



PACI

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AV No.

PACI office use only

2017/2018 INSTRUCTOR TRAINER & INSTRUCTOR ASSESSOR APPLICATION and/or RENEWAL

This application form must be completed and returned to PACI before any instructor training and/or instructor-level assessment can be conducted during the 2017/18 membership period.

This contract automatically terminates at midnight on 31 March 2018.

STOP! You must also complete a relevant PACI membership application / renewal form

1. Personal Details

Your Name:

First	Middle	Family
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PACI No.

1. Please indicate which roping categories you intend to operate in?

- Outdoor Recreation** (please ensure that you also complete a Outdoor Rec membership renewal)
I am competent to conduct instructor-level training within an Outdoor Recreation context. I have indicated the range of endorsements for which I have knowledge skills and experience on my membership renewal form.
- Industrial roping** (please ensure that you also complete a Industrial Roping membership renewal)
I am competent to conduct instructor-level training within an Industrial Roping context. I have indicated the range of endorsements for which I have knowledge skills and experience on my membership renewal form.
- Public Safety** (please ensure that you also complete a Public Safety membership renewal)
I am competent to conduct instructor-level training within a Public Safety context. I have indicated the range of endorsements for which I have knowledge skills and experience on my membership renewal form.

2. Have you made arrangements for professional indemnity (PI) or errors & omissions insurance?

Note: Errors and omissions / PI insurance is compulsory for all members who are involved in the training and assessment of instructors. If you are an *employee* of a business entity, you must provide proof that you are covered under that business entities insurance (errors & omissions or professional indemnity).

- Yes Go to Q.3
 No You cannot train other instructors

3. Your insurance policy details (complete only if different from your PACI membership renewal form)

- I currently carry **Professional Indemnity and/or Error and Omissions** insurance that covers me for teaching and/or assessing other instructors during the 2017/18 period. I have already declared this coverage on the standard PACI membership renewal application.
- I have upgraded my policy to include Professional Indemnity and/or Errors & Omissions insurance
- My policy details have not changed – they are the same as indicated on my standard membership agreement.
- I am covered under my employers insurance policy. My employer has errors and omissions* / professional indemnity* insurance specifically to cover my instructor training and/or assessment activities (proof is required). * indicate which type of insurance

Policy provided by : _____

Policy Number : _____

Expiry Date : _____

Indemnity Limit : \$ _____

Agent Contact : Ph () _____ Fax () _____

****NOTE** If you have insurance with a company other than through Austbrokers (Phillips) Insurance Brokers, you must supply a copy of your policy wording and proof of coverage.

4. Your previous experience as a member of PACI

Please indicate which of the following apply:

- I have been an instructor trainer but have *never* conducted any instructor-level courses.
- I have been an instructor trainer and have completed *at least one* (1) instructor course in the last membership year.
- I have been an instructor assessor but have *never* conducted any assessments for candidate instructors.
- I have been an instructor assessor and have completed *at least one* (1) instructor assessment on behalf of PACI in the last membership year.
- Other _____ (eg a different training organisation/agency)

5. Your endorsements / scope

The endorsements you indicated on the standard PACI membership renewal and/or initial application constitute the skill areas that you can train others in (up to the level of leader/guide). As an *Instructor Trainer*, and/or an *Instructor Assessor*, a higher than normal standard of care and due diligence is required. You may voluntarily reduce the scope of your endorsements if you believe that quality training outcomes may be compromised.

You must now make a declaration of your knowledge, skills and experience in relation to training and/or assessing *trainee instructors* in your chosen range of endorsements (please choose either of the following):

You must initial the relevant paragraphs (all instructor trainers and/or instructor assessors).

Please initial

I declare that I am competent in each of the endorsements I indicated on my current PACI membership renewal(s) and/or PACI membership application(s) for the 2017/18 period. I am aware that instructor-level training and/or assessment must be contextualised to the endorsement areas and type of work for which the instructor candidates are seeking employment. I acknowledge and accept that I may be held accountable for the quality of training and/or assessment I provide.

And

Please initial

When training instructor candidates, the Instructor Assessor whom I will be coordinating with will be able to detect deficiencies in my training on account of the performance of candidates on his/her assessment. Such deficiencies will reflect my competency and capability as an Instructor Trainer. I accept that the general performance of instructor candidates during their assessment is linked to the quality of training I provided. If statistically higher than normal numbers of candidates perform poorly on their assessment, it reflects on the quality of their original training and coaching as instructor candidates. PACI may take quality assurance action against me to remedy the identified deficiencies.

Instructor Assessors only:

Please initial

As an instructor assessor, I have ultimate control over who does, and who doesn't succeed in their attempt at becoming a PACI instructor. If I do not exercise due diligence and care, or allow standards to decline, poorly skilled instructors may 'slip through' the assessment process and seek employment in the industry. Eventually, deficiencies will become evident and future clients and ordinary members of the public may be exposed to peril/danger. Such deficiencies will reflect on my personal competency and capability as an assessor. I accept that quality assurance action may then be taken against me to remedy the identified deficiencies – and in certain cases, possibly lead to the cancellation of my status as an assessor or in the worst case scenario, expulsion from PACI.

6. Adjustments to my scope of endorsements at the Instructor Trainer or Instructor Assessor level

Note: This section may not apply to everyone. However, in some cases, a member may decide to *reduce* his/her range of endorsements when training instructor candidates. This decision is based on a realistic assessment of your current knowledge, skill and experience levels.

- No change – my range of endorsements remain the same as I indicated on my current membership renewal form(s).
- I wish to reduce the scope of my endorsements at the IT and/or IA level to ensure quality training outcomes can be achieved.

I will only instruct/assess within the following range of endorsements as an IT and/or IA:

For Outdoor Recreation:

Environments in which you can operate:

I am competent to train and/or assess instructor candidates in the following environments: (indicate)

- natural surfaces: (cliffs)
- natural surfaces: (canyons – narrow slot type with top access and bottom egress)
- artificial surfaces: fixed structures
- artificial surfaces: mobile structures
- challenge ropes course structures (low and high elements)
- caves (single pitch – Requiring vertical access and egress)
- caves (multi pitch – Requiring vertical access and egress)
- aerial rope-ways / flying fox's
- tree canopy
- big walls ($\geq 300\text{m}$ + high cliffs – this implies that you are a competent multi-pitch lead climber)
- snow and ice
- sites with foot access to top and bottom
- sites **with no direct** foot access to the bottom (more complex)
- single-pitch environments
- multi-pitch environments
- other _____ (describe)

Instructor-level activities that you are competent to teach:

I am competent to train and/or assess instructor candidates in the following competency based courses: (indicate)

- instructing abseiling courses (single-pitch)
- instructing abseiling courses (multi-pitch)
- instructing canyoning courses (single-pitch) – vertical access
- instructing canyoning courses (multi-pitch) – vertical access
- instructing caving courses (single-pitch) – vertical access/egress only
- instructing caving courses (multi-pitch) – vertical access/egress only
- instructing top rope climbing courses (bottom-managed belay) – natural surfaces
- instructing top rope climbing courses (top-managed belay) – natural surfaces
- instructing top rope climbing courses (bottom-managed belay) – **artificial surfaces**
- instructing lead climbing courses – Trad routes (single-pitch)
- instructing lead climbing courses – Trad routes (multi-pitch)
- instructing lead climbing courses – bolted sport routes (single-pitch)
- instructing lead climbing courses – bolted sport routes (multi-pitch)
- instructing lead climbing courses – **artificial surfaces** (single-pitch routes)
- instructing lead climbing courses – **artificial surfaces** (multi-pitch routes)
- instructing challenge ropes course activities – low elements
- instructing challenge ropes course activities – high elements
- instructing vertical rescue courses (within endorsed contexts)
- instructing big wall climbing courses ($\geq 300\text{m}$ high cliffs)
- instructing ice climbing courses

For Industrial Roping:

Environments in which you can operate:

I am competent to train and/or assess instructor candidates in the following environments: (indicate)

- fixed plant and machinery (industrial workplaces)
- mobile plant and machinery (eg cranes, EWPs)
- construction sites
- natural surfaces: (cliffs)
- dams walls and abutments
- batters / steep embankments
- confined spaces (vertical access/egress only)
- cable-ways (eg chair lifts, gondolas, etc)
- towers:
 - comms towers – with fixed ladder access
 - comms towers – no fixed ladder access
 - energy transmission towers
 - cable-way support towers (eg chair lifts/gondolas)
- roofs (industrial metal roofs)
 - up to 26 degree pitch
 - up to 45 degree pitch
 - up to 60 degree pitch (this is the maximum pitch possible)
- roofs (domestic roofs)
 - up to 26 degree pitch
 - up to 45 degree pitch
 - up to 60 degree pitch (this is the maximum pitch possible)
- rolling stock (locomotives and wagons)
- stacked shipping containers (eg at port facilities)
- multi-story commercial buildings
- tree canopy
- sites with foot access to top and bottom
- sites with no direct foot access to the bottom (eg working underneath bridges, spans, off-shore platforms)
- single-pitch situations
- multi-pitch situations
- Other _____ (describe)

Instructor-level activities that you are competent to teach:

I am competent to train and/or assess instructor candidates in the following competency based courses: (indicate)

- skills maintenance (refresher) training for previously trained work personnel
- instructing fallen worker retrieval techniques (using a customised or proprietary pre-rigged system)
- instructing general work at height courses
- instructing tower climbing & rescue techniques:
 - comms towers – with fixed ladder access
 - comms towers – no fixed ladder access
 - energy transmission towers
 - cable-way support towers (eg chair lifts/gondolas)
- instructing tree climbing & rescue courses
- instructing roof access courses (on industrial metal roof surfaces up to 60 degree pitch)
- instructing AS 4488 rope suspension courses:
 - level 1
 - level 2
 - level 3
- instructing advanced 3D rigging techniques (including the use of frames – eg Vortex)
- instructing crew leaders (so they can take charge of work at height activities and control others)

For Public Safety:

Environments in which you can operate:

- I am competent to train and/or assess instructor candidates in the following rescue environments: (indicate)
- fixed plant and machinery (industrial sites)
 - mobile plant and machinery (industrial sites)
 - natural surfaces (cliffs)
 - natural surfaces (canyons – narrow slot type with top access and bottom egress)
 - caves (single pitch – Requiring vertical access and egress)
 - caves (multi pitch – Requiring vertical access and egress)
 - cable-ways (eg chair lifts, gondolas, etc)
 - instructing tower climbing & rescue techniques
 - comms towers – with fixed ladder access
 - comms towers – no fixed ladder access
 - energy transmission towers
 - cable-way support towers (eg chair lifts/gondolas)
 - roof surfaces (up to a maximum of 60 degree pitch)
 - multi-story commercial buildings
 - tree canopy
 - snow and ice
 - sites with foot access to top and bottom
 - sites with no direct foot access to the bottom (more complex)
 - single-pitch situations
 - multi-pitch situations
 - Other _____ (describe)

Instructor-level activities that you are competent to teach:

- I am competent to train and/or assess instructor candidates in the following competency based courses: (indicate)
- skills maintenance training for existing emergency response teams (ie refresher training)
 - instructing vertical mobility courses (ascending, descending, knot bypasses, etc)
 - instructing vertical rescue courses
 - instructing team leaders (team captains)
 - instructing advanced 3D rigging techniques – (including the use of rescue frames – eg Vortex)
 - delivery of emergency action briefings to team members (SMEAC, PAINTER, etc)

7. PACI instructor assessment process (your initials is a declaration of acknowledgement)

Please initial

I declare that I have familiarised myself with the content and format of the most current version of the PACI instructor assessment criteria for each of the three (3) teaching categories comprising:

1. Theory (classroom) presentations; and
2. Ground training presentations; and
3. Height training presentations.

Please initial

I acknowledge that instructor training requires a high degree of precision in order to adequately prepare the candidates for assessment. I must base all of my instructor training activities within a micro-teaching format which focuses on small segments of knowledge and skill rather than entire courses.

Please initial

I understand that assessment is carried out only by an authorised PACI instructor assessor. The person who conducts the training phase cannot also conduct the assessment.

2017/18 INSTRUCTOR TRAINER / ASSESSOR AGREEMENT

THIS MEMBERSHIP AGREEMENT EXPIRES ON 31st March 2018 [Please make a copy for your own records]

NOTE: The standard membership agreement must also be read and signed in conjunction with this agreement.

I hereby apply to the Professional Association of Climbing Instructors (PACI) for membership as an Instructor Trainer (hereinafter 'IT') and/or Instructor Assessor subject to the following terms and conditions:

Read and initial each paragraph then sign where indicated:

1. _____ I certify that I have made arrangements to carry Professional indemnity and/or Errors & Omissions insurance protection that covers me for conducting PACI sanctioned instructor-level training courses during the 2017/18 membership period. If I am an employee, I declare that I am covered under my employers policy.
2. _____ I am aware of the fact that the degree of training and/or assessment of an instructor candidate can seriously affect the health and safety of that person and those of others (in a proximate chain) if conducted inadequately. I agree to take whatever measures are possible to either certify a candidate as competent or omit from competency, any candidate who respectively qualifies or does not qualify for achievement of competency as a PACI instructor.
3. _____ I acknowledge and agree that as an Instructor Trainer (hereinafter IT), it is my responsibility to adequately prepare instructor candidates for assessment. I further acknowledge that I will serve as a role model for others and as such, my conduct must be exemplary. I understand that a duly appointed assessor other than myself will conduct the assessment. In order for the system to operate effectively, I will need to coordinate my efforts with the appointed instructor assessor.
4. _____ I am aware that the quality of future instructors is very much dependent on my knowledge, skill and experience as an IT and/or Instructor Assessor (hereinafter IA). I am also aware that I can be held accountable for my professional actions and that my conduct will be monitored by PACI. I am also aware of the Standards for RTOs and that RTO's are subject to surveillance audits and monitoring by ASQA. I am further aware of recourse available to me to refute any complaints that may be reported. Complaints that cannot be resolved between the RTO and the complainant may have to be escalated to the national VET regulator. I will accept all rulings made by the RTO and/or the national VET regulator with regard to such complaints.
5. _____ I have no verified quality assurance complaints currently on record in relation to my duties as an IT and/or IA either with PACI or another training organisation.
6. _____ I agree to use the PACI system of education for student training and/or assessment, including the various teaching resources (Vui Tui aid-memoires, PACI protocols, on-line resources, exams, learning materials, lesson templates, etc) as available. I understand that the PACI lesson templates provide the structure and content for each assigned lesson and as such I must use them.
7. _____ I will ensure that each instructor candidate has an opportunity to present a series of structured lessons in each of the categories of theory, ground & height as relevant to their intended specialist skill areas (ie endorsements). I will carefully listen to each presented lesson and immediately provide comprehensive feedback so the candidates can improve with each successive lesson presentation. I will use the most current PACI lesson assessment forms as the basis of my assessment and critique. I understand that appointed PACI assessors will also use the same lesson assessment forms when conducting a candidate's final assessment.
8. _____ I agree to conduct all levels of training at height in a manner that is consistent with PACI philosophy, course outlines and as published in the most current PACI protocols. Any modification of courses will be based solely on logistical or environmental considerations and will have prior approval of the PACI board of directors. The test of 'reasonable justification' will legally apply.
9. _____ I agree to provide instructor-level training and/or assessment that is consistent, fair, valid and reliable. I will conduct all training and assessment in accordance with the standards for RTOs and in accordance with the national principles for assessment. I understand and realise that an instructor candidate's performance will be measured against pre-determined criteria and not against others in his/her class. I understand that as an IT, my training activities are designed to give accurate feedback to my candidates as a performance metric (test gauge) of how they would have been judged by a PACI assessor.
10. _____ I understand and agree that instructor-level training constitutes a departure from leader/guide training in terms of the precision of knowledge and technical skill. Instructor training is intended to prepare a person for working as a professional trainer with clear duties and obligations under common law and/or WH&S legislation. When conducting instructor-level training, I will ensure each instructor candidate has access to PACI Instructional resources and materials (available via personal login to PACI website). I understand and agree that each instructor candidate is required to have access to sufficient PACI learning materials (hard copy or electronic format) to support their learning.
11. _____ I have the knowledge, instructional skills and appropriate professional experience to conduct training that leads to the attainment of a recognised qualification within the candidates' particular area of work skill and/or activity specialisation. I will make every effort to ensure that my students/clients receive training and assessment that is relevant to industry needs so that they are work ready.
12. _____ I have made myself knowledgeable about the current system of Vocational Education & Training (VET) in Australia. I understand and acknowledge that before I can issue valid credentials to my students, I must have a signed Training Contract on file at PACI head office and be in possession of the relevant curriculum document and/or training package.
13. _____ I will ensure that all training outcomes are consistently and reliably and consistently achieved. I understand that I must conduct a regular self-audit of my training system in order to comply with standards (details of the RTO standards can be found on the national VET regulator website at: www.asqa.gov.au).
14. _____ I understand and accept that all training outcomes are ultimately measured against the assessment guidelines in the relevant training package (eg SIS10 or RII or ICT training packages) including the performance criteria identified in the relevant units of competency. I understand that by default, my training activities may be subject to audit if PACI is audited by ASQA.
15. _____ I certify that the information included herein is true and correct to the best of my knowledge and understand that any subsequent renewal of my membership in PACI is subject to approval by the PACI board of directors.

I have thoroughly informed myself of the foregoing IT/ IA Membership Agreement by reading it before I signed it and hereby consent to and accept the terms and conditions in their entirety. I understand this contract to be legally binding.

Signature: _____

Date: _____

EXPLANATORY NOTES

You must also complete the PACI membership renewal and/or initial membership application form. Those applications underpin your legal relationship with PACI.

Q1. Industry category

Each of the 3 forms of roping are significantly different in the type of equipment, PPE and techniques that are employed. Competency in one form of roping does not infer competency in another. You should only indicate those categories for which you have significant knowledge, skill and experience. Do not speculate about your competency!

Q2. Insurance requirements

Professional Indemnity (PI) and/or Errors & Omissions insurance is mandatory for persons who providing training pitched at an instructor-level (ie beyond mere entry-level training).

(Note: If you are working as an 'employee' for an employer, your employer would normally provide insurance coverage as part of your work. We still need evidence that you are in fact covered and that the policy provides the correct type of coverage for the activities you conduct).

Note: It is strongly recommended that you maintain an unbroken chain of insurance from year to year. Since liability action can be undertaken at any time up to six years* *after* completion of a training course, you should continue liability coverage even after termination of instructional activities.

* The statute of limitations varies from state to state.

Q3. Policy details

If you have already provided details about your insurance, you do not need to complete this section again.

Q5/6. Endorsements

A high degree of precision and quality is required when conducting training that is pitched at an instructor-level. This fundamental principle is also evident at common law - the standard of care increases proportionately as the training becomes more complex. You may find that you feel uncomfortable or not yet competent in the delivery of precision training at the instructor-level.

The degree of precision and complexity will vary according to environment and context of training delivery. For example, training in the context of multi-pitch lead climbing will be inherently more complex than single-pitch abseiling (outdoor rec industry context).

Duty to disclose all relevant information:

You must indicate if your original endorsements still apply at the IT/IA level. *PACI must be made aware of any limitations/reductions in your scope of endorsements at the IT/IA level.*