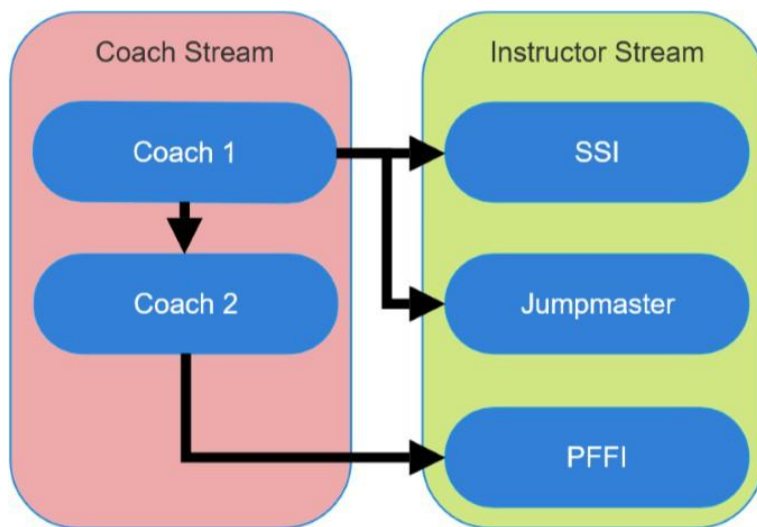


Initial Training

Initially, candidates must attend the CSPA Learning Facilitator Seminar. It is highly recommended that prior to the seminar they should have assisted with or at least audited a complete Coach 1 course. The seminar takes three days, is under the direction of an MCD. Travel and hotel costs are partially subsidized by CSPA. It includes an introduction to the CSPA system, an analysis of the role of the learning facilitator, and a simulated delivery of the Coach 1 Course. The candidates will be expected to demonstrate a high level of facilitation coaching and teaching skills.

On successful completion of the seminar, the candidate is designated as a Learning Facilitator in Training. The Facilitator in Training proceeds to Coach 1 certification by a process that includes the supervised delivery of one or more courses, and a challenge for upgrading. A graduate of the seminar must assist within a reasonable time. The length of time is at the discretion of the Director of Courses. Candidates with recent experience assisting and who perform exceptionally well in the seminar may receive a recommendation to go directly to evaluation. The process is shown schematically below.



The LF rating system is depicted as follows:

Initial Level Progression

The Initial rating in the Coach stream is Coach 1. The initial rating in the instructor stream is electable. In respecting the important distinction between coaching and instructing, and the distinction of higher evaluation standards of instructors, the LF rating system is divided between coaching and instructing. The progression system is aimed at providing a robust foundation in each stream to build on for subsequent ratings.

Development Phase

The development phase at the initial level consists of the LF in training delivering approximately 50% of the course material. To proceed to the evaluation phase, the LF in training must receive a recommendation from the supervising LF. This is to be recorded on the Course Assistant Form and submitted with the Course Package to the office. While preferred to have a single LF candidate assisting on as much of the course as possible, two candidates may be permitted at the discretion of the supervising LF on approval from the Director of Courses. All LFs in training should be present during all phases of training, including administration and paperwork.

Preparation for a successful evaluation phase typically requires participation in two to four Coach 1 courses prior to proceeding to Coach 1 evaluation, including courses prior to the Seminar.

Evaluation Phase

The evaluation at the initial level consists of delivering approximately 50% of the course material, to include all areas not taught in the development phase. The candidate(s) must be the main facilitator in the course and must demonstrate a sound facilitation ability, technical knowledge and administrative capabilities throughout. The evaluation is to be conducted by an MCD holding the related rating, or an experienced LF designated by and under the direction of an MCD. At the discretion of the Director of Courses, two candidates may seek evaluation on the same course.

Progressing to Higher Levels:

Prerequisites

An LF may assist/ co-facilitate courses before being certified in a previous level, however, must be certified in the previous level before receiving certification at a higher level. Additionally, for certification as a PFFI LF, the LF must be certified as a C2 LF.

Development Phase

On subsequent ratings, however LF candidates are expected to familiarize themselves with all the course content by completing one of the following:

- Co-facilitate on course(s)
- Attend a seminar, if available, covering the material
- Work directly with an MCD, or experienced LF to preview the content

When the candidate feels ready, they may request evaluation to the Director of Courses for the subsequent LF rating being sought, on recommendation of the supervising LF/ MCD

Evaluation

The evaluation will require the candidate to deliver approximately 50% of the course material, be present and participate during the entire course must evaluate all the candidates at least once. In addition, the LF candidate must have completed a minimum of 8-10 evaluations (including development phase evaluations), with at least six different candidates in the rating being sought. The evaluations should be recent and preferably within the previous two years. Evaluations courses beyond initial level courses are evaluated by an MCD holding the related rating or an experienced LF designated by the MCD. If the evaluation is successful, the MCD or designate will send an evaluation sheet to the Director of Courses. The Director will review the Learning Facilitator's status and inform the candidate that they may deliver the challenged program and is formally designated as certified. The information is then forwarded to the National Office and the Rating Processor.

The CWC highly recommends that the new Learning Facilitator sets a limit of 4 candidates for the evaluation and for the initial "solo" course.

Administration

Unsatisfactory Performance

If the challenge performance is deemed unsatisfactory, the Facilitator in Training may continue to assist with, where possible, a different current Learning Facilitator. After further experience and upon recommendation, a second challenge may be made. If on the second challenge, the Facilitator's performance is still deemed unsuitable, the candidate will no longer be considered for advancement for that rating.

Logistical Costs

CSPA, when possible, will cover the airfare and/or travelling expenses of the Master Coach Developer/supervising designate. The challenging facilitator (through course fees) is responsible for the accommodation, food and honorarium of the Master Coach Developer/supervising designate.