

GUIDE TO **PROGRAMS & SERVICES**



Providing justice and
public safety training
programs and services
through:

Corrections Academy

Courts Academy

Educational Services and
Interdisciplinary Studies

Fire Academy

Paramedic Academy

Police Academy

Provincial Emergency
Program Academy



JI JUSTICE INSTITUTE OF B.C.

Justice Institute
of British Columbia
4180 West 4th Ave,
Vancouver, B.C.
V6R 4J5

Tel: (604) 228 9771
Fax: (604) 660 1875

© 1991 Justice Institute of British Columbia

Canadian Cataloguing in Publication Data
Justice Institute of British Columbia
Guide to Programs and Services

ISBN 0-7726-1465-2

1. Justice Institute of British Columbia. 2.
Criminal justice personnel, Training of - British
Columbia. 3. Emergency medical services - Study
and teaching - British Columbia. 4. Fire Extinction -
Study and teaching - British Columbia. I. Title
II. Title: Guide to programs and services.

LE3.J88J88 1991 374'.871133 C92-092014-4



Mission Statement

The Justice Institute of British Columbia is dedicated to improving the quality of justice and public safety by developing and delivering training programs and educational services to professionals and the public.

Goals

To develop and deliver programs and services in the areas of justice and public safety consistent with the identified needs of the Ministries of Attorney General, Health, and Municipal Affairs, Recreation and Housing.

To develop and deliver programs and services consistent with the identified needs of other government ministries, private agencies, community groups and others engaged in justice and public safety.

To engage in partnerships with other organizations in pursuit of the Justice Institute mission.

To share services, resources and expertise among Academies/Divisions to achieve more effective delivery of programs.

To heighten awareness of the unique nature and structure of the Justice Institute and its services.

President's Message

Welcome to the Justice Institute.

Since the Institute opened in 1978, many people have asked "What is the Justice Institute?"

Perhaps this can best be answered in terms of what we do, or, more specifically, what training programs and educational services we offer in our academies and divisions.

This guide lists approximately 400 courses offered by the JI. Last year, over 30,000 people registered for courses at the main Jericho campus in Vancouver, at regional centres throughout the province, or through distance education.

We are proud of our unique, cost effective and efficient teaching institution. The JI has gained recognition across the country for its high professional standards and for courses that are innovative, flexible and state-of-the-art. We welcome the opportunity to share them with you and to work toward improving the quality of justice and public safety services in this province.

Please do not hesitate to call on any of our staff for more information or assistance.

A stylized, handwritten signature in black ink, appearing to read 'Larry Goble'.

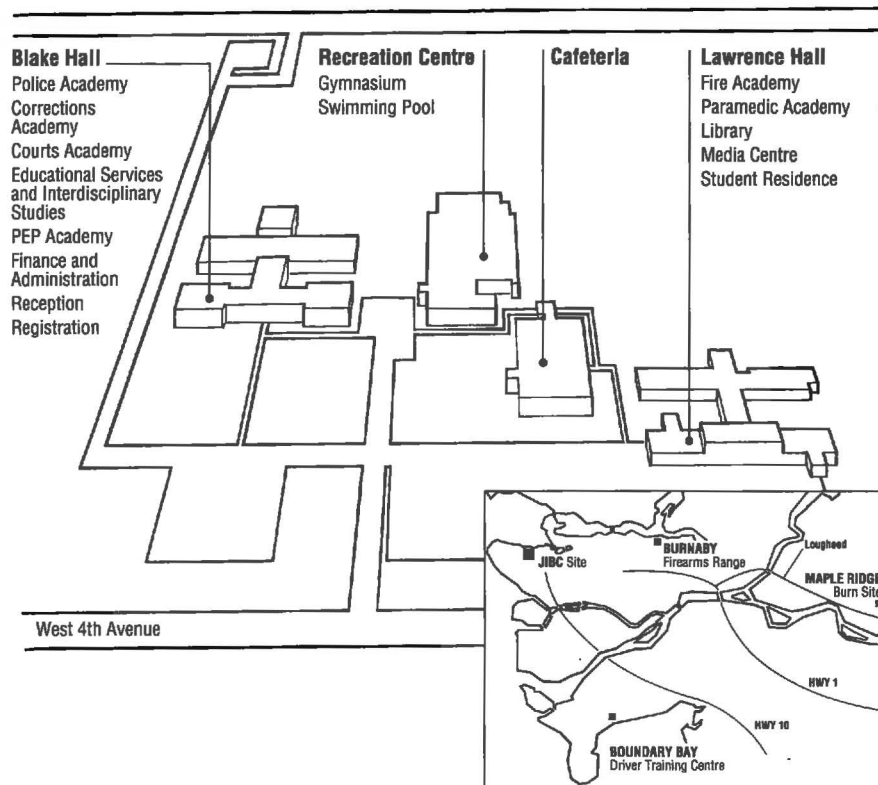
Larry Goble
President
Justice Institute of British Columbia

CONTENTS

General Information	ii
Admissions and Registration	iii
For More Information	iii
Board of Directors	iii
Executive Committee	iii
Policy Advisory Committee	iii
Corrections Academy	2
Institutional Corrections Programs and Courses	2
Security Officer Recruit Training Program	2
Institutional Advanced Courses	3
Institutional Re-Certification Courses	4
Probation Officer/Family Court Counsellor Programs and Courses	5
Basic Training: Probation Officers and Family Court Counsellors	5
Advanced Training: Probation and Family	7
Supervisory Training Courses	10
Services	11
Courts Academy	12
Deputy Sheriff Training: Basic Program	12
Blocks 1-3	12-14
Deputy Sheriff Training: Advanced Courses	14
Management Development Program	15
General Curriculum	16
Fire Academy	18
Professional Fire Officer Certification Program and Courses	18
Company Officer Courses	19
Command Officer Courses	20
Administration Officer Courses	21
Training Officer Courses	22
Fire Prevention Inspector Courses	22
Volunteer Fire Fighter Certification Program	24
Edukits	24
Train the Trainer Program	25
Specialized Courses	25
Diploma in Fire Services	26
Required Courses	27
Electives	27

Interdisciplinary Studies	28
Conflict Resolution Certificate Program	28
Working with Troubled and Troubling Adolescents Certificate Program	32
Child Sexual Abuse Intervention Certificate Program	34
Management Development for Residential Settings Certificate Program	37
Other Programs	39
Accident Investigation	39
Administrative/Support Staff	40
Children and Youth	40
Crime Prevention	40
Family Assault and Sexual Violence	41
Fire Safety - Distance Education	42
Intervention	43
Management	44
Services	45
Conference Planning	45
Contract Services	45
Paramedic Academy	46
Paramedic Training	46
Emergency Medical Assistant 1 (EMA 1) Program	46
Emergency Medical Assistant 2 (EMA 2) Program	47
Advanced Life Support (Paramedic) Program	48
Infant Transport Team Training Program	48
Specialized Courses	49
Recertification Courses	50
Continuing Education Courses	50
Professional Health Programs	51
Supervisory/Management Training Courses	52
Certificate in Emergency Medical Services Management	53
Diploma in Emergency Medical Services Management	53
Other Programs and Services	53
Police Academy	54
Recruit Program	54
Blocks 1-5	54-58
Advanced Programs	59
Services	63
Provincial Emergency Program Academy	64
Core Courses	64
Specialized Training Courses	66

GENERAL INFORMATION



The Justice Institute is a post-secondary educational institute which was established in 1978. The Institute is funded through a core budget provided by the Ministry of Advanced Education, Training and Technology and is governed by a Board of Directors.

Corrections Academy

Trains all Corrections Branch employees who work in institutional and community settings, i.e. security and probation officers. The Academy develops courses for both recruit and advanced levels.

Courts Academy

Provides courses for managers and supervisors, deputy sheriffs and other court services staff. The Academy also undertakes special projects on behalf of Court Services Branch.

Fire Academy

Trains volunteer and full-time firefighters to assume leadership roles in fire prevention, training and command. The Academy uses distance education, hands-on training, and train-the-trainer programs, both in the field and on-site.

Paramedic Academy

Trains emergency medical attendants and advanced level paramedics employed in the provincial ambulance system. Other persons employed in emergency medical care may also receive training through the Academy.

Police Academy

Trains the recruits and career officers of BC's 12 municipal police departments. Employees of other enforcement agencies also participate in Academy training, when appropriate.

Provincial Emergency Program Academy

Trains volunteers, municipal authorities and government emergency personnel to respond to disasters such as earthquakes, floods and oil spills. The Academy also assists in training over 7500 volunteers involved in search and rescue operations to locate lost persons.

Educational Services and Interdisciplinary Studies

Provides library, media, and curriculum development services to the Institute. The Division offers public programs through Interdisciplinary Studies and the Pacific Traffic Education Centre.

Finance and Administration

Attends to the business operations of the Institute. It is responsible for financial operations, purchasing, receiving and stores, accounting, legal and personnel matters, and the operations of the physical facilities.

Admissions and Registration

Most courses at the Justice Institute are developed and offered under contract for staff employed by the requesting agency.

Public programs are offered through Interdisciplinary Studies. For information on public programs offered at the Justice Institute, see page 28 or contact Interdisciplinary Studies at 604/222-7224. To register, contact the Registration Office at 604/222-7111.

For More Information

If you would like more information on the Justice Institute's academies and divisions, or the courses they offer, contact:

Corrections Academy	222-7104
Courts Academy	222-7281
Educational Services and Interdisciplinary Studies	222-7221
Finance and Administration	222-7243
Fire Academy	222-7215
Paramedic Academy	222-7144
Police Academy	222-7256
Provincial Emergency Preparedness Academy	222-7275

Board of Directors

Robert J. Stewart, Chairman

Anthony P. Pantages, Q.C., Vice Chairman
Barrister and Solicitor, Russell and DuMoulin

Joseph H. Cohen, C.M., O.B.C., L.L.D. (Hon),
Vice President and Director, Sony of Canada Ltd.

Fergus A. Ducharme, M.D.
Consultant Orthopaedic Surgeon,
Prince George

Donald J. Pamplin,
Fire Chief, City of Vancouver

Glen Ridgway, Q.C.,
Barrister and Solicitor, MacCarthy,
Ridgway, McCutcheon and Lawson

E.A. Sandy Robertson, P. Eng.

Mary E. Saunders, Q.C.,
Barrister and Solicitor, Campney
and Murphy

Peter Webster,
Chairman, Petwyn Investments Ltd.

Executive Committee

Lawrence E. Goble,
President

David M. Bahr,
Director, Corrections Academy

Philip B. Crosby-Jones,
Director, Police Academy

L.G. (Sam) Meckbach,
Director, Provincial Emergency
Program Academy

Patricia D. Ross,
Dean, Educational Services and
Interdisciplinary Studies

Paul C. Smith,
Director, Fire Academy

Anthony T. Williams,
Director, Paramedic Academy

P. Dean Winram,
Bursar

Policy Advisory Committee

James Kempling, Chairman,
Assistant Deputy Minister,
Support Services, Ministry of
Attorney General

Richard Dumala, P.Eng.,
Fire Commissioner, Ministry of
Municipal Affairs, Recreation
and Housing

Sandra Evans,
Director, Program and Project
Implementation, Court Services,
Ministry of Attorney General

Nick Haazen,
Executive Director, B.C. Ambulance
Service, Ministry of Health

Duncan R. MacRae,
Director, College and Technical
Programs, Ministry of Advanced
Education, Training and Technology

Brian Mason,
Executive Director, Corrections
Branch, Ministry of Attorney General

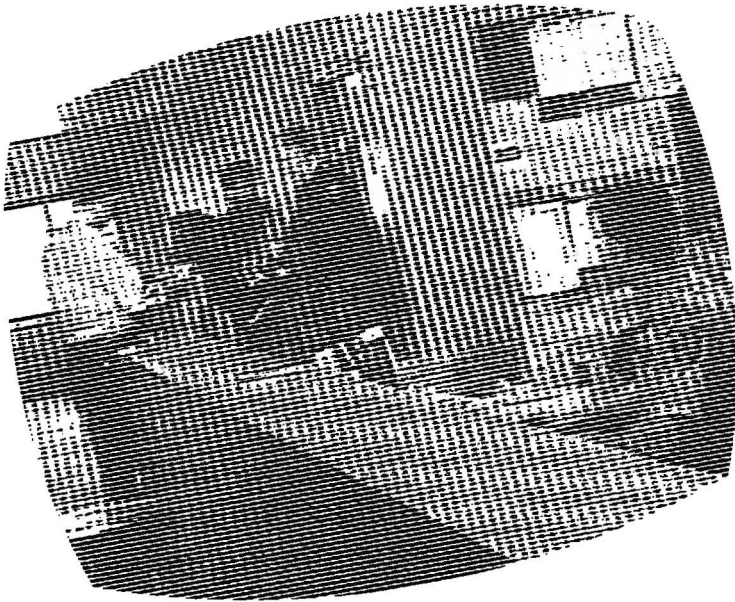
R.P. (Val) Pattee,
Assistant Deputy Minister,
Police Services, Ministry of
Attorney General

Lawrence E. Goble,
President, Justice Institute of
British Columbia

Patricia D. Ross,
Dean, Educational Services and
Interdisciplinary Studies,
Justice Institute of British Columbia

P. Dean Winram,
Bursar, Justice Institute of
British Columbia

CORRECTIONS ACADEMY



The Corrections Academy provides training to 2300 employees in the Corrections Branch of the Ministry of Solicitor General. The employees include probation officers, family court counsellors and security officers working in provincial adult and youth corrections institutions. In addition to basic recruit training, the Academy offers a variety of advanced courses and provides a range of services as described below.

Institutional Corrections

Security Officer Recruit Training

This six-week recruit training program takes place both on the job and at the Academy and is provided within the first six weeks of employment.

The program is also designed for specialized (adult or youth) security officers who need to develop their skills in another area for purposes of transfers, or who need to upgrade knowledge and skills in specific areas.

ON THE JOB TRAINING

The first two weeks of the program are delivered by trainers on-site at the institutions. Content is based on lesson plans prepared by the Corrections Academy.

Topics covered during this period include:

- role and responsibility of employees
- keys and locking systems
- medication distribution
- chemical agents
- unit programs and community resources: youth and adult
- communications equipment
- contraband
- area and perimeter search
- admissions, transfers and discharges

- supervising group activities and work crews
- unit contingency plans
- transporting inmates and youths
- escapes
- unit disciplinary procedures
- use of segregation
- fire suppression
- firearms (where applicable)
- self contained breathing apparatus

Length: 12 days

SUPERVISION SKILLS

This section of the program covers a range of topics related to supervision skills required in an institutional setting. It includes: interpersonal communication skills, conflict resolution, normal/abnormal behaviour in institutions, motivational techniques, dealing with aggressive individuals, and assessment and intervention skills for depression and suicidal behaviour.

Length: 27 hours

INTERACTION SKILLS AND STRESS MANAGEMENT

Content in this section covers work styles, cultural and ethnic awareness, and cross gender issues. Sources of stress in the workplace and the effects of stress on job performance are also identified.

Length: 11 hours

JUSTICE SYSTEM AND CORRECTIONS BRANCH

This section provides an overview of the Corrections Branch structure, mandate and philosophy, and a detailed examination of the process of both an adult offender and young offender moving through the justice system. The issues of continuity of evidence and witness preparation for court are also covered.

Length: 11 hours

SELF DEFENCE AND SEARCH TECHNIQUES

During this training, students demonstrate a variety of self defence techniques including take downs, wrist grabs, come alongs and removals. The Branch "use of force" policy is explained as it applies to self defence techniques. Trainees also learn procedures for frisking inmates and youths and techniques for searching vehicles.

Length: 25 hours

CASE MANAGEMENT

This section provides an understanding of the concepts and purposes of case management classification and temporary absence as they apply to both adults and youths. The purpose of parole and dispositional reviews is also covered.

Length: 7 hours

CRISIS INTERVENTION AND INSTITUTIONAL DISTURBANCES

This section covers the development of effective verbal crisis intervention techniques, the dynamics of institutional disturbances, and appropriate survival techniques involved in hostage takings.

Length: 15 hours

REPORT WRITING AND MISCELLANEOUS PROCEDURES

Topics covered in this section include: report writing, progress files, Corrections administration records entry system, custody reports, case management reports and inmate profiles. Disciplinary procedures and infectious disease control are also covered.

Length: 23 hours

Institutional Advanced Courses

CONFLICT RESOLUTION/ STRESS MANAGEMENT

This four-day workshop emphasizes skill development and application of the conflict resolution process. Participants explore the effects of stress on themselves and their colleagues, and identify methods for handling stress and conflict situations.

Course Length: 28 hours

DEALING WITH SEX OFFENDERS WORKSHOP (INSTITUTIONAL)

This three-day workshop is offered to youth supervisors and correctional officers who deal with sex offenders. The workshop is designed to: increase participants' awareness of the major issues surrounding sex offenders; demonstrate assessment techniques appropriate in dealing with sex offenders in custody; explain practical supervision strategies and techniques for use with sex offenders; provide up-to-date information regarding the treatment process for sex offenders and the resources available to them; acquaint participants with the personal difficulties involved in working with sex offenders; and provide alternative coping strategies for dealing with sex offenders.

Course Length: 21 hours

**MENTALLY DISORDERED
OFFENDERS**

This three-day workshop addresses issues arising in the institutional management of disordered offenders. Participants learn to articulate a working definition of the disordered offender and to identify and apply criteria of prevalent disorders, supervision strategies and skills necessary for the effective behavioural management of the disordered offender; and current interministerial and interdisciplinary initiatives and programs.

Course Length: 21 hours

SUBSTANCE ABUSE WORKSHOP

This two-day workshop covers the following topics: definition of substance abuse, identification of substance abusers, supervision issues, strategies for managing behaviour, and community resources for substance abusers.

Course Length: 14 hours

**Institutional
Re-Certification
Courses****SELF-CONTAINED BREATHING
APPARATUS: INSTRUCTOR
CERTIFICATION**

This five-day course was designed by the Fire Academy to meet the criteria and objectives of the Provincial Fire Commissioner's Standards. Participants learn to identify the reasons for wearing a Self-Contained Breathing Apparatus (SCBA) while working in hazardous environments; describe the components of SCBA; and identify procedures for inspecting, testing and maintaining the unit. Participants are required to demonstrate two methods for donning the SCBA unit; be able to put the unit into service within 60 seconds; change the air cylinder; and demonstrate safety and emergency procedures and instructional techniques for SCBA training.

Course Length: 35 hours

**TACTICAL SQUAD
COMMANDERS COURSE**

This three-day course is designed to develop essential skills needed to minimize the violent impact of disturbances. Participants will be trained to gather, evaluate and communicate critical information. They will be expected to translate this information into tactical procedures specifically aimed at preserving life and preventing serious incidents.

Course Length: 21 hours

**CORRECTIONAL OFFICER
PHYSICAL ABILITIES TEST
(COPAT)**

This two-day course is designed to certify Branch personnel who have demonstrated the necessary understanding of the COPAT protocol and test construction, and the objective application of the COPAT. Participants learn gross anatomical structures of the body and the general physiological demands within the body, and must demonstrate the ability to recognize persons at risk and provide definitive information to each person being tested.

Course Length: 14 hours

**FIREARMS INSTRUCTOR
RECERTIFICATION**

This five-day course is designed to meet the criteria and objectives defined in the Manual of Operations, Institutional Services, B. C. Corrections Branch. The course is conducted by the Police Academy firearms instructor under the supervision of the senior firearms instructor. Participants must demonstrate the ability to facilitate a firearms training course, act as a range coach, interpret targets, evaluate student progress and handle firearms effectively.

Course Length: 35 hours

Probation Officer/ Family Court Counsellor Training

Newly-recruited probation officers and family court counsellors are required to complete 22 competency-based training modules over a 15-week period. The objectives are to obtain knowledge of the mandate, role and function of the probation officer and family court counsellor, and the legislation, policy and procedures relating to the delivery of adult and youth probation services and family services. Participants learn how to conduct probation and family service interviews and investigations and prepare a variety of oral and written reports relating to service delivery. After completing the training, they will be able to act as officers of the court.

Competency in the knowledge areas is measured by written examinations. Students must attain at least 80% in each written examination to be certified at a competent level. In order to graduate from the course, a student must have achieved 80% in all knowledge areas within the 15 weeks.

The following describe the major content areas covered in this training .

Basic Training: Probation Officer/ Family Court Counsellor

CORRECTIONS BRANCH OVERVIEW

This section provides an introduction to the training and an outline of the operational structure and decision making mechanisms within the Corrections Branch of the Ministry of Solicitor General. It provides probation officers with an overview of Corrections Branch expectations with respect to professional conduct and appropriate ethics, and makes new probation officers aware of the history, role and mandate of the Inspections and Standards Division of the Branch. The role and mandate of the provincial Ombudsman is also described.

Length: 21 hours

ALCOHOL AND DRUG

Covers myths and realities behind addictions and the types of drugs and their effects. Tools and techniques of assessments appropriate to the needs of a probation officer are included.

Length: 7 hours

COMPUTERIZED RECORD SYSTEMS

Provides an overview of the Correction Branch's computerized systems for probation records, provincial case files and comprehensive electronic office (CEO) systems. To successfully complete this course, students must demonstrate competency in the use of the systems.

Length: 7 hours

WORKING WITH SEXUAL OFFENDERS

Content includes the characteristics and profiles of sexual offenders, interviewing and assessment skills, treatment process, effective monitoring techniques, and strategies to provide effective probation supervision.

Length: 13 hours

FAMILY TRAINING: MANDATE, ROLE AND RESPONSIBILITY

This section provides background information in the area of family law and the role of the family court counsellor in B.C. The content covers the role of the counsellor in providing conciliation counselling, the impact on children when family separation is an issue, and strategies that can be used to assist clients with their grief during conciliation counselling.

Length: 21 hours

FAMILY TRAINING: ASSISTING VICTIMS OF FAMILY VIOLENCE

This section discusses Branch policy related to the role of the family court counsellor and focusses on the counsellor's role in providing assistance to victims of family violence and dealing with the offender of family violence. Content includes a discussion of the characteristics of victimization and how it affects family members.

Length: 12 hours

**FAMILY TRAINING:
AGREEMENTS, ORDERS
AND COURT PROCESS**

In this training, students learn about Branch policy and legislation related to agreements, orders and the court process. The section includes a discussion of policy and procedures related to initial contact by a client with the family court counsellor, including common concerns around issues of custody, access and maintenance which arise during an initial interview. Legislation and branch policy relating to written agreements, including enforcement and variations, are also covered.

Length: 27 hours

**FAMILY TRAINING: CHILD
CUSTODY AND ACCESS**

This section covers the role and responsibilities of family court counsellors as they relate to child custody and access. Investigations, assessments and reports are covered. Topics include: techniques for interviewing children of different ages, areas of difficulty in interviewing children and how to overcome these difficulties, preparing to give evidence in court, and where the family court counsellor fits as an "expert." A mock court scenario is included as a simulation.

Length: 32 hours

**FAMILY TRAINING: CONFLICT
RESOLUTION BY MEDIATION**

This section provides an overview of the mediation process including stages in the process, techniques and skills for mediators, and turning points. Topics include: styles for managing conflict, anger management techniques, and methods for handling resistance. Students take part in role play simulations using family scenarios.

Length: 26 hours

**PROBATION TRAINING: ADULT
AND YOUTH COMBINED**

This section covers the aspects of probation training which are common to both adult and youth probation work. Modules cover interim releases, including remand options, bail and alternatives to detention; and pre-sentence, pre-disposition and restitution reports. The course includes tours of adult and youth courts and a mock court exercise in which students role-play probation officers and are subjected to cross examination.

Length: 62 hours

PROBATION TRAINING: ADULT

This section covers the role and mandate of the probation officer in adult probation. Course content covers the components of the justice system, court levels in B.C., the diversion process, sentencing, federal and provincial institutions in B.C., and community resources. The course also includes a discussion of case management; role plays, including interview procedures, case planning, and file management; a review of enforcement options, including the use of discretion and investigation of breaches; and an examination of the community assessment and parole eligibility processes.

Length: 48 hours

**PROBATION TRAINING:
YOUTH**

This section focusses on the youth justice system and its impact on youths who come in conflict with the law. Content includes: history, philosophy and principles of the youth justice system; the Young Offenders Act and the Corrections Branch; legislation, branch standards and policy related to "alternative measures" programs; psychological assessments; youth resources; case management, including needs of the young offender and the requirements of the court; custody, probation and disposition orders; enforcement of probation and disposition orders; and legislation, standards and policies that define temporary absences and community assessments.

Length: 56 hours

PRACTICUM

Recruit probation officers are assigned to a field tutor in a local probation office for the practicum period. During this time, the student completes a checklist of specified tasks including preparation of reports, intake, interviewing, counselling and administrative tasks. Each student must demonstrate a competent level of performance on each of the checklist tasks. The practicum focusses specifically on each area of probation work including adult probation, youth probation and family court counselling.

Length: 5 weeks

Advanced Training: Probation and Family

PROBATION OFFICER: BASIC PROBATION RECORDS SYSTEM (PRS), PROVINCIAL CASE FILE (PCF), COMPREHENSIVE ELECTRONIC OFFICE AUTOMATION (CEO)

This course is designed for probation officers. The content covers how automation affects the daily operations of community Corrections, detailed instruction for data entry, how to make inquiries and generate reports, how to access provincial case files, and the use of electronic mail. The course allows ample time for hands-on experience.

Course length: 21 hours

PROBATION RECORDS SYSTEM REFRESHER

This course is intended for probation officers who have taken the basic probation records system training but have had little chance to apply it. Course content includes a review of the procedures, an update on data entry, PRS and reports; and a refresher on PCF and CEO. The course allows ample time for hands-on experience.

Course length: 14 hours

ADMINISTRATIVE SUPPORT STAFF: BASIC PROBATION RECORDS SYSTEM (PRS), PROVINCIAL CASE FILE (PCF), COMPREHENSIVE ELECTRONIC OFFICE AUTOMATION (CEO)

The course is designed for newly hired administrative support staff. The first day is dedicated to office procedures, the role of Corrections within the overall justice system, common legal terminology, an explanation of the various types of orders and forms used in a probation office, and how to set up and maintain case files. The remaining four days cover detailed instruction for data entry of orders and reports, record maintenance, the use of PCF inquiry, and sending and receiving messages or documents via CEO.

The course allows ample time for hands-on experience.

Course length: 35 hours

ADVANCED PROBATION RECORDS SYSTEM

The course is aimed at administrative support staff who have completed the Basic PRS training. Participants review data entry and retrieval principles of PRS, and learn to: standardize procedures for complex case scenarios, automate service requests to contractors, and further automate office procedures. The course allows ample time for hands-on experience.

Course length: 14 hours

ADVANCED WORDPERFECT

This course is for administrative support staff who have completed a basic WordPerfect course. Participants learn advanced applications for WordPerfect such as merging, sorting, macros, styles, labels, text attributions, columns, automatic paragraph numbering, line draw, fillform for standardized office reports, and how to organize files and back up diskettes. Participants also review CEO mailing and retrieving of WordPerfect documents. The course allows ample time for hands-on experience.

Course length: 14 hours

BASIC SEX OFFENDER COURSE

This course provides basic information for probation officers working with sexual offenders who are subject to court ordered community supervision or parole. Its basic objectives are to provide information on: the characteristics, profiles and typologies of sexual offenders; components of assessment and risk considerations for treatment and supervision of sexual offenders; the offending cycle and the role of denial; family dynamics as they relate to a sexual offender; the treatment process; and the role of probation supervision. The course enhances skills in the following areas: interviewing sexual offenders for court ordered reports, developing case management planning for effective probation/parole supervision, and self care for the probation officer working with sexual offenders.

Participants complete an examination at the end of the course and must achieve 80% competence in order to receive certification. Skills are informally assessed during exercises completed in the classroom.

Course length: 12 hours

**ADVANCED YOUTH
SEX OFFENDER COURSE**

This course provides advanced information for probation officers working with adolescent sexual offenders who are subject to court ordered community supervision. Its basic objectives are to provide information on: sexual offender typologies, the structured treatment process, effects of sexual abuse on offenders, group treatment processes, monitoring and supervision of sexual offenders in the community, and behavioural therapy techniques. The course enhances skills in the following areas: interviewing sexual offenders for court ordered reports, assessing sexual offenders for court ordered reports, and developing case management plans for sexual offenders placed on community supervision by the courts.

Participants complete an examination at the end of the course and must achieve 80% competence in order to receive certification. Skills are informally assessed during exercises completed in the classroom.

Course length: 12 hours

**ADVANCED ADULT
SEX OFFENDER COURSE**

This course provides advanced information for probation officers working with adult sexual offenders who are subject to court ordered community supervision or parole. The objective is to provide information on the following topics: treatment stages of adult sexual offenders, dynamics of group and individual treatment plans, personality types and typologies of sexual offenders, dynamics of internal and external controls, structured supervision of offenders in the community, and assessment techniques.

The course enhances skills in the following areas: interviewing sexual offenders for court ordered reports, assessing sexual offenders for court ordered reports, and developing case management plans for sexual offenders placed on community supervision by the courts.

Participants complete an examination at the end of the course and must achieve 80% competence in order to receive certification. Skills are informally assessed during exercises completed in the classroom.

Course length: 12.5 hours

DRUG AND ALCOHOL

This workshop is aimed at probation officers, youth workers, and family court counsellors who work with clients who abuse alcohol and drugs. The workshop includes a review of terms and definitions of addiction, discussions of the myths and realities behind addiction, an outline of the progression from "social user" to "addict," a review of types of drugs and their effects, and a discussion of assessment tools and techniques. Participants also learn the language of the addict in order to provide effective supervision and support.

Course length: 14 hours

WIFE ASSAULT

This course is intended for probation officers and family court counsellors. It includes: a definition of wife assault, grounding assumptions for effective work with men who are violent, victim issues, a common hybrid model, characteristics of men who assault their wives and the motivational problems associated with them, defensive themes (video tapes), interviewing principles and skills, assessing for lethality, treatment techniques, dealing with resistance and re-offence, research conclusions, and dealing with stress when working with wife assault (preventing our own burn-out).

Course length: 14 hours

**CUSTODY AND ACCESS:
INVESTIGATION, ASSESSMENT
AND REPORT**

This course is intended for family court counsellors. It includes discussions of legislation and branch policy and standards as they relate to the investigation and preparation of the report. Participants gain an understanding of the elements of a good investigation, including organization and preparation, interview and observation goals, and time management. They learn to determine the difference between recording factual observation and recording opinions based on those observations, identify elements of assessment and analysis of data, identify elements of making a recommendation using the criteria of "best interests of the child" as outlined in section 24 of the Family Relations Act, and identify criteria for writing the report looking at format, style and secondary goals.

Participants develop a basic understanding of the psychological, social, and emotional developmental stages of children and an ability to determine parenting capabilities, needs of the child, characteristics of the child, information they may need to obtain, and anticipated problems. The course also covers techniques for interviewing children of different ages, ways to apply those techniques to custody investigations, and ways to determine areas of difficulty in interviewing children and how to overcome them. Information is presented on preparing to give evidence in court, the different forms of evidence, the sequence of presentation at court, and the admissibility of evidence and the family court counsellor as "expert witness."

Course length: 28 hours

**CONFLICT RESOLUTION
BY MEDIATION**

This course is intended for family court counsellors. Participants examine various styles of managing conflict and how their own preferred style might affect their ability to perform the role of family court counsellor. The goals and procedural steps of the stages of conflict are outlined and discussed with demonstrations and practice sessions for each stage. Participants gain an understanding of issues for the mediator which may influence or affect the outcome of the mediation session; identify features unique to the mediation process to resolve conflict; review skills such as questioning, responding, confronting, probing, and immediacy; and use various skills to demonstrate empathy with the clients while maintaining control and a safe environment. Role play is used extensively during this training module.

Participants also look at why people need the approval of others and how this affects behaviour, and become aware of the degree to which they are externally driven. As well, they develop basic knowledge of several techniques which promote self-actualization and personal autonomy, increase understanding of resistance, and increase awareness of a positive and effective method for handling resistance.

Course length: 28 hours

DEFUSING THE HOSTILE CLIENT

This workshop is directed towards experienced probation officers and family court counsellors. The objectives are to enable participants to identify factors which escalate the level of hostility, respond to hostile or aggressive behaviour to defuse the escalation, assess the level of personal risk, and move through anger to constructive action.

An opportunity is provided for participants to practice the skills and apply the course content to everyday, on-the-job situations.

Course length: 14 hours

INTERVIEWING SKILLS

This course is intended for probation officers and family court counsellors. The course looks at the qualities of an effective interview with specific reference to communication in probation and family court counsellor settings. It clarifies the nine steps of an effective interview and identifies assertive strategies, appropriate confrontation techniques, directive counselling techniques, and conflict resolution and intervention strategies.

The course provides an opportunity for participants to become aware of their own personal style, strengths and needs in communication. Practise sessions use active listening skills while developing practical strategies for dealing with difficult people.

Course length: 21 hours

**WORKLOAD/CASELOAD
MANAGEMENT**

This course is designed to assist probation officers and family court counsellors in managing caseloads that have increased in length, volume and intensity. It includes time and stress management techniques as well as caseload reduction strategies.

Course length: 14 hours

MULTICULTURALISM

The objectives of this workshop are to enable participants to develop an understanding of the cultural background of clients of East Indian and Asian descent, gain a knowledge of the difficulties experienced by these clients as a result of cultural differences, develop skills for dealing with this client base within a framework of multiculturalism, and be familiar with resources available in the Lower Mainland. The workshop is geared to probation officers supervising adult offenders, youth workers supervising young offenders, and family court counsellors assisting families through the courts.

Course length: 7 hours

**Supervisory
Training****BASIC SUPERVISORY
COMPETENCY COURSE
WEEK ONE**

This program is intended for newly appointed first level supervisors. It uses a competency-based approach to training that will ensure a competent level of performance is achieved. During the course, participants gain a working knowledge of the role and responsibilities of a first level supervisor and demonstrate an ability to: communicate and maintain productive relationships with employees and other organizational members; ensure that deadlines are met; lead one's work unit with the appropriate use of power and authority; and resolve conflicts in a manner that achieves organizational needs while maintaining productive work relationships.

Course length: 35 hours

**BASIC SUPERVISORY
COMPETENCY COURSE
WEEK TWO**

This competency-based program is designed for supervisory personnel who have completed Basic Supervisory Competency Course Week One. The objectives are to reinforce skills developed since Week One, and to enable participants to understand and effectively use the performance planning and review system. Participants will also demonstrate an ability to develop a wide range of effective plans — from long-term strategies to detailed work plans — while ensuring that appropriate priorities are addressed. Participants will develop an understanding of the role of the supervisor and personnel advisor in a union environment; understand the purpose and procedures for discipline, grievances, and non-culpable discharge; and develop an understanding of financial administration and budget preparation.

Course length: 35 hours

FINANCIAL OPERATIONS IN GOVERNMENT

This three-day course is for supervisory, management and administrative personnel who are actively involved in planning, administering and controlling financial matters. Upon completion of the workshop, participants will demonstrate, through successful completion of a number of related exercises, that they have obtained the necessary skills and knowledge in the following areas: the process of budget development and decision-making pertaining to the management of resources, expenditure control as part of the overall financial function, program planning and budget preparation as a single process in the budget cycle, and the Financial Administration Act and the policies and procedures relating to it.

Course length: 21 hours

LABOUR RELATIONS

This course is for first line supervisors who are responsible for administering the collective agreement with the British Columbia Provincial Public Service. The objectives of the course are to develop an understanding of the role of the supervisor and personnel officer in a union environment and the purpose and procedures for discipline, grievances and non-culpable discharge.

Course length: 14 hours

MEDIA RELATIONS

This course is designed for managers and executives whose job responsibilities include dealing with the media. Participants gain an understanding of media relations as they apply to the public sector and learn to deal effectively with the various forms of media. The objectives are to develop an understanding of the media — who they are and their roles — and the role of communications personnel in ministries and in the Public Affairs Bureau. Participants are introduced to the fundamental elements of issue management systems, and learn techniques and tactics of the media, how to prepare for different types of interviews, and how to get their message across. The course uses video taped simulations and case studies, and participants have the opportunity to be interviewed and critiqued.

Course length: 7 hours

Services

In addition to providing training for corrections staff, the Academy also assists the Corrections Branch by providing services such as those listed below.

PRODUCTION OF VIDEOTAPES

The Corrections Branch has developed a variety of videotapes for its own use and for marketing to a wider audience. Examples include: Kamloops Regional Correctional Centre orientation video, the Human Face of Justice (the role of the probation officer), The Family Court Counsellor, The Young Offender, and Performance Planning and Review.

ASSISTANCE WITH PROBATION OFFICER SELECTION

The Academy assists with the co-ordination of the selection process for probation officers. Academy instructors participate as members of the skills assessment team for new applicants.

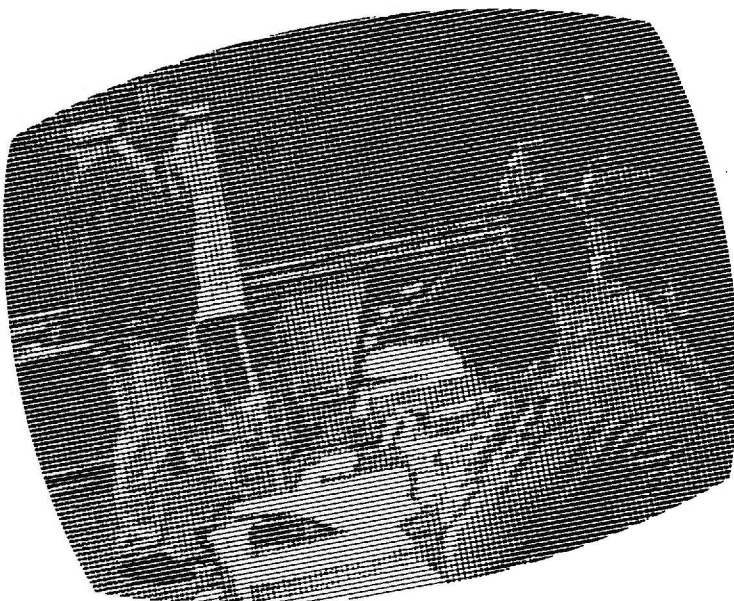
INVOLVEMENT IN PROGRAM ADVISORY COMMITTEES

Academy faculty are assigned to each of the five Corrections Branch program advisory committees to assist in reviewing and formulating policies, identifying training issues, and determining standards for service delivery.

ADMINISTRATION OF TUITION AND TRAINING RELIEF FUNDS

The Academy administers the funds allocated to regions for delivery of local and on-site workshops, and for tuition reimbursement for individual courses at colleges, private seminars, school boards, and the like. The Academy also administers all funds used to backfill salaries of institutional employees who attend training courses off the job.

COURTS ACADEMY



The Courts Academy develops and co-ordinates a wide variety of training programs for the 1400 employees of Court Services Branch, Ministry of Attorney General. Some courses are related specifically to the Deputy Sheriffs' training; others, offered in a general program, focus on management development and the enhancement of skills for Court Services employees.

Deputy Sheriff Training: Basic Program

Block 1

The purpose of this on-the-job-training program is to introduce new Sheriff personnel to the role of the Court Services Branch in the B.C. justice system and to the specific duties and responsibilities of Deputy Sheriffs. The program consists of a print-based, modular format, with videotapes, tests and exams. The trainee works within a pre-arranged timetable under the direction of one or more supervisors.

Topics include the levels and functions of courts in B.C., the role of Court Services Branch and its personnel within the B.C. justice system, and the duties of a Deputy Sheriff within Court Services, including powers of arrest, levels of force, and powers of search and seizure. Block 1 is a prerequisite to Block 2 and should be completed to the satisfaction of the supervisor within the first six months of employment.

Length: 1 - 2 months

Block 2

This four-week program is designed for new recruits to Sheriff Services and is offered in a format of study, lecture, practical exercises, simulations and roleplaying. Participants must achieve a required standard of knowledge and/or performance in some of the course components. The level of achievement is measured through tests and examinations. Block 2 consists of the following courses.

FIRST AID

The Deputy Sheriff first responder program provides Deputy Sheriffs with skill development in both cardiac pulmonary resuscitation and general first aid. The cardiopulmonary resuscitation section (heartsaver level) teaches participants to recognize and respond appropriately to heart attack and cardiac arrest for both one- and two-operator cardiac pulmonary resuscitation.

The first aid section introduces participants to common emergency situations requiring first aid and includes practice in responding appropriately to problems such as deadly bleeding, breathing problems, shock and environmental emergencies and specific medical emergencies such as epilepsy. Participants must achieve a minimum of 60% on a written exam and demonstrate the appropriate skills for emergency treatment.

Length: 26 hours

ADVANCED DRIVER TRAINING - LEVEL ONE

This course for Deputy Sheriffs promotes safe driving practices in the performance of prisoner escort duties. The training provides hands-on practice in everyday traffic and weather conditions and emphasizes proper steering, braking, manoeuvrability and hazard avoidance.

Course length: 1 day

FIRE SUPPRESSION

In this course, Deputy Sheriffs study the principles of fire suppression and develop skills in fire extinguishment. Participants learn to assess a fire situation, identify three types of fire extinguishers and choose the correct one for a particular type of fire, explain the principles of extinguishment of all types of building or vehicle fires, and describe the safety precautions to be taken when faced with a vehicle fire. As well, Deputy Sheriffs must demonstrate correct use of a fire extinguisher in a simulated fire situation, maintaining safety standards at all times.

Length: 4 hours

CONFLICT RESOLUTION AND COMMUNICATION SKILLS

The communication skills component of this module allows Deputy Sheriffs to practice and receive feedback on their ability to communicate — to send and receive messages accurately. Structured exercises emphasize listening and non-verbal communication skills. Participants demonstrate their communication skills through roleplays and receive feedback on their abilities.

In the conflict resolution component of this module, Deputy Sheriffs study the management and resolution of conflict. Topics include the identification of conflict situations, the selection of conflict management strategies, and how to determine which strategy is appropriate in a particular conflict. As well, participants identify factors which can influence the outcome of a conflict and describe resolving behaviours and escalating behaviours that apply to those factors. In a conflict situation roleplay, participants demonstrate their ability to define the conflict, choose an appropriate conflict management strategy, analyze the factors which influence the outcome, and use behaviours and responses to resolve rather than escalate the conflict.

Length: 21 hours

SELF DEFENCE

The Deputy Sheriff self defence program is designed to give each Deputy Sheriff the opportunity to develop self defence and control tactics to the level of proficiency required for prisoner escort and other related duties. The progressive skill development includes defences against kicks and punches; wrestling and body holds; control tactics such as finger locks, wrist locks, arm locks and arm bars; and handcuffing, use of leg irons and searching.

Length: 35 hours

HOSTAGE SURVIVAL

This course promotes the development of survival skills for potential victims of hostage-taking incidents in work-related situations. The course examines the dynamics of hostage-taking incidents and the behavioural characteristics, activities and motivations of the persons involved. In addition to describing the stages and features of typical incidents and various types of hostage-takers, the course identifies survival behaviour and strategies. Through realistic simulations of hostage-taking incidents, participants learn to react more effectively to minimize the emotional/psychological impact.

Length: 2 days

LEGAL ASPECTS

The legal aspects course identifies the sections of the Canadian Criminal Code and Charter of Rights and Freedoms, the British Columbia Firearms Act, and the Deputy Sheriffs' Operating Manual relevant to the duties and responsibilities of peace officers. Participants study peace officer powers, offences that can be tried by the courts, powers of search and seizure, powers of arrest, and the use of force and obstruction.

Length: 18 hours

Block 3

The purpose of this on-the-job training program is to expand the information provided in Blocks 1 and 2 on the duties of a Deputy Sheriff in the B.C. court system. The program is presented in a print-based, modular format, with videotapes, tests and exams. The trainee works within a pre-arranged timetable under the direction of one or more supervisors. Topics include jury panel selection, the role of the Deputy Sheriff in jury management, courtroom and courthouse security, prisoner escort, and related forms and procedures. Block 3 should follow the Block 2 training but may be started or completed first, where appropriate.

Length is unspecified.

Deputy Sheriff Training: Advanced Courses

ADVANCED DRIVER TRAINING - LEVEL TWO

This course enhances the skills developed in Level One (Block 2) and combines lectures and demonstrations with driving in vehicles specific to Deputy Sheriff work. Training takes place at the PTEC Driving Centre at Boundary Bay, where trainees determine the capabilities and limitations of three types of escort vehicles under normal and extreme road conditions.

Course length: 2 days

BATON INSTRUCTOR - INITIAL QUALIFICATION

This course provides Deputy Sheriffs with the skills necessary to instruct field trainees in the correct use of the short baton. It reviews the principles and physical skills related to the use of the short baton and its place in the Levels of Force continuum. In addition to demonstrating effective and correct use of the short baton to specified standards, participants receive hands-on practice in teaching baton skills and organizing effective instructional sessions.

Course length: 4 days

BATON INSTRUCTOR - REQUALIFICATION

This course provides Deputy Sheriff Baton Instructors with the opportunity to refresh their instructional skills. It ensures that they can demonstrate baton use to their trainees in the field in accordance with standards specified by the Branch.

Course length: 3 - 4 days

HANDGUN INSTRUCTOR - INITIAL QUALIFICATION

This course provides qualified instructors for the handgun training part of the Deputy Sheriff field training program. The course identifies, examines and demonstrates the fundamentals of instruction in the use and safe handling of a handgun. It focusses on Court Services policy regarding the use of firearms and the Levels of Force continuum, and covers factors related to the course of fire, safety procedures and target practice. Participants practice a variety of instructional techniques related to the training of Deputy Sheriff personnel.

Course length: 3 days

HANDGUN INSTRUCTOR - REQUALIFICATION

This course provides the opportunity to renew and refine the skills required to provide instruction to sheriff personnel in the use and safe handling of a handgun. In addition, participants must demonstrate their skills in delivering instruction to field trainees.

Course length: 2 days

EMERGENCY RESPONSE TECHNIQUES

This workshop identifies various crisis situations (for example, bomb threats) that can occur at the workplace and the roles, responsibilities and working relationships of court personnel and law enforcement agencies in those situations.

Course length: 1 day

HOSTAGE SURVIVAL

This course promotes the development of survival skills for potential victims of hostage-taking incidents in work-related situations. The course examines the dynamics of hostage-taking incidents and the behavioural characteristics, activities and motivations of the persons involved. In addition to describing the stages and features of typical incidents and the various types of hostage-takers, the course identifies survival behaviour and strategies. Through realistic simulations of hostage-taking incidents, participants learn to react in a way that minimizes the emotional and psychological impact.

Course length: 2 days

Management Development Program

MANAGEMENT SKILLS FOR SUPERVISORS

This course provides managers and supervisors with comprehensive, realistic, up-to-date supervisory management skills. It is a three-part program covering interpersonal, group and administrative skills, including decision-making, assertiveness techniques, leadership styles, management strategies, business writing and goal-setting.

Course length: 12 days (3 sessions of 4 days each)

SUPER SUPERVISOR

This course is intended to reinforce the skills learned in Management Skills for Supervisors and is usually taken about one year after completion of the first course. The course gives in-depth practice in the areas of communication, interviews, leadership, motivation, goal-setting and team building.

Course length: 3 days

PERFORMANCE PLAN AND REVIEW

This course encourages Court Services personnel to use a standard employee appraisal system. It covers the principles of performance plan and review (PPR), Court Services policy regarding PPR, and the stages of the process. Participants have an opportunity to prepare and write a performance plan which identifies specific job features and measurements of performance, prepare and manage a performance review interview, and develop action plans for the maintenance and improvement of performance. The course emphasizes the application of the PPR philosophy and procedures as a tool for promoting improved management/support staff communications.

Course length: 2 days

CONTRACT MANAGEMENT - MONITORING

This course provides program managers and senior support staff with the skills and knowledge to manage the award, implementation and evaluation phases of the contracting process, and to manage contractors effectively in the delivery of government programs and services. Information covered includes procedures relevant to awarding contracts, monitoring contract performance, situations which necessitate contract review, and the objectives of evaluating contract performance.

Course length: 2 days

**FINANCIAL OPERATIONS IN
GOVERNMENT FOR MANAGERS**

This course is intended to provide court managers with the skills needed to effectively discharge their financial management responsibilities. The course includes an explanation of the full time equivalency (FTE) system and its relationship to budget planning and control, the budget building process, internal managerial financial reports, and the classification of accounts. In addition, participants learn the policy and guidelines governing financial signing authorities, the signing authority delegation process, and the process of journal vouchering. Revenue and asset control and issues pertaining to audits and inspections, are also covered.

Course length: 3 days

**FINANCIAL OPERATIONS IN
GOVERNMENT FOR CLERKS**

This course provides employees with an overview of the system of financial management and control used in the Ministry of Attorney General and in ministries across government. Topics covered include the financial management environment, financial planning and budgeting, financial controls, and reporting and auditing.

Course length: 1 day

STEPPING UP TO SUPERVISION

This course introduces support personnel to the roles and responsibilities of supervisory work and helps individuals assess whether a career progression in supervision is suitable for them. Topics include making the transition from "doer" to "delegator," the human relations and productivity aspects of supervising, building leadership skills, and using interpersonal and leadership styles.

Course length: 2 days

**MANAGING CHANGE/
TEAM BUILDING**

The purpose of this course is to prepare team members to effectively manage the challenge of working in groups and to become pro-active in dealing with changes within their organization. The course focusses on the dynamics of working in groups, sources of conflict and resolution, and the various systems available in dealing with both teamwork and managing change. Participants also: identify factors which help and hinder change, implement strategies for successful change, address ways in which teams can function effectively in times of stress, and learn how to capitalize on opportunities for change.

Course length: 2 days

PROJECT MANAGEMENT

This course identifies and demonstrates the key concepts and elements associated with successful project management. Participants learn the phases of project management and the tools associated with each phase, such as project objectives, work breakdown structures, resource requirements and project control. Strong emphasis is placed on practical exercises involving teams that work on actual projects to which they have been assigned.

Course length: 3 days

CHAIRING A MEETING

This course provides participants with the skills necessary for managing productive meetings. It will enable them to reduce unnecessary time spent in meetings while increasing the effectiveness of the results. Topics covered include establishing an agenda, a review of the types and formats of meetings, and keeping meetings on schedule. Participants learn to facilitate group problem-solving and decision-making, use conflict resolution techniques, and handle disruptive behaviour in meetings.

Course length: 1.5 days

**General
Curriculum****HOSTAGE SURVIVAL -
REGISTRY/ADMINISTRATION**

This course examines the dynamics of hostage-taking incidents and the behavioural characteristics, activities and motivations of those involved. Participants learn the different stages of a hostage-taking incident, the various types of hostage-takers, and survival behaviours and strategies. This is an informational session only.

Course length: 1 day

CRITICAL INCIDENT STRESS

This workshop is aimed at personnel who are called upon to assist others in an emotional crisis at the workplace. It provides participants with sufficient knowledge and skills to develop and implement a critical incident stress program. Course content reviews the nature and impact of traumatic stress, identifies strategies for defusing critical situations, and recommends methods of minimizing impact on stress "victims."

Course length: 2 days

**OCCUPATIONAL HEALTH
AND SAFETY**

This course provides an opportunity for Court Services employees to acquire the skills and knowledge necessary to develop an occupational safety and health program, and to evaluate and improve existing programs. The topics covered include applicable safety regulations and policy, regular workplace inspections and monitoring, identification of hazardous materials, a procedure for medical examinations and health monitoring, investigations of accidents and diseases related to the workplace, and the maintenance of records and statistics.

Course length: 2 days

PUBLIC RELATIONS

This course stresses the importance of public relations and is designed to provide participants with an opportunity to build knowledge and skills in order to provide quality service to the public. The course includes practice sessions with "real" on-the-job situations involving in-person and telephone contact with the public. Skills emphasized include active listening and effective questioning, formulating appropriate responses to requirements of the public, improving the quality of messages, giving information clearly and understandably, explaining policies competently, redirecting the public to alternative sources of information, and maintaining a professional manner in all dealings with the public.

Course length: 2 days

ACCOUNTING ONE

This course is conducted through the Open Learning Agency. It introduces participants to the components of basic accounting practices including the use of balance sheets, income statements, journals and ledgers, and financial statements. The course is a distance education module combining tutorials and graded assignments.

Course length: 5 months

INSTRUCTIONAL TECHNIQUES

The purpose of this course is to enable participants to feel confident and competent in their ability to deliver instruction in front of a group using a wide variety of instructional techniques. The course covers the instructional design process, writing measurable learning objectives, choosing appropriate instructional techniques, using visual aids and audio-visual equipment effectively, assessing student learning, and giving personal feedback to trainees. Participants practice a variety of instructional techniques, including lecture/demonstration, roleplays and facilitation of small groups.

Course length: 4 days

COACHING SKILLS

This course is designed for Court Services employees whose responsibilities include training others on the job. It is intended to develop on-the-job training and coaching skills in a supportive atmosphere. Topics covered include training and the organizational context, task breakdowns, training session design, motivational style and its implications for training supervision, useful feedback, performance problems and strategies for handling them, and ways to make delegation work. Participants plan and deliver a training/coaching session demonstrating facilitative coaching skills.

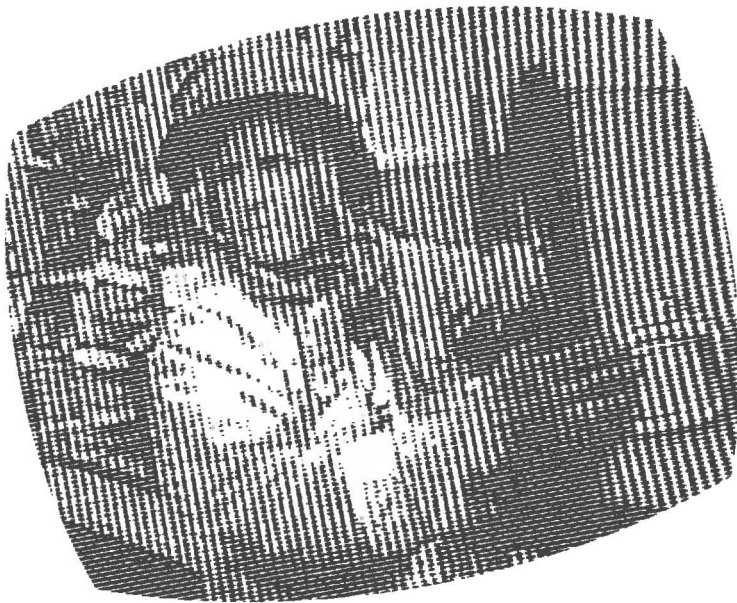
Course length: 3 days

REGISTRY/COURT CLERK

This program is in the planning stages and will be designed to address a significant range of technical and performance skills. A common thread within each of approximately thirty courses will be the principles of impartiality of Courts personnel within the justice system and the Branch's goal of providing quality service to all of its clientele.

Course length: to be determined.

FIRE ACADEMY



The Fire Academy provides training programs and services for over 13,000 firefighters in B.C. consistent with the needs identified by the Fire Commissioner and the fire services community of B.C. Programs are delivered through classroom and hands-on live burn training and distance education.

Professional Fire Service

The Fire Academy has developed a series of courses that allows career firefighters and officers to upgrade their knowledge through self-study learning materials provided to them in their own locality. Courses are based on the professional qualifications established by the National Fire Protection Association (NFPA), amended as necessary and approved by the Fire Commissioner to reflect the needs of the B.C. fire service. Successful completion of a full course leads to certification at that level.

Five programs designed to meet specific NFPA standards are available or under development:

- Company Officer - designed for Lieutenants and Captains in fire departments.
- Command Officer - designed for Battalion Chiefs, District Chiefs and Assistant Chiefs
- Administration Officer - designed for Deputy Fire Chiefs and Fire Chiefs.
- Training Officer - designed for those who, with little or no formal background in instruction, are responsible for training fire service personnel on the job.
- Fire Prevention Inspector - designed for those who serve as Fire Prevention Officers in their department.

Company Officer

CO-1 FIRE SERVICE ORGANIZATION

This Block provides a review of organizations concerned with fire protection, with a focus on Canadian organizations at the federal, provincial and local levels. It also reviews the structure of fire suppression organization, the Company Officer's role in it, and the chain of command in line and staff functions.

Self-study hours: 20

CO-2 BASIC FIRE SCIENCE

This Block introduces basic chemical and physical principles underlying fire and dangerous goods behaviour in emergency situations. The topics include vapour pressure and density, ignition temperature, flash points and flammable limits, as well as other topics of concern to personnel involved in fire protection.

Self-study hours: 40

CO-3 FIRE PREVENTION AND THE COMPANY OFFICER

This Block provides basic background information on fire prevention and discusses the role of the Company Officer in prevention. Topics include an overview of pertinent legislation, community fire prevention programs, and routine or survey inspections. The Block offers specific instruction on identifying fire hazards in various building types, recognizing dangerous goods and their unique hazards, and visually inspecting fire protection systems such as automatic sprinklers and fire detection equipment. Some of the course work involves field exercises for hands-on experience in fire prevention activities.

Self-study hours: 60

CO-4 COMPANY LEADERSHIP

This Block covers leadership and administration and is designed to develop the skills required at this level by a Company Officer. Areas covered include situational leadership, maintaining morale among subordinates, handling complaints and disputes, interpreting and implementing departmental policies relating to personnel and local administration, setting goals and objectives, planning and implementing training in conjunction with the Training Officer, safety awareness, and interpersonal communication. The Block presents a global and historical perspective on the nature and principles of leadership and follows this with a specific focus on leadership within the fire department.

Self-study hours: 80

CO-5 COMMUNICATION SKILLS

This Block provides a short overview of the principles of effective writing and speaking. It includes tips on how to present information clearly and with impact. The skills gained from this Block can be applied to all types of writing, including reports and memos, and in a variety of situations from public speaking to communication with staff.

Self-study hours: 20

CO-6 RECORDS AND REPORTS

This Block addresses gathering, managing and using information in fire department operations. Topics include the role of information in the effective functioning of the fire service, understanding the place of the records system in managing information, production of formal and informal reports, and fire department records and computerized information systems. Suggested prerequisites: CO-5 Communication Skills.

Self-study hours: 40

CO-7 TECHNICAL MATH

This Block presents the basic math skills needed for fire flow calculations, such as volume and surface area, and provides frequent opportunities for practice in practical situations. Units covered include whole numbers, fractions and decimals, percentages, average, algebraic equations, powers and square roots, ratios and proportions, and measurements of length, area and volume. It is assumed that the student has basic skills in addition, subtraction, multiplication and division.

Self-study hours: 40

CO-8 FIRE CAUSE DETERMINATION

This Block provides an overview of fire cause indicators and emphasizes the importance of preserving the scene for fire investigators in situations where the cause of the fire is not apparent.

Self-study hours: 40

CO-9 DANGEROUS GOODS

The Company Officer may be first on the scene of a dangerous goods incident. This Block discusses the inherent hazards of dangerous goods, how to identify dangerous goods under emergency conditions, and how to assess a situation, determine the resources required and take appropriate initial action. The Block also discusses the legal authority of the Company Officer to act under different circumstances, the legislation that affects safety in storage and transport of dangerous goods, and national, provincial and local information sources. Some field work is involved.

Self-study hours: 60

CO-10 INCIDENT COMMAND

This Block provides officers with an opportunity to apply a model of incident command in simulated incidents on-site and by use of a simulator. The Block covers the development and organization of drills and scenarios and includes a segment on Company Officer contact with the news media. Block CO-10 provides an individualized training component. Prerequisites: Completion of CO-1 to CO-9.

Duration: 4 days

Command Officer

CM-1 ADVANCED COMMUNICATION SKILLS

This Block extends the skills acquired in Block CO-5 by presenting further methods to communicate clearly in writing and speaking. It also focusses on speaking to groups, relating to the media, and gaining increased awareness and skills in public relations between the fire department and the community it serves. Suggested prerequisite: CO-5 Communication Skills.

Self-study hours: 40

CM-2 GENERAL PHYSICS

General Physics is an introductory course that familiarizes the student with basic concepts of physics at a practical, operational level. The topics include the physical phenomena of heat motion, electricity, magnetism, light, sound and radioactivity. This Block also includes an appendix on metrics for those not familiar with the SI system of measurement. Suggested prerequisite: CO-7 Technical Math.

Self-study hours: 40

CM-3 MAJOR EMERGENCY PLANNING

Major Emergency Planning presents principles of fire department planning and response to major emergencies within a local jurisdiction. Planning activities are outlined with attention given to assessing major fire hazards in a community, preparing the fire department component of a community major emergency plan, and exercising the plan. A discussion of response strategies for actual or simulated major emergencies includes assessing the situation, determining the resources required, and deploying personnel and resources. The Block also discusses the roles and responsibilities of the Command Officer in major emergency planning.

Self-study hours: 80

CM-4 FIRE PROTECTION SYSTEMS AND WATER SUPPLY SYSTEMS

This course presents the basic types of fixed fire suppression systems, fire alarms, fire detection devices and water supply systems. This knowledge enables the Command Officer to recognize the different types of systems and their operation and applications, and to discuss water supply and distribution requirements with appropriate personnel and agencies. Suggested prerequisites: CO-3 Fire Prevention and the Company Officer; CO-7 Technical Math.

Self-study hours: 60

CM-5 INDUSTRIAL FIRE PROTECTION AND THE COMMAND OFFICER

This Block presents an overview of the Command Officer's role in fire protection in the municipal/industrial setting. Roles and responsibilities are outlined in terms of decisions required to direct multi-company response to a major industrial fire. Topics include assessment of hazards; fire protection measures for each of the nine classes of dangerous goods; pertinent federal, provincial and local acts and regulations; and working with plant emergency response organizations and fire brigades. Some field work is required. Suggested prerequisites: CO-3 Fire Prevention and the Company Officer; CO-9 Dangerous Goods; CM-3 Major Emergency Planning; CM-4 Fire Protection Systems.

Self-study hours: 60

CM-6 COMMAND OFFICER LEADERSHIP AND ADMINISTRATION

This Block offers a detailed study of command leadership and communication, planning and achieving excellence, budgeting, achieving organizational effectiveness and managing people. Suggested prerequisites: CO-4 Company Leadership; CO-6 Records and Reports; CO-7 Technical Math; CM-1 Advanced Communication Skills.

Self-study hours: 80

CM-7 MULTI-COMPANY INCIDENT COMMAND

In this course, officers apply a model of incident command requiring single company and multi-company responses. Skills are developed using the simulator and on-site scenarios. The incident command model used in CO-10 Incident Command is expanded to cover incidents of increased complexity. Prerequisites: CM-1 to CM-6.

Duration: 4 days

Administration Officer

AO-1 EXECUTIVE LEADERSHIP AND COMMUNICATION

This Block focusses on the leadership role of the Administration Officer. In addition to expanding the concepts of the leadership role, the Block reviews the use of an effective team approach in managing a fire department. It also explores the central role of effective communication, including meeting skills, in enhancing Administration Officer effectiveness. Suggested prerequisite: CO-6 Records and Reports; CM-6 Command Officer Leadership and Administration.

Self-study hours: 100

AO-2 THE SOCIAL ENVIRONMENT

This Block focusses on the social environment in which a department functions by providing an overview of political, economic and legal aspects of our culture.

Self-study hours: 20

AO-3 PLANNING

The focus of this Block is on plans that can be used for the management of a fire department. It explores the following topics: assessment of needs and resources, choosing a strategy based on these needs and resources, and methods for using plans in an environment of change and uncertainty.

Self-study hours: 100

AO-4 FINANCIAL MANAGEMENT

This Block focusses on the financial aspects of administering a fire department and includes an overview of municipal financing, consideration of capital financing, a detailed approach to budget preparation, management and control, and the issues of cost management. Suggested prerequisite: CO-7 Technical Math.

Self-study hours: 80

AO-5 ORGANIZATIONAL ADMINISTRATION

This Block looks at organizational administration as a basis for the efficient operation of a fire department. It explores current trends in organizational structures and philosophies that help the Administration Officer select and maintain the most effective organization given the resources available. Various considerations for assigning human and other resources are discussed and structural and administrative considerations for developing and maintaining a modern and effective management information system are addressed.

Self-study hours: 100

AO-6 ADMINISTERING THE HUMAN RESOURCE

This Block on personnel administration covers the establishment of effective guidelines, procedures and practices, with particular consideration given to the administration of effective human resource management in the context of municipal operations. Information is provided on labour relations, the collective bargaining process, the administration of the collective agreement, and day-to-day management of employee relations.

Self-study hours: 120

AO-7 PUBLIC RELATIONS

This Block provides practical tools and knowledge in the area of public relations. Particular emphasis is placed on the establishment of appropriate policies and guidelines for the relationship among the department, the municipality and the community at large.

Self-study hours: 80

AO-8 RISK MANAGEMENT FOR THE FIRE SERVICE

This workshop is led by legal experts, active risk managers and specialists in the field of risk management and is directed toward fire officers who are concerned with legal liability and actions in negligence. Participants leave the workshop with a structured approach to risk management that they can implement in their own departments. Prerequisites: Completion of AO-1 to AO-7 or by permission of the Director of the Fire Academy.

Duration: 3 days

Training Officer

TO-1 TRAINING OFFICER

This Block covers the skills required to effectively perform the function of a Fire Training Officer. It focusses on communication, learning concepts, planning a training program, presentation methods, training aids, evaluation and development. The Block includes the following topics: developing job skill profiles; developing performance objectives; determining performance discrepancies; developing training plans and training aids; planning and conducting a training session; and evaluating training progress and program effectiveness.

Self-study hours: 100

TO-2 TRAINING OFFICER WORKSHOP

This workshop is comprised of four days of intensive, practical application of knowledge gained in TO-1. It enables the prospective training officer to design and deliver training programs within the department. Preparation and evaluation checklists, developing and writing test questions, and Risk Management for the Training Officer are also included. Candidates are required to be physically fit. Prerequisite: TO-1.

Duration: 4 days

Fire Prevention Inspector

FPI blocks must be taken in sequence.

FPI-1 INTRODUCTION TO FIRE PREVENTION

This Block discusses the background, philosophy and purpose of legislative aspects of fire prevention. It provides an overview of fire prevention and specific information on the fire problem and fire prevention in British Columbia, and builds a framework for the more detailed and technical Blocks to follow. Other topics include the principles and goals of fire prevention practice; history and evolution of fire prevention; elements of the fire problem; issues and trends in fire prevention; fire prevention agencies and legislation at the federal, provincial and local levels; and the role of the Fire Prevention Inspector. Suggested prerequisite: CO-1 Fire Service Organization.

Self-study hours: 60

FPI-2 BASIC FIRE SCIENCE

This Block is an introductory study of basic chemical and physical principles underlying fire and dangerous goods behaviour. The Block looks at such subjects as vapour pressure and density, ignition temperature, flash point and flammable limits, as well as other topics of concern to personnel involved in fire prevention. Students who have completed CO-2 need only complete a short exercise to obtain credit for FPI-2.

Self-study hours: 40

FPI-3 BLUEPRINT READING FOR THE FIRE SERVICE

This Block familiarizes the student with concepts of reading building construction drawings at an operational level. This information enables the Fire Prevention Inspector to check that building plans conform to the appropriate codes, bylaws and regulations. The student learns to read architectural, plumbing, electrical, mechanical and sprinkler blueprints.

Self-study hours: 120

FPI-4 ELEMENTS OF LIFE AND FIRE SAFETY

This Block forms a foundation for the technical Blocks that follow. It presents detailed information on life and fire safety concepts pertaining to egress design, building and construction types, occupancies and fire safety plans.

Self-study hours: 60

FPI-5 FIRE PROTECTION SYSTEMS AND EXTINGUISHERS

This Block presents the basic types of fire protection systems including sprinklers, standpipe and hose systems, fire pumps, special extinguishing systems and portable fire extinguishers. The Block offers a detailed study of each system, its operation and application, and offers specific instruction on code requirements and fire prevention inspection procedures.

Self-study hours: 100

FPI-6 SIGNALLING AND DETECTION SYSTEMS

This Block presents an in-depth study of fire alarm systems and the various types of heat, smoke and flame detectors. The Block also outlines code requirements for installing fire alarms for each type of occupancy hazard and specifies the inspection procedures.

Self-study hours: 60

FPI-7 WATER SUPPLY SYSTEMS

This Block covers details of water supply systems for private fire protection, water flow in pipes and hydrants, and fire flow requirements. Water supply systems covered include gravity tanks, pressure tanks and fire pumps. The Block focusses on the operation of each system, the code requirements and inspections.

Self-study hours: 60

FPI-8 BUILDING SYSTEMS AND HAZARDS

This Block presents the various services and systems that provide power, environmental control and convenience for a building. Course material provides the Fire Prevention Inspector candidate with a broad knowledge of fire hazards and fire protection associated with electrical systems and appliances, air conditioning and ventilation, heating systems, cooking equipment, materials and waste handling, housekeeping and storage systems. Each unit concludes with specific guidance on code requirements and how to inspect target building systems.

Self-study hours: 60

FPI-9 HAZARDOUS MATERIALS

This Block gives the student an understanding of the duties and responsibilities of a Fire Prevention Inspector regarding hazardous materials, as set out in the Fire Services Act. It describes the classification of hazardous materials, their identification and the hazards they pose. It also outlines the responsibilities of other authorities in this area as well as procedures for co-operating to ensure safe handling, use and storage of these materials.

Self-study hours: 60

FPI-10 FLAMMABLE AND COMBUSTIBLE LIQUIDS AND COMPRESSED AND LIQUIFIED GASES

As a supplement to the preceding Block, this Block concentrates on the two most important hazardous material classifications. It gives the student an understanding of their characteristics, their specific fire and explosion hazards and the regulations under the British Columbia Fire Code Regulations governing their handling, storage and use. It describes inspection procedures for leaks in containers and transfer systems, and for abatement of fire hazards associated with leaks and spills. The course includes a description of the role of other agencies that have jurisdiction.

Self-study hours: 60

FPI-11 FIRE PREVENTION PRACTICE

This Block focusses on the practice of fire prevention on a day-to-day basis and the application of fire prevention theory and technical principles to the fire problem in the community. The in-field part of the course concludes by examining the specific fire prevention activities carried out by the Fire Prevention Inspector. Topics include: fire prevention inspections, code enforcement methods, fire safety plans, public education, fire cause determination, duties of the Local Assistant to the Fire Commissioner, legal remedies, and judicial aspects of fire prevention activities such as evidence and testimony.

Self-study hours: 40

FPI-12 FIRE PREVENTION WORKSHOP

This Block provides hands-on practice inspecting fire detection systems, extinguishing systems and buildings. Prerequisites: FPI-1 to FPI-11.

Duration: 4 days

Volunteer Fire Fighter Certification Program

All active members of a volunteer fire department can complete certificate program training. Level I applies to all eligible volunteer departments regardless of size. Level II is available to departments that have the equipment required for Level II skills. This usually applies to larger volunteer departments.

Both levels involve successful completion of the following 21 subjects identified in the Volunteer Fire Fighter Training Standards:

- Fire Service Orientation and Safety
- Fire Behaviour
- Extinguishers
- Small Tools and Equipment
- Apparatus Familiarization
- Ropes and Knots
- Self-Contained Breathing Apparatus
- Ground Ladders
- Hose
- Water Supplies
- Fire Streams
- Salvage and Overhaul
- Fire Cause Determination
- Forcible Entry
- Ventilation
- Communications
- First Aid
- Rescue
- Fire Suppression
- Pumps and Pumping
- Dangerous Goods

This training is available to any volunteer firefighter in the province.

Edukits

Edukits are self-contained packages designed for trainers. They consist of an instruction manual, accompanying video, guidelines for an instructor, quiz sheet, skills checklist and masters for overheads.

Each Edukit focusses on a particular subject or skill. The purpose of the Edukits is to provide training officers with a tool to help firefighters upgrade their knowledge and skills and practice a standardized, uniform set of fire fighting procedures.

Edukits cover the following subjects. More Edukits will become available. Contact the Fire Academy for a complete list.

APPARATUS FAMILIARIZATION

This kit explains the functions and operation of pumpers, tankers, aerial apparatus and rescue apparatus, and illustrates safe driving practices.

FIRE BEHAVIOUR

This kit covers the theory of combustion, the combustion process, phases of fire, combustion products, fire spread and classes of fire.

GROUND LADDERS (SECOND EDITION)

This kit illustrates the techniques involved in the basic lifts, carries and raises of ground ladders.

VENTILATION

This kit defines ventilation, explains the reasons for ventilating, and illustrates the procedures, decisions, precautions and hazards involved in ventilating a fire in a contained structure.

SELF-CONTAINED BREATHING APPARATUS (SECOND EDITION)

This kit covers types, models, operation, safety and emergency procedures for self-contained breathing apparatuses used in the fire service. It includes testing and maintenance of equipment.

SMALL TOOLS AND EQUIPMENT

This kit shows many tools, both manual and power-operated, used for such tasks as forcible entry, ventilation, salvage and overhaul, rescue and vehicular extrication. The Edukit describes the four main categories of small tools and how to use them: prying tools, cutting tools, lifting and pulling tools and striking tools. It also demonstrates care of tools.

ROPES AND KNOTS

This kit describes the basic knots used in the fire service and their application. Care and maintenance of the various types of ropes are discussed.

FIRE SERVICE ORIENTATION AND SAFETY

This kit briefly describes the origin of the fire service, its organization and legal responsibilities. It also identifies the most common causes of injury and describes basic safety procedures.

EXTINGUISHERS AND EXTINGUISHING AGENTS

This kit covers the basic chemistry of fire, common types of extinguishing agents used in portable extinguishers, and the classes of fire on which they would be used. The operation of each type of extinguisher and its general care and maintenance are also covered.

FIRE STREAMS

This kit describes the properties of fire streams, basic terminology, water and foam, and methods of handling various sizes of hoselines.

FIRE HOSE

This kit describes basic hoses and hose handling procedures.

WATER SUPPLIES

This kit explains the sources of water supply and distribution systems. It discusses hydrant types and maintenance procedures.

ELECTRICAL SAFETY FOR FIRE FIGHTERS

This kit covers the basic units of electricity and the effects of electricity on the human body. It also describes the major components of an electrical system and their hazards.

PUMPS AND PUMPING

This kit describes the purpose of a pump and the general principles of pump operation. It also covers troubleshooting procedures, priming operations and friction loss calculations.

FIRE CAUSE DETERMINATION

This kit provides a firefighter level of awareness. The material teaches firefighters to recognize and observe evidence and how to preserve it for investigators, and how to recognize indicators that may assist investigators in determining the cause of fire. The Edukit provides guidelines for court appearances.

Train the Trainer

The Academy offers a range of courses designed to train fire service trainers. Courses include:

- **Training Techniques** - prepares training officers to design and deliver lessons and evaluate student performance.
- **Evaluator Training** - leads to certification as a Fire Academy evaluator for the volunteer firefighter certification program
- **Community Instructor** - leads to certification as a field instructor. This is an intensive five-day course on instructional techniques.

Specialized Courses

DANGEROUS GOODS

In this course, participants use desktop exercises to apply a model of incident command to control simulated dangerous goods incidents and enhance their knowledge of placarding and labelling, personal protection equipment, and an incident command system.

Duration: 2 days

AUTO EXTRICATION

In this course, participants establish command and perform extrication using hand tools. Operations include initial scene survey, vehicle stabilization, glass removal, displacement of steering columns, forcing doors, roof flaps and roof removal. Participants must provide their own protective clothing. Class size is limited to 15 participants.

Duration: 2 days

FIRE EMERGENCY VEHICLE DRIVING: HAZARD AVOIDANCE TRAINING (HAT) - LEVEL I

The main objective of the Hazard Avoidance Training (HAT) course is to ensure that drivers provide space around the vehicle, time to respond in traffic, and visibility for the driver. Fire Academy Instructors have been qualified by the B.C. Safety Council to deliver HAT courses.

Duration: 1 day

FIRE EMERGENCY VEHICLE DRIVING: LEVELS II AND III

Developed in co-operation with the Pacific Traffic Education Centre (PTEC), this course teaches special techniques necessary to operate an emergency vehicle safely and effectively. Training emphasizes braking, steering and acceleration under emergency driving conditions. Drivers experience and learn their maximum limitations and capabilities and the maximum limits and capabilities of the vehicles they operate. Eligibility: Candidates must be involved in driving emergency vehicles and must hold a valid B.C. Driver's License with the proper classification and with an air brake endorsement where applicable.

Duration: 1 day for each level

INCIDENT COMMAND

Participants in this course apply an incident command model using desktop exercises adapted from Alan V. Brunacini's book *Fire Command*. A flow chart and exercise book are used as reference material. This course does not replace CO-10 or CM-7.

Duration: 2 days

ORIENTATION FOR NEW DEPARTMENTS

This program is designed to assist new volunteer fire departments in establishing standard fire fighting procedures and effective practices. The courses are held at the new department's home base from Friday evening through Sunday. The focus is on practising basic fire fighting skills. Basic instruction is given on fire behaviour, pumps and pumping, controlling fire through proper ventilation, fire service rescue and protective breathing practices, and proper use of water. Eligibility restrictions: Designed for individual fire departments and offered only to newly formed volunteer fire departments recognized by the Fire Commissioner's Office. Required: Basic fire fighting equipment. Contact the Fire Academy for further information.

Duration: 2 1/2 days

FIRST RESPONDER TRAIN THE TRAINER

The intent of this program is to prepare emergency responders to deliver First Responder (FR) training in their own departments or agencies. Instructor candidates first qualify as providers and then develop their instructional skills. Activities include instruction, simulation delivery, evaluation and make-up. All candidates must hold current CPR certification. Provider skills include management of traumatic medical and environmental (e.g. hypothermia) emergencies. This program has been developed and delivered in conjunction with the Paramedic Academy.

Diploma in Fire Services

This program has been designed to enable aspiring fire services personnel to obtain a recognized Diploma in Fire Services in B.C. The program is offered through the collaboration of the Justice Institute and the Open College. It consists of four fire services core courses designed in an open learning format by the Fire Academy, plus 16 liberal arts courses designed to develop strong communication skills and to encourage an analytical and critical approach to the context in which public safety services function. While all of the liberal arts courses are available in an open learning format, many courses can also be taken at recognized local community colleges or universities.

The following courses, or equivalents obtained elsewhere, are required for completion of the diploma program.

Please note: This is a new program; there may be adjustments to program requirements.

Required Courses

FIRE 200 FIRE SCIENCE

Fire Science is the application of scientific principles and methodology to the study of fire phenomena and the prevention and suppression of fire. The course focusses on the chemical and physical bases for ignition, combustion and fire spread in gases, liquids and solids; the hazards of toxic fire products and dangerous goods; and the technology of fire extinguishment and prevention.

3 credits. Prerequisites: Physics 110 and Chemistry 110.

FIRE 201 FIRE SERVICE ORGANIZATION

This course studies the relationship of federal, provincial and local governments to fire suppression and fire prevention organizations. It reviews Canadian government structure and the responsibilities of the various levels and sectors. The issue of emergency planning is used as a case study of the workings of the various levels of government.

3 credits.

FIRE 211 LEGAL ASPECTS OF FIRE PROTECTION

Legal Aspects of Fire Protection looks at the legislative basis for fire protection. It studies the justice system, including the legal superstructure that governs the fire service and related agencies and services. Attention is given to the legal roles, rights and responsibilities of members of the fire service, and the management of risk in relation to legal liability.

3 credits.

FIRE 212 LIFE AND FIRE SAFETY

This course investigates the relationship between human behaviour in panic situations and the design of buildings. Concepts include egress design, occupancies and fire safety plans. The student is introduced to the current debate in the literature on human psychology and social behaviour in emergencies, and to theoretical and practical considerations in the design of structures to improve the safety of life.

3 credits.

Other Required Courses

OU = Open University

Suggested prerequisites are identified in brackets [].

ADMIN 231

Introduction to Financial Accounting (OU) *3 credits*

ENGL 301

Practical Writing (OU) *3 credits*
[ENGL 100 & 101: 30 credits]

CMPT 110

Computer Concept (OU) *3 or 4 credits*

CMPT 211

Forecasting and Control for Management (OU) *3 credits or*

CMPT 214

Computer Tools for Management (OU) *3 credits*

MATH 102

Introduction to Probability and Statistics (OU) *3 credits* [Algebra 11 or 12] **or** an introductory statistics course.

MATH 101

Calculus for Biology and Social Sciences (OU) *3 credits* [Algebra 12]

ECON 200

Introduction to Microeconomics (OU)

3 credits

PHYS 110

Introduction to Physics I (OU)
3 credits [Algebra 12 and Physics 11]
or an introductory physics course.
Alternatives must be university-transferable.

CHEM 110

Introduction to Chemistry I (OU) *3 credits* [Algebra 12 and Chemistry 11]
or an introductory chemistry course.
Alternatives must be university-transferable.

Subtotal: 27 credits

Other General Education Requirements

Two courses of first year English (literature/composition e.g., ENGL 100 (OU), ENGL 101 (OU), ENGL 102 (OU) and ENGL 103 (OU)). *6 credits* [English 12]

Two courses of Social Sciences (at least 3 credits at the 200-level e.g., Anthropology, Economics, Geography (not Physical Geography), Criminology, Political Science, Psychology, Sociology, Social Sciences). *6 credits*

One course of Humanities (at the 200 level other than English e.g., History, HUMN 200 (OU), Philosophy, Religious Studies). *3 credits* [ENGL 100 or 102]

Subtotal: 15 credits

Electives

Two unspecified courses (or 6 credits) eligible for transfer to university programs. At least 3 credits must be at the 200 level or higher. Choice of elective courses should be discussed with an academic advisor. Courses from the following areas are acceptable: Education, Business and Administrative Studies, Criminology, Management, Sociology, Psychology, Mathematics, Science.

Subtotal: 6 credits

TOTAL: 60 credits

INTERDISCIPLINARY STUDIES



Interdisciplinary Studies offers professional development and community education courses for government personnel, community agency staff and volunteers, and other interested individuals. Programs deal with justice and public safety issues, information and education on the justice system, and job related skills.

The following is a partial listing of courses offered in each category. For a complete listing contact Interdisciplinary Studies at 604/222-7224 and request a copy of the most recent calendar of courses.

Conflict Resolution Certificate Program

This program was created to meet the needs of a wide range of professionals for increased skill and knowledge in dealing with conflict in their work environments. To complete the program, participants must complete 210 hours of core and elective courses and demonstrate competency in both mediation and negotiation skills. Participants can register in individual courses without enrolling in the overall certificate program.

Core Courses

MEDIATION SKILLS 1 (CR300)

Mediation is a practical method for assisting other people to resolve their conflicts and attain mutually satisfying outcomes. The process is useful in a wide variety of settings, including organizations, neighbourhoods, committees, schools and families. This course introduces the concepts, skills and techniques needed to mediate disputes encountered on a day-to-day basis. Emphasis is on skill development through simulated mediations.

Course length: 3 days (21 hours)

MEDIATION SKILLS 2 (CR400)

This course prepares the mediator to deal with complex and emotionally charged conflicts. Skills, techniques and theory include power-balancing; dealing with resistance and dysfunctional behaviour; mediator interventions and styles; and legal and ethical issues. Trained coaches facilitate skill practice sessions. Prerequisite: At least four other courses in the certificate program including Mediation Skills 1.

Course length: 5 days (35 hours)

CONFLICT RESOLUTION 1: DEALING WITH INTERPERSONAL CONFLICT (CR100)

This course explores the sources and implications of interpersonal conflict within various contexts. Participants have an opportunity to assess their current approaches to resolving conflicts and to broaden their range of options. An examination of power, expectations, anger and problem solving includes specific concepts, skills and techniques useful in the resolution of interpersonal conflicts. Emphasis is on skill development through structured practice and roleplay simulations.

Course Length: 3 days (21 hours)

CONFLICT RESOLUTION 2: DEALING WITH ANGER (CR200)

Angry, hostile or resistant feelings and behaviours are commonly generated in conflict situations. Efforts at resolving the conflict may be ineffective if these feelings are ignored or denied. This course presents theory, techniques and approaches for effectively managing angry feelings and behaviour, including confronting, defusing and disengaging in angry conflict situations and moving through anger to constructive problem solving. Emphasis is on skill development through small group and individual exercises.

Course length: 3 days (21 hours)

NEGOTIATIONS SKILLS 1 (CR500)

Negotiation skills are essential to assist people in getting what they need and want in daily interactions with others. Principled negotiation results in an agreement that responds to the interests of both parties involved. This course introduces the skills, theory and techniques for applying interest-based negotiation in a variety of work and day-to-day situations. Participants learn to build a collaborative climate and use the skills and concepts of principled negotiation.

Course length: 3 days (21 hours)

NEGOTIATION SKILLS 2 (CR600)

This course applies the negotiation process and techniques from the Level 1 course to more complex situations. Content includes negotiator assertiveness and style, factors that escalate or de-escalate competitiveness, and methods for resolving impasses and overcoming resistance. Emphasis is on skill development through simulated negotiations facilitated by trained coaches. Prerequisite: at least four other courses in the certificate program including Negotiation Skills 1.

Course length: 4 days (28 hours)

CONFLICT RESOLUTION SKILLS ASSESSMENTS

Open only to those students enrolled in the certificate program. Candidates are required to demonstrate a satisfactory level of proficiency in the areas of mediation and negotiation prior to being granted the program certificate.

Electives

ANGER MANAGEMENT WITH YOUTH - LEVEL 1 (CR720)

Adult-youth conflicts often involve dealing with some level of anger. These angry feelings may take the form of resistance, withdrawal or acting-out behaviours. To resolve conflicts with youth, angry feelings need to be acknowledged before rational problem solving can occur. This skill-building workshop examines the development issues of adolescents in the context of conflict situations. Anger management skills will assist the adult and youth to move through anger to identification of the problem. Problem solving strategies will show how to resolve conflicts with youths and achieve the best outcome for both parties.

Course length: 2 days (14 hours)

ANGER MANAGEMENT WITH YOUTH - LEVEL 2: AN ADVANCED LEVEL WORKSHOP (CR720A)

This advanced workshop is for practitioners dealing with adolescents who are particularly resistant and difficult to engage. An adolescent's expression of anger at this level is often motivated by mistrust, suspicion and fear, and is generally evidenced by behaviours which are inappropriate, indirect or displaced. Extreme resistance, whether expressed through withdrawal or acting out, is always a negative expression of an unmet need. In this workshop, participants learn strategies for building rapport and identifying and addressing underlying needs. Prerequisite: Anger Management With Youth - Level 1.

Course length: 2 days (14 hours)

**CRITICAL SKILLS FOR
COMMUNICATING IN
CONFLICT SITUATIONS (CR735)**

This course is intended for those who have had little or no previous training in conflict resolution. It focusses intensively on the micro-skills essential to effective mediating, negotiating or resolving of interpersonal conflict. It is recommended for anyone entering the Certificate Program but is helpful as an isolated learning experience. Each skill is demonstrated and then practised in the context of a conflict situation. Skills include: non-judgmental listening; probing; clarifying; reframing; refocusing; and assertive, non-defensive communication.

Course length: 2 days (14 hours)

**ASSERTION SKILLS IN
CONFLICT SITUATIONS (CR702)**

This course is for people who are usually assertive but who either over-react or sell themselves out in difficult conflict encounters, such as when dealing with powerful, aggressive individuals, or in high-risk, high-stake situations. The result is often a diminished relationship or unmet goals. Assertively expressing needs, thoughts, feelings and beliefs is essential to improving self-esteem and enhancing relationships. It is also a key element in ensuring mutual understanding and respect, even though strong feelings are involved.

Course length: 2 days (14 hours)

**SILENT MESSAGES:
COMMUNICATING NON-
VERBALLY IN CONFLICT
SITUATIONS (CR758)**

We all communicate something every minute that we are with other people. Particularly in conflict situations, people often give one message non-verbally and quite another message verbally. These mixed messages may be confusing, irritating and misleading. Resolving conflicts effectively requires an awareness of non-verbal communication including facial expressions, hand gestures, posture, voice tone, pacing, eye contact and spacial variations. This course expands participants' ability to tune into the fuller message in conflict situations, including mediations, negotiations and interpersonal disputes. It also helps participants improve their own skills in sending clear, congruent messages.

Course length: 2 days (14 hours)

**CONFLICT IN ORGANIZATIONS:
SYMPTOMS, ORIGINS AND
STRATEGIES (CR704)**

Conflict in organizations takes many forms. This course focusses on those difficulties that arise because of differences between the needs of the individual and those of the organization. What prevents an organization from working well for its people? What are the impacts of management style and organizational culture? What are our deep-rooted assumptions about the nature of our organizations and our work? From these questions, the focus shifts to a review of some alternative forms of organizations and strategies for their development. The objectives of this course are to increase the understanding of organizational conflict and provide options that participants may then apply in their own situations.

Course length: 2 days (14 hours)

**GROUP CONFLICT
RESOLUTION (CR736)**

Group conflict stems from a variety of sources, including role or task confusion, value differences, conflicting needs or styles, personality differences and hidden agendas. This course is designed to help group leaders or members identify the cause of the conflict, determine an appropriate method of intervention, and assist the group to move from conflict to problem solving. Content includes theory and concepts essential to understanding group process and group facilitation. Prerequisite: a core course in the program or by permission of the Co-ordinator.

Course length: 2 days (14 hours)

**CONFLICT RESOLUTION IN
THE WORKPLACE (CR725)**

When employees encounter conflicts on the job — with co-workers, clients, supervisors or managers — they are often unsure of the best way to deal with them. If they confront the person directly, they may be misunderstood and pay a high price. The tendency, therefore, is to avoid the situation and to suffer in silence. The result is low morale or a desire to "get even." This course provides a road map and skills to help employees resolve conflicts and help reduce workplace tensions. It is intended for those who have not had previous training in conflict resolution at the Justice Institute. Participants learn to distinguish between symptoms and causes of conflicts, create a positive tone for resolving differences, determine what people do to make conflicts worse instead of better, use communication skills essential to working out differences, and determine when other resources are needed if the conflict is too complex or emotions are too high.

Course length: 2 days (14 hours)

BUILDING COMPETENCY IN NEGOTIATION (CR765)

Building competency requires the integration of skills and concepts that form the backbone of negotiation. This course isolates stumbling blocks that chronically arise in this learning process. Video examples of negotiation pitfalls are presented as well as examples of effective techniques for avoiding these trouble spots. Learners are assisted to assess their own work given these indicators of competency. Prerequisite: #CR100 and #CR500.

Course length: 1 day (7 hours)

BUILDING COMPETENCY IN MEDIATION (CR759)

Building competency requires the integration of skills and concepts that form the backbone of the mediation process. This course isolates stumbling blocks that chronically arise in this learning process. Video examples of mediation pitfalls are presented as well as examples of effective techniques for avoiding these trouble spots. Learners are assisted to assess their own work given these indicators of competency. Prerequisite: #CR100 and #CR300.

Course length: 1 day (7 hours)

POSITIVE POWER IN MEDIATION (CR731)

The concept of power in mediation inevitably evokes connotations of power struggles and power imbalances. People in conflict often use their personal power and influence to minimize their losses or to prevent others from gaining what they want. Mediators are faced with the challenge of assisting the parties to identify positive uses of power, to diversify their styles in dealing with power issues, and to understand the implications of their own spheres of influence. This course also examines ways in which the mediator's own power and influence affect the process.

Course length: 2 days (14 hours)

CAUCUSING IN MEDIATION (CR764)

Caucusing can be one of the most effective interventions a mediator can use in moving parties toward agreement. If not properly implemented, however, caucusing can prove hazardous. Knowing when, why and how to use this tool is crucial in order to deal effectively with some of the most difficult and perplexing situations in mediations. This course presents a structured caucusing process which is applicable in a variety of dispute contexts, including family and commercial. The process will help mediators to maximize the value of meeting separately with the parties while minimizing the potential for negative outcomes.

Course length: 1 day (7 hours)

INTERCULTURAL CONFLICT RESOLUTION: NATIVE PERSPECTIVES (CR761)

The need to communicate and be understood is shared by all cultures. Our ability to resolve intercultural conflict between native and white people is greatly enhanced by learning more about these cultural differences, including cultural values, beliefs, attitudes and traditions; use of languages and imagery; communication and processing styles; and the effect of internalized oppression and dominance. We can then apply this learning to understand and adapt to individual differences. Without it, we risk inaccurate assumptions and stereotyping. Through native co-facilitation, this course enables participants to increase their awareness of native/white cultures and their effectiveness in responding to inter-cultural conflicts. Opportunities are provided for participants to practice communication skills that lead to empathy-building and an ability to shift between cultural frames of reference.

Course length: 2 days (14 hours)

RESOLVING INNER CONFLICT (CR744)

Many people work with clients who feel stuck when faced with a major decision or who repeatedly make decisions which do not seem to work out well for them. The clients may be confused by the message they are receiving from the head versus the heart, or may feel overwhelmed by the multitude and complexity of the influencing factors. As a result, they postpone decision making beyond the optimal time, or plunge ahead and risk making a poor decision. This course presents a set of skills and processes to facilitate personal decision making when values or needs are in conflict. Participants assess their own styles of decision making and focus on one of their own inner conflicts in order to learn an innovative and systematic approach to personal decision making.

Course length: 2 days (14 hours)

HOW TO DEAL EFFECTIVELY WITH CRITICISM IN THE WORKPLACE (CR715)

Giving and receiving critical feedback is necessary for the development of a productive and challenging work environment. However, criticism is often experienced as negative and confrontational, resulting in feelings of anxiety, fear and resentment. This course explores ways to provide critical feedback in a straightforward, yet respectful and constructive manner, and demonstrates ways to identify issues, express concerns constructively and work toward problem solving.

Course length: 2 days (14 hours)

Working with Troubled and Troubling Adolescents Certificate Program (CY135)

This program has been designed for practitioners who work with adolescents in community and residential settings. Its aim is to help improve participants' knowledge level and skill base in the areas of assessment and intervention. The program consists of six core courses and four electives in adolescent-related topics.

The assessment/intervention framework presented in the program draws on three theoretical perspectives: normative development, a psycho-educational model of re-education of troubled youth, and a stress-coping model of developmental outcome. Individual sessions concentrate on specific stressors such as sexual abuse, family separation, learning disabilities or physical handicaps, and explore the coping mechanisms adolescents often adopt in order to respond to these stressors. Participants have an opportunity to observe and practice intervention strategies that have proved effective in responding to these behaviours.

Core Courses

SETTING YOUR SIGHTS

This course focusses on developing theoretical frameworks and examining the role of practitioners in facilitating positive growth and change. Particular emphasis is placed on resiliency and stress-coping models as methods of engaging adolescents.

Course length: 2 days

STRESS AND ADOLESCENCE

This course explores common adolescent reactions to stress and assessment and intervention approaches. Effective strategies for assessment and intervention based on normative development are also examined.

Course length: 2 days

IMMEDIATE ENVIRONMENTAL STRESSORS

This course examines common adolescent reactions to stressors such as sexual abuse, family separation or other forms of family dysfunction. It also considers key issues in assessment and intervention, including replication of stress patterns, balancing behaviour management with enabling self-management, and therapeutic change.

Course length: 2 days

BROAD ENVIRONMENTAL AND INTERNAL STRESSORS

This course examines the impact on adolescents of broad environmental stressors such as poverty, unemployment and immigration, and internal stressors such as learning disabilities and physical handicaps. Participants begin to explore specific stress-coping patterns.

Course length: 2 days

STRESS-COPING PATTERNS

The focus of this course is on distressing reactions such as self harm, psychotic reactions and "acting out" behaviours. It includes an examination of strategies for facilitating and increasing the inventory of positive coping behaviours, as well as a discussion of significant issues and dilemmas arising from the work such as control versus empowerment, consumer feedback and the emphasis taken in problem definition. The discussion is facilitated by youths formerly in care.

Course length: 2 days

CONSULTATION AND CASE PRESENTATION

This course focusses on specific case presentations that demonstrate strategies for facilitating and/or increasing positive coping behaviours. Participants also have an opportunity to outline a personal profile of work effectiveness and consider further professional development needs.

Course length: 2 days

Electives

SEPARATION AND ATTACHMENT: HOW EARLY LIFE EVENTS IMPACT ON ADOLESCENT DEVELOPMENT (CY134)

This course was designed for professionals working with children, families, foster parents or adoptive parents. The course explores factors that influence the child's reaction to parental separation and loss; examines the grief process in children who have been separated from their birth parents; and considers how early life relationships and events influence the establishment of new attachments and impact on adolescent development. Ways to assess adolescent behaviour are explored and treatment approaches which minimize the long term effects are considered.

Course length: 2 days

GROUP SKILLS WITH ADOLESCENTS (CY129)

This course focusses on the process of leading groups rather than on specific therapeutic issues that participants bring to the group. Enrolment is limited to enable participants to experience the group process throughout the course.

Course length: 2 days

PATHWAYS TO SOLUTIONS: BRIEF FAMILY THERAPY WITH DIFFICULT ADOLESCENTS (CY114)

Difficult youths (eating disorders, substance abuse, delinquency) and their families frequently experience multiple treatment failures. The youths are often labelled "resistant," "enmeshed" and "chemically dependent." These labels further perpetuate stereotypes about this population. This course presents a family wellness approach for responding to substance abusing adolescents which capitalizes on the strengths and resources of family members to create a context for change. The major emphasis of this pragmatic family therapy approach is on what works, rather than what is wrong with the family.

Course length: 2 days

ADOLESCENTS AND ADDICTION: PRACTICAL STRATEGIES FOR ASSESSMENT AND TREATMENT (CY141)

This course has been designed for staff who want to develop practical, community-based strategies for intervention with adolescents who are at risk of being, or are already, addicted to alcohol and/or drugs. The content covers models of addiction, assessment approaches and strategies for working with this target group.

Course length: 2 days

MANAGING OUT-OF-CONTROL OR ASSAULTIVE BEHAVIOURS (CY142)

This course is directed toward workers in a variety of settings who may have to manage verbally or physically aggressive behaviour. Course content includes: ways to identify potentially violent or out-of-control behaviour; a demonstration of verbal and non-verbal techniques to defuse or alleviate assaultive or acting-out behaviour; and safe, non-violent, physical interventions that can be applied including the use of restraint.

Course length: 2 days

REPARING: A WORKSHOP FOR FOSTER AND SPECIAL NEEDS ADOPTIVE PARENTS (CY145)

This course explores the issues and challenges faced by foster and special needs adoptive parents. Content covers ways to re-parent children who have experienced attachment disruption. Emphasis is placed on behavioural management and techniques for building supportive relationships.

Course length: 1 day

EMPOWERING YOUTH THROUGH PROBLEM SOLVING (CY139)

In conflict situations, adolescents frequently make decisions based on fear, assumptions and impulse. Adults often give them advice based on the adult's interpretation of the events and personal needs. As a result, there is no ongoing commitment on the part of the young person to follow through. This workshop, directed toward youth and child care workers and other practitioners working with adolescents, models problem solving techniques that can be used to guide young people through conflict situations. Participants learn to facilitate a process whereby adolescents can consider the circumstances, concerns and assumptions that motivate their behaviour; develop their own critical thinking and problem solving skills; and begin to make decisions that successfully meet their underlying needs. Participants are expected to have previously completed either Anger Management with Youth or Critical Skills for Communication in Conflict Situations.

Course length: 2 days

WORKING WITH PRE-DELINQUENT AND DELINQUENT YOUTH - LEVEL I: AWAKENING PERSONAL RESPONSIBILITY (CY124)

This workshop is directed toward professionals working with pre-delinquent and delinquent youth. On day one, participants look at the psychological needs of adolescents and an overview of counselling strategies for behavioural change, and compare and contrast normal and dysfunctional needs of adolescents. On day two, participants examine counselling strategies in more depth, with particular emphasis on models that assist adolescents to develop a sense of personal responsibility and respect in their own community. Co-sponsored with the Ministry of Solicitor General, Crime Prevention Program.

Course length: 2 days

WORKING WITH PRE-DELINQUENT AND DELINQUENT YOUTH - LEVEL II: FACILITATING PERSONAL RESPONSIBILITY WITHIN THE TEEN'S BELIEF SYSTEM (CY124A)

This workshop, which is directed toward youth and child care workers, builds upon the concepts presented in Working with Pre-Delinquent and Delinquent Youth - Level I. The focus is on "reading" and integrating the client's ongoing behaviour into the overall shape of the therapeutic process. Strong emphasis is placed on role modelling, roleplays and particularized feedback. Participants are encouraged to bring case examples to the workshop for discussion and roleplay. Co-sponsored with the Ministry of Solicitor General, Crime Prevention Program.

Course length: 1 day

MANAGING CHALLENGING BEHAVIOUR IN ADOLESCENT RESIDENTIAL SETTINGS (CY136)

This course examines approaches and strategies that can be used to respond effectively to adolescents displaying passive/aggressive, withdrawn, hostile or other self-defeating behaviour. Participants have an opportunity to apply their own experiences in working with difficult and challenging adolescents.

Course length: 2 days

ANGER MANAGEMENT WITH YOUTH - LEVEL I (CR720)

Adult-youth conflicts often involve dealing with some level of anger. These angry feelings may take the form of resistance, withdrawal or acting-out behaviours. To resolve conflicts with youth, angry feelings need to be acknowledged before rational problem solving can occur. This skill-building workshop examines the developmental issues of adolescents in the context of conflict situations. It presents anger management skills that will assist the adult and youth to move through anger to identification of the problem, and problem solving strategies that show how to resolve conflicts with youths and achieve the best outcome for both parties. The goal is to help adults empower youths with the problem solving skills necessary to develop independent behaviours and co-operative adult and peer relationships.

Course length: 2 days

BEYOND THE BASICS: NATURAL AND LOGICAL CONSEQUENCES REVISITED (EP172)

This course reviews the basic principles involved in using natural and logical consequences and examines the therapeutic benefit of implementing this approach in response to developmental or behavioural difficulties.

Course length: 2 days

Child Sexual Abuse Intervention Certificate Program (CSA105)

This program has been designed for practitioners working with child and adult victims of child sexual abuse. It examines theoretical issues, demonstrates intervention skills, presents treatments approaches, and develops interdisciplinary networking.

To accommodate specific areas of interest, three options are available: adult survivor, children and youth, or complete program. Each option includes a six-part core course which examine socio-cultural issues, family dynamics, values clarification, ethical concerns and self care. Specialized sessions concentrate on assessment issues and treatment approaches for the particular client group. Integration days are incorporated into the program structure to provide an opportunity to review previously presented materials, work more intensely on issues, and share case concerns with other participants.

In addition to the three program options, Interdisciplinary Studies offers advanced-level training in the adult survivor option.

Course length: 6 days

Core Courses

HISTORICAL PERSPECTIVE AND CONTINUUM OF ABUSE

This section defines sexual abuse and outlines the extent of the problem. It also provides an historical context for examining abuse and describes cultural factors related to abuse, highlights linkages between various forms of abuse, and outlines power issues in child sexual abuse and the role of the practitioner in recognizing those issues.

FAMILY DYNAMICS

This section explores how societal roles and expectations are manifested in family behaviours and relationships. It examines typical behaviour patterns in families where abuse or neglect are present, considers the intergenerational nature of sexual abuse, examines the impact of disclosure on family dynamics, and enables participants to examine their own family background by demonstrating the use of a family map (genogram).

VALUES CLARIFICATION

During this session, students explore practitioner bias as a treatment concern and examine specific socio-cultural norms and their influence on treatment delivery. The course enables participants to examine their own beliefs and values regarding sexual orientation and cultural identity and consider how they impact on participants' individual work.

THERAPEUTIC BOUNDARIES AND LIMITATIONS

Participants in this session discuss ethical dilemmas and challenges that may arise in the work and clarify how principles of practice may be implemented. They also examine the effect that practitioners' unresolved issues have on work with clients. The victim/victimizer paradigm is explored and skills are presented for setting limits and boundaries with clients.

SURVIVAL FOR THE THERAPIST

This session examines skills for creating mutuality in therapy and explores anger management techniques. Participants discuss and demonstrate skills for staying positive and establish a networking and follow-up process for themselves.

INTEGRATION

The integration day provides an opportunity for participants to review previously presented materials, work more intensely on issues, and share case concerns with other participants.

Child Sexual Abuse Intervention – Children and Youth Option

Participants enrolled in the Children and Youth option take the six-day core course and all of the following specialized sessions.

Course length: 8 days

ART THERAPY WITH CHILDREN

This session explores the basic principles and use of art therapy and highlights specific techniques for using art therapy with children. The impact of victimization is presented in an experiential manner.

PLAY THERAPY

This session explores the function of play in the developmental stages of child's life and examines a range of theoretical principles related to non-directive approaches. Participants consider how children deal with the issues of sexual abuse through play and have an opportunity to experience using toys as a therapeutic process.

GROUP WORK WITH ADOLESCENTS

This session covers principles of practice and assumptions in group work, and examines the impact of abuse and its effect on the group process. Resource people demonstrate how rapport and working relationships can be developed through the group process and explore the format, context and structure of groups for adolescents.

ROLE OF THE PRACTITIONER IN THE COURT PROCESS

This session provides an overview of both family and criminal court procedures in child sexual abuse cases and outlines the role of practitioners in supporting the child through the court process. The implications of Bill C-15 on the therapeutic and prosecution process are discussed.

WORKING WITH NON- OFFENDING FAMILY MEMBERS

This session examines the impact of a child's disclosure on non-offending family members, with particular emphasis on the mother. Other topics include intervention issues and differential approaches for both intra- and extra-familial abuse, and methods for working with mothers in a group setting.

ASSESSMENT ISSUES AND TREATMENT READINESS

During this session, participants receive information on normal development from cognitive, sexual and psychological perspectives, and learn about the impact of sexual abuse on the progression and completion of age appropriate developmental tasks. The content also includes an examination of the presenting symptoms of children before and after disclosure, demonstrations of the steps to be taken when conducting an assessment interview, and guidelines for determining treatment readiness.

TREATMENT APPROACHES FOR WORKING WITH YOUNG CHILDREN

This session provides an overview of treatment goals, identifies treatment tasks and corresponding treatment strategies, and describes stages of treatment including progress, blocks and termination.

TREATMENT APPROACHES WITH SEXUALLY ABUSED ADOLESCENTS

During this section, the developmental tasks of adolescence and the impact of victimization are explored. Participants examine "at risk" behaviours frequently found in sexually abused adolescents and explore treatment goals and educational strategies for working with adolescents. A framework is presented for undertaking treatment planning.

Child Sexual Abuse Intervention – Adult Survivor Option

Participants enroled in the Adult Survivor option take the core course and all of the following specialized sessions.

Course length: 6 days

ASSESSMENT ISSUES

This session examines the behavioural and psychological results of childhood victimization on adult females. Participants identify and analyze the adaptation and survival mechanisms taken on by sexually abused children and their adult manifestation through the use of the "survivor cycle." Instructors demonstrate steps to be taken when conducting an assessment interview and present guidelines for determining treatment readiness.

SUBSTANCE ABUSE AND SEXUAL ABUSE

During this session, participants explore the relationship between sexual abuse and substance abuse, examine the range of behaviours accompanying the substance abuse, and identify the necessary steps to carry out history taking and assessment interviews. Instructors assist in the development of a referral base for this client group.

TREATMENT APPROACHES WITH FEMALE SURVIVORS

In this session, participants examine the physical, psychological and emotional symptoms motivating women to seek therapy; explore treatment goals in relation to needs and strengths of clients; examine family relationships and intimacy issues arising in therapy; consider the links between childhood victimization and adult revictimization; and describe and demonstrate methods for working with clients to overcome the effects of their childhood abuse.

TREATMENT APPROACHES WITH MALE SURVIVORS

This session examines the physical, psychological and emotional symptoms motivating men to seek therapy. It also explores treatment goals in relation to needs and strengths of clients, examines client resistance and intimacy in therapy, and describes and demonstrates methods for working with clients to overcome the effects of childhood abuse.

GROUP WORK WITH FEMALE SURVIVORS

This session explores the impact of abuse on the group process and examines the pre-group preparation function. Models are presented for assessing potential group members, and for a group work structure for adult survivors that highlights safety and trust, respect for boundaries, and support through difficult relationships.

Child Sexual Abuse Intervention Advanced Training – Adult Survivor Option (#CSA130A)

This training is directed toward experienced clinicians working in the field of child sexual abuse. The purpose of the training is to enhance and solidify participants' existing skills and to provide opportunities for clinicians to share and be challenged by each others' work in a supportive environment. The theoretical foundation of the training combines a number of approaches to the treatment of child sexual abuse. Instructors highlight the differences and similarities among approaches and demonstrate the value of linking aspects of various models in their work to adult survivors. Specific attention is paid to sociocultural, gender and intergenerational issues and their relevance in the treatment of survivors of child sexual abuse. Content includes: ethics of the therapeutic counselling relationship, treatment planning, integration of family systems and feminist therapy, the therapy relationship, transference and countertransference, challenging issues in treatment, male victimization, multiplexity, case presentations, and spirituality as a healing tool.

Course length: 10 days

Management Development for Residential Settings Certificate Program

This new certificate program has been specifically designed to meet the needs of front line supervisors and managers who work in a variety of residential settings. It provides skills specific to their workplace and opportunities to network with other professionals from their field. The program was created in consultation with executive directors and front line managers from the residential field.

The purpose of the training is:

- to provide a theoretical overview of supervisory and management practices
- to model specific management approaches and techniques
- to present a framework for assessment and development of specific management skills required to successfully manage a residential facility

The program consists of 20 days of training: eight two-day core courses and four classroom days of electives (usually two courses).

Core Courses

LEVEL 1 BASIC SUPERVISORY SKILLS (MGMT 214)

In this two-day workshop, participants examine and apply basic supervisory skills. The course covers the role and responsibilities of the supervisor, ways to assess the supervisor's personal communication style and strengthen communication with staff, methods for assessing employees' levels of motivation and ability, and how to communicate with and delegate to staff who work shifts or on call.

Course length: 2 days

LEVEL 2 PERFORMANCE PLANS/ LEADERSHIP (MGMT 218)

In this two-day workshop, participants focus on performance planning and review and leadership styles. Participants learn to develop performance goals with their staff, practice writing performance standards, examine methods for conducting effective performance reviews, develop action plans for staff development, practice managing performance problems, assess personal leadership styles, diagnose the level of staff development in relation to tasks, and contract with staff for specific leadership styles to best suit their needs.

Course length: 2 days

LEVEL 3 PROFESSIONAL AND ETHICAL STANDARDS/ TIME AND STRESS MANAGEMENT (MGMT 230)

In this two-day workshop, supervisors and managers focus on the development of ethics, values and professional standards and practices required to work in residential settings, the skills required for planning and managing time effectively, methods to assess employees' level of stress on the job, and strategies for preventing stress both personally and within the organization.

Course length: 2 days

LEVEL 4 LABOUR RELATIONS (MGMT 240)

In this two-day workshop supervisors develop a methodology for effective labour/management relations specific to residential settings. Participants have the opportunity to: clarify existing policies and legal obligations such as collective agreements and employment standards which govern labour/management relations; identify discrepancies between policies (contracts) and practice; practice the skills required for effective disciplinary action; explore the principles of clarity, consistency and fairness which constitute due process; and examine the legal and ethical responsibilities of the employer/manager regarding labour relations.

Course length: 2 days

LEVEL 5 PROBLEM SOLVING AND DECISION MAKING/MEETINGS/ CASE DOCUMENTATION (MGMT 250)

In this two-day workshop, participants explore different models of documentation in residential settings. They identify and practice specific management problem-solving and decision-making techniques and their effectiveness; define existing management structures and roles; practice setting agendas and basic facilitation skills for effective team meetings; and examine potential meeting challenges such as conflict, hidden agendas, content over process, and process over content.

Course length: 2 days

LEVEL 6 JOB DESCRIPTIONS/ RECRUITMENT AND SELECTION INTERVIEWS (MGMT 260)

This two-day workshop focusses on writing job descriptions, interviewing and selecting staff, and orientation and on-the-job training within the context of residential facilities. Participants gain an understanding of the functions and elements of a job description; practice writing job descriptions; learn effective recruitment procedures for full time and relief staff including how to write an ad, how to short-list effectively, and how to conduct an effective job interview that is also in compliance with ethical standards; identify the elements of a successful orientation; and conduct an assessment of training needs for new staff.

Course length: 2 days

LEVEL 7 BUDGET/FINANCIAL MANAGEMENT (MGMT 270)

In this two-day workshop, supervisors strengthen their financial management, budget projection and record-keeping skills, and practice techniques for writing effective reports and proposals. Participants examine the tendering process for contracted house maintenance, methods for locating contractor resources, methods for managing petty cash, different contractual arrangements with funding bodies, and techniques for writing successful proposals and reports.

Course length: 2 days

LEVEL 8 MANAGING RESIDENTIAL PROGRAM EMERGENCIES/ LEGAL ASPECTS (MGMT 280)

In this two-day workshop, supervisors gain information and techniques needed to manage emergencies and understand the legal obligations of managing a residential facility. Participants identify preventive techniques for fire safety, become familiar with Workers' Compensation Board regulations, identify strategies for managing risk behaviour, and examine critical incident protocols.

Course length: 2 days

Electives

Electives are selected from courses listed in the Management category.

Other Programs

In addition to the certificate programs described in the preceding pages, Interdisciplinary Studies offers a variety of courses on a range of topics.

The categories listed below contain only a partial listing of the courses offered in each area. The course offerings vary from time to time. For a complete list of current course offerings, contact Interdisciplinary Studies for the most recent calendar.

Accident Investigation

INDUSTRIAL ACCIDENT INVESTIGATION (MGMT222)

This contract course has been designed for supervisors or safety co-ordinators who investigate industrial or motor vehicle incidents on behalf of their organization. It is available only on a contract basis. Content for the course includes on-site investigations (identification, collection and preservation of evidence; note taking techniques; interviewing and obtaining statements from witnesses) and preparation of an investigator's report, including cause analysis and recommendations. Through the use of simulations, participants demonstrate skills and techniques related to on-site investigations.

Administrative/ Support Staff

MAKING ORDER OUT OF CHAOS: PLANNING SKILLS FOR ADMINISTRATIVE AND CLERICAL STAFF (SUP110)

This planning workshop is directed toward administrative support staff who have too much to do and too little time. Participants learn how to identify and eliminate time wasters, manage their work better, and increase their productivity.

Course length: 1 day

FRONT LINE/FIRING LINE: HANDLING THE ANGRY CLIENT (SUP109)

No matter where they work — a government, private or voluntary sector agency, or in the justice system — front office staff and line workers sometimes find themselves having to handle distraught or angry clients. Through small group discussions and roleplays, participants in this workshop learn practical techniques to help them cool down these difficult encounters. Topics examined include resolving conflict, managing anger, and the concept of perceived power versus real power.

Course length: 2 days

Children and Youth

See listings under Working with Troubled and Troubling Adolescents Certificate Program on page 32.

Crime Prevention

WORKING WITH PRE- DELINQUENT AND DELINQUENT YOUTH - LEVEL I: AWAKENING PERSONAL RESPONSIBILITY (CY124)

This workshop is directed toward professionals working with pre-delinquent and delinquent youth. On day one, participants look at the psychological needs of adolescents and an overview of counselling strategies for behavioural change, and compare and contrast normal and dysfunctional needs of adolescents. On day two, participants examine counselling strategies in more depth, with particular emphasis on models that assist adolescents to develop a sense of personal responsibility and respect in their own community. Co-sponsored with the Ministry of Solicitor General, Crime Prevention Program.

Course length: 2 days

WORKING WITH PRE-DELINQUENT AND DELINQUENT YOUTH - LEVEL II: FACILITATING PERSONAL RESPONSIBILITY WITHIN THE TEEN'S BELIEF SYSTEM (CY124A)

This workshop, which is directed toward youth and child care workers, builds upon the concepts presented in Working with Pre-Delinquent and Delinquent Youth - Level I. The focus is on "reading" and integrating the client's ongoing behaviour into the overall shape of the therapeutic process. Strong emphasis is placed on role modelling, roleplays and particularized feedback. Participants are encouraged to bring case examples to the workshop for discussion and roleplay. Co-sponsored with the Ministry of Solicitor General, Crime Prevention Program.

Course length: 2 days

ADOLESCENTS AND ADDICTION: PRACTICAL STRATEGIES FOR ASSESSMENT AND TREATMENT (CY141)

This workshop is directed toward staff who want to develop practical, community-based strategies for intervention with adolescents who are at risk of being, or are already, addicted to alcohol and/or drugs. The workshop provides an overview of models of addiction, explores assessment approaches, and highlights counselling strategies for working with this target group. Co-sponsored with the Ministry of Solicitor General, Crime Prevention Program.

Course length: 2 days

Family Assault and Sexual Violence

LET'S TALK ABOUT TOUCHING: TRAINING FOR EARLY CHILDHOOD EDUCATORS (CSA110)

This workshop provides training for early childhood educators and kindergarten teachers in the use of a sexual abuse prevention program designed for three and one-half to five year olds. The program includes nine scripted lessons and teaching aids. It covers the nature and dynamics of child sexual abuse, use of the curriculum, and adaption of the program for use with special needs children. After completion of the two-day program kindergarten teachers and licensed pre-school staff currently working in a centre may purchase a teaching kit. Teaching dolls are also available. Co-sponsored with the Early Childhood Education Association of BC, Ministry of Solicitor General, and Ministry of Health, Mental Health Services.

Course length: 2 days

WORKING WITH ADULT MALE SURVIVORS (CSA131)

This workshop is directed toward professionals working with adult male survivors in therapeutic settings. Course content examines issues in male socialization that impact on reporting and coping with childhood sexual abuse; explores the physical, psychological and behavioural symptoms experienced by male victims; provides a model for conducting an assessment interview; and presents individual and group treatment approaches.

Course length: 2 days

THE DOUBLE BATTLE: TREATING THE SUBSTANCE ABUSING AND SEXUALLY ABUSED CLIENT (CSA124)

This workshop is directed toward counsellors and group leaders interested in treating clients who are recovering from sexual abuse and substance abuse. Day one covers assessment issues and history-taking, determining treatment approaches, responding to substance abuse relapses in therapy, and handling other issues such as eating disorders, compulsive thefts and lying. Day two focusses specifically on leading groups for these clients and examines such issues as establishing ground rules, stages of the group process, critical incidents in the group, and voluntary or necessary termination of group membership.

Course length: 2 days

CHILD SEXUAL ABUSE INTERVENTION: A TRAINING PROGRAM FOR PRACTITIONERS (CSA105)

This program is designed for practitioners currently working with child or adult sexual abuse victims. Course content examines theoretical issues, demonstrates intervention skills, presents treatment approaches, and develops interdisciplinary networking. A certificate of achievement is available upon successful completion of the program. See certificate program listing.

WORKING WITH THE SEXUALLY ABUSED CHILD (CSA126)

This workshop is directed toward professionals who are new to the field of child sexual abuse. Course content covers the nature and dynamics of child sexual abuse; emotional, behavioural and physical characteristics of child sexual abuse; the impact of victimization on developmental growth; support for the victim and non-offending family members; and ongoing follow up.

Course length: 2 days

GROUP WORK WITH ADULT FEMALE SURVIVORS (CSA129)

This workshop is directed toward counsellors and therapists working with adult female survivors in a group context. Content covers models of group work, developing a framework for assessment, moving group members from emotional support to psychodynamic content, handling transference and counter-transference, and using a range of exercises and approaches to facilitate healing.

Course length: 2 days

WORKING WITH NON-OFFENDING FAMILY MEMBERS (EP177)

This workshop is directed toward staff working with non-offending family members who are trying to understand and recover from the offending behaviour. The focus of the workshop is on assisting family members to understand the offending process and providing ways for family members to integrate their feelings of anger and loss. The content examines ways that staff can help families prepare, practically and therapeutically, for the return of the offender to the community or the family, and will help them ensure on-going safety for at-risk family members.

Course length: 2 days

Fire Safety – Distance Education

The following courses are co-sponsored by Interdisciplinary Studies and the Fire Academy.

BASIC FIRE SCIENCE (DE100)

This course has been designed for fire service personnel, but is also applicable to non-fire service personnel who need a fundamental understanding of fire and flammable materials, and to members of the general public with an interest in this safety area. The course provides an introductory level study of basic chemical and physical principles underlying fire and dangerous goods behaviour in emergency situations. Topics include vapour pressure and combustion, elements of fire suppression, and general methods of fire control.

Course length: 40 self-study hours

TECHNICAL MATH (DE105)

This course presents the basic math skills needed for fire flow calculations such as volume and surface area, and provides frequent opportunities to apply the information to practical situations. Units covered include whole numbers, fractions and decimals, percentages, averages, algebraic equations, powers and square roots, ratios and proportions, and measurements of length, area and volume. It is assumed that the student has basic skills in addition, subtraction, multiplication and division.

Course length: 40 self-study hours

DANGEROUS GOODS (DE101)

This course has been designed for fire service personnel, but is also relevant to non-fire service personnel whose responsibilities include the area of dangerous goods. A series of five self-study booklets present the basic principles of controlling dangerous goods incidents. The course covers legal jurisdiction and highlights legislation that affects safety in the storage and transport of dangerous goods. It also offers information on identification of dangerous goods under emergency conditions and on national, provincial and local information sources. The course discusses the inherent hazards of dangerous goods, with specific attention to assessing a situation, determining the resources required, and taking appropriate initial action.

Course length: 60 self-study hours

FIRE SAFETY AT WORK (DE102)

Designed in the distance education format and developed in co-operation with the Open College component of the Open Learning Agency, this course is intended for employees and supervisors with job responsibilities in fire safety, and others with an interest in fire prevention and response. Course materials explore the nature of fire, common fuels and ignition sources, hazards for each building type, fire prevention, fire drills, and using portable extinguishers and a fire safety plan. After completing the course, students will be able to conduct basic fire prevention inspections, educate other employees on safe ways to respond to fire, lead fire drills, and prepare a full fire safety plan for any organization. Students are required to submit four written projects and pass a multiple choice exam to complete the course. Successful candidates will receive a certificate. (This course is not designed for professional or volunteer fire service personnel.)

Course length: 120 self-study hours

Intervention

THE CO-DEPENDENCY TRAP - LEVEL I: ASSESSMENT AND INTERVENTION APPROACHES (EP143)

It has been estimated that for every chemically dependent person, there are at least five co-dependents. Frequently, these are people who grew up in alcoholic or troubled families. Co-dependency is characterized by a preoccupation with or extreme dependence on another person, substance or behaviour. If co-dependent behaviour is not addressed, the specific addiction may be controlled but the behaviours arising out of the addiction often continue. This two-day workshop examines the nature and dynamics of co-dependent behaviour, considers the role of co-dependents within the dysfunctional family, and explores assessment approaches and creative treatment techniques.

Course length: 2 days

THE CO-DEPENDENCY TRAP - LEVEL II (EP143A)

This advanced-level workshop allows participants to look at the complexities of co-dependency in more detail. They explore how the issues of grief and loss affect the co-dependent, practice techniques for working with related feelings of anger and sadness, and expand on creative techniques for working with these issues. The course also examines the increasingly complex nature of the extended co-dependent relationship within both the family and the workplace, where it frequently culminates in burnout and stress reactions. Participants learn ways to help clients meet their needs in a healthy way.

Course length: 2 days

MANAGING STRESS WHILE HELPING OTHERS (EP163)

This workshop is directed toward people who want to manage their own stress while helping others with stressful events in their lives. The workshop combines theoretical material regarding stress with practical application of those concepts through experiential exercises. Participants examine expressions of stress; explore biological, cognitive and physical aspects of stress; and practice exercises and skills to make stress more manageable.

Course length: 1 day

UNDERSTANDING DUAL DIAGNOSIS (EP181)

This workshop is directed toward staff working with clients who have mental health difficulties and are abusing drugs and/or alcohol. The content examines predisposing factors that lead to a dual diagnosis, provides a framework for understanding the impact of substance abuse on mental health difficulties, and assists participants to develop an appropriate referral base.

Course length: 1 day

SKILLS FOR WORKING IN A CROSS CULTURAL CONTEXT (EP169)

This workshop is directed toward staff who need to enhance their skills in working effectively with clients from different cultural settings. Participants identify cross cultural issues that they encounter in their work and explore staff/client differences and similarities. The workshop demonstrates and provides opportunities for participants to practice techniques for enhancing cross cultural interaction.

Course length: 2 days

TRAUMA AND POST TRAUMATIC STRESS REACTIONS: A WORKSHOP FOR FRONT LINE WORKERS (EP178)

This workshop is directed toward staff who are involved in traumatic events or work with people who have recently been traumatized. The purpose of the workshop is to provide detailed information on the short- and long-term impact of traumatic events on individuals and to consider options for recovery. Content covers key concepts in trauma and post traumatic stress; the relationship of depression, grief and loss to traumatic stress; the impact on the front line worker of work related traumatic events; and options and strategies to reduce the long term effects of being involved in or observing traumatic events.

Course length: 2 days

WHO CARES FOR THE CAREGIVER? (EP173)

This highly experiential workshop is directed toward health and human service professionals who need to develop a more supportive environment in order to carry out their increasingly demanding work. Participants have an opportunity to examine their own values and perception of caregiving, explore the ways they have become overextended, and develop manageable ways to balance their work, family and personal lives. Registration in this workshop is limited to 16 participants.

Course length: 2 days

Management

BASIC SUPERVISORY COMPETENCY COURSE (MGMT213)

Each job or function has specific areas of knowledge, skill and operating values which, taken together, give individuals the competence to perform a particular job. This competency-based, basic supervisory course covers such topics as the role of the supervisor, situational leadership and teamwork, staff development, delegation of work, communication and interpersonal effectiveness, problem solving and decision making, and conflict resolution. The program is intended for first level supervisors, or those who aspire to be supervisors, in both government and private agencies. Before coming to the course, participants and their managers are requested to complete an inventory assessment of participants' skills and knowledge. BC Corrections Branch employees who successfully complete the course will be granted certification for the Basic Supervisor Competency Course, Week I. Co-sponsored with the Corrections Academy.

Course length: 5 days

CLEAR AND SIMPLE (MGMT212)

This workshop is directed toward supervisors and managers who know what they want to say but have difficulty putting it in writing. Days one and two cover communication as a transaction, writing skills, business styles and conveying organizational messages. Day three specifically focusses on report writing and covers planning, organizing and special techniques. Participants are requested to submit two samples of their written work when they register. Enrolment in this workshop is limited to 16 participants.

Course length: 2 days

MANAGING THE TROUBLED AND TROUBLESOME EMPLOYEE (MGMT201)

If not corrected, the behaviour of troubled and troublesome employees can spread disturbance and conflict throughout the organization. This course is designed to help managers understand the principle causes and patterns of troublesome behaviours. Participants have an opportunity to practice techniques to help minimize the incidence of troublesome behaviour and deal with it when it does occur.

Course length: 2 days

TRAINING FOR TRAINERS: TIPS, TECHNIQUES AND TACTICS (MGMT223)

This practical workshop is directed toward people who deliver training programs as part of their overall job and want to learn new skills or enhance existing ones. Content includes: characteristics of adult learners, positive learning environments, instructional styles and techniques, motivational strategies, and instructional challenges. The number of registrants is limited to 12 to allow opportunities for each participant to practice group and one-to-one training in a supportive setting.

Course length: 2 days

TRAINING FOR TRAINERS: FUNDAMENTALS OF INSTRUCTIONAL PLANNING (MGMT223A)

This course is directed toward trainers who are responsible for planning instruction for adult learners. During this interactive two-day workshop, participants have an opportunity to increase their understanding of the instructional planning process and apply the knowledge and skills to a specific planning situation. The number of registrants is limited to 16 to allow opportunities for each participant to receive coaching.

Course length: 2 days

TRAINING FOR TRAINERS: WORKING WITH GROUPS (MGMT223B)

This practical two-day workshop is directed toward trainers who instruct in a group setting. Participants have an opportunity to increase their understanding of group dynamics and learn specific facilitation strategies which encourage adult learning. This highly interactive workshop focusses on: climate setting, stages of group development, roles assumed by group members, common group issues and effective responses, and observation guidelines for analyzing group behaviour. Prerequisite: Training for Trainers: Tips Techniques and Tactics, or by permission of the Program Planner. Enrolment in the workshop is limited.

Course length: 2 days

PERFORMANCE PLANNING AND REVIEW (MGMT215)

This workshop is designed for managers and supervisors who want to improve their ability to write performance standards and increase their skills in giving constructive feedback about performance. Following a discussion of the purposes of performance planning and review, participants learn how to develop and carry out a performance plan, conduct a review interview, and administer the review system. The two-day format gives participants ample time to practice their skills in these areas.

Course length: 2 days

■ Services

Conference Planning

Interdisciplinary Studies has extensive experience in the design and delivery of major international and provincial conferences for professionals in the fields of social services, health care, victim assistance and criminal justice. In collaboration with a range of co-sponsors representing government ministries, non-profit organizations and community based agencies, Interdisciplinary Studies staff will prepare a comprehensive budget, develop a detailed program plan, link planning committee members with high profile resource people, present a communication plan, and manage all pre-conference and on-site logistics. The following are some of the major conferences initiated, developed and managed by Interdisciplinary Studies.

CHILDREN IN THE JUSTICE SYSTEM

A National Conference on the Use of Videotaped Evidence in Child Sexual Abuse Cases (June 1988). Sponsored in collaboration with the Criminal Justice Branch, Ministry of Attorney General, and the federal Departments of Justice, Solicitor General and Health and Welfare.

OPENING AND INTEGRATING: THE HIV-AIDS COUNSELLING PROJECT (SEPTEMBER 1990)

Sponsored in collaboration with the Federal Centre for AIDS, Province of British Columbia and the World Health Organization Global Program on AIDS.

ADOLESCENT SEX OFFENDERS: ASSESSMENT, INTERVENTION AND TREATMENT (NOVEMBER 1990)

Offered in co-sponsorship with Pacific Northwest Juvenile Sex Offense Intervention Network; Washington State Division of Juvenile Rehabilitation; Corrections Branch, Ministry of Solicitor General; Ministry of Social Services and Housing; Health and Welfare Canada; Canadian Child Welfare Association; Washington State Division of Children and Family Services; and Nisha Children's Society.

ABUSE OF THE ELDERLY: A SHARED PROBLEM (JUNE 1991)

Offered in co-sponsorship with Crime Prevention Programs, Police Services Branch, Ministry of Solicitor General; and Health and Welfare Canada.

CONNECTIONS AND COMMITMENT: SUPPORTING FRIENDS AND NEIGHBOURS (OCTOBER 1991)

Co-sponsored with Planned Lifetime Advocacy Network (P.L.A.N.), Law Foundation of B.C., and Health and Welfare Canada.

JUSTICE: EXTENDING THE VISION (MARCH 1992)

A national conference on victimization and recovery. Offered in co-sponsorship with the British Columbia Victim Assistance Program, Ministries of Attorney General and Solicitor General, and Ministry of Woman's Programs and Government Services.

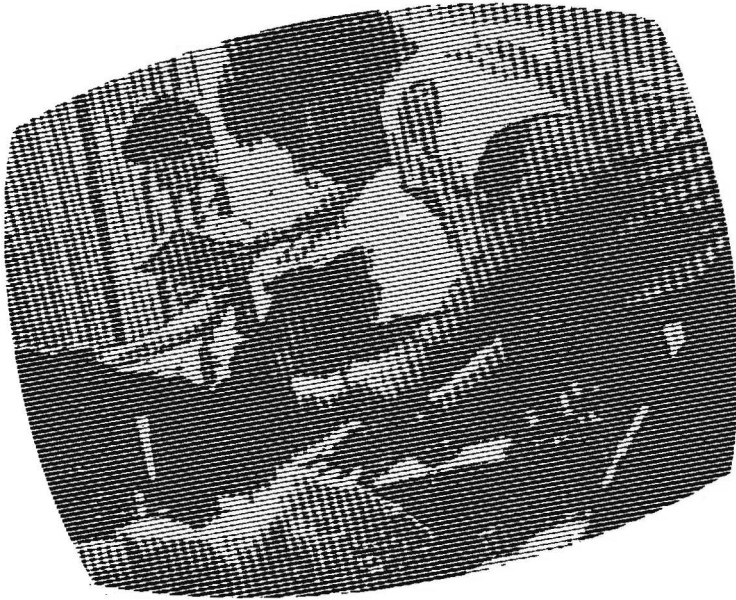
Contract Services

Interdisciplinary Studies responds to requests for specially-designed staff training ranging from short-term courses to fully co-ordinated conferences.

SPECIALIZED TRAINING

Interdisciplinary Studies staff work with individual agencies or organizations to adapt an existing program or design a special, skill development workshop to fit specific needs. Services include needs assessment, curriculum design, program development, instruction and workshop co-ordination.

PARAMEDIC ACADEMY



The Paramedic Academy offers training to 3000 emergency medical attendants and paramedics employed by the B.C. Ambulance Service. It provides recruit training in classrooms, hospital emergency wards and ambulances, as well as relicensing and continuing education programs for experienced personnel. The Academy also offers courses for supervisors and managers in the B.C. Ambulance Service.

Paramedic Training

Emergency Medical Assistant 1 (EMA 1)

This training is designed for part-time employees of the B.C. Ambulance Service. Students learn general ambulance skills and basic nursing skills as well as methods for treating life-threatening emergencies. Students work to strict protocol and make only limited decisions about patient management. Under ideal conditions, the EMA 1 would work under the direction of an EMA 2, especially in emergency situations.

Content includes: patient assessment; control of airway breathing and circulation; spinal immobilization, lifts and carries; ambulance equipment, techniques and supplies; emergency radio procedures. Skills taught include: airway insertion, oxygen administration, stiff neck collar application, traction splinting, CPR and Level 1 driving.

Students are supported in their studies by a district training officer and a seconded instructor.

Length: 60 hours of classroom training and approximately 82 hours of study outside the classroom.

Emergency Medical Assistant 2 (EMA 2)

This program is designed for full-time and part-time employees of the B.C. Ambulance Service who have successfully completed EMA 1 training. EMA 2 training focusses on developing patient assessment skills to a level where the attendant knows why certain measures are taken and how certain conditions can worsen or improve depending on actions taken. The training requires pre-study of resource manuals and workbooks, plus six weeks of intensive training, or it can be taken in an open learning format of four, three-day workshops followed by two weeks of full-time study at the Justice Institute. In addition to structured course time, students are expected to spend a minimum of two days working in an ambulance and four days in a local hospital.

Student performance is measured on the basis of results of written mid-term and final exams, and performance of three practical scenarios.

Instructors for the program are qualified and experienced EMAs, doctors and nurses.

Length: Six weeks

INTRODUCTION AND PATIENT ASSESSMENT

This section reviews medical terminology, anatomy and physiology, including the structure and function of body systems. Students are taught a model of patient assessment which is a uniform approach to evaluating patients with a goal of discovering all hidden injuries and other potentially life-threatening conditions. Students learn how to apply the model to do a rescue scene evaluation and primary survey. Also covered are medical-legal aspects of the work, lifting and transferring, airway management, and bandaging and splinting.

SHOCK AND TRAUMA

Content covered in this section includes the classification of haemorrhage and the pathophysiology of shock including stages, signs and symptoms. Students learn procedures for the management of shock and trauma through the use of protocol flowcharts, case studies and simulations. Management of intravenous drips and management of spinal injuries are also covered.

MEDICAL EMERGENCIES

This section covers the management of the following conditions: diabetes, cardiac emergencies, respiratory disorders, abdominal disorders, stroke, seizures and poisoning emergencies. Students learn protocols to apply in various situations and use the protocols in case studies which simulate actual ambulance calls.

ENVIRONMENTAL EMERGENCIES

This section covers incidences of drowning and near-drowning, heat exhaustion and heat stroke, electrical emergencies, hypothermia and frostbite.

PATIENTS WITH SPECIAL NEEDS

The course focusses on obstetrics, including full delivery, basic complications and how to deal with a newborn; steep slope situations; and extrication of patients from vehicles.

EMERGENCY DRIVING

Emergency Driving covers all aspects of driving, including defensive driving and advanced driving skills. During this session, students are trained, in ambulances, to drive in emergency situations with and without a patient on board. The emphasis is on smoothness and finesse. Environmental factors such as weather, road surface and visibility, and legal aspects of operating an emergency vehicle are also covered.

HOSPITAL-BASED TRAINING

In addition to structured course time, EMA 2 students spend a minimum of four days in a local hospital observing treatment. Candidates practice history-taking and patient assessment skills in a controlled emergency room setting under the supervision of a doctor and/or nurse. Candidates also visit post-anaesthetic recovery, extended care and psychiatric wards.

Advanced Life Support (Paramedic)

Candidates for this training must be B.C. Ambulance Service employees with current EMA 2 licenses and three years of full-time ambulance work experience. Candidates compete for selection through a rigorous assessment process.

The ALS paramedic program teaches the recruit to manage cardiac arrest, chest pain, cardiac dysrhythmias, acute respiratory distress, multiple trauma, paediatric emergencies, anaphylaxis, altered levels of consciousness and seizures.

The program relies heavily on clinical and laboratory practice and takes approximately 56 weeks to complete. The program is divided into three blocks as outlined in the following sections. Each block consists of:

- assigned home studies - in which students independently work through topics outlined in a course guide
- classroom sessions - in which students apply the knowledge gained from assigned home studies and practice the skills they need
- clinical session - in which students further develop their skills in a hospital setting
- on-car preceptorships - in which students learn how to function as an advanced life support paramedic on actual ambulance calls

Examinations of theory and skill follow each block. Final examinations include oral, written and practical demonstrations of skill.

Instructors include a variety of specialists in pre-hospital care, emergency medicine, anaesthesia, cardiology and respiratory, critical care nursing and psychology.

BLOCK 1

This Block covers anatomy and physiology, electrocardiogram interpretation, physical interpretation, physical assessment, airway management, pharmacology, cardiac arrest management, equipment orientation and communication. The on-car portion partners one graduate with one student.

Course length: 24 weeks, including 14 weeks of home study, 2 weeks in classroom, 2 weeks clinical, 6 blocks on-car (a block on-car consists of 2 day shifts and 2 night shifts).

BLOCK 2

Content covered in Block 2 includes: diagnosis of chest pain, shortness of breath, and collapse; patient assessment; respiratory anatomy, physiology and pathophysiology; cardiovascular anatomy, physiology and pathophysiology; dysrhythmias; and management of these problems. The on-car portion partners two graduates with one student.

Course length: 10 weeks, including 6 weeks of home study, 1 week in classroom, 3 weeks clinical, 6 blocks on-car.

BLOCK 3

Block 3 includes topics on: differential diagnosis of respiratory and cardiovascular problems, central nervous system emergencies, overdose/poisoning and trauma; pediatric assessment and intubation; disaster management; and chest decompression. The on-car portion partners one graduate with two students.

Course length: 9 weeks, including 6 weeks of home study, 1 week in classroom, 2 weeks clinical, 6 blocks on-car.

INTERNSHIP

The internship portion of the training partners one graduate with one student. Students are signed off by two different preceptors within the internship period.

Course length: maximum 9 blocks

Infant Transport Team Training Program

Infant Transport Team paramedics specialize in the acute transport of neonatal, pediatric and maternal patients.

Infant Transport Team training occurs only in response to B.C. Ambulance Service staffing requirements. Candidates are B.C. Ambulance Service employees with current EMA 2 licenses and three years of full-time ambulance work experience. Candidates must compete for selection through a rigorous assessment process.

The program is approximately 18 months in total, consisting of seven learning blocks, two practicums and an internship. Clinical integration of knowledge and skills is achieved through experience in specialized departments at Children's Hospital and Grace Hospital.

Course length: approximately 18 months

BLOCK 1

Block 1 training covers functions and responsibilities of the infant transport team, perinatal care, normal pregnancy and delivery, care of normal full-term infants, neonatal resuscitation, communication theory, problem solving and stress management.

BLOCK 2

Topics covered in this block include the safe transport of high-risk patients, maternal transport program, high risk obstetrics, identification of high risk newborns, and neonatal resuscitation.

BLOCK 3

The block 3 training includes preterm delivery, care of the preterm infant, pediatric physical assessment, flight physiology and in-flight medical care. Skills include pediatric vital signs and physical assessment as well as tube insertion and maintenance of intravenous infusion.

BLOCK 4

During Block 4, emphasis is placed on emergency childbirth, neonatal respiratory problems, pediatric problems and heart disease, drug administration and hypo/hyperglycaemia. Skills covered include the setting up of intravenous systems, oxygen by mask, drug dosages and oral medications.

BLOCK 5

Topics covered in this block include neonatal and pediatric respiratory problems, shock, haemorrhage, mechanical ventilation and pediatric resuscitation. Students learn to assist with intubations of neonatal and pediatric patients. Other skills include suctioning, catheter care, glasgow coma scale, and special dressings.

BLOCK 6

Block 6 content includes: disorders of the central nervous system, trauma in children, perinatal infection, pediatric infection, hypertension in pregnancy, and stress management.

BLOCK 7

This learning block consists of a package of pediatric advanced life support protocols for prehospital use.

PRACTICUMS

Two practicums of three months each are included in the program. During the practicums, students are assessed on-car by a senior infant transport team member and have the opportunity to master the skills obtained during their learning blocks. Students must exhibit acceptable performance of a priority three transport situation as evaluated by their assessor and nurse instructor.

INTERNSHIPS

Students complete a six-month internship as part of the program. During the internship, students work on-car with their assessor and function at a highly independent level. They are expected to attend at calls, and must have three acceptable priority-one transport calls written up by their assessor and one evaluated by the nurse instructor.

Specialized Courses**EMERGENCY MEDICAL ATTENDANT 2 INTRAVENOUS COURSE**

This course is designed for EMA 2s holding current licenses in the B.C. Ambulance Service. Students learn how to treat diabetic and trauma victims using intravenous fluid therapy. They are also required to achieve 25 supervised intravenous starts in a hospital with an RN or intravenous therapist.

Course length: 14 hours classroom instruction plus home study of the manual.

AUTOMATIC EXTERNAL DEFIBRILLATION

This course is available to EMA 2s and EMA 1s holding current licenses in the B.C. Ambulance Service, and will soon be available to First Responder personnel. This course enables the student to apply automatic defibrillation to a person suspected of being in cardiac arrest.

Course length: 4 - 7 hours (depending on class size), plus pre-reading of an operator's manual and the Academy's Rapid Defibrillation Module.

ADVANCED LIFE SUPPORT AIR EVACUATION COURSE (BASIC)

This course covers aeromedical physiology, critical care, transport of patients, spinal management, maternity transports, receiving the intensive care unit patient, and flight safety. The course includes classroom, labour ward and intensive care experiences.

Course length: 5 days

ADVANCED LIFE SUPPORT AIR EVACUATION COURSE (EXTENDED PROTOCOLS)

This course is designed for students who have completed the basic air evacuation course and are functioning as airevac crews. Criteria for selection are based on regional needs. The course covers orientation to pulse oximetry, PEEP, pharmacological agents and arterial line care. Preceptorship is by endorsed members of the airevac team.

Course length: minimum 2 days

Recertification Courses

EMERGENCY MEDICAL ATTENDANT 2 RECERTIFICATION

This course is designed for EMA 2s, all of whom must return to the Academy for recertification at five year intervals of service. Students may also be EMA 2s returning to the B.C. Ambulance Service after extended periods off.

The courses consists of 28 hours of lecture, 14 hours of simulated ambulance calls, 14 hours of driver training, and 14 hours of examinations. Topics covered include military anti-shock trousers, documentation, cardiopulmonary resuscitation, shock/diabetes, intravenous therapy, obstetrics, and stress management. Six months prior to this course, students also complete selected continuing education modules and the EMA 2 resource manual and workbook.

Course length: 10 days

ADVANCED LIFE SUPPORT RECERTIFICATION

All EMA 3s (Paramedics) must requalify for their licenses every five years. This recertification course is a requirement of maintaining a paramedic license in B.C. In addition to the review of basic competencies, this course covers updates on equipment, protocols and theories. The course reviews and provides competency assessments in patient assessment, airway management, pharmacology, advanced driving skills, obstetrics and pediatrics, respiratory and cardiac pathophysiology, and trauma. Throughout the course, time is devoted to practice scenarios of common advanced life support cases.

Course length: 6 months of self-directed study plus 8 days of classroom instruction.

Continuing Education

Continuing education topics are designed for self-directed distance learning and are available to all emergency medical attendants in B.C. Topics are selected by B.C. Ambulance Service managers and crew members.

The courses are designed for self-directed distance learning. They consist of a printed package containing subject material, workbook exercises, and an assignment which is to be completed and returned to the Paramedic Academy for marking. The course also includes a video which is aired on the Knowledge Network and then circulated to each ambulance station in the province.

Recent topics covered are outlined below.

DOCUMENTATION OF AN AMBULANCE CALL

An ambulance call requires more than just treatment and transportation. An emergency medical assistant must also collect, record and report all evidence so that the emergency room staff can accurately assess and care for the patient. This course package consists of a manual and video which present a detailed look at the documentation process and techniques for documenting an ambulance call thoroughly, accurately and efficiently.

PROTECTING AGAINST COMMUNICABLE DISEASES

Pre-hospital care providers deal with patients who may have communicable diseases that may not be discovered until after care has been given. This course package helps ambulance personnel perform services in a manner that reduces risk to themselves and other patients. Topics include theory of infections, management of communicable diseases, necessary equipment, decontamination protocols and immunization policy. The package includes review tests and assignments and a 12-minute video.

AIR EVACUATION PROCEDURES

This course package is relevant to all levels of ambulance personnel. Content includes preparation and inflight care procedures for traumatic injuries, and commonly encountered medical conditions. Checklists are included for loading equipment, pre-flight readiness, and in-flight care procedures for a number of patient diagnoses. Assignments test comprehension at each level.

MANAGING CRITICAL INCIDENT STRESS

Emergency response personnel can be exposed to traumatic events, sometimes causing them to react emotionally and impairing how they function. This is referred to as a critical incident stress. This course package deals with stress in general, and critical incident stress in particular. It covers: evaluating stress levels, increasing awareness of personal styles and communications, family stress-coping styles, and strategies for reducing stress at work and at home.

Professional Health Programs

Professional Health Programs at the Justice Institute offers courses for physicians, nurses and pre-hospital care workers. The following courses are held at the Justice Institute or can be offered in other communities on request. For more information contact Professional Health Programs, 222-7121.

CARDIAC ARREST MANAGEMENT

A one-day course to develop confidence in cardiac arrest situations. The workshop is a combination of lectures and small group practice sessions. It covers the pharmacology of cardiac arrest drugs, lethal dysrhythmia interpretation, compromised airway management, and cardiac arrest practice scenarios.

ADVANCED CARDIAC LIFE SUPPORT (ACLS) PROVIDERS COURSE (PHP100)

This two-day workshop is intended for physicians, nurses and pre-hospital care workers who are involved in the management of cardiac arrest victims. The two days are divided into lecture and practice components. The lectures highlight important information in pharmacology, dysrhythmia interpretation, sudden cardiac death, and post-resuscitation care as related to cardiac arrest management. Practice time is provided to enable participants to manage a cardiac arrest simulation and review cardiac dysrhythmias. Pre-reading from the ACLS manual is required. Participants should allow at least eight hours to prepare adequately for this course. Successful completion is based on:

1. Demonstrating leadership during a cardiac arrest scenario.
2. Obtaining 80% correct on the written exam.
3. Demonstrating ventilation and endotracheal intubation techniques.
4. Providing evidence of current BCLS, level C, status.

Course length: 2 days

ADVANCED CARDIAC LIFE SUPPORT UPDATE (PHP110)

This one-day course provides an opportunity for persons who have successfully completed ACLS to update to current ACLS standards. Pre-reading is required to supplement the theory lectures and practice sessions held during the day. Successful completion is based on:

1. Demonstrating leadership during a cardiac arrest scenario.
2. Obtaining 80% correct on each exam, theory and dysrhythmia interpretation.
3. Demonstrating ventilation and endotracheal intubation techniques.
4. Providing evidence of current BCLS, level C, status.

Course length: 1 day

FIRST LINE TRAUMA MANAGEMENT FOR NURSES

Program content is related to the "must-dos" of multi-trauma assessment, treatment, and stabilization, and can be presented in one- or two-day seminars. Program presentation is a combination of lecture and group practice sessions.

Course length: 1 or 2 days

FIRST LINE TRAUMA MANAGEMENT FOR PHYSICIANS

This one-day course is designed for physicians responsible for managing the trauma victim in a non-tertiary facility. Course content is provided by two emergency physicians and covers appropriate management of the ABCs and the assessment, treatment, and management of the multi-trauma victim.

Course length: 1 day

PAEDIATRIC ADVANCED LIFE SUPPORT (PHP204)

This is an advanced life support course developed by the American Heart Association and endorsed by the Heart and Stroke Foundation of Canada and B.C./Yukon. The course is for physicians, nurses, paramedics, and respiratory therapists who care for critically ill paediatric patients. Course content covers management of the acute paediatric patient with difficulties related to cardiopulmonary arrest, respiratory failure and shock. Content is presented through a series of lectures and small group practice stations. Successful completion is based on:

1. Obtaining 84% correct on the written exam.
2. Demonstrating acceptable performance during simulated scenario stations for:
 - a) newborn resuscitation, cardiopulmonary arrest
 - b) respiratory failure and shock
3. Attending all sessions

Course length: 2 days

Supervisory/ Management Training

UNIT CHIEF COURSE

This course is open to practicing or aspiring unit chiefs in full- or part-time employment with the B.C. Ambulance Service. All three EMA levels are eligible to apply for this course on recommendation of the regional chief superintendent of the B.C. Ambulance Service.

The Unit Chief course prepares EMAs to manage an ambulance station, and emphasizes particular skills in finance and administration, labour relations, staff scheduling, personnel management and generic supervisory techniques. Topics specific to managing ambulance stations include unit chief responsibilities, investigative techniques and disaster planning. The course is designed for self-directed distance learning over a seven-month period. Three regional meetings and teleconferences complement the self-directed modules. Assignments are completed and returned to the Paramedic Academy for marking. Tutor support is available via teleconferencing.

Course length: 7 months self-study

CONFLICT MANAGEMENT

This course is available to all B.C. Ambulance Service employees. Course content includes: dynamics of anger and angry behaviour, skills in managing anger, styles used to cope with conflict, and techniques to resolve conflict.

Course length: 2 days

FRONTLINE LEADERSHIP

This course addresses the specific needs of B.C. Ambulance Service management personnel. Content includes: the manager's role, giving constructive feedback, recognizing positive results, building constructive relationships and confronting issues.

Course length: 3 days

Certificate in Emergency Medical Services Management

This course is open to supervisors, superintendents and directors in the B.C. Ambulance Service. Future course offerings will be open to unit chiefs and crew members. Certification in Emergency Medical Services Management builds on principles established in the Unit Chief course. This course includes core knowledge in ambulance skills, station administration and generic supervisory management. The student completes 40 credits, 31 of which are earned through core subjects listed below. The remaining 9 credit requirement is fulfilled through elective subjects acquired through B.C.'s colleges and institutes.

CORE SUBJECTS

EMA 2
Unit Chief
Toward Excellence
Frontline Leadership
Financial Management
Personnel Selection
Management Principles/Practices
Written Communications

ELECTIVE SUBJECTS

Media Communications
Conflict/Anger Resolution
Stress Counselling
Organizational Behaviour
Introduction to Lotus
Introduction to Computers
Introduction to Data Base
Instructional Techniques
Contract Management
Effective Supervision
Business Communication
Managing Information Systems

Course length: 40 credits

Diploma in Emergency Medical Services Management

The diploma in EMS Management, currently under development, is designed for supervisors, superintendents and directors in the B.C. Ambulance Service and is available to graduates of the certificate program in Emergency Medical Services Management. This program focusses on further developing both technical and managerial skills, particularly in the areas of human relations, operations and finance. Students must complete 20 credits, several of which are transferable to other colleges and institutes. Subjects are covered primarily through the open learning format.

Course length: 20 credits

Other Programs and Services

FIRST RESPONDER PROGRAM (PROVIDER)

The First Responder Program is a multi-service course offered primarily to fire and police personnel. Students must have a valid cardiopulmonary resuscitation ticket prior to enrolling.

Students learn skills which enable them to give pre-hospital care at the scene of an accident prior to the arrival of ambulance personnel. Students may be trained to three distinct skill levels, each starting with a basic patient assessment model similar to the one used by emergency medical assistants. Topics covered include scene assessment, managing delicate spine injuries, airway management, rapid body survey and reporting data to the next level of care.

*Course length: Level 1 - 8 hours;
Level 2 - 16 hours; Level 3 - 36 hours*

FIRST RESPONDER PROGRAM (INSTRUCTOR)

Candidates for the Instructor's Program come from a variety of services and must be certified at level three first responder prior to enrolling.

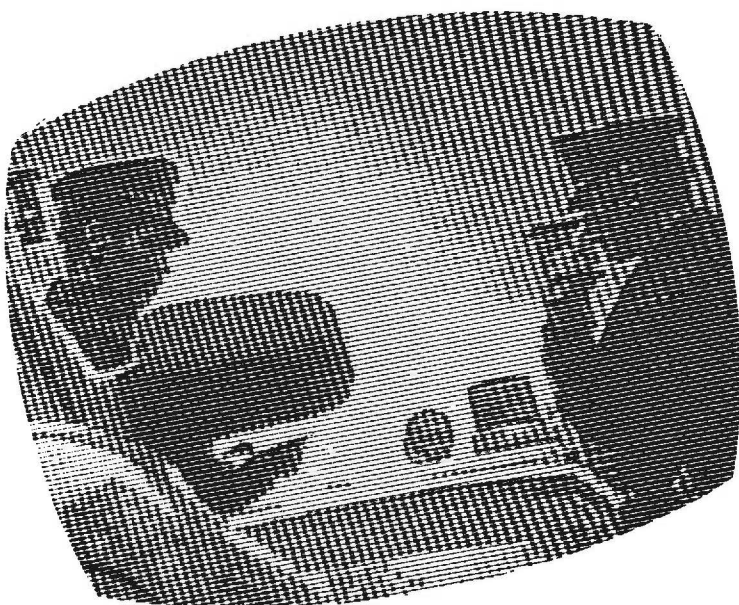
Instructor candidates are trained in instructional techniques which cover such topics as working with the adult learner, motivation, instructional media and evaluations. Students make two 15-minute presentations and one 30-minute presentation.

Course length: 30 hours including lesson preparation and class time.

RESEARCH IN PRE-HOSPITAL MEDICINE

The Paramedic Academy conducts research supported by grants from the private and public sectors. The research is focussed on clinical research in pre-hospital emergency medicine, research in pre-hospital delivery systems and research in learning, teaching and delivery methods in pre-hospital care.

POLICE ACADEMY



The Police Academy trains over 1800 police officers from B.C.'s 12 municipal police forces, and a growing number of civilian support staff. Police training continues throughout the career of a police officer. Courses are restricted to municipal police officers currently in service and to RCMP, Railway Police, Ports Canada Police, Military Police and peace officers in functions ancillary to policing. Civilian personnel employed by police departments are eligible for courses designed for non-sworn personnel.

Recruit Program

Block 1

LEGAL STUDIES 100

This course introduces students to the laws they are sworn to uphold and the law that grants them specific powers. It lays the foundation for an understanding of the basic principles, doctrines and procedures of the law. The course is designed to enable students to recognize a statutory offence, to know the wrong it is intended to eliminate, and to develop the judgement needed for a balance between authority and discretion.

The course provides an introduction to the criminal law (statutes, common law and case law) of Canada and British Columbia as it pertains to law enforcement. It also examines the nature and extent of the authority granted to peace officers, and includes sections on the securing of evidence, the attendance of witnesses and alleged offenders in court, the criminal process, the common law and statutory defences, structures and jurisdictions of the courts, and the ministerial and investigative role of the coroner.

Course length: 70 hours

PRINCIPLES OF INVESTIGATION 100

This course is designed to give police recruits the knowledge required to perform the investigative and patrol duties of a municipal police officer within the patrol division. Students are guided through the procedures that must be followed in investigations, with an emphasis on criminal matters, and are taught what evidence is, how to preserve it, and the proper presentation in court. Topics include note taking, general patrol, interviewing witnesses, officer safety, written case preparation, investigations dealing with narcotics, sexual assault and sudden death.

Course length: 60 hours

HUMAN RELATIONS 100

This course is designed to complement the technical knowledge received in other Block 1 training areas. Approximately 70-85% of the officer's time is spent on non-criminal matters such as family disputes, lost children and assistance calls. This course assists the recruit in assessing the total situation, taking into account criminal, social and behavioural considerations. The focus of the course is on topics which will increase the recruit's awareness of his or her effect on public behaviour and how to interact with people to provide impartial and effective policing. Using principles of psychology, sociology, criminology and other disciplines, topics include the police officer's interaction with citizens, victims, suspects, peers and family; the use and abuse of authority and discretion; prejudice, discrimination and stereotyping; victim crisis intervention, with a focus on sexual assault trauma; defusing hostile individuals; spousal assault policy; critical incidents and effective coping; and non-verbal communications.

Course length: 44 hours

TRAFFIC STUDIES 100

This course provides an introduction to federal and provincial traffic laws and the enforcement of these laws. The course covers the Motor Vehicle Act and regulations, an introduction to accident investigation and reporting, and the Canadian Criminal Code sections relating to the use of a motor vehicle.

Course length: 50 hours

DRIVER TRAINING 100

Police officers must be able to manoeuvre a motor vehicle effectively and professionally during normal patrol duties and in emergencies. They must be familiar with the rules and regulations involved and be aware of their own limitations and capabilities and the limitations and capabilities of their vehicle.

Driver Training 100 consists of three levels of the advanced driver training courses developed by the Pacific Traffic Education Centre. Level I provides hands-on driving in everyday traffic. This training emphasizes space, time and visibility in all traffic conditions; proper steering, braking, and parking; and manoeuvrability and police turn exercises. Level II consists of hands-on driving at an off-road facility. Drivers learn to be aware of their limitations and capabilities and the limitations and capabilities of the vehicles they operate under both normal and extreme conditions. Emphasis is placed on acceleration, braking, cornering and manoeuvrability. Level III emphasizes Level II driving techniques while operating under emergency conditions.

Course length: 36 hours

FIREARMS 100

This course provides the police recruit with competence in the safe handling and firing of a police revolver and police shotgun. Students also become familiar with the parts and power of a typical rifle.

Course length: 36 hours

CARDIOPULMONARY RESUSCITATION 100 (HEARTSAVER)

Police officers may find themselves in emergency situations where a victim is suffering from heart problems or injuries. This course teaches the techniques of cardiopulmonary resuscitation including practical demonstrations and testing, with an emphasis on one-person CPR.

Course length: 3 hours

SELF DEFENCE 100

This course introduces the recruit to basic self-defence skills taught within the confines of force options theory. Arrest and control tactics specific to police duties are also covered.

Course length: 30 hours

PHYSICAL TRAINING 100

The purpose of this course is to provide recruits with a high level of physical fitness and an interest in their physical well being and the maintenance of their professional image. Students increase their levels in aerobic fitness, muscular endurance, strength, flexibility, and motor ability fitness through a planned series of physical training exercises using gym, track and field facilities. Prerequisite: successful completion of the Peace Officer Physical Abilities Test.

Course length: 30 hours

FIRST AID 100

This course brings the recruit to the standards required to pass the St. John Ambulance standard first aid examination. Content includes: CPR certification, vital signs, conscious and unconscious patients, haemorrhage control, shock, fractures, poisons, overdoses and emergency childbirth. Note: First Aid - CPR will be a prerequisite to hiring as of January, 1992.

Course length: 18 hours

Block 2

Block 2 consists of eight weeks of field training or practicum in the police officer's home department. The recruit is teamed with a field trainer who has been selected and trained to teach and assess practical street-level patrol functions. Field trainers are required to complete a detailed, written assessment of their recruit constable and submit the assessment to their department training officer and the Police Academy. When they return to the Academy for Block 3, recruits are debriefed concerning their field training.

Course length: 8 weeks

Block 3

Once police recruits have completed basic (Block 1) training and have worked on-the-job for eight weeks (Block 2), they return to the Justice Institute for additional training. Block 3 training emphasizes requalifications, case studies, investigative techniques and human relations. Simulations involving professional actors are used extensively.

TRAFFIC 300

The police officer must gather accurate and detailed information at traffic incidents and relay the information effectively when presenting evidence in court. This course is designed to develop the student's skills in conducting thorough traffic incident investigations and presenting evidence in traffic court.

Course Length: 22 hours

DRIVER TRAINING 300

This course provides a continuation of Driver Training 100. It reinforces techniques that will facilitate a professional driving attitude and skills that will ensure safe, controlled operation of a motor vehicle. Police precision techniques are emphasized. Students are recertified in Level 3 emergency vehicle tactical driving.

Course Length: 6 hours

LEGAL STUDIES 300

The format of this course is similar to Legal Studies 100, but it differs in both instructor and content expectation. The course provides the student with knowledge in the areas of homicide and related offences; prohibited and restricted weapons identification and administration; the Narcotic Control Act, Food and Drug Act and Immigration Act. The course also covers the function of Crown counsel and the justice of the peace, and includes an introduction to the rules of evidence and civil liability. The course concludes with four days of practical simulations.

Course Length: 46 hours

INVESTIGATION AND PATROL 300

This course provides a continuation of Investigation and Patrol 100, with an emphasis on practical application. Recruits are coached to improve their skills and techniques while performing a variety of simulation exercises. The course covers the obtaining and preservation of evidence; interviewing and interrogation techniques; and crowd behaviour and control. Students act as an investigator in at least 40% of the simulation time, and are assessed on the manner in which the investigation is conducted and the acceptability of the subsequent written report.

Course length: 35 hours

HUMAN RELATIONS 300

This course focusses on family crisis intervention, stress awareness and minority policing, and includes sections on suicide intervention and sudden death notifications. Family crisis intervention deals with models for intervention, legal issues, wife and child abuse, and resources available to support victims of abuse. Simulations are scheduled to provide opportunities for practical application. Minority policing content explores stereotyping, perception and policing problems in regard to ethnic and sexual minorities.

Course length: 58 hours

FIREARMS 300

This course provides students with knowledge and skill which will enable them to increase accuracy with police firearms (revolver and shotgun) and understand the principles of proper use of chemical agents and the related potential problems and first aid requirements. Content includes: kneeling, standing and barricade shooting; instinctive shooting; authority and justification for use of firearms; night shooting; and gas munition. Students are required to qualify on the revolver, shotgun and "walk and shoot" shotgun course.

Course length: 18 hours

PHYSICAL TRAINING 300

This course is a continuation of Physical Training 100. In this course, students increase their levels in aerobic fitness, muscular endurance, strength, flexibility and motor ability fitness using gym, track and field activities. To successfully complete the course, students must complete the Peace Officer Physical Abilities Test in 4 minutes and 15 seconds or less.

Course length: 20 hours

SELF DEFENCE 300

This course enhances the skills and techniques taught in Self Defence 100. Students practice and enhance their self defence, arrest and control tactics. Content includes handcuff and search, arm levers, pressure points, ground fighting, throws, baton training, edged weapons and handgun retention.

Course length: 20 hours

Block 4

The purpose of the Block 4 program is to update the officer's theoretical and practical knowledge, to expand the officer's understanding of the policing function, and to provide students with the investigative skills necessary for their work.

LEGAL STUDIES 400

The effective police officer must remain current on legislative changes which influence his or her work. This course reviews major amendments which have occurred in statutes since the student's previous training and expands the student's knowledge of law received in Legal Studies 300.

Course length: 10 hours

SELF DEFENCE 400

This course is a continuation of Self Defence 300. Students must maintain their self defence, arrest and control tactics. Content includes recertification in handcuff and search, arm levers, pressure points, baton, edged weapons and handgun retention.

Course length: 10 hours

DRIVER TRAINING 400

This course recertifies students in Level 3 Emergency Vehicle Tactical Driving.

Course length: 6 hours

FIREARMS TRAINING 400

This course reinforces earlier levels of training in firearms, corrects any deficiencies, and encourages a program of use and practice which promotes proficiency. To successfully complete the course, requalification is required using pistol and shotgun.

Course length: 6 hours

INVESTIGATION AND PATROL 400

As police officers progress through recruit training, their theoretical knowledge of investigation and patrol techniques must reflect the increasing complexity of their practical work. This course focusses on: the liaison and collaborative strategies between police and other agencies; the sociology of, and particular problems involved in, the policing of special groups such as motorcycle gangs; investigation and evidence procurement in specialized major crimes such as arson; the content and enforcement of specialized legislation such as the Immigration Act; sexual assault investigations, with emphasis on psychological effects on the victim that may result from a sexual attack; preparation of police officers to conduct their investigation in a humanitarian and professional manner. Statements, admissions and confessions are covered, including procedures with regard to children. The course also includes sections on forensic pathology and crime scene investigation, interviewing and interrogation techniques, crime scene investigation, crime prevention, conspiracy, office survival and current drug trends.

Course length: 44 hours

PHYSICAL TRAINING 400

This course is a continuation of Physical Training 300. In this course, students must maintain a minimum level in aerobic fitness, muscular endurance, strength, flexibility and motor ability using gym, track and field activities. To successfully complete the course, students must complete the Peace Officer Physical Abilities test in 4 minutes and 15 seconds or less.

Course length: 2 hours

FIRST RESPONDER AND CPR 400

This course is designed to enable peace officers to respond to all medical emergencies and to complement the services provided by the B.C. Ambulance Service. The CPR portion of the course re-validates the student's knowledge of CPR techniques.

Course length: 9 hours

Block 5

The Block 5 program is designed as a final re-certification in driving, shooting and physical skills. Students who successfully complete Block 5 become certified municipal constables with the province of B.C.

LEGAL STUDIES 500

This course is a self-paced study program which students complete between Blocks 4 and 5. The course covers the current legal trends, pertinent charter material, and legal up-dates pertaining to the Criminal Code and federal and provincial statutes. Students are examined on the study material and must attain a minimum score of 60% to complete the program.

*Course length: 2 hours
(examination only)*

DRIVER TRAINING 500

Students are recertified in Level 3 emergency vehicle tactical driving.

Course length: 6 hours

FIREARMS TRAINING 500

This course reinforces earlier levels of training in firearms, corrects any deficiencies, and encourages a program of use and practice which promotes proficiency. Requalification is required using pistol and shotgun to successfully complete the course.

Course length: 6 hours

LEGAL STUDIES 500

This course covers the current legal trends, pertinent Charter material, and legal updates pertaining to Criminal Code and federal and provincial statutes.

Course length: 18 hours

PHYSICAL TRAINING 500

This course reinforces the content covered in Physical Training 400 and returns students to a minimum level in aerobic fitness, muscular endurance, strength, flexibility and motor ability fitness. To successfully complete the course, students must complete the Peace Officer Physical Abilities Test in 4 minutes and 15 seconds or less.

Course length: 2 hours

SELF DEFENCE 500

This course reinforces the self defence, arrest and control tactics covered in earlier courses. Content includes recertification in handcuff and search, arm levers, pressure points, baton, edged weapons and handgun retention.

Course length: 10 hours

Advanced Programs

The changing role of the police and the growing emphasis on specialization give rise each year to a need for advanced police training. Courses are offered based on needs identified by training officers from the police departments served by the Academy.

POLICE (NON-SWORN) PERSONNEL COURSE

This course provides non-sworn personnel with an understanding of the police function and an opportunity to learn and practice the skills needed to interact effectively and efficiently with the public and within the police system. Content includes communication, motivation, stress management, police organization and managing hostility.

Course length: 3 days

POLICE (NON-SWORN) SUPERVISORS COURSE

This course provides non-sworn police employee supervisors with knowledge and understanding of the role of the first level supervisor. Students begin to develop the skills necessary for effective supervision. Content includes counselling and interviewing, situational leadership, performance appraisal and motivation.

Course length: 4 days

TELECOMMUNICATION OPERATORS COURSE

The purpose of this course is to provide the student with the skills, knowledge and procedures needed to be an effective complaint taker and radio dispatcher. Course content includes policies and procedures, law, traffic, communication, managing hostility and stress management. Simulations play a key role in the course design.

Course length: 5 days.

TELECOMMUNICATION OPERATORS REFRESHER COURSE

This refresher course reinforces the skills and knowledge taught on the Telecommunication Operators course. It is designed for operators who completed the training course two or more years previously.

Course length: 3 days

CONSTABLES ADVANCED COURSE

This course gives police constables a better understanding of their role in the police function and provides an introduction to management and organizational development. Designed for police constables with a service range of between five and ten years, content includes organizational planning, effective writing and presentation skills, problem solving, officer survival, stress management and legal update.

Course length: 10 days

SENIOR CONSTABLES COURSE

The purpose of this course is to enhance candidates' policing and self-development skills and stimulate their ideas and concepts of the police role. Course candidates should have attained the rank of First Class Constable, have a minimum of ten years' service, and have attended the Constables Advanced Course. Content may include sessions such as legal and traffic update, communication, interrogation, officer survival and stress management.

Course length: 5 days

FIELD COMMANDERS COURSE

This course provides police commanders with the knowledge, skills and procedures to plan and direct operations in hostage-taking or barricaded persons situations. Content includes: psychotic behaviour, criminal situations, terrorist groups, survival identification, negotiators, specialized personnel and equipment, tactical problems, and the media. Candidates are senior police supervisors who command, or may be required to command, police operations in hostage-taking or barricaded persons situations.

Course length: 5 days

FIELD COMMANDERS REFRESHER COURSE

This course upgrades trained commanders in the theory and skills of directing hostage-taking or barricaded persons situations. The course focusses on criminal and psychotic behaviour and development of alternate plans. Simulations are used extensively.

Course length: 2 days

HOSTAGE NEGOTIATORS COURSE

This course provides the student with skills and techniques useful in negotiating for the release of hostages and the surrender of hostage-takers or barricaded persons. The course is designed for mature, experienced operational police members who are able to withstand prolonged stress and who possess good interviewing techniques and skills. Content covers criminal and psychotic behaviour, terrorist groups, negotiating techniques, survival identification, and psychological profiling.

Course length: 5 days

HOSTAGE NEGOTIATORS REFRESHER COURSE

Designed for candidates who completed the hostage negotiators course at least two years prior to the refresher course. The purpose of this course is to upgrade trained negotiators in the theory and skills of negotiation.

Course length: 2 days

CHILD ABUSE INVESTIGATORS COURSE

This course is designed to assist investigators in the areas of both sexual and physical child abuse, and to provide an understanding of the Attorney General's policy related to such abuse. Content includes interviewing children, victim support services, inter-agency responsibilities, forensic/medical evidence, child exploitation and the use of investigative tools.

Course length: 8 days

DRUG INVESTIGATORS COURSE

This course has been designed for drug squad members at the senior constable level or higher. Content includes: legal requirements and identification of drug offences, surveillance, identification of drugs, search and seizure, statements and confessions, informant control, and undercover operations.

Course length: 8 days

FRAUD INVESTIGATORS COURSE

This course is designed to provide fraud investigators with the information, skills and techniques necessary for operational requirements. Content includes: the law and fraud and false pretences, cheques, credit cards, welfare fraud, forgery, and obtaining and preserving evidence.

Course length: 5 days

GAMING INVESTIGATION COURSE

This course provides investigators with the knowledge and skills required to enforce legislation related to legal and illegal gaming activity. Content covers legal studies, bookmaking, lotteries and bingo games, carnival games, casino games, casino management, common gaming houses, and scientific evidence.

Course length: 8 days

MAJOR CRIME INVESTIGATION COURSE

This course is designed for police officers with considerable police experience who have been involved in criminal investigation on a full time basis for at least three years. Students either are, or will be, involved in the investigation of major crimes such as homicide, sexual assault or other serious crimes against persons. Course content includes: statements, admissions and confessions; sudden death; medicolegal autopsy; forensic pathology; the crime scene; crime detection laboratory; interrogation; sexual assaults; forensic psychiatry; and crimes against persons.

Course length: 10 days

POLICE INVESTIGATORS COURSE

This course has been designed for members who are, or will be, assigned as full- or part-time investigators within the investigative or patrol divisions. The content meets the needs of a general investigator and includes legal studies, case management, interrogation and interviewing, informant development and control, search warrants, sexual assault investigation, and forensic evidence.

Course length: 5 days

BASIC MICROCOMPUTER TECHNOLOGY

This course introduces police management to the functions and applications of microcomputer technology. The course covers an introduction to microcomputers, computer fundamentals, uses of DOS, WordPerfect and Lotus 123, and police management applications of microcomputers.

Course length: 5 days

BREATHALYZER TECHNICIANS COURSE

This course provides police personnel with the skills, knowledge and techniques needed to operate a Borkenstein Breathalyzer and receive the designation of a qualified technician under the Criminal Code of Canada. Content includes: principles of breath tests for alcohol; appropriate aspects of physiology, pharmacology, chemistry and physics; testing standard alcohol solutions and other volatile substances; basic instrument maintenance; evidence presentation; and practical use of the Borkenstein Breathalyzer.

Course length: 9 days

BREATHALYZER TECHNICIANS REFRESHER/RECERTIFICATION

This course is designed to upgrade the certified breathalyzer technician in the theory, procedure and operating skills of the Borkenstein Breathalyzer. It is designed for qualified breathalyzer technicians who have not been actively engaged in testing for more than 12 months, and for out-of-province qualified breathalyzer technicians who wish to obtain status in British Columbia.

Course length: 1 day

CRIME PREVENTION PRACTITIONERS COURSE

Designed for students who are actively involved in full- or part-time crime prevention duties, this course covers: program planning, development and management; crime analysis; basic alarm systems; locking devices; security surveys; environmental design; and funding crime prevention programs.

Course length: 5 days

EFFECTIVE WRITING FOR SUPERVISORS

This course develops candidates' skills in writing for results, increasing clarity and decreasing wordiness. Designed for corporals, sergeants and staff sergeants, the course covers effective writing skills, punctuation, proposals, reports and writing exercises.

Course length: 1 day

ACCIDENT INVESTIGATION COURSE

This course provides the student with advanced skills and recommended techniques to conduct a thorough traffic accident investigation. Course content includes effective procedures and techniques in accident investigations, speed estimation from tire marks, headlight examination and scale diagrams.

Course length: 5 days

SCHOOL LIAISON OFFICERS COURSE

This course provides school liaison officers with additional training in counselling and teaching skills to ensure a high standard of professionalism and effectiveness in dealing with the school community. The course covers child development, instructional skills, communication and problem solving, child abuse, working relations with school personnel, and the Young Offenders Act.

Course length: 5 days

SURVEILLANCE COURSE

This course provides plainclothes investigators with basic knowledge and skills to conduct occasional surveillance operations. Topics covered include techniques of foot surveillance and vehicle surveillance, planning a surveillance operation, and use of operational equipment and personnel.

Course length: 5 days

POLICE - LABOUR RELATIONS

The purpose of this seminar is to provide an overview of the history and status of organized labour and the policing of labour disputes. Topics include police/labour communications, labour history, provincial statutes and their impact on labour disputes, the Industrial Relations Act, and dealing with demonstrations and occupations.

Course length: 2 days

POLICE MANAGERS COURSE

This course has been designed for junior officers and senior non-commissioned officers with managerial or supervisory responsibilities. Content covers a wide range of management topics including interpersonal skills, functions of management, situational leadership, decision making, managing the marginal performer, time management, performance evaluation, managing change, the changing role of police, and problem solving meetings.

Course length: 15 days

POLICE ACTING SUPERVISORS COURSE

This course provides candidates with basic knowledge and understanding of the role of the first level supervisor and begins developing the skills necessary for effective police supervision. Content includes: communication, counselling and interviewing, situational leadership, motivation, performance appraisal and officer survival. The course is designed for constables who regularly perform acting supervisory duties.

Course length: 5 days

POLICE SUPERVISORS COURSE

This course covers the principles, practices, procedures and techniques of effective supervision and how to apply these techniques in the workplace. The course is designed for personnel who have not received supervisory training, including newly promoted first level supervisors or supervisors recently transferred from a detective or investigators function to patrol operations. Content covers: counselling and interviewing, leadership and motivation, problem solving and decision making, performance appraisal, stress management, officer survival, labour/management disputes, media relations, field assignments, and roll call training.

Course length: 9 days

POLICE SUPERVISORS REFRESHER COURSE

Designed to upgrade supervisory skills and reinforce principles, practices, procedures and techniques of effective supervision, this course is relevant for first level supervisors who completed the Police Supervisors course at least three years previously.

Course length: 4 days

EFFECTIVE PRESENTATIONS COURSE

This course teaches students the theory and techniques of planning and delivering effective presentations to schools or adult groups, at departmental meetings, or for any formal audience. Content covers techniques and delivery, presentation methodology, projection training, planning and delivery of presentations, and development of confidence and speaking skills.

Course length: 5 days

FIELD TRAINERS COURSE

This course prepares senior constables for their role as trainers in the recruit field trainer program. Course content includes leadership skills, interviewing, counselling, performance evaluation and communication skills.

Course length: 3 days

FIELD TRAINERS REFRESHER

The purpose of this course is to reinforce skills taught during the Field Trainers course. It has been designed for constables who completed the Field Trainers course one or more years previously and who will soon begin field training.

Course length: 1 day

FIREARMS INSTRUCTOR TRAINING COURSE

This course prepares the candidate for the role of firearms instructor, but does not include content covered in the effective presentation course or instructors' clinic. Content covers techniques in firing handguns, shotguns and rifles; range safety and safe handling of weapons; firearms teaching techniques; and care and handling of weapons.

Course length: 5 days

INSTRUCTORS' CLINIC

This course prepares students to lecture or instruct on a specialized subject. It has been designed for personnel who frequently make presentations on their subject of expertise but who do not require the effective presentation course. Content includes: learning theory, presentation skills, lesson planning, training aids and presentations.

Course length: 2 days

RADAR INSTRUCTORS COURSE

This course is designed to provide police personnel with the skills, knowledge and techniques needed to instruct in the operation of traffic radar units. Candidates should be police members who have completed the effective presentation and instructional techniques courses and have a minimum of two years' experience working with radar equipment. Content covers the operation and theory relating to stationary, moving and tracking mode radar, and a review of instructional techniques.

Course length: 3 days

SELECTION AND INTERVIEWING

This course assists police personnel who are involved in hiring or selecting people for promotion. It covers selection criteria, selection and interviewing questioning guides, and formats for the selection interview.

Course length: 2 days

BASIC MEDIA RELATIONS COURSE

This course focusses on dealing effectively with the media. It is designed for police personnel who frequently deal with the media, with first consideration given to supervisory ranks. Topics include panel discussions, simulations of media encounters, planning interviews and improving police/media relations.

Course length: 3 days

PRE-RETIREMENT (JUNIOR) SEMINAR

This seminar acquaints police officers and their spouses with strategies to assist them in preparing for retirement. It includes financial planning, wills and estates, pension income, taxation and annuities. The course is designed for police personnel and their spouses planning to retire within the next 10 to 15 years.

PRE-RETIREMENT (SENIOR) SEMINAR

This course is designed for police personnel and their spouses planning to retire in the next five years. It provides information, skills and techniques to assist them in adjusting to retirement. Content includes: physiological and psychological preparation for retirement, pension income, insurance benefits, taxation, legal aspects of retirement, housing in retirement, preparing resumes for part-time work, and financial planning.

Course length: 3 days

Services

In addition to providing courses for police officers, the academy also assists police departments by providing training related services including assessment centres, performance appraisal systems and research. As well, contract training is provided to outside organizations as described below.

ASSESSMENT CENTRES

The task of hiring and promoting has become increasingly important to employers. They cannot afford the luxury of making mistakes with employees, either by hiring unqualified or unsuitable individuals, or by promoting someone not competent to work with increased job demands. Accordingly, municipal police departments, in conjunction with the Justice Institute, have incorporated the assessment centre method into the hiring and promotional processes.

The assessment centre method identifies an individual's strengths and weaknesses vis-a-vis job behaviour and skills. Participants engage in a variety of job related exercises designed to simulate realistic situations. These exercises are designed to elicit behaviour relevant to the abilities and skills which are critical to job success. Assessors familiar with the target position and trained in the assessment method, observe and evaluate a participant's behaviour.

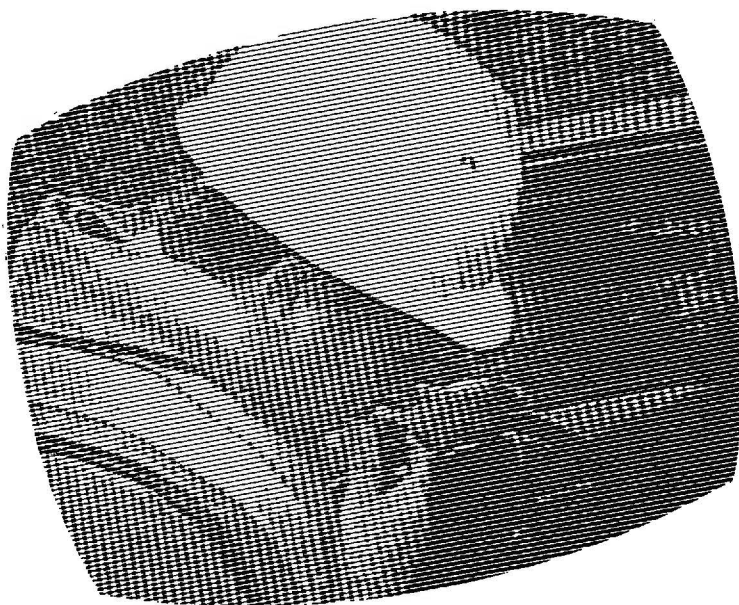
PERFORMANCE APPRAISAL SYSTEMS

Performance appraisal procedures are an integral part of municipal police evaluation systems. As such, performance appraisals are used for developmental, promotional and assignment purposes. From time to time, the assessment centre is called upon to deal with problems relating to current municipal police appraisal systems. Thus, system modification and development is central to the centre's mandate.

RESEARCH

The Assessment Centre periodically conducts research with respect to validity and reliability. Moreover, the centre has generated discussion papers which have been presented at international conferences. The centre is currently preparing a research project which will examine the impact of the assessment process on visible minorities.

PEP ACADEMY



The Provincial Emergency Program (PEP) Academy trains volunteers, municipal authorities and government emergency personnel to respond to disasters such as earthquakes, floods and oil spills. The Academy also assists in training volunteers involved in search and rescue operations and assists police in search management familiarization. PEP Academy offers core training in these topics at no charge to municipalities or the 7500 volunteers throughout B.C. Specialized or advanced training in search and rescue or emergency management is available on a tuition basis.

Core Courses

ORIENTATION FOR THE MUNICIPAL/AREA CO-ORDINATOR

This course is directed towards emergency municipal and area co-ordinators, deputies and Emergency Social Service Directors who are responsible for the co-ordination and development of emergency program and response plans for their municipality. The course provides an overview of the roles, duties and responsibilities of emergency co-ordinators. Content also covers the objectives of the Provincial Emergency Program, dangerous goods awareness, emergency planning, chairperson skills, administrative forms and finances.

Course length: 2 days

THE EXERCISE PROCESS

There are two ways to determine if a community is prepared to handle the consequences of a major emergency: wait until the emergency occurs, or conduct a simulated emergency exercise. This course gives emergency planners and managers the skills, procedures and confidence to design and conduct simulated exercises in their communities. Various types of exercises, their design principles, formats and practical considerations are covered.

Course length: 5 days

(Note: a two-day Introduction to the Exercise Process is offered to meet local emergency preparedness needs. Content is tailored to the time available.)

THE PLANNING PROCESS

This course is open to all municipal and area co-ordinators, deputies and alternates who are responsible for municipal emergency planning. The purpose of municipal emergency planning is to provide a co-ordinated response to emergency preparedness to ensure the preservation of life and the environment, and the protection of property. This course is designed to identify for the participants the planning process that a municipality should undertake in developing emergency plans.

Content covers: theoretical and practical application of the planning process, hazard analysis, exercises, emergency legislation and volunteers. Time is also devoted to radio communications, earthquake planning, and provincial and federal emergency management.

Course length: 5 days

(Note: A two-day Introduction to the Planning Process is also offered to meet local emergency preparedness needs. Content is tailored to the time available.)

EMERGENCY OPERATIONS CENTRE

A key element in many major emergencies is the emergency operations centre. This course focusses on the uses, physical design, standard operating procedures and effective management of an emergency operations centre. This course is designed for heads of departments and agencies who are required by their emergency plans to manage their operations from an emergency operations centre, and those required to manage an emergency operations centre.

Course length: 2 days

GROUND SEARCH TEAM LEADERS COURSE

The ground search team leader, under the direction of a search manager, implements the various operational requirements and tasks required by ground search teams. This includes supervision regarding team preparedness, briefings and debriefings, team logistics, search operations, search manager liaison, legal concerns, handling of patients, communications, helicopter evacuations and team navigation. The course standardizes the techniques used by the ground search team leader in accordance with provincial search and rescue policy and procedures. The course is intended for search and rescue personnel presently functioning at the ground search team leader level within Provincial Emergency Program search and rescue groups.

Course length: 2 days

SEARCH MANAGEMENT COURSE

This course is designed for experienced, designated senior members of established search and rescue groups. It provides participants with skills and knowledge in the principles and procedures of search management. Upon successful completion of the course, the graduate may be called upon to act in the capacity of a search manager by the RCMP or local police authority.

Course length: 5 days

(Note: To assist volunteers, the Academy also offers a search management course held over two weekends and including 10 hours of homework.)

CLIFF RESCUE TEAM LEADERS COURSE

This course is available to members of approved Provincial Emergency Program search and rescue groups and is intended to qualify senior PEP rescue personnel in provincially recognized cliff rescue procedures as a team leader. Content includes: knots, belays, raises, lowers, ascending and descending techniques, patient care, PEP standards, rescue legalities, and roles and responsibilities of rescue team leadership.

Course length: 3 days

EMERGENCY SOCIAL SERVICES DIRECTOR

This course is provided to volunteer emergency social services directors, their alternates and deputies who are responsible for the co-ordination and development of emergency response for communities in respect to reception centre management and emergency social services. These include: accommodation, feeding, clothing, personal services and, in conjunction with the Red Cross, registration and inquiry. The course covers the duties and responsibilities related to providing each of these services and their operation during an emergency. The content includes the structure of emergency preparedness in Canada and British Columbia, the planning and exercise process, functional aspects of conducting formal meetings, and how to organize and maintain a volunteer program.

Course length: 4 days

RECEPTION CENTRE MANAGEMENT

This course is designed to meet the needs of emergency volunteers appointed as reception centre managers and emergency social service directors, and their alternates. It provides a detailed knowledge of the make up and operation of a reception centre during an emergency.

Course length: 2 days

REGISTRATION AND INQUIRY

This course is designed to meet the needs of emergency volunteers required to set up and manage registration and inquiry services at a reception centre during an emergency. This course will normally be conducted by a member of the Red Cross.

Course length: 4 hours

PERSONAL SERVICES

This course is designed to meet the needs of emergency volunteers required to provide personal services within a reception centre during an emergency.

Course length: 4 hours

CLOTHING IN EMERGENCIES

This course is designed to meet the needs of emergency volunteers required to set up and manage the provision of clothing during an emergency.

Course length: 4 hours.

FEEDING IN EMERGENCIES

This course is designed to meet the needs of emergency volunteers who are required to manage feeding at a reception centre during an emergency.

Course length: 4 hours

EMERGENCY LODGING

This course is designed to meet the needs of emergency volunteers who are required to manage accommodations during an emergency.

Course length: 4 hours

Specialized Training

This training is offered on a tuition basis to persons who are interested in specialized or advanced training in search and rescue or emergency management in B.C. For further information on these courses, contact the PEP Academy at 222-7275.

SEARCH MANAGEMENT

The aim of the Search Management course is to provide skills and knowledge in the principles and procedures of search management. This course is intended for police personnel, parks personnel, outdoor recreation students, mountain guides, wilderness skills instructors and other individuals interested in search management from a personal or professional perspective. The course is based on the newly-reviewed (1991) text *Search Management in B.C.* (Note: This course is not intended for PEP registered volunteers.)

Course length: 5 days

EMERGENCY SITE OPERATIONS

A major component of managing an emergency operation is site operations. Action on the site must be managed so that life is preserved, property damage minimized, and the incident controlled. This course is of interest to those who must manage a response at an emergency site. Topics covered include on-scene direction and control, sequence of events, site layout and organization, evacuation, safety, potential problem areas, Incident Command System and relationship to emergency operations centres.

Course length: 3 days

MANAGING EMERGENCY OPERATIONS

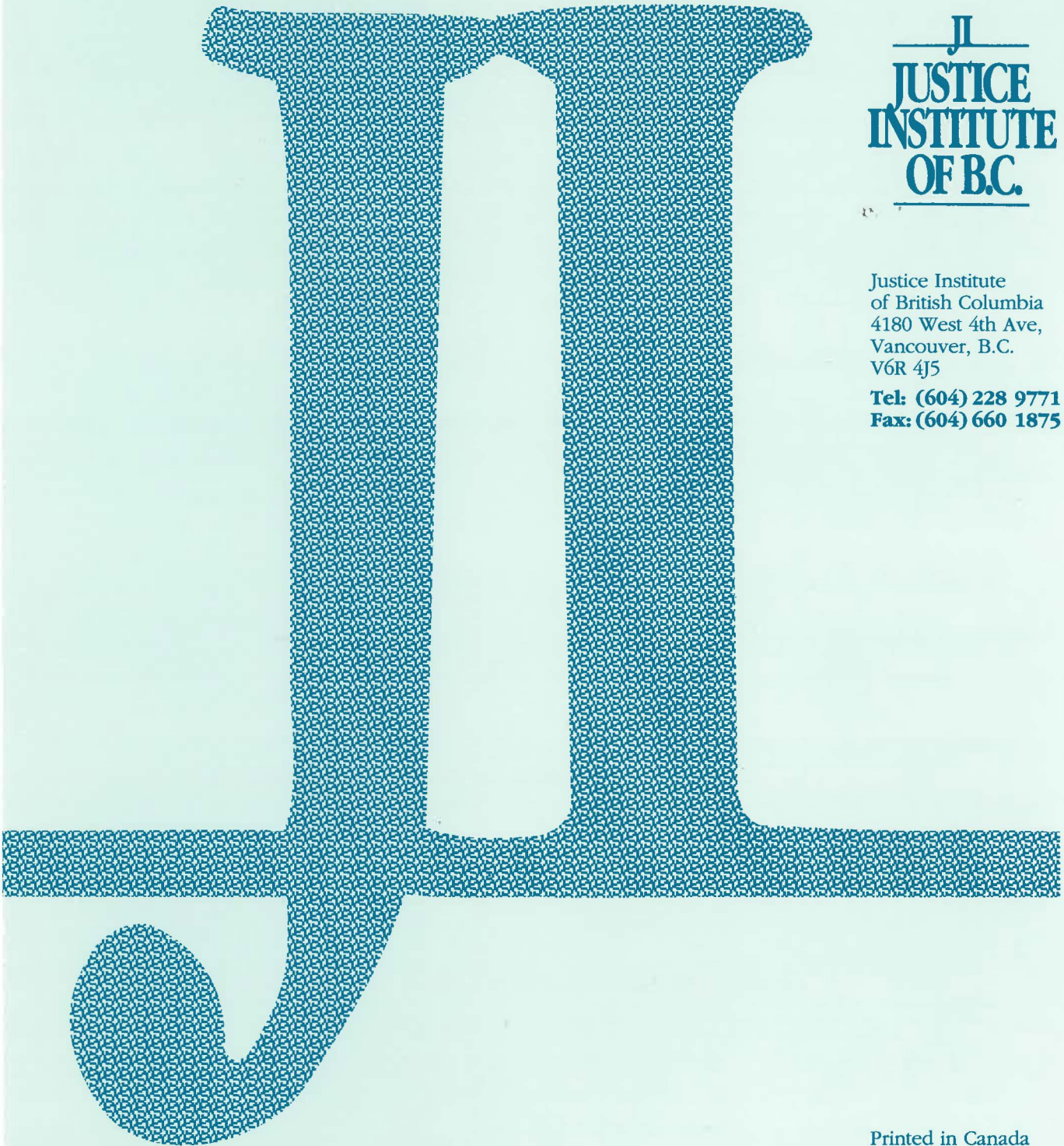
Large scale emergency operations require special management techniques and knowledge. The Managing Emergency Operations course is open to managers who are responsible for effective co-ordinated actions in an emergency and persons who lead groups and agencies which support emergency operations. Course participants improve their leadership, problem solving, decision-making, communication and team building skills. As well, participants will be able to apply effective management techniques to solve developing emergency incidents quickly. The course covers site layout, emergency operations centres, standard operating procedure, logistics, administration, safety and inter-agency co-ordination. In addition, it reviews emergency plans to determine authority to act, and looks at contingencies, hazards and risks, and political roles and their effectiveness as the foundation to emergency operations.

Course length: 5 days

INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is a set of personnel, policies, procedures, facilities and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and complexities. It is a proven effective management system developed around specific design criteria and modern management concepts. This workshop examines the origin and design criteria of ICS, its concepts and characteristics, its application and use in emergency planning and response, and the development of an incident command system for specific agencies or jurisdictions. The session is of interest to emergency planners and heads of departments or agencies in the public and private sector who are responsible for emergency response or integration of emergency response with other agencies.

Course length: 2 days



JL
**JUSTICE
INSTITUTE
OF B.C.**

Justice Institute
of British Columbia
4180 West 4th Ave,
Vancouver, B.C.
V6R 4J5

Tel: (604) 228 9771
Fax: (604) 660 1875