

BOP D.05.T09	Effective: 3/25/2009	Revision 10: 2/01/2021
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Document Title: **10- and 30- Hour General Industry and Construction Industry Awareness Course Facilitation Requirements**

Approval Authority: **Bureau Chief**

A. PURPOSE AND SCOPE

This procedure outlines necessary steps for conducting 10- and 30- hour general industry and construction industry awareness courses.

B. ACTION STEPS

1. Registration: An on-line registration system is in place. The database manager will manage cancellations and late registrants.
2. Facilitation: The training supervisor will assign a trainer(s) to facilitate and coordinate instruction for each 10- and 30- hour course. The assignment will include course name, dates, location, number of seats available, parking directions, and the name and contact information for the site point of contact. Standard agendas will be used for all courses and retrieved from the f: drive for each new assignment. When scheduling instructors, the facilitator will group topics as much as possible to reduce travel expenses.

Solicit instructors **first** from the ETTA training staff. If additional support is needed, request support from ETTA's standards and recognition program staff, then compliance and consultative services personnel. If you request support from outside the bureau, please request approval from the individual's supervisor prior to discussing with the employee. Be sure to provide training presentations to external trainers (outside of ETTA) as soon as possible after confirming their participation in the course. When the agenda is complete send a copy to the training supervisor and the administrative staff assigned.

3. Location Confirmation: One week prior to the first day of class, the facilitator will confirm classroom location (i.e., campus, room #) and local directions with the course point of contact. If there are any changes, the facilitator will send out an update to each of the instructors. If the course is being hosted virtually, the facilitator will reserve the necessary virtual system and training room, at the time the course is scheduled.

4. Printed and Electronic Course Materials: Course materials for each student will include the following: a jump drive, a hard copy of the course agenda, evaluation forms, a name tent, applicable handouts, general brochures, a pad of paper and a pen. Course materials will be pre-prepared by administrative staff assigned.

Electronic presentations for student jump drives will be retrieved from the internet (external version only) by the administrative staff assigned. administrative staff will load the appropriate presentations on jump drives at least one week prior to the course date.

The facilitator is responsible for downloading the instructor presentations (internal version only) from the One Stop Shop prior to each class.

***Note:** Prior to leaving for the course, the facilitator will check with administrative staff to see if any standards books need to be transported to the class.*

5. Course Materials (Supplies, Props, etc.): The facilitator will bring an instructor jump drive (with all instructor presentations) to the course. This will provide a backup in the event an instructor is delayed. The facilitator will also bring their personal laptop, presentation pointer and projector to provide a backup if needed. Additional materials to be taken to the class include the following:

- Adult Learner Fiddlers
- Blank Name Tents
- Easel/Paper/Markers (if not supplied by facility)
- Relevant Props
- Publications (topic specific)
- Business Cards
- Wireless Microphone (if necessary)
- External Speakers (if necessary)
- Power Strip
- Extension Cord

** Relevant props and tabletop activities should be used during delivery of the course to ensure an interactive, dynamic adult learning environment. Do not use unapproved materials, exercises, props, videos or pictures. If you have any doubt about the materials or activities you would like to use during a course, please check with the Training Supervisor.*

6. On-Site Course Management: On the first day of a course, the facilitator will arrive on site a minimum of one hour before the class start time. This allows appropriate time for setup and greeting students. On subsequent days, the

facilitator will arrive on site no less than 30 minutes before the class start time. Throughout the course, instructors will arrive on site no less than 30 minutes prior to the start of their presentation. Each course topic will be delivered for the length of time noted on the agenda. The review process and tests are part of the total course time. Breaks and lunch are not included in the course time.

- *Rosters:* The facilitator will provide a manned table for attendees to sign rosters. This is required daily for the length of the course. Except for people who may be running a little late, each roster should be complete at the start of the class. Be sure to pre-print rosters (one for each day) from the database before leaving for the course. Take blank rosters to accommodate walk-ins. Immediately after course completion, turn in the original completed rosters to the database manager. ***Please be sure all rosters are complete and legible.***
- 7. Evaluations: After returning from the course, the facilitator will separate evaluation forms by trainer and then submit evaluations to each trainer. Trainers will scan evaluations and email them to the training supervisor.
- 8. Left Over Course Materials: Unused jump drives will be returned to the administrative staff assigned. Other excess course materials will be returned to the training supervisor.
- 9. Certificates/Cards: The database manager will process e-certificates for these courses.

C. REFERENCES

None

D. REVIEWS/REVISIONS

Revision 2: 1/13/2010 – Clarification in # 3, 4, 6 and 9.

Revision 3: 7/11/2011 – Updated procedures to accommodate new automatic registration system and removed attachments per new uploading procedures.

Reviewed: 9/13/2011 – No changes.

Revision 4: 5/4/2012 – Clarified bullet #2.

Revision 5: 9/05/2013 – Minor edits to paragraph B (section 4).

Revision 6: 10/21/2015 – Made changes to paragraphs B and D.

Revision 7: 12/04/2017 – Made changes to paragraphs B (section 1-8) and D.

Revision 8: 1/14/2019 – Made changes to paragraphs B (section 4).

Revision 9: 12/17/2019 – Made changes to paragraph B (section 2, 4 and 5).

Reviewed: 1/15/2020 – No Changes

Revision 10: 02/01/21 – Updates to paragraph B (section 3).

Reviewed: 2/18/22