



CANADIAN INDUSTRIAL & CONSTRUCTION TRAINING

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# CICT ACCREDITED INSTRUCTOR TRAINER PROGRAM

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**Canadian Industrial & Construction Training**

Unit 9, 266 MacKay Crescent

**CICT**

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## TABLE OF CONTENTS

1.	ROLE OF THE INSTRUCTOR.....	4
2.	REQUIREMENTS .....	4
3.	QUALIFYING PROCESS .....	4
4.	PROGRAM OBJECTIVES.....	6
5.	LEARNING AIDES .....	6
6.	PROGRAM OUTLINE .....	7
7.	ADMINISTRATIVE FUNCTIONS .....	9
8.	PROGRAM UPDATE .....	9
9.	CLASS ROOM ETIQUETTE .....	11
10.	LEARNING CONCERNS .....	11
11.	INSTRUCTOR AGREEMENT.....	12
12.	ADDITIONAL INSTRUCTOR FORMS.....	14



## 1. ROLE OF THE INSTRUCTOR

As an Instructor, you have an important role in the effective presentation of the course content and knowledge of the material. Your experience and complete familiarity with the course content and requirements, provides in depth knowledge to students/participants.

You also create a climate conducive to learning through efficient and effective pre-course administrative planning together with enthusiasm and a positive attitude.

The willingness of students to learn and the presence and leadership of a competent Instructor are the ingredients required to make learning a truly valuable experience.

All Instructors will be listed with the Oil Sands Safety Association (OSSA) as Canadian Industrial & Construction Training (CICT) as certified trainers once approved.

## 2. REQUIREMENTS

- a. Have a minimum of two years field experience or equivalent. Equivalencies will be considered and evaluated by CICT management group
- b. Must have strong leadership qualities
- c. Must be able to demonstrate strong presentation and communication skills
- d. Must be able to demonstrate good class room etiquette
- e. Must have strong interpersonal skills

## 3. QUALIFYING PROCESS

- a. Resumes and Instructor Program Application will be submitted to CICT for review and evaluation by the management group
- b. The resume submittal process is to ensure the potential candidate(s) meet the required guidelines outlined by the Oil Sands Safety Association (OSSA) and Canadian Industrial & Construction Training (CICT)



- c. The individual(s) that is selected to achieve Instructor certification must have above average knowledge of the subject matter and course content



## 4. PROGRAM OBJECTIVES

- a. Know and understand the Occupational Health & Safety Act, Regulations and Code pertaining to the course content
- b. Know and understand the OSHA standard pertaining to the course content
- c. To be competent in delivering course material to ensure participants obtain a thorough knowledge of course content
- d. To be able to foster and encourage class participation and discussions
- e. To develop the ability to answer questions with confidence and accuracy
- f. To be able to coach trainers to assist with learning concerns in the class room environment i.e. language, reading and writing barriers

## 5. LEARNING AIDES

Prior to training the Instructor will be provided:

- a. Instructor manual
- b. Alberta OH&S Legislation Handi-Guide
- c. PowerPoint Presentation
- d. Regional Code of Practice
- e. Exam & Answer Key
- f. Sample of End User certification
- g. DVD



## 6. PROGRAM OUTLINE

### Qualified Instructor Trainer program

Prior to training the candidate will be given an Instructor's package to assist with learning which includes the following:

- a. PowerPoint (paper and electronic copy)
- b. Instructor manual
- c. Lesson Plan
- d. Instructor notes
- e. Occupational health & Safety Handi-Guide
- f. Participants Manual
- g. Final Exam & Answer key
- h. DVD
- i. RCOP if applicable

Attend Instructor Development Program:

- a. Attend class specific to which the candidate is seeking qualification and receive a passing grade
- b. Basic Instructional Techniques
- c. Administrative Procedures
- d. Attend another class specific to which the candidate is seeking qualification as an observer actively taking notes
- e. Equipment Inspection / Practical Evaluations if required. Qualified instructor will provide an evaluation on candidate's performance



- f. Instruct predetermined section of Accredited STS. Qualified instructor will provide an evaluation on candidate's performance
- g. Based on the results of the evaluation(s) the qualified instructor will determine whether the candidate is ready to instruct classes on his/her own or if additional training is required
- h. Upon successful completion of the Instructor Development Program, a candidate must complete an in-classroom audit/review within the first six months of being approved

At a minimum, an in-classroom audit/review must be completed on each instructor once every two (2) years thereafter to maintain certification to instruct the accredited program; and





All instructors must teach a minimum of three (3) courses per year in order to maintain their certification.

Failure to meet the minimums or conduct a successful audit/review will result in either, removal from the qualified instructor listing or recompletion of the instructor development program.

**Note:** The order of the program components will be based on a needs assessment considering candidate's experience with the subject matter and his / her instructional background.

## 7. ADMINISTRATIVE FUNCTIONS

All paperwork (Attendance logs & Exam & Consent forms) must be completed and submitted to CICT within 48 hours of accredited program delivery.

## 8. PROGRAM UPDATE

Should legislation change or changes to the OSSA standards occur CICT will forward all required information to the Instructor. It is advisable to read and know the legislation regarding the training he / she is performing. The explanation guide to the Code is very helpful.

For each CICT Accredited Safety Training Program on file with OSSA that require reviews / revisions and changes and / or updates will be submitted to OSSA for approval prior to actual implementation. After OSSA have approved the reviews / revisions, changes and / or updates each instructor will be given a revised instructor package which will include a document explaining the changes as well as:

- a. PowerPoint paper & electronic version
- b. Instructor manual with teach notes
- c. Participant's manual
- d. Final Exam & Answer Key
- e. RCOP ( if applicable)



When an Instructor receives a revision / update to an Accredited Safety Training Program he / she is required to sign a document acknowledging confirmation of the receipt. The document is then filed in the respected instructor's personnel file.



## 9. CLASS ROOM ETIQUETTE

All instructors must act in nothing less than a professional manner at all times in the classroom as well as on breaks. Refrain from talking in a manner that may be offensive to others, i.e., joke telling, stereotyping certain cultures or races, using language accents, etc.

No deviation from the time allotted to training session

## 10. LEARNING CONCERNS

At the beginning of the accredited training program all instructors will notify participants that there will be a closed book written exam and they must receive a passing grade to attain their certification. All accredited training programs will be taught only in English and without translators.

If a participant has a language barrier, reading or writing challenges, the instructor is allowed only to clarify points on the exam. The instructor, however, will not conduct an oral exam or have a translator present to assist participants with the exams.



## 11. INSTRUCTOR AGREEMENT

**Date:** \_\_\_\_\_

This is an agreement between Canadian Industrial & Construction Training Inc. and \_\_\_\_\_ to ensure that as an Instructor I will not alter, copy, or distribute the accredited training program content, including, the equipment requirements, testing processes and certification cards in any way that deviates from the accredited training program on file at the Oil Sands Safety Association (OSSA).

Additionally, after I am certified to instruct the accredited training program I will sign all Worker Training credentials records issued to participants at the time of training.

I will at a minimum instruct three (3) accredited courses per year to maintain and retain my certification with CICT and remain on file at OSSA as an Accredited Training Program instructor.

I understand and agree at a minimum, a successful course audit must be completed once every two (2) years thereafter to maintain certification.

I hereby understand that to retain my certification, I am required to abide by this agreement.

The Oil Sands Safety Association and CICT reserve the right to conduct program reviews and audits with me at their discretion

\_\_\_\_\_  
Instructor (Print Name)

\_\_\_\_\_  
CICT Representative (Print Name)

\_\_\_\_\_  
Instructor (Signature)

\_\_\_\_\_  
CICT Representative (Signature)





## 12. ADDITIONAL INSTRUCTOR FORMS

### WORKSHOP EVALUATION FORM

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*Your answers to the questions below are used to evaluate the quality of our course content, materials and instruction. We value your feedback and ask that you answer the questions candidly. We strive to continually improve the workshops we deliver and your feedback will help us achieve this objective.*

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Workshop Title: \_\_\_\_\_

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

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

#### CONTENT

1. The objectives were clearly defined
2. The objectives were met
3. The content met my expectations
4. The activities were appropriate for the content
5. Content was applicable to my job
6. Enough time was allotted to each topic

#### MATERIALS / ENVIRONMENT

1. Materials/exercises were clear and understandable
2. Materials were appropriate to the content
3. The room was comfortable
4. The atmosphere was appropriate for learning

#### INSTRUCTION

1. Presentation was well organized
2. Demonstrated knowledge of subject matter
3. Communicated clearly and effectively
4. Responded appropriately to questions/comments
5. Kept the session interesting

I would recommend this course to others:    Yes    No

Comments / Suggestions

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