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PACI office use only

## 2018/2019 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 2018/19 membership period.

**This contract automatically terminates at midnight on 31 March 2019.**

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

**Privacy Statement:**

PACI is committed to protecting your privacy in accordance with the Federal Privacy Act (1988) including the Australian Privacy Principles (APP's). PACI will not use or disclose any information collected about you other than for the purpose for which it has been provided. PACI will not use, sell or disclose your information for any other purpose without your consent unless required or authorised by law.

**1. Your Personal Details:**

Your PACI member number:  :

First (given) Names:

Family (surname):

Date of Birth:  /  /

Mailing Address:

Mobile Phone:

Email:

**2. Industry categories you intend to operate in:**

- Outdoor recreation** – I am competent and experienced to supply instructor-level training and/or assessment for this industry category.
- Industrial roping** – I am competent and experienced to supply instructor-level training and/or assessment for this industry category.
- Public safety roping** – I am competent and experienced to supply instructor-level training and/or assessment for this industry category.

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

**Note:** If you are working as an employee, your employer (ie your 'boss') will provide this type of insurance cover for you. However, if you are an independent contractor or carrying on a business enterprise or a 'PCBU' – you must carry *your own* PI or errors & omissions insurance. Both of these insurances are different to public liability insurance.

Yes

No (this means you are an employee – and you are covered by your employer)

**4. Your PI / Errors & Omissions insurance policy details: (skip if you answered 'no' above)**

Policy provided by

Policy Number

Expiry Date

Indemnity Limit:

Type of Cover:  Professional indemnity

Errors & Omissions

Agent Contact:

**5. Details of your past experience as an instructor member of PACI**

I have been an instructor trainer (IT) but have *never* conducted any instructor-level courses.

I have been an instructor trainer (IT) and have completed *at least one* (1) instructor course in the last membership year.

I have been an instructor assessor (IA) but have *never* conducted any assessments for candidate instructors.

I have been an instructor assessor (IA) and have completed *at least one* (1) instructor assessment on behalf of PACI in the last membership year.

I have completed instructor level training for a different organisation (other than PACI).

Details:

I am applying for the title of instructor trainer (IT) for the first time this year.

I am applying for the title of instructor assessor (IA) for the first time this year.

## 6. Your scope (endorsements)

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 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 each paragraph:

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 2018/19 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**

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 the candidates in their 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 the training and coaching I provided. PACI may take quality assurance action against me to remedy the identified deficiencies.

**This next section is intended for Instructor Assessors (IA's) only: (initial each paragraph)**

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 instructor assessor or in the worst case scenario, expulsion from PACI.

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 (check each box):

Theory (classroom) presentations; and

Ground training presentations; and

Height training presentations.

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 defined subject material and skills rather than entire courses.

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.

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

Information: In some cases, you may decide to *voluntarily reduce* your range of endorsements when training instructor candidates. This decision is based on a realistic assessment of your current knowledge, skill and experience at the date you complete this application.

No reductions to my scope – my range of endorsements remain unchanged.

I wish to reduce the scope of my endorsements at the IT and/or IA level to ensure quality training outcomes can be achieved (refer to checklists below)

### For Outdoor Recreation:

#### Environments in which you can operate:

I am competent to train and/or assess instructor candidates in the following environments:  
(A check in a box means you are competent and experienced in that area)

- natural cliffs
- natural canyons – narrow slot type (dry)
- natural canyons – narrow slot type (flowing water and/or running water falls)
- artificial climbing surfaces: fixed structures
- artificial climbing surfaces: mobile structures
- challenge ropes course structures (low elements)
- challenge ropes course structures (high elements)
- caves (single pitch – Requiring vertical access and egress)
- caves (multi pitch – Requiring vertical access and egress)
- aerial rope-ways / flying fox's / zip lines
- tree canopy
- big walls (≥ 300m + high cliffs – this implies that you are a competent multi-pitch lead climber)
- sites with foot access to top and bottom
- sites with no direct foot access to the bottom (more complex)
- Other (describe):

#### Instructor-level courses that you are competent to teach:

I am competent to train and/or assess instructor candidates in the following competency based courses:  
(A check in a box means you are competent and experienced in that area)

- instructing abseiling courses (single-pitch natural surface)
- instructing abseiling courses (multi-pitch natural surfaces)
- 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):  single rope  double ropes
- instructing lead climbing courses – Trad routes (multi-pitch):  single rope  double ropes
- 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
- instructing big wall climbing courses (≥ 300m high cliffs)
- Other (describe):

## For Industrial Roping:

### Environments in which you can operate:

I am competent to train and/or assess instructor candidates in the following environments:  
(A check in a box means you are competent and experienced in that area)

- 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)
- tower structures: (indicate type)
  - comms towers – with fixed ladder access
  - comms towers – no fixed ladder access
  - energy transmission towers
  - cable-way support towers (eg chair lifts/gondolas)
  - wind turbines
  - lighting towers
- tree canopy
- sites with foot access to top and bottom
- sites with no direct foot access to the bottom (more complex)
- roof surfaces (industrial metal roofs)
- roof surfaces (domestic roofs)
- rolling stock (rail)
- stacked shipping containers (eg at port facilities)
- ships / vessels at sea
- multi-story commercial buildings
- single-pitch sites
- multi-pitch sites
- Other (describe):

### Instructor-level courses that you are competent to teach:

I am competent to train and/or assess instructor candidates in the following competency based courses:  
(A check in a box means you are competent and experienced in that area)

- instructing general work at height courses
- instructing fallen worker retrieval (using pre-rigged systems)
- instructing roof access courses (up to 60 degree pitch)
- instructing tower climbing & rescue courses
- instructing tree climbing & rescue courses
- instructing AS 4488 industrial rope access courses: (indicate type)
  - level 1
  - level 2
  - Level 3
- instructing crew leaders (so they can take charge of work at height activities and control others)
- instructing advanced 3D rigging techniques (including the use of frames – eg Vortex)
- Other (describe):

## For Public Safety Roping:

### Environments in which you can operate:

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

(A check in a box means you are competent and experienced in that area)

- 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)
- tower structures: (indicate type)
  - comms towers – with fixed ladder access
  - comms towers – no fixed ladder access
  - energy transmission towers
  - cable-way support towers (eg chair lifts/gondolas)
  - wind turbines
  - lighting towers
- tree canopy
- sites with foot access to top and bottom
- sites with no direct foot access to the bottom (more complex)
- roof surfaces (industrial metal roofs)
- roof surfaces (domestic roofs)
- rolling stock (rail)
- stacked shipping containers (eg at port facilities)
- ships / vessels at sea
- multi-story commercial buildings
- single-pitch sites
- multi-pitch sites
- Other (describe):

### Instructor-level courses that you are competent to teach:

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

(A check in a box means you are competent and experienced in that area)

- instructing vertical mobility courses (fixed rope 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)
- Other (describe):

## 2018/19 INSTRUCTOR TRAINER / ASSESSOR AGREEMENT

**THIS MEMBERSHIP AGREEMENT EXPIRES ON 31<sup>st</sup> March 2019** [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 and date 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 2018/19 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 WHS 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](http://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: 

DD	MM	YYYY