

## **COPE & Climbing Level II Instructor Training Process Steps for Local Training Program Evaluation**

1. Have at least one trained COPE and Climbing Program Manager (CCPM) in place. The CCPM oversees the training program and is responsible for the course content and documentation.
2. Notify your Area Advocate that you intend to conduct Level II training.
3. The Area Advocate will work with the Region Chair to identify an available Training Program Evaluator (TPE). The assigned TPE cannot be affiliated with the training program being evaluated. The TPE will contact the CCPM and coordinate the process of documentation and evaluation.
4. The CCPM submits the training plan and documentation to the TPE.
  - Training documentation should be sent to TPE in advance, for review.
  - Training plan should include:
    - The programs and program locations this training plan supports (High/Low COPE, Tower Operations, Natural Rock, etc.).
    - The type of training this plan supports (COPE Level II, Climbing Level II, etc.).
    - Lesson plans supporting each of the competencies required for the type of training offered. A Documentation Assessment worksheet will be used to ensure required competencies are addressed.
    - Relevant ACCT and NCAP Standards that apply to the program supported by this training.
    - Standard operating procedures for the site/facility supported by this training.
    - Procedures for relevant documentation and record keeping for the program supported by this training.
    - Emergency procedures appropriate to the level of training.
  - Considerations:
    - Could you and/or the council's successor staffs put on this course based upon the written training plan?
    - Does the lesson plan allow for sufficient staff and adequate time to cover the subject matter?
    - Does the training plan cover all activities that are required to run the course? Is it comprehensive?
    - Does the training plan allow for hands on practice, and questions?
  - Training records should include:
    - Participant's names
    - Location of training
    - Instructor's names
    - Date of training
    - Type of training
    - Facilities/Sites this training applies to
    - Participant competency assessment.
5. The TPE will review the program and documentation.
  - Prior to the training program onsite evaluation the TPE:
    - Requests the council's training outline/curriculum, tests, and sample training records.

- Reviews the training material.
  - Confirms the material on the test(s) covered in the lesson plans.
  - Asks questions and gets concerns addressed before the course begins.
- Review of Training Program in operation
    - Observe the training. Confirms the training follows the course outline sent for pre-onsite evaluation.
    - Confirms the BSA National Standards for their COPE/Climbing programs are reviewed.
    - Confirms the Council Operating policies are reviewed
    - Confirms site-specific operations are being taught.
    - Confirms there a mix of training techniques (EDGE, lecture/hands on practical)?
    - Observes competency assessment (testing). Does the testing evaluate the skills required for the program site?
  - Post Course Evaluation
    - Completes the *Training Program Evaluator Competency Checklist*.
    - Reviews the results with the training chairman/Course Director
    - Explains why a competency was or was not met.
    - Gives constructive feedback.
    - Delivers a written assessment of the training program within 7 days to:
      - Local council Program Manager
      - Area Advocate
      - Region Chair
    - Recommendation for the timing of the next training program evaluation should be included in the assessment.
    - If a council does not meet the requirements for their training program, an action plan should be put together outlining the steps they need to take to meet the requirements.
6. Once the training program has been approved, valid training cards can be issued.
7. Re-evaluation shall occur at least every 5 years thereafter or when conditions warrant, including, but not limited to the following:
- Higher than normal incident rates in COPE and/or Climbing programs as identified by the National Council
  - Council appoints a new Program Manager
  - Region COPE/Climbing chair, regional camp assessment coordinator or area camp assessment chair calls for a reevaluation.