

## **BASIC INSTRUCTOR EVALUATOR**

### ***Course Description***

This course focuses on the development of train the trainer skills. Topics discussed and presented at this clinic will focus on the development of the skill and knowledge required for the training and certification of Sail and Power instructors in the Sail Canada Cruising scheme. The clinic will concentrate on specific areas of instructor development including expected levels of practical skills, time management, topic focus, lesson planning, lesson delivery, coach skill detect/correct, and candidate evaluation. Clinic content is established by the Cruising Panel, Sail Canada and clinic conductors selected by Sail Canada.

The role of the IE is to support both Instructor development and support of the Sail Canada LTC/P system. This clinic is an integral component of that role, providing a forum and opportunity for the exchange of ideas and discussion about support and management of the Sail Canada LTC/P training scheme. There is an expectation that candidates at this clinic will have demonstrated strong sailing and training skills through completion of Sail Canada student level and Instructor level development sessions. Clinic sessions will be primarily classroom based although sailing components may be included at the discretion of the clinic conductors.

Instructor Evaluator development clinics are run on a regular basis (typically once per annum) in selected regions of Canada, under the auspices of Sail Canada and the Cruising Panel. Clinic locations will alternate between eastern and western Canada. Candidates interested in attending this clinic must apply to Sail Canada. Candidate applications will be reviewed and candidates meeting criteria established by Sail Canada and the Cruising Panel will be invited to attend.

It is envisioned that this Standard be implemented in 21 hours and may be completed without an afloat component. Further clinic time may be scheduled to evaluate candidate sailing, powerboating and presentation skills. Candidates will need to allocate additional time to prepare for the clinic and may also need to commit additional time to complete required examinations.

### ***Objective***

To be able to participate in the delivery of Instructor Development clinics as co-conductor with a Senior IE.

### ***Prerequisites***

Requirements prior to taking the standard. The candidate must:

1. Be age 21 or older;
2. Be a current Sail Canada Intermediate Cruising Instructor, or a current Sail Canada CANSail Learning Facilitator who is also qualified as a Sail Canada Basic Cruising or Basic Powerboat Instructor
3. Achieve a minimum of 90% on suitable level written exams;
4. Demonstrate ability to boat and teach with a suitable level of seamanship;
5. Demonstrate characteristics worthy of being an IE;
6. Be able to evaluate and critique in a positive manner;
7. Demonstrate a willingness and commitment to promote and uphold the goals of the Sail Canada LTC/P Standards and policies including those of the candidate's respective provincial sailing association;
8. Be recommended by a current Senior IE and the respective provincial sailing association;
9. Demonstrate support of the Sail Canada LTC/P scheme by contributing to activities designed to strengthen the Sail Canada LTC/P system;
10. Be actively developing new skills relevant to delivering LTC/P training;
11. Be accepted by the Sail Canada Cruising Panel.

Requirements for certification:

1. Following successful completion of this clinic, candidates must co-conduct a Basic Cruising Instructor or Basic Power Instructor clinic, working with a Senior IE, prior to completing certification.

### ***Ashore Knowledge and Skills***

The candidate must be able to:

1. Demonstrate the ability to deliver material and develop knowledge focusing on teaching skills and coaching as needed for LT/P Instructor development;



2. Demonstrate capabilities in a range of areas including time management, lesson planning and presentation, use of quality aids and diverse teaching methodologies and coaching skills in order to provide appropriate guidance and set an example for LTC/P Instructor candidates;
3. Demonstrate the ability to provide constructive feedback to colleagues;

### **Afloat Skills**

The candidate must be able to:

1. Demonstrate a high level of seamanship and boat handling skills appropriate to the Student level standards that the IE candidate is certified to deliver.

### **Certification Authority**

The Basic IE may be the co-conductor for any Instructor Development Program (IDP) so long as:

- the IE is certified to certify students at the instructor level to be certified; and
- the IE has taught a minimum of two (2) student level courses at that level.

The IE must be in attendance during all evaluation components of an IDP. IE's who have not personally observed a candidate cannot recommend that candidate for certification.

### **Outcomes and Evaluation**

At the end of this clinic candidates may be:

- a) Successful and complete;
- b) Trained - successful and incomplete (candidate missing prerequisites; examinations or working papers not completed to the required standard),
- c) In Training - unsuccessful (Candidate did not demonstrate an appropriate capability to plan or present training topics, lacked sailing or seamanship skills, evidenced unprofessional behavior at the clinic).

Candidates who remain in training at the end of the clinic will be given a path to follow to address observed deficiencies and advised what will be required for them to achieve certification.

Successful but incomplete candidates will be advised of their outstanding requirements and the time frame in which these requirements must be addressed.

Upon demonstration of competence at an initial Sail Canada IE clinic the IE candidate is trained but certification is not complete. The IE candidate must demonstrate the ability to participate in the organization and delivery of a Basic Cruising Sail or Power IDP under the auspices of a current Senior IE. The Senior IE will lead and organize this clinic, co-conduct the clinic with the Basic IE candidate, evaluate the candidate's performance, and submit an evaluation report to the PSA and Sail Canada within seven (7) days of the completion of the IDP. The initial clinic must be completed within twelve months of completion of the initial IE clinic.

### **Additional Notes**

The number of IE's in each region is based on demand. Becoming an IE is a privilege, not a right.

Programming of IE Clinics is under the auspices of the Sail Canada Cruising Panel.

IEs must register annually prior to teaching or awarding Sail Canada certifications.

An IE Candidate should possess all prerequisites prior to enrolling in a clinic, and must complete all the requirements for certification within four months of the last day of the IDP in which the Instructor Candidate participated.

Recertification is required for all instructor/IE levels within 36 months of the first calendar yearend following the last day of an initial certification, recertification or instructor development clinic as authorized by the Sail Canada Cruising Panel. During the three year period prior to recertification, the IE must have taught a combination of student and instructor standards or have done significant committee work recognized by the Sail Canada Cruising Panel. In lieu of delivering student level courses an IE may meet this requirement by attending an IDP or IE clinic to renew or upgrade instructor or IE qualifications.

### **Physical Requirements for Candidates**

Instructors/IEs must as a minimum meet the level of physical level appropriate to the level of instructor they are training. Refer to the appropriate specific student and instructor standards for explicit explanation of expected physical requirements.