

Instructor-Examiner's Report

This report must be completed by the Instructor Examiner for each person in their course. This report will be used to grant licenses to the Instructor Candidate. This report and pre-course exercises must be sent to the OCC national office for filing. admin@outdoorcouncil.ca

It is also recommended that the Instructor Examiner sends a PDF copy of this report to the Instructor Candidate by email. Candidates can appeal the contents of this report to the Curriculum and Certification Committee Chair. The Chair's ruling on that appeal shall be final.

Instructor's Name(s):

Course Dates:

Course Location:

Candidate's Name:

Licensing Potential: Choose

List the licenses granted for this Candidate to teach OCC courses:

Student Evaluation:

Please indicate the degree to which the student performed in regard to the criteria listed below. For each dimension, rate the student on a scale of 1-9 where

- 3 or less indicates a performance *requiring improvement*.
- 4, 5, or 6 indicates a *satisfactory performance*.
- 7 or more indicates a *very strong performance*.

Refer to page 2 for general information on how to assess performance, pages 3-5 for criteria specific information and page 6-7 for information on granting licenses.

Ability to facilitate: choose
Comments?

Participant Centered: choose
Comments?

Ability to explain complex ideas: choose
Comments?

Facility with the instructor role: choose
Comments?

Outdoor Leadership Experience: choose
Comments?

Assessing Performance

The end result of any Instructor course is to determine which license(s), if any, is to be granted to a Candidate. It is expected that Instructor Examiners will take this responsibility seriously as the OCC does not evaluate an Instructor's performance after their Instructor course.

The following descriptions are meant as guidelines for the assessment*. These are guidelines only and are not representative of all manners in which a Candidate can perform. The Instructor Examiner has significant freedom during the assessment process and their judgment is paramount. The guidelines must not supersede the Instructor Examiner's judgment.

If you have any hesitations regarding assessing performance, please contact the program coordinator program.coordinator@outdoorcouncil.ca

Guidelines for all Criteria

1-3 performance is qualified as *requiring improvement*.

- The best a Candidate can hope for when receiving this grade for the experience criterion is to become an Apprentice Instructor (see granting licenses section below).
- Requiring improvement in other categories will result in a failed course.

4-6 performance is qualified as *satisfactory performance*.

- The Candidate has performed the expected tasks and has either showed discomfort while performing, or done so in a way that had nothing special.
- Many quality Candidates fall in this category.

7-9 performance is qualified as *very strong performance*.

- This category has been included to recognize the fact that many outdoor leaders have extensive instructional experience and capacity. It makes no sense for these people to participate in one Instructor Course per license. These people are ready to instruct other OCC courses and the OCC wants them to deliver our curriculum.
- Instructor Examiners should be prudent when assigning a 7-9 performance in all criteria. These should only be assigned when the Candidate has performed in ways that are clearly above expectations.
- The level of comfort of the Candidate should be evident during the Instructor Course.

* Most descriptions are verbal examples. Candidates can demonstrate performance using other means than talking (e.g. drawings, movies, physical activities, etc.)

Criteria Specific Guidelines

	1-3	4-6	7-9
Ability to Facilitate	Struggles to ask good questions and lead group discussions.	Can use group discussions to explore and help the group learn about OCC concepts.	Facilitates with ease and uses great questions to help the group explore concepts in depth.
Participant Centered	Struggles to explain how participant centered leadership is of importance and creating quality leadership.	Can explain what participant centered leadership is and provide general examples of its application in the field.	Can easily explain what participant centered leadership is and provide several concrete examples of its application in the field.
Ability to Explain Complex Ideas	Struggles to explain how different concepts connect to each other, and/or struggle to provide information enabling the use of subjective tools (e.g. matrix)	Can explain how apparently different concepts influence each other AND provide information enabling the use of subjective tools (e.g. risk assessment)	Easily explains how apparently different concepts influence each other and can provide numerous examples. Provides very concrete and specific information enabling a deeper understanding of subjective tools (e.g. debriefing)
Facility with the Instructor Role	Struggles to effectively use the OCC materials and/or respect time restrictions	Can appropriately follow the OCC materials to teach core concepts.	Uses the OCC materials with ease and can easily add complementary information.
Depth of Leadership Experience	Candidate comments seem to reflect a limited array of outdoor leadership experiences.	Can speak to a diversity of outdoor leadership experiences.	Meets the experience requirements for at least one activity area.

Using Performance Assessment to Grant Licenses

On page 1, you have a dropdown menu after Licensing Potential. The dropdown menu includes the options listed below. This section explains the meaning behind each option.

Incomplete: variable criteria based upon the Instructor Examiner's judgment.

The Instructor Examiner must detail why the Candidate received an incomplete and what must be done to complete the course.

Fail: 3 or less in **one or more** criteria (see exception below).

The Instructor Candidate will need to retake the course.

Apprentice: 3 or less in **in the Leadership Experience** criterion.

The Instructor Candidate has partial license to certify Field Leaders in the activity for which they have taken an instructor course. The license is considered partial as they must teach in tandem with another fully licensed OCC instructor. During their second tandem course, the Apprentice Instructor can be assessed by the fully licensed instructor. A request must be sent to the OCC one month prior to the course as this process requires preparation.

Single License: 4 or above in **all criteria** AND less than 7 in at least **one criteria**.

The Instructor Candidate is fully licensed to certify Field Leaders in the activity for which they have taken an instructor course.

Multiple Licenses: 7 or above in **all criteria**.

The Instructor Candidate is fully licensed to certify Field Leaders in the activity for which they have taken an instructor course AND is eligible to receive additional instructor licenses in activity areas where they have relevant experience. See criteria below to assign such licenses.

Experience Requirements for Additional Field Leader Licenses

Hiking

- At least 100 days of hiking leadership experience AND
- At least 2 seasons of hiking leadership experience (e.g. two summers, etc.) AND
- At least 10 hiking leadership days in the past 5 years.

Paddling

- At least 100 days of water leadership experience AND
- At least 2 seasons of water leadership experience (e.g. two summers, etc.) AND
- At least 10 water leadership days in the past 5 years.

Equine

- At least 100 days of Equine leadership experience AND
- At least 2 seasons of Equine leadership experience (e.g. two summers, etc.) AND
- At least 10 Equine leadership days in the past 5 years.

Winter

- At least 20 days of winter leadership experience.

Overnight

- At least 150 days of remote wilderness¹ overnight camping experience AND
- At least 50 of those days are in a leadership context. AND
- At least 3 different seasons of Overnight leadership experience (e.g. one spring, one summer, one winter) AND
- At least 45 remote wilderness overnight camping in the past 5 years AND
- Have worked with at least 3 different group types.
 - Group types are defined by:
 - Age: Kids (3-7 years old), Youth (8-12), tweens (13-15), teenagers (16-17), young adult (18-25), adult (26-49), mature adults (50-64), seniors (65+). And/or
 - Label: Youth at Risk, Therapy Group, School Group, Field Leader Training Group, Cultural Group, Workshop Group, Adventure Tourism. And/or
 - Location or organization: Experience in a different province or country. Experience working with diverse organizations.

Supervisor

As of right now, no criteria exist to grant a license to instruct the Field Leader (Supervisor) course. Criteria will be established after this course is published.

Experience Requirements for Additional Get Outside Licenses

In addition to receiving licenses for Field Leader courses. The Candidate is eligible to become a Get Outside (GO) mentor. To get this GO mentor license, the Candidate needs a very strong performance and the following field experience.

Hike

- If the Candidate took part in a Field Leader (Hiking) Instructor course, they automatically receive the GO (Hike) license.
If the Instructor course is for another another activity area (Paddling or Equine):
- Same requirements as Field Leader (Hiking)

Camp

- Same as Field Leader (Overnight)

¹ Remote wilderness is at least 2 hours from a road access.

Maps

- Possesses a formal maps certificate (e.g. ACMG, university transcript, etc.), or teaches map use in a reputable setting (e.g. university, or outdoor company), or has map experience with the Canadian Armed Forces, or equivalent.

OR

- Has a score of 80 in the OCC map and compass quiz completed subsequent to the instructor course.

Compass

- Possesses a formal compass certificate (e.g. ACMG, university transcript, etc.), or teaches compass use in a reputable setting (e.g. university, or outdoor company), or has compass experience with the Canadian Armed Forces, or equivalent .

OR

- Has a score of 80 in the OCC map and compass quiz completed subsequent to the instructor course.

