individual will be assigned as lead instructor/evaluator, based on experience. Lead instructor/evaluator may be given a premium.
- 2.4. The Academy will maintain a record of instructor/evaluator assignments, this will include:
- 2.4.1. Assignments offered to instructors/evaluators (assignment accepted or declined)
 - 2.4.2. Name of lead instructor
 - 2.4.3. Name of secondary instructor(s)
 - 2.4.4. NFPA Standard and/or subject matter
 - 2.4.5. Date(s) of training/evaluation
 - 2.4.6. Location of training/evaluation
 - 2.4.7. Rate of pay

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- 2.5. Some criteria that may influence instructor/evaluator assignments are:
 - 2.5.1. Geographical training location
 - 2.5.2. Instructor qualifications/experience
 - 2.5.3. Instructor availability
 - 2.5.4. Potential conflicts of interest
- 2.6. Evaluators Assignments
 - 2.6.1. Evaluators will not conduct skills evaluation on students with whom they have had direct instructional contact.
- 2.7. Consideration for the lead evaluator role may be assigned directly to Nanaimo Fire Management when:
 - 2.7.1. Instructor and curriculum quality control needs to be assessed
 - 2.7.2. New or revised curriculum needs to be assessed
 - 2.7.3. When the Academy has received complaints regarding the instructor(s)
- 2.8. The Fire Chief will ensure that instructor and evaluator work performed by City staff will only be conducted during off-duty hours and ensure compliance with the City of Nanaimo Code of Conduct Policy.
- 2.9. Final approval for instructor and evaluator assignments to City staff will be by the Fire Chief.

3.0 RESPONSIBILITIES

- 3.1. Instructors/Evaluators will be responsible for ensuring course materials are assembled or developed, ensuring the classroom is set up and the media aids are operating correctly. In addition, the instructor is responsible for ensuring the training area and equipment are in proper and safe condition and have sufficient quantity.
- 3.2. The instructor is responsible to ensure a safe training environment is provided for the students and will intervene immediately if unsafe acts or conditions arise.
- 3.3. It is the lead instructor/evaluator's responsibility to ensure instructional/evaluation preparation is completed, that the facilities and equipment are returned to their proper state at the completion of the instruction/evaluation and that all appropriate paperwork and communication are submitted to the Academy.
- 3.4. Preparation time and clean-up time are not paid unless approved in advance.

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4.0 CURRICULUM AND PROGRAM DEVELOPMENT

- 4.1. All training curriculum will meet or exceed the relevant course standards and Provincial and/or Federal requirements.
- 4.2. Training Curriculum will be provided by the Academy or the assigned instructor.
- 4.3. The Academy may ask an instructor to develop new curriculum or revise and/or update current curriculum. In such cases the instructor may be remunerated at a mutually agreed upon rate not to exceed one instructional day. Curriculum developed under this agreement is, and will remain, the property of the Academy. The instructor will be required to provide the Academy with an electronic copy of the developed and/or revised curriculum.
- 4.4. Where a contractor is required to perform any other work outside of normal instructor and evaluator assignments, or 4.3 above, the opportunity will be posted and processed by the City's Purchasing Department in accordance with Purchasing Policies regardless of the value of the contract. If a City employee or paid on call member of the Fire Rescue Department submits a proposal, then the Purchasing Department will make the final determination on awarding the contract taking into account all City policies including the City Code of Conduct Policy in relation to conflict of interest.



Karen Fry
Academy Director

December 22, 2017

Date