

TRAINING SOLUTIONS INTERNATIONAL

Procedure for Instructors Learning a New Curriculum or Discipline

TSI Policy 3

Policy applies to all Instructors, regardless of pay status

Instructor Interest and Approval

Instructors interested in teaching a new discipline or curriculum should make their interest known by letting their supervisor, manager, or a designee know either through written or verbal means. The supervisor, manager, or a designee must approve the Instructor being added to the instructor pool for the discipline or curriculum. Additionally: 1) The instructor should have a background and/or experience relevant to each discipline they wish to teach. 2) The Instructor must meet all eligibility guidelines required for the discipline or curriculum. 3) A valid need or opening has to exist for another instructor to be added to the roster for that discipline or curriculum.

Instructor Compatibility Assessment

Upon approval, the new instructor will assist a current instructor in the delivery of classes in the new discipline or curriculum. Their role will be to act as an assistant for the already certified instructor who is in charge of leading the class. The already certified instructor will fill out a review form for each instance the new instructor assists with the delivery of the class and will recommend whether or not the new instructor is compatible with the class. If the new instructor is deemed compatible, they will be sent to become certified as an instructor. For disciplines or curriculums that are new to TSI and do not already have standing instructor rosters, the new instructor must prove sufficient interest, knowledge, or experience to be eligible to become an instructor for the new discipline or curriculum.

During this phase, new instructors will either volunteer their time or be paid a decreased rate, depending the specific terms of employment and instructor/personnel type.

Instructor Certification

If an instructor passes the Compatibility Assessment, and is recommended to move on to become certified, they will then be slated to attend the next available Instructor Training for the discipline or curriculum, pending available finances (if they are not already certified).

During this phase, new instructors will either volunteer their time or be paid a decreased rate, depending the specific terms of employment and instructor/personnel type.

Instructor Final Evaluation

If an instructor passes the Instructor Training and becomes certified, they will demonstrate their skills by teaching classes as the lead instructor, while they are evaluated by a senior instructor in the discipline or curriculum who will provide assistance as needed and feedback. The evaluator will complete a review form for each instance the new instructors delivers the class, and will recommend whether or not the new instructor is capable of leading classes by themselves, or if they need further evaluation. Once the new instructor is signed off on the Final Evaluation, they become solo approved.

During this phase, new instructors will either volunteer their time or be paid a decreased rate, depending the specific terms of employment and instructor/personnel type.

Instructor Approval

If an instructor passes the Final Evaluation, they will be elevated to full instructor for the discipline or curriculum, added to the instructor roster for the class, and permitted to lead classes solo. During this phase, new instructors will be elevated to the normal pay rate for instructors based on the specific terms of employment and instructor/personnel type. **Instructors that develop their own curriculum, once approved, may teach that curriculum solo if properly qualified to do so. Instructors who develop their own curriculum may still be audited and evaluated for teaching ability, especially if not already fully signed off as an instructor.**