

# **TRAINING SOLUTIONS INTERNATIONAL**

## **Policy for Developing New Curriculum**

### **TSI Policy 4**

#### **Who can develop new TSI curriculum**

Any TSI employee or TSI affiliated person may develop TSI curriculum. Resources related to curriculum development are available on the TSI Forums.

#### **All TSI curriculums must have:**

- A detailed course outline
  - Must include how long the class takes on average (In hours)
  - Minimum number of students required, if the course requires more than 4 students. (The TSI default for minimum profitability is 4 students, but some courses may require more for exercises or cost distribution.)
  - How many instructors are required (If course requires more than 1, for safety or logistical reasons).
  - Instructor guides, notes, and/or powerpoints (This MUST BE DETAILED, an equally qualified and experienced instructor should be able to teach the course with no prior training based solely on your instructor guides, notes, and/or powerpoints).
  - Detailed description of any exercises. Including notes about space required, when the exercise(s) should take place during the class, how long the exercise(s) should take on average, and how to conduct the exercise(s). Be specific and detailed.
- List of required materials for the course
  - Training aids required for the course
  - Handouts or student materials required
  - Any expendable training materials, and approximate cost per unit (if known)
- Course content
  - Powerpoint slides, instructor guides, or detailed course notes.
  - All powerpoints must be an approved TSI template, format, or similar.
  - Course materials must prominently display TSI logos and branding.
  - Course materials should follow standard TSI guidelines for colors and format.
- Approval
  - All new curriculums must receive management level approval before they can be implemented.
  - All active TSI courses must be kept on file, including all supporting documents, in a centralized management system accessible and/or controlled and administered by TSI.