



Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

REPORT RAPPORT

Technical Services and Contracts

Training Program for
Indian Bands and Field Staff
Master Plan

EA-HQ-82-89

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FOREWORD

This document is the master plan for the Technical Services and Contracts training program for Indian Bands and field staff. It is divided into four parts.

The first three parts describe training activities that are being initiated by the Technical Services and Contracts (TS&C) Branch in headquarters (HQ). The fourth part of the document deals with training initiatives for bands and field staff that are underway in the regions.

The training courses described here have been separated into subject areas with specific objectives. A précis is provided on each course and identifies the course content, format, duration and intended audience. The status of the courses is also indicated.

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1.0 HQ TRAINING COURSE LISTING AND STATUS

1.1 BAND TRAINING

1.1.1 CONTRACT TRAINING

The objective of contract training is to provide bands with the knowledge of sound contracting practices and procedures to enable them to manage their own construction, consulting and service contracts.

| | <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|----------------------------------|---------------|---|----------------------------|
| 1) <u>Construction Contracts</u> | C 101 | Construction Contract Administration (Part 1) | Draft available |
| | C 103 | Construction Contract Administration (Part 2) | Under development |
| 2) <u>Service Contracts</u> | C 201 | Contracting for Consulting Services | Under development |
| | C 203 | Contracting for Non-Professional Services | Scheduled 83/84 |
| 3) <u>Other</u> | C 301 | Contract Claims and Dispute | Scheduled for future years |

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

PROJECT MANAGEMENT

The objective of project management training is to assist bands in acquiring and development skills necessary to manage capital projects.

| <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|---------------|--------------------------------------|--------------------|
| PM 101 | Management of Day Labour Projects | Under development |
| PM 103 | Overview of Project Management | Scheduled 83/84 |

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

BUILDINGS

The objective of buildings training is to transfer technology to bands so that they can manage the construction, operation and maintenance of buildings on reserves.

| | <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|--|---------------|--|----------------------------|
| 1) <u>Building Design</u> | B 101 | - | - |
| 2) <u>Building Construction</u> | B 201 | Residential Codes | Under development |
| | B 203 | Site Investigation for Housing | Scheduled for future years |
| | B 205 | Making Quality Concrete | Scheduled for future years |
| | B 207 | Blueprint Reading | Scheduled for future years |
| | B 209 | Housing Construction Foundations | Scheduled for future years |
| | B 211 | Housing Construction Wood Framing | Scheduled for future years |
| | B 213 | Housing Construction Carpentry | Scheduled for future years |
| | B 215 | Housing Construction Plumbing, Heating, Electrical | Scheduled for future years |
| 3) <u>Building Operation and Maintenance</u> | B 301 | House Repairs and Maintenance Painting | Draft available |

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES

The objective of municipal services training is to transfer technology to bands so that they can manage the operation and maintenance of sewage, water, solid waste and other public facilities on reserves.

| | <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|----------------------|---------------|--|----------------------------|
| 1) <u>General</u> | MS 101 | Organizing a Band Works Section | Available English/French |
| 2) <u>Water</u> | MS 201 | Water Systems in Small Communities | Under development |
| | MS 203 | Maintenance for Water Distribution Systems | Under development |
| | MS 205 | Operation and Maintenance of Wells | Scheduled for future years |
| | MS 207 | Chlorination Training for Band Utility operators | Draft available |
| 3) <u>Wastewater</u> | MS 301 | Waste Stabilization Ponds on Reserves | Draft available |
| | MS 303 | Septic Tank Systems | Draft available |
| | MS 305 | Wastewater Orientation | Under development |
| | MS 307 | Rotating Biological Contractor Operation and Maintenance | Scheduled 83/84 |
| | MS 309 | Operation and Maintenance of Wastewater Collection Systems | Scheduled for future years |

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

SITE PLANNING

The objective of site planning training is to provide bands with the technical knowledge and skills to make community improvements using locally available resources.

| <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|---------------|--|-------------------------------|
| SP 101 | Community Development Improvements | Scheduled for future years |
| SP 103 | Do-it-yourself Playground Construction | Scheduled for future years |
| SP 105 | Planning for Community/ School Recreation Needs | Scheduled for future years |

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

ENERGY CONSERVATION

The objective of energy conservation training is to increase band's awareness of the benefits of conserving energy and to provide them with technical skills to make their buildings energy efficient.

| <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|---------------|---|-----------------------------|
| EC 101 | Re-insulating Existing Buildings | Available English/French |
| EC 103 | Energy Conservation Practices for School Custodians and Maintenance Staff | Draft available |

NOTE: Comprehensive strategy for energy conservation will be developed in 1983/84.

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

MAINTENANCE MANAGEMENT

The objective of maintenance management training is to familiarize bands with the Maintenance Management System in support of its national implementation. The courses demonstrate the system's benefits and how it operates.

| <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|---------------|--|-------------------|
| MM 101 | Maintenance Management - Module I - Introduction | Draft available |
| MM 103 | Maintenance Management - Module II - How the System Works | Under development |
| MM 105 | Maintenance Management - Module III - Inventory Procedures and Activity Definitions | Scheduled 83/84 |
| MM 107 | Maintenance Management - Module IV - Developing Task Statements | Scheduled 83/84 |
| MM 109 | Maintenance Management - Module V - Developing Work Programs | Scheduled 83/84 |
| MM 111 | Maintenance Management - Module VI - Paper Flow/ Reporting | Under development |

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

TRANSPORTATION

The objective of transportation training is to transfer technology to bands to enable them to plan, design, construct and maintain roads on reserves.

NOTE: Comprehensive training strategy is under development.

1.1 BAND TRAINING

1.1.3 FIRE AND SAFETY TRAINING

FIRE

The objectives of fire training is to reduce the loss of life and property due to fire by creating an awareness of fire hazards at the reserve level and by providing bands with knowledge and skills in the areas of fire prevention/protection and fire fighting.

| <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|--------------------------|---|---------------------|
| <u>1. BAND EDUCATION</u> | | |
| FS 101 | Basic-Volunteer Fire Department Member Training | Scheduled for 84-85 |
| FS 103 | Upgrading-Volunteer Fire Department Member Training | Scheduled for 85-86 |
| FS 105 | Refresher - Volunteer Fire Department Member Training | Scheduled for 86-87 |
| FS 107 | Basic Fire Safety for School Administration and Maintenance Staff | Scheduled for 84-85 |
| FS 109 | Fire Safety Education for Band Administration (Chief & Council) | Scheduled for 85-86 |
| | 2 topics | |
| | a) Benefits of National Codes | |
| | b) Services available from National Fire and Safety Associations | |
| | 3 topics | Scheduled for 86-87 |
| | c) What to do in case of fire in your place of work | |
| | d) What to do in case of fire in your duplex or apartment | |
| | e) What to do in case of a school bus fire. | |
| FS 109 111 | Mutual Aid | Scheduled for 84-85 |

| <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|---------------|---|--|
| FS 209 | Play it Safe - instructional colouring book - Second instructional colouring book | Under development Scheduled for 87-88 |
| FS 211 | Fire Safety Work Book - instructional work book with problems to solve | Under development |
| FS 213 | Fire Safety Story Book - instructional booklet for children (30 pages) | Scheduled for 86-87 |
| FS 215 | Calendar - One Fire Safety theme for each month | Scheduled for 87-88 |
| FS 217 | Bumper Stickers - with applicable slogans | Scheduled for 86-87 |
| FS 219 | "Learn Not to Burn" Curriculum - produce French version | Scheduled for 83-84 |
| FS 221 | Fire Safety Theme Posters 10"x13" or 11"x14" | Scheduled for 84-85 |
| FS 223 | Decals and Buttons | Scheduled for 85-86 |
| FS 225 | School Book Covers with Fire Safety Themes | Scheduled for 86-87 |
| FS 227 | Hand Puppets of the Fire Fighter for Safety characters | Scheduled for 87-88 |

1.1 BAND TRAINING

1.1.3 FIRE AND SAFETY TRAINING

CONSTRUCTION SAFETY

The objective of this training is to provide bands with knowledge and skills in construction safety.

NOTE: A comprehensive strategy on construction safety is under development.

1.1 FIELD STAFF TRAINING

1.2.1 CONTRACT TRAINING

The objective of contract training is to familiarize departmental staff with the policies, procedures, principles and practices of the contracting process.

| | <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|----------------------------------|---------------|---|----------------------------|
| 1) <u>Construction Contracts</u> | C 102 | Construction Contract Administration (Part 1) | Draft available |
| | C 104 | Construction Contract Administration (Part 2) | Draft available |
| 2) <u>Service Contracts</u> | C 202 | Service Contract Administration | Available English/French |
| | C 204 | Contracting for Consulting Services | Under development |
| | C 206 | Contracting for Non-Professional Services | Scheduled 83/84 |
| 3) <u>Other</u> | C 302 | Contract Claims and Disputes | Scheduled for future years |
| | C 304 | Negotiation Skills | Available English/French |

1.2 FIELD STAFF TRAINING

1.2.2 TECHNICAL TRAINING

PROJECT MANAGEMENT

The objective of project management training for field staff is to upgrade the skills necessary to successfully manage the Department's Capital projects.

| <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|---------------|--|-----------------------------|
| PM 102 | Cost Estimating | Draft available |
| PM 104 | Project Management Workshop | Available English/French |
| PM 106 | Technical Management | Available English/French |
| PM 108 | Functional Review and Capital Project Evaluation | Scheduled 83/84 |
| PM 110 | Project Managers' Guide to the Use of Consultants | Scheduled 83/84 |

NOTE: A comprehensive strategy for project management training is under development.

1.2 FIELD STAFF TRAINING

1.2.2 TECHNICAL TRAINING

BUILDINGS

The objective of this training for field staff is to improve their knowledge of departmental standards and systems relating to buildings.

| | <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|---|---------------|---|-----------------------------|
| 1) Building <u>Design</u> | B 102 | Guideline Building Design Program/ Schools | Scheduled 83/84 |
| 2) Building <u>Construction</u> | B 202 | Use of the Government Master Specification System | Available English/French |
| 3) Building Operation and <u>Maintenance</u> | B 302 | - | - |

NOTE: Comprehensive strategy for buildings training is under development.

1.2 FIELD STAFF TRAINING

1.2.2 TECHNICAL TRAINING

MUNICIPAL SERVICES

The objective of municipal services training for field staff is to upgrade the skills necessary to manage the design, operation and maintenance of sewage, water and solid waste facilities.

| | <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|-----------------------|---------------|---|--------------------------|
| 1) <u>General</u> | MS 102 | - | - |
| 2) <u>Water</u> | MS 202 | - | - |
| 3) <u>Wastewater</u> | MS 302 | Water Pollution Control Federation (WPCF) Wastewater Treatment Basic Course | Available English/French |
| | MS 304 | WPCF Wastewater Treatment Intermediate Course | Available English/French |
| | MS 306 | WPCF Skills Training Packages - Activated Sludge - Extended Aeration - Gas Chlorination - Aerobic Digestion - Process Control - Waste Stabilization Ponds | Draft available |
| 4) <u>Solid Waste</u> | MS 402 | - | - |
| 5) <u>Electrical</u> | MS 502 | - | - |
| 6) <u>Other</u> | MS 602 | Environmental Impact Assessment | Scheduled 83/84 |

1.2 FIELD STAFF TRAINING

1.2.2 TECHNICAL TRAINING

ENERGY CONSERVATION

The objectives of energy conservation training for field staff is to increase the awareness of appropriate measures that must be taken to minimize consumption of all forms of energy and to foster the use of renewable energy.

| <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|---------------|--|-----------------|
| FS/EC 102 | Energy Conservation Practices for School Custodians/Maintenance Staff | Draft available |

NOTE: Comprehensive strategy for energy conservation training will be developed in 1983/84.

1.2 FIELD STAFF TRAINING

1.2.2 TECHNICAL TRAINING

TRANSPORTATION

The objective of transportation training is to upgrade the knowledge of field staff so that they can provide advice to bands in planning, constructing, operating and maintaining roads on reserves.

NOTE: A comprehensive strategy for transportation training will be developed 83/84.

1.2 FIELD STAFF TRAINING

1.2.3 FIRE AND SAFETY TRAINING

FIRE

The objective of fire training for field staff is to improve their knowledge on topics and subjects related to the fire/safety fields in support of national implementation of a National Fire and Safety Program.

| <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|---------------|---------------------------------------|---------------------|
| 1. | <u>REGIONAL FIRE AND SAFETY STAFF</u> | |
| FS 102 | Fire Statistics Package | Scheduled for 83-84 |
| FS 104 | Fire Inspectors Course | Scheduled for 84-85 |
| FS 106 | Fire Safety in the Workplace* | Scheduled for 86-87 |

2. REGIONAL ENGINEERING AND ARCHITECTURE STAFF

* Applicable also to E&A staff (selected).

1.2 FIELD STAFF TRAINING

1.2.3 FIRE AND SAFETY TRAINING

SAFETY

The objective of safety training for field staff is to provide basic skills and upgrade their safety knowledge as it applies to construction, operation and maintenance projects on Indian reserves.

| <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|--|--|---------------------|
| 1. | <u>REGIONAL FIRE AND SAFETY STAFF</u> | |
| CS 102 | Construction Safety* | Scheduled for 84-85 |
| 2. | <u>REGIONAL ENGINEERING AND ARCHITECTURE STAFF</u> | |
| * Applicable also to E&A staff (selected). | | |

1.2 FIELD STAFF TRAINING

1.2.4 OTHER TRAINING

TRAINING FOR TRAINERS

The objective of training for trainers is to equip both headquarters and field staff with the skills to develop and deliver training courses to departmental staff and bands.

| <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|---------------|-----------------------|-----------------|
| TT 102 | Training for Trainers | Scheduled 83/84 |

1.2 FIELD STAFF TRAINING

1.2.4 OTHER TRAINING

Technical Publications Information

The objective of this training is to familiarize field staff with the range of the technical publication system and its services.

| <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|---------------|---|-----------------|
| OT 102 | Technical Publications Information Package | Scheduled 83/84 |
| OT 104 | Capital Assets Inventory System - Information Package | Scheduled 83/84 |

2.0 TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.1 CONTRACT TRAINING

1. CONSTRUCTION CONTRACTS

C 101 Construction Contract Draft available
 Administration (Part 1)

A basic course that explains what a contract is, what kinds there are, the fundamental principles of contracting in general and the specifics of construction contracts from tender to award.

- format: lecture and discussion,
 audio/visual presentation
- duration: 2 days
- intended
 audience: Junior staff and managers
 who may be directly
 involved in the process.

C 103 Construction Contract Under development
 Administration (Part 2)

A course that covers the administrative considerations and procedures necessary for managing construction contracts to meet the objectives of best value in terms of time, cost and performance.

- format: lecture and discussion,
 audio-visual presentation.
- duration: 2 days
- intended
 audience: Construction coordinators,
 supervisors and staff
 involved with the
 management of construction
 contracts.

2.1 BAND TRAINING

2.1.1 CONTRACT TRAINING (CONTINUED)

2. SERVICE CONTRACTS

C 201 Contracting for Consultant Services Under development

A course describing the process of retaining consultants and professionals under contract using a competitive mechanism to ensure best value.

- format: lecture and discussion,
 slide/tape presentation
- duration: 2 days
- intended audience: Junior level contract
 administrators and
 responsibility centre
 managers acquiring
 services by contract.

C 203 Contracting for Non-Professional Services Scheduled 83/84

A course designed to instruct band members on the preparation and administration of non-professional service contracts.

- format: lecture and discussion,
 slide/tape presentation
- duration: 2 days

3. OTHER

C 301 Contract Claims and Disputes Scheduled for
 future years

A course to familiarize band staff members with techniques to prevent or negotiate contract claims and disputes.

- format: lecture, case studies,
 role play, slide/tape
 presentation
- duration: 2 days

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

PROJECT MANAGEMENT

PM 101 Management of Day Labour Projects Under development

A course on the principles of project management as applied specifically to day labour projects.

- format: instructor and student manuals
- duration: 4 days
- intended audience: Band Managers

PM 103 Overview of Project Management Scheduled 83/84

A course to explain the general principles of project management and to define the roles and responsibilities of the individuals involved. The course will also deal with procedures required by the various project phases. Also covered in general are project planning and scheduling, cost estimating and physical and financial project control.

- format: instructor and participants' manuals and slide/tape presentations
- duration: 3 days

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

BUILDINGS

1. BUILDING DESIGN

B 101 Nil

2. BUILDING CONSTRUCTION

B 201 Residential Codes

Under development

A course which familiarizes bands with the National Building Code, Central Mortgage and Housing Corporation's Residential Standards and the Ontario Indian Housing Council Code; their applicability to on-reserve housing and the relation and importance of inspection in applying the code.

- format: lecture, question/answer period, discussion, slide/tape presentation and hand-out for participants.

- duration: 1/2 day

- intended audience: Band Council members, E&A staff

B 203 Site Investigation for Housing

Scheduled for future years

A basic course that highlights the various factors influencing the selection of a housing site to ensure structural integrity and satisfactory operation. Both soil surveys and infrastructure surveys are covered.

- format: slide/tape presentation and discussion

- duration: 1/2 day

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

BUILDINGS

- | | | |
|-------|---|-------------------------------|
| B 205 | <u>Making Quality Concrete</u> | Scheduled for future years |
| | <p>A basic course that explains the procedures involved in making concrete on the site. The course is designed to raise the participants' awareness of the factors affecting concrete quality. Some of the subjects covered are: selection of materials; mixing; quality control; and curing and protection.</p> <ul style="list-style-type: none">- format: slide/tape presentation and discussion- duration: 1/2 day- intended audience: | |
| B 207 | <u>Blueprint Reading</u> | Scheduled for future years |
| | <p>A course to instruct participants in the reading of typical blueprints for houses. The course explains how drawings are made and the dimensions, standard symbols and abbreviations used.</p> <ul style="list-style-type: none">- format: slide/tape presentation discussion and handout- duration: 1/2 day- intended audience: | |
| B 209 | <u>Housing Construction</u> <u>- Foundations</u> | Scheduled for future years |
| | <p>Course descriptions not yet available.</p> | |
| B 211 | <u>Housing Construction</u> <u>- Wood Framing</u> | Scheduled for future years |
| | <p>Course description not yet available.</p> | |

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

BUILDINGS (CONTINUED)

| | | |
|-------|--|-------------------------------|
| B 213 | Housing Construction <u>- Carpentry</u> | Scheduled for future years |
|-------|--|-------------------------------|

Course description not yet available.

| | | |
|-------|--|-------------------------------|
| B 215 | Housing Construction <u>- Plumbing, Heating, Electrical</u> | Scheduled for future years |
|-------|--|-------------------------------|

Course description not yet available.

3. BUILDING OPERATION AND MAINTENANCE

House Repairs and Maintenance

| | | |
|-------|-------------------------------------|-------------------------------|
| B 301 | Segment A - Painting | Draft available |
| B 303 | Segment B - Plumbing | " " |
| B 305 | Segment C - Electrical Repairs | " " |
| B 307 | Segment D - Heating | " " |
| B 309 | Segment E - Door and Window Repairs | Under development |
| B 311 | Segment F - Walls and Ceilings | " " |
| B 313 | Segment G - Flooring | " " |
| B 315 | Segment H - Roofs | " " |
| B 317 | Segment J - Cargets | Scheduled for future years |

- A practical course outlining general maintenance and repairs that can be done by home residents.

- format: each segment composes a slide/tape presentation, an instructor's handbook and participants' manuals

- duration: each segment lasts approximately 1/2 hour

- intended audience: occupants of houses on Indian reserves.

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

BUILDINGS (CONTINUED)

B 319 Home Plumbing Under development

A practical course on the basic principles of home plumbing installation and operation.

- format: lecture, slide/tape presentation, question and answer period, instructor's handbook and hand-out for participants
- duration: 1/2 day
- intended audience: The course is intended for Indian and Inuit people who will range from those who have no background to those who are installing, maintaining and operating plumbing systems

B 321 School and Community Building Maintenance Scheduled for future years

Description not yet available.

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES

1. GENERAL

| | | |
|--------|--|-----------------------------|
| MS 101 | <u>Organizing a Band Works Section</u> | Available English/French |
|--------|--|-----------------------------|

A fundamental course on the procedures required to set up an efficient and effective band works section, including work planning, budgeting and operational procedures.

- format: a slide-tape presentation, and instructor's handbook and participants' workbooks
- duration: 1 day
- intended audience: Band Chiefs, Councillors, Managers and potential supervisors of works departments on Indian Reserves

2. WATER

| | | |
|--------|---|-------------------|
| MS 201 | <u>Water Systems in Small Communities</u> | Under development |
|--------|---|-------------------|

An orientation course to familiarize band chiefs, councillors, and other interested parties with the various aspects of collecting, distributing and treating water. The subjects are covered in a general non-technical manner.

- format: slide/tape presentation and handouts for participants
- duration: 1/2 day
- intended audience: Chiefs, councillors, possibly technologists and planners seeking to become familiar with the various aspects of water supply

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

- | | | |
|--------|--|-------------------------------|
| MS 203 | <u>Maintenance of Water Distribution Systems</u> A course to familiarize band maintenance staff with routine and emergency maintenance that is required for a water distribution system. - format: slide/tape presentation and hand-outs for participants - duration: 1 day - intended audience: Band maintenance staff | Under development |
| MS 205 | <u>Operation and Maintenance of Wells</u> A course designed to provide technical guidance to individuals who are responsible for the operation and maintenance of wells. Basic information on testing for locating wells. - format: slide/tape presentation, lecture hand-out, discussion - duration: 1/2 day - intended audience: | Scheduled for future years |
| MS 207 | <u>Chlorination Training for Band Utility Operators</u> A practical course covering the operation and maintenance of hypochlorination equipment and emphasizing the necessity of disinfection as a means of disease prevention. - format: lecture, audio-visual presentation, discussion and tests | Draft available |

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

- duration: 1/2 day
- intended audience: Native maintenance workers, DIAND construction supervisors

3. WASTEWATER

MS 301 Waste Stabilization Ponds on Reserves Draft available

A concise course explaining how to treat wastewater through the effective design, operation and maintenance of waste stabilization ponds

- format: lecture, audio-visual material, participants' workbooks and tests
- duration: 1/2 day
- intended audience: Native maintenance workers and DIAND construction supervisors

MS 303 Septic Tank Systems Draft available

A basic how-to training package covering the installation, operation and maintenance of septic tank systems.

- format: slide/tape presentation and how-to manual for participants
- duration: 1/2 day
- intended audience: Engineers, technologists and planners involved in municipal projects

This course was developed with the Chiefs of Ontario, and the Objibway - Cree Cultural Centre, Timmins, Ontario.

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

3. WASTEWATER (continued)

MS 305 Wastewater Orientation Under development

A course to familiarize band chiefs and councillors with the elements involved in wastewater collection and various methods of disposal. The slide/tape presentation is intended to provide an appreciation of the subject rather than a state of the art.

- format: slide/tape presentation,
 discussion
- duration: 1/2 day
- intended
 audience: Engineers, technologists
 and planners involved in
 municipal wastewater
 projects

MS 307 Rotating Biological Contacter Scheduled 83/84
 Operation and Maintenance

A course designated to familiarize band maintenance staff with routine and emergency maintenance required on rotating biological contactors and the procedures to carry it out.

- format: slide/tape presentation
 and participants' hand-outs
- duration: 1/2 day
- intended
 audience: Band and possibly district
 maintenance staff

MS 309 Operation and Maintenance of Scheduled for
 Wastewater Collection Systems future years

NOTE: Course descriptions not yet available.

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

| | | |
|--------|--|------------------------|
| MS 311 | <u>Operation and Maintenance of Extended Aeration Plants</u> | Scheduled for 83/84 |
|--------|--|------------------------|

A course designed to familiarize band maintenance staff with routine and emergency maintenance required on extended aeration plants and the procedures involved.

- format: slide/tape presentation,
discussion
- duration: 1/2 day
- intended audience:

4. SOLID WASTE

| | | |
|--------|--------------------------------|-------------------|
| MS 401 | <u>Solid Waste Orientation</u> | Under development |
|--------|--------------------------------|-------------------|

This is a slide/tape presentation that illustrates safe and effective ways of collecting and disposing of solid waste on reserves.

- format: slide/tape presentation
and discussion
- duration: 1/2 days
- intended audience: Engineers, technologists
and planners engaged in
municipal solid waste
projects

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

5. ELECTRICAL

| | | |
|--------|--|-------------------------------|
| MS 501 | <u>Operation and Maintenance of Diesel Power Generating Facilities</u> | Scheduled for future years |
|--------|--|-------------------------------|

A course designed for band and departmental staff who have responsibility for the operation and maintenance of diesel power generating facilities. The course emphasizes safety considerations in the generation of power.

- format: slide/tape presentation
and discussion
- duration: slide/tape presentation
- intended audience:

6. OTHER

| | | |
|--------|--------------------------|-------------------------------|
| MS 601 | <u>Pumps and Pumping</u> | Scheduled for future years |
|--------|--------------------------|-------------------------------|

A course designed to familiarize maintenance supervisors and wastewater treatment plant operations with the basic functions of pumps and pumping. Subjects covered are: the main parts of a centrifugal pump; different types of impellers; the two main kinds of seals used to prevent leakage; and the principles involved in a positive displacement pump.

- format: slide/tape presentation
and discussion
- duration: 1/2 day
- intended
audience: Maintenance supervisors
and wastewater treatment
plant operators

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

SITE PLANNING

| | | |
|--------|---|----------------------------|
| SP 101 | <u>Community Development Improvements</u> | Scheduled for future years |
| | NOTE: Course descriptions not yet available. | |
| SP 103 | <u>Do-it-yourself Playground Construction</u> | Scheduled for future years |
| | NOTE: Course descriptions not yet available. | |
| SP 105 | <u>Planning for Community/School Recreational Needs</u> | Scheduled for future years |
| | NOTE: Course descriptions not yet available. | |

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

ENERGY CONSERVATION

- | | | |
|--------|---|-----------------------------|
| EC 101 | <u>Re-insulating Existing Buildings</u> A course dealing with insulation techniques, materials and their relative cost-benefit and how to avoid potential problems. - format: slide/tape presentation, film, and instructor's handbook and participants' workbooks and insulation samples - duration: 1 day - intended audience: Band chiefs, councillors, band managers and construction supervisors and homeowners | Available English/French |
| EC 103 | <u>Energy Conservation Practices for School Custodians/Maintenance Staff</u> A practical course illustrating the importance of energy efficient operation and maintenance of educational buildings and overall energy use and conservation. - format: slide/tape presentation, lecture, and question/answer period, instructor and student manuals - duration: 1/2 day - intended audience: Native and non-native school custodians and maintenance staff | Draft available |

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MAINTENANCE MANAGEMENT

- MM 101 Maintenance Management - Module I - Introduction Draft available
- A slide/tape presentation illustrating the benefits of the maintenance management system.
- duration: 20 minutes
 - intended audience: Band managers, maintenance coordinators and new departmental technical staff
- MM 103 Maintenance Management - Module II - How the System Works Under development
- A slide/tape presentation demonstrating how the maintenance management system works.
- duration: 10 minutes
 - intended audience: Band managers, maintenance coordinators and new departmental technical staff
- MM 105 Maintenance Management - Module III - Inventory Procedures and Activity Definitions Scheduled 83/84
- A slide/tape presentation that briefs band managers and maintenance coordinators on inventory procedures and activity definitions.
- duration: 20 minutes
 - intended audience: Band managers, maintenance coordinators and new departmental technical staff

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MAINTENANCE MANAGEMENT (CONTINUED)

- MM 107 Maintenance Management - Module IV - Scheduled 83/84
 Developing Task Statements
- A slide/tape presentation to brief band managers and maintenance coordinators on developing task statements, work orders and establishing levels of service.
- duration: 20 minutes
 - intended audience: Band managers, maintenance coordinators and new departmental technical staff
- MM 109 Maintenance Management - Module V - Scheduled 83/84
 Developing Work Programs
- A slide/tape presentation to brief band managers and maintenance coordinators on work programs, performance budgets and accounting procedures.
- duration: 20 minutes
 - intended audience: Band managers, maintenance coordinators and new departmental technical staff
- MM 111 Maintenance Management - Module VI - Under development
 Paper Flow/Reporting
- A slide/tape presentation that identifies paper flow requirements and reporting relationships and requirements for the maintenance management system.
- duration: 20 minutes

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MAINTENANCE MANAGEMENT (CONTINUED)

- intended audience: Band managers, maintenance coordinators and new departmental technical staff

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

TRANSPORTATION

NOTE: Comprehensive training strategy is under
development.

2.1 BAND TRAINING

2.1.3 FIRE AND SAFETY TRAINING

FIRE

1. BAND EDUCATION

FS 101 Basic-Volunteer Fire Department
 Member Training

Scheduled for
84-85

An instruction course on fire fighting
dealing with

- a) forceable entry practices
- b) fire service rope practices
- c) portable extinguisher practices
- d) fire service ladder practices
- e) fire hose practices
- f) salvage and overhaul practices
- g) fire stream practices
- h) fire apparatus practices
- i) ventilation practices
- j) fire service rescue and protective
breathing practices
- k) fire inspection practices
- l) fire department records
- m) miscellaneous practices applicable to
local conditions

- format: lecture, group
discussion, slide/tape
presentation and practical
"hands-on" experience

- duration: 40 hours

- intended audience:

NOTE: This course will be based on
International Fire Service Training
Association (ifsta) publications. An
alternative would be to purchase it
from a provincial education facility,
such as NS Fire School, Waverly,
N.S., Fire School, Gravenhurst,
Ontario, etc.

2.1 BAND TRAINING

2.1.3 FIRE AND SAFETY TRAINING

FIRE (CONTINUED)

1. BAND EDUCATION

| | | |
|--------|--|------------------------|
| FS 103 | <u>Upgrading - Volunteer Fire Department Member Training</u> | Scheduled for 85-86 |
|--------|--|------------------------|

An instruction course based on FS 101 subjects, but in greater detail.

- format same as FS 101
- duration: 20 hours
- intended audience:

NOTE: This course will be based on IFSTA publications or may also be purchased from a provincial education facility.

| | | |
|--------|--|------------------------|
| FS 105 | <u>Refresher - Volunteer Fire Department Member Training</u> | Scheduled for 86-87 |
|--------|--|------------------------|

An instruction course based on FS 101 and FS 103 subjects. Updating is also included.

- format: same as FS 101
- duration: 10 hours
- intended audience: Volunteer firefighters

NOTE: This course will be based on ifsta publications and local requirements or purchased from a provincial education facility.

2.1 BAND TRAINING

2.1.3 FIRE AND SAFETY TRAINING

FIRE (CONTINUED)

FS 107 Basic Fire Safety for School Scheduled for
 Administration and Maintenance Staff 84-85

A course designed to create an awareness of the fire protection features and their functions in school buildings; the need for an on-going fire safety and prevention program in schools and the role of the teacher/administration/maintenance staff in maintaining fire safety in the school environment.

- format: lecture, demonstrations,
 group discussion and
 handout material
- duration: 1 day
- intended
 audience: School administrative
 personnel and maintenance
 staff

FS 109 Fire Safety Education for Band Scheduled for
 Administration (Chief and Council) 85-86

An instructional course on current fire safety topics.

- a) Benefits of National Codes
- b) Services available from National Fire and Safety Associations
- c) What to do in case of a fire in your office
- d) What to do in case of a fire in your duplex or apartment
- e) What to do in case of a school bus fire

Scheduled for
86/87

- format: lecture, group discussion,
 displays and slide/tape
 presentation
- duration: 1 hour per topic
- intended
 audience: Band administration (Chief
 and Council)

2.1 BAND TRAINING

2.1.3 FIRE AND SAFETY TRAINING

FIRE (CONTINUED)

FS 111 Mutual Aid

Scheduled for
84-85

This course will deal with subjects relative to when "fire protection is purchased". In order to implement this type of fire protection system a common criteria will be developed for:

- a) assessed valuation
- b) use of fire department (over a specified time period - usually 5 years)
- c) depreciation
- d) implementation
- e) "Senior Fire Officer" - authority and direction at the fire scene
- f) what constitutes the "period of assistance"
- g) schedule of rates*
- h) loss, damage or injury to person claims between participating fire departments
- i) life of the agreement and how to terminate it
- j) mutual consultation and costs

* This course will formulate a method whereby a fair and equitable monetary charge (rate) may be arrived at for "purchased fire protection". Subjects covered will be:

- a) costs of training
 - b) fire department administration
 - c) fire apparatus depreciation
 - d) fire station depreciation and operational costs
 - e) purchase of new equipment
 - f) number of fire fighting person hours spent on each fire occurrence
 - g) fire potential of the Indian reserve
- format: lecture, group discussion and slide/tape presentation
 - duration: 1 day
 - intended audience:

2.1 BAND TRAINING

2.1.3 FIRE AND SAFETY TRAINING

SAFETY

2. BAND PUBLIC AWARENESS

FS 201 Fire Prevention for Adults

A practical course on fire prevention dealing with:

- | | |
|--|-----------------|
| a) personal protection in and around the home; and | Draft available |
| b) home escape plan | |
| c) burns can be prevented | |
| d) ways to prevent fires in your home | Scheduled for |
| e) wood stoves | 83-84 |
| f) how most fire extinguishers work | |
| g) safety tips for the various seasons | |
| h) make your home fire safe | Scheduled for |
| | 84-85 |

- format: lecture, group discussion and slide/tape presentation

- duration: 1/2 day for 2 subjects

- intended audience: Native adults

- Parts a) and b) were developed with the Native organization, Sinco Developments of Saskatchewan

FS 203 Fire - Friend or Foe

Available
English/French

An instructional booklet describing basic fire safety procedures for school-age children. This will also be developed into a slide show.

Scheduled for
84-85

FS 205 A Safe Bet

Available
English/French

A second instructional booklet for children. It relates to safety in the home and is similar in design to Fire - Friend or Foe. It will also be developed into a slide show.

Scheduled for
83/84

2.1 BAND TRAINING

2.1.3 FIRE AND SAFETY TRAINING

SAFETY (CONTINUED)

2. BAND PUBLIC AWARENESS

| | | |
|--------|---|---|
| FS 207 | <u>Fire Fighters for Safety</u> | 6 packages Available English/French |
| | <p>A series of 12 audio-visual training packages for children in grades 1-4. Each package contains a five-minute fire safety lesson on video-tape or film, learning support questions, colouring sheets and decals. Subjects covered are:</p> <ul style="list-style-type: none">. personal protection,. home escape plan,. matches and stoves,. electricity and flammable liquids. clothing and fire. fire can kill you. treatment of injuries. fire in a public building. hot and/or poison liquids. school fire drills | 3 packages under development Scheduled for 85-86 |
| FS 209 | <u>Play it Safe</u> | Under development |
| | <p>An instructional colouring book for children on safety in the community.</p> <p>- second instructional colouring book for children in fire safety in the community</p> | Scheduled for 87-88 |
| FS 211 | <u>Fire Safety Work Book</u> | Under development |
| | <p>An instructional work book with problems based on fire/safety subjects to be solved.</p> | |
| FS 213 | <u>Fire Safety Story Book</u> | Scheduled for 86-87 |
| | <p>(approximately 30 pages) An instructional booklet for children.</p> | |

2.1 BAND TRAINING

2.1.3 FIRE AND SAFETY TRAINING

SAFETY (CONTINUED)

2. BAND PUBLIC AWARENESS

- | | | |
|--------|---|------------------------|
| FS 215 | <u>Calendar</u> | Scheduled for 87-88 |
| | - One fire safety theme message for each month. | |
| FS 217 | <u>Bumper Stickers</u> | Scheduled for 86-87 |
| | with native themes | |
| | - native firefighters make house calls | |
| | - native firefighters are always on call | |
| FS 219 | <u>"Learn Not to Burn" Curriculum</u> | Scheduled for 83-84 |
| | To introduce this U.S. curriculum nationally into the Indian schools, the curriculum has to be produced in French. | |
| FS 221 | <u>Fire Safety Theme Posters</u> | Scheduled for 84-85 |
| | Instructional posters with fire safety themes. Size 10" x 13" or 11" x 14". | |
| FS 223 | <u>Decals and Buttons</u> | Scheduled for 85-86 |
| | Decals and buttons will depict the characters used in the Fire Fighters for Safety series. Also phrases such as "Stop, Drop and Roll" will be printed on the decals and buttons | |
| FS 225 | <u>School Book Covers with Fire Safety Themes</u> | Scheduled for 86-87 |
| | Several school book covers with different fire safety topics will be developed for distribution to the school children. | |

2.1 BAND TRAINING

2.1.3 FIRE AND SAFETY TRAINING

SAFETY (CONTINUED)

2. BAND PUBLIC AWARENESS

| | | |
|--------|---|------------------------|
| FS 227 | <u>Hand Puppets of the Fire Fighers for Safety Characters</u> | Scheduled for 87-88 |
|--------|---|------------------------|

Hand puppets of the raccoon and squirrel will be produced using paper, cloth or plastic which can be mass produced and passed out to the school children.

2.2 FIELD STAFF TRAINING

2.2.1 CONTRACT TRAINING

1. CONSTRUCTION CONTRACTS

C 102 Construction Contract Administration Draft available
 (Part 1)

A course to acquaint departmental staff with the construction contracting process as it has evolved under the aegis of Federal Government Central Agency Policies designed to ensure best value.

- format: lecture and discussion,
 slide/tape presentation
- duration: 2 days
- intended audience: DIAND staff

C 104 Construction Contract Administration Draft available
 (Part 2)

A course to familiarize participants with the administrative considerations and procedures necessary for managing construction contracts to meet the objective of best value in terms of time, cost, and performance.

- format: lecture and discussion,
 slide/tape presentation
- duration: 2 days
- intended audience:

2. SERVICE CONTRACTS

- | | | |
|-------|--|-----------------------------|
| C 202 | <u>Service Contract Administration</u> A course designed to clarify Treasury Board policies and procedures as applied to service contracts in the interest of maintaining the integrity of the process of acquiring services by contract. - format: lecture and discussion, slide/tape presentation - duration: 2 days - intended audience: Junior level contract administrators and responsibility centre managers acquiring services by contract | Available English/French |
| C 204 | <u>Contracting for Consultant Services</u> A course for departmental staff outlining the process of retaining consultants and professionals under contract using a competitive mechanism to ensure best value. - format: lecture, exercises and slide/tape presentation - duration: 2 days | Under development |
| C 206 | <u>Contracting for Non-Professional Services</u> A course designed to provide departmental staff with the skills and knowledge necessary to prepare and administer non-professional service contracts. - format: lecture and discussion, slide/tape presentation - duration: 2 days | Scheduled 83/84 |

2.2 FIELD STAFF TRAINING

2.2.1 CONTRACT TRAINING (CONTINUED)

3. OTHER

C 302 Contract Claims and Disputes

Scheduled for
future years

A course designed to provide staff with the necessary training to prevent and/or negotiate contract claims and disputes.

- format: lecture and discussion,
slide/tape presentation

- duration: 2 days

C 304 Negotiation Skills

Available
English/French

A course designed to provide departmental managers with the necessary skills to improve the business arrangements they negotiate to provide services to Indian bands.

-format: pre-course assignments,
lectures, discussions,
hand-outs, participants
workbooks and films

- duration: 3 days

- intended
audience: PM 4-6 or equivalent levels

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

PROJECT MANAGEMENT

PM 102 Cost Estimating for Capital Projects Draft available

An introductory course which familiarizes participants with the Cost Estimating Manual and the new Class C Estimate Form developed by the T.S. & C. Branch. It is designed to simplify and to increase the accuracy of cost estimates prepared for Treasury Board approval of capital construction projects.

- format: lecture, overheads,
 analysis of case studies
 and syndicate/group work
- duration: 2 days
- intended
 audience: Project managers,
 professionals and
 technical specialists at
 headquarters and in the
 regions/districts

PM 104 Project Management Workshop Available
 English/French

A course designed to update the project management skills of regional project managers.

- format: conference style
- duration: 3 days

PM 106 Technical Management Available
 English/French

The aim of this course is to review the roles and responsibilities of Engineering and Architecture managers both in the field at headquarters. It is aimed at Project Managers at the section head level and above.

- format: lecture, discussion and
 overheads
- duration: 1 1/2 days

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

PROJECT MANAGEMENT (CONTINUED)

| | | |
|--------|---|------------------------|
| PM 108 | <u>Functional Review and Capital Project Evaluation</u> | Scheduled for 83/84 |
|--------|---|------------------------|

A course designed for participants involved in the functional review process that will familiarize them with the methods, procedures, responsibilities, of functional reviews as well as outline the benefits of the evaluation process.

- format: Basic overheads and discussion

- duration: 2 days

| | | |
|--------|--|-----------------|
| PM 110 | <u>Project Managers' Guide to the Use of Consultants</u> | Scheduled 83/84 |
|--------|--|-----------------|

A course designed to guide project managers in the consultant selection process and the effective management of consultants and the proper administration and evaluation of their work. The course will cover:

- 1) selection documents and process;
- 2) work relationships;
- 3) monitoring and control; and
- 4) work evaluation

- format: lecture, overheads and slide/tape presentation

- duration: 1/2 day

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

BUILDINGS

1. BUILDING DESIGN

| | | |
|-------|--|------------------------|
| B 102 | <u>Guideline Building Design Program - Schools</u> | Scheduled for 83/84 |
|-------|--|------------------------|

A course designed to familiarize staff on the application of the system and to be utilized by project managers in explaining the systems approach to bands.

- format: film with video/tape transfer
- duration: 1/2 day
- intended audience: regional staff project managers

2. BUILDING CONSTRUCTION

| | | |
|-------|-------------------|-----------------------------|
| B 202 | <u>Use of GMS</u> | Available English/French |
|-------|-------------------|-----------------------------|

The course covers the history, organization, description and use of the Government Master Specification System.

- format: slide/tape presentation
lecture and discussion
- duration: 1/2 day
- intended audience: Regional architects,
engineers and
technologists who may act
as building project
managers.

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

BUILDINGS (CONTINUED)

3. BUILDING DESIGN AND MAINTENANCE

Nil

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

MUNICIPAL SERVICES

1. GENERAL

MS 102 Nil

2. WATER

MS 202 Nil

3. WASTEWATER

| | | |
|--------|---|-----------------|
| MS 302 | <u>WPCF Wastewater Treatment - Basic Course</u> | Scheduled 83/84 |
|--------|---|-----------------|

A course designed to provide basic operational knowledge of wastewater treatment plants and background information and training to field staff who will be involved in delivery of the band training courses.

- format: slide/tape presentation,
lecture and discussion

- duration: 3 days

| | | |
|--------|--|----------------------------------|
| MS 304 | <u>WPCF Wastewater Treatment - Intermediate Course</u> | Scheduled for future years |
|--------|--|----------------------------------|

Course description not yet available. This course is for departmental staff involved in the delivery of band training.

| | | |
|--------|--------------------------------------|--------------------|
| MS 306 | <u>WPCF Skills Training Packages</u> | Draft available |
|--------|--------------------------------------|--------------------|

The following skills training packages are available in draft:

- Activated Sludge
- Extended Aeration
- Gas Chlorination
- Aerobic Digestion
- Process Control
- Waste Stabilization Ponds

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

4. SOLID WASTE

MS 402 Nil

5. ELECTRICAL

MS 502 Nil

6. OTHER

MS 602 Environmental Impact Assessment Scheduled 83/84

The aim of this course is to familiarize staff with environmental assessment review process requirements, to illustrate its integration with project planning and implementation and to foster an environmental planning approach.

- format: slide/tape presentation, lecture and discussion
- duration: 1/2 day
- intended audience: Engineers, architects, planners and technologists engaged in capital project/planning and implementation.

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

ENERGY CONSERVATION

EC 102 Energy Conservation Practices for
School Custodians and Maintenance
Staff

Draft available

A practical course that illustrates the importance of energy efficient operation and maintenance of educational buildings and techniques for overall energy use and conservation.

- format: slide/tape presentation,
 lecture and discussion,
 instructor's and
 participant's manuals.
- duration: 1/2 day
- intended
 audience: Native and non-native
 school custodians and
 maintenance staff

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

TRANSPORATION

NOTE: A comprehensive strategy for
transportation training is under
development.

2.2 FIELD STAFF TRAINING

2.2.3 FIRE AND SAFETY TRAINING

FIRE

| <u>NUMBER</u> | <u>COURSE TITLE</u> | <u>STATUS</u> |
|---------------|--|------------------------|
| FS 102 | <u>Fire Statistics Package</u> - a set of slides and a hand-out booklet on fire losses and fire causes on Indian reserves. It is to be used in making presentations to bands and management. | Scheduled for 83-84 |
| FS 104 | <u>Fire Inspectors Course</u> - a course intended to highlight the characteristics and conditions that the inspector should watch for when conducting fire prevention and protection inspections. - format: lecture, group discussion, slide/tape presentation, practical "hands-on" experience. Each student will be supplied with a hand book for use and reference. - duration: 1 week Note: This course will use as resource material NFPA and ifsta publications. An alternative would be to purchase this training from a provincial educational source, such as the Alberta Fire Fighting School, Vermilion Alberta, Manitoba Fire College, Brandon, Manitoba, etc. | Scheduled for 84-85 |
| FS 106 | <u>Fire Safety in the Workplace</u> - a practical course on fire prevention in the workplace dealing with: a) human behaviour b) workers knowledge of fire prevention and evacuation | Scheduled for 86-87 |

2.2 FIELD STAFF TRAINING

2.2.3 FIRE AND SAFETY TRAINING

FIRE (CONTINUED)

c) identified concerns

- smoking
- electrical
- flammable liquids
- housekeeping
- maintenance
- everyday concerns

d) What to do in case of fire

e) "in-house" fire brigades

- format: lecture, group discussion,
and slide/tape presentation.
- duration: 1 day

2.2 FIELD STAFF TRAINING

2.2.3 FIRE AND SAFETY TRAINING

SAFETY

CS 202 Construction Safety

Scheduled for
84-85

- a course designed for all levels of employees to provide adequate training to the extent that every employee is taught a safe method of doing their normal function. The subjects to be included are:
 - a) departmental construction safety policy and program
 - b) accident hazard analysis of construction position
 - c) accident reporting procedures
 - d) proper lifting procedures
 - e) applicable legislation
 - f) departmental construction safety regulations as related to each position.
- format: lecture, demonstrations, discussions and slide/tape presentations
- duration: 4 days

Note: The course may be purchased from a provincial education facility or association such as Construction Safety Association of Ontario, Canadian Construction Association.

2.2 FIELD STAFF TRAINING

2.2.4 OTHER TRAINING

TRAINING FOR TRAINERS

TT 102 Training for Trainers

Scheduled for
83/84

A course designed for headquarters and field staff to provide them with the skills to develop and deliver training courses. This course focuses on objective setting, presentation skills and use of audio-visual aids.

- format: lecture, role play,
practice presentations.

- duration: 3 days

2.2 FIELD STAFF TRAINING

2.2.4 OTHER TRAINING

TECHNICAL PUBLICATIONS SYSTEM

| | | |
|--------|---|------------------------|
| OT 102 | Technical Publications Systems - Information Package | Scheduled for 83/84 |
|--------|---|------------------------|

A course designed to familiarize potential users with the objectives, content, criteria and guidelines for application of the seven available Technical Publication Systems produced by the Technical Services and Contracts Branch.

- format: lecture and discussion
 slide/tape presentation
 question & answer period
- duration: 1/2 day
- intended audience: Field Staff
 and Bands

| | | |
|--------|--|--------------------------|
| OT 104 | Capital Assets Inventory System - Information Package | Scheduled for 1983/84 |
|--------|--|--------------------------|

A course designed to familiarize Headquarters, Regional and District personnel with the Capital Assets Inventory System's objectives content, applications and guidelines for use.

- format: slide/tape presentations,
 question and answer period,
 lecture and discussion
- duration: 2 days
- intended audience: H.Q., Regional and District
 staff.

3.0 INDIAN BANDS AND FIELD STAFF

TRAINING

DEVELOPMENT AND IMPLEMENTATION STRATEGY FOR HQ-INITIATED COURSES

The active participation of the Engineering and Architecture and Contract Admin. staff, (E&A) regions and districts in the delivery of training and contracts to both bands and field staff is illustrated in the following development and delivery strategy.

1) Training Needs and Priority Identification

- compilation of departmentally perceived training needs and priorities through interregional committee and regional surveys;
- confirmation of band training needs with Indian and Inuit Affairs Program; and
- cross-checking of needs and priorities with E&A regions and districts and bands (where possible) on a periodic basis as the program progresses.

2) Course Development

- development of courses in accordance with training needs and priorities;
- collaboration with Indian and Inuit Affairs Program, E&A regions/districts/bands network to ensure accuracy of and relevance of training materials to bands and field staff; and
- band training courses are designed as much as possible in segment format to give the bands the opportunity to select the segments relevant to them so that the courses can be tailored to specific band requirements prior to delivery.

3) Field-testing

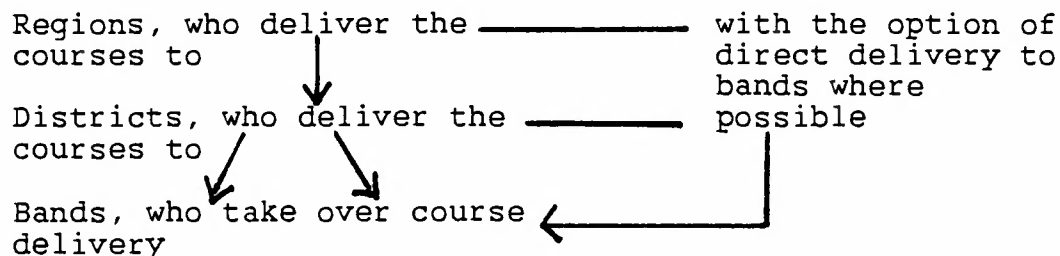
- trial presentations of band courses in reserve settings and/or in conjunction with workshops held by regions or native associations;
- trial presentations of field staff courses in classroom settings and/or in conjunction with regional workshops;

- combined effort of Technical Services and Contracts (TS&C) Branch, Indian and Inuit Affairs Program and E&A regions and districts to obtain meaningful native input and field staff input into training courses; and
- modification of courses to reflect input.

4) Course Delivery/Implementation

- It is intended that the courses will be delivered to both bands and field staff by regional and district staff. There will be cases, however, where TS&C Branch staff will deliver directly to either bands or field staff.
- In order to facilitate course delivery by regions and districts, TS&C Branch staff will give three initial presentations of each completed course. One presentation will be given in English in the west and two presentations will be given in the east, one in English and one in French. The region hosting the presentations will arrange for the appropriate participants to attend.
- Neighbouring regions will send regional staff to observe and familiarize themselves with course delivery. Regional observers will become responsible for course delivery thereafter.
- In the case of band training, regions have appointed band technical training coordinators to arrange for the initial presentations, coordinate the transfer of training courses from headquarters to regions and to monitor subsequent course deliveries.
- The delivery strategy for band training can be represented schematically as follows:

in conjunction with Indian and Inuit Affairs Program - T.S. & C. Branch develops and delivers the courses to:



- Assistance from T.S. & C. Branch will be made available on demand through all steps of the above process.
- Additionally, as courses are developed, T.S. & C. will advise Indian associations of the availability of technical and contracting and fire and safety courses and will arrange to deliver courses upon request, either directly using Branch resources or through the regional E. & A. offices.
- The delivery strategy for field staff training can be represented schematically as follows:

TS & C develops and delivers the courses to
Regions, who deliver the courses to
Regional and district staff

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graph TD; A[TS & C develops and delivers the courses to] --> B[Regions, who deliver the courses to]; A --> B; B --> C[Regional and district staff]; B --> C;
```

- Assistance from TS&C Branch will be made available on demand through all of the steps in the above process.

5) Evaluation

- feedback on band courses will be collected from native participants by the regional band technical training coordinators and reported to TS&C Branch so that course effectiveness can be monitored.
- feedback on field staff courses will be collected by the instructors and reported to TS&C Branch so that course effectiveness can be monitored.

4.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

4.1 BAND TRAINING

4.1.1 CONTRACT TRAINING

Contracting and Purchasing by Bands

Workshop held in
82-83

For further details contact region.

sponsor: Saskatchewan Region

contact: Mr. R. Filson

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

PROJECT MANAGEMENT

Capital Program Orientation

Workshop held in
region in 82-83

Further details available from the region.

source: Saskatchewan Region

contact: Mr. R. Filson

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

BUILDINGS

1. BUILDING DESIGN

a) Foundations

A course that explains why foundations are required, what types of buildings require foundations, what types of foundations can be used and why and construction technique. delivered in Alberta Region in February 83

format: lecture, overheads

duration: 2 hours

intended audience: band employees responsible for the construction, operation and maintenance of infrastructure facilities on reserves.

source: Alberta Region

contact: Mr. R. Gupta

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

BUILDINGS (CONTINUED)

2. BUILDING CONSTRUCTION

a) See also 1 BUILDING DESIGN a) Foundations

b) Concrete Technology

A course to provide band technical employees with an introduction to the fundamentals of producing satisfactory concrete structural elements: concrete, materials; mixing; placing; curing; and reinforced concrete. delivered in Alberta Region in February 83

format: lecture, overheads, slides, handouts

duration: 3 hours

intended audience: band employees responsible for construction operation and maintenance of infrastructure on reserves.

source: Alberta Region

contact: Mr. R. Gupta

c) Blueprint Reading

For further details contact region.

source: Alberta Region

contact: Mr. R. Gupta

delivered in Alberta Region in February 83

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

BUILDINGS (CONTINUED)

c) CMHC Training in Housing Rehabilitation Skills

A two module course designed to improve the knowledge and skills of those involved in the rehabilitation and renovation of existing housing. Module 1 planned for Jan. 83
Module 2 planned for March 83

Module 1 - inspecting dwellings and introduction to specification writing.

Module 2 - specification writing and cost estimating

format: lectures, field work and evaluations

duration: each module is 6 days

intended audience: bands

sponsor: B.C. Region/CMHC

contact: M. Holthuysen

d) Practical Technical Training

A band course to provide an introduction to the practical implementation of building and maintenance theory in the areas of carpentry, mechanical subjects, plumbing and heating. 2 courses planned 83-84

format: workshop with qualified instructor and hands-on training

duration: 2 weeks

intended audience: band members

source: Manitoba Region

contact: Mr. D. Davidson

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

BUILDINGS (CONTINUED)

e) High Energy Efficient Homes Construction

See 4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING ENERGY
CONSERVATION

3. BUILDING OPERATION AND MAINTENANCE

a) See also 2. BUILDING CONSTRUCTION c) CMHC
Training in Housing Rehabili-
tation Skills

b) Routine Maintenance

For further details contact region:

Workshop held in
region in 82-83

source: Saskatchewan Region

contact: Mr. R. Filson

c) Home Maintenance

25 minute slide/tape presentation on
maintenance of trim, doors, windows,
plumbing, electrical problems and
heating

Available
English/French/
Cree

sponsor: Quebec Region/Cree Housing
Authority

contact: Mr. R. Gingras

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES

1. GENERAL

NIL

2. WATER

- a) Training for Water Distribution System Operators Available
English/French

A basic course to familiarize participants with the operation and maintenance of water distribution systems.

format: seven audio-visual presentations prepared by the Quebec Ministry for the Protection of the Environment.

duration: 1/2 day

intended audience: municipal services
operators on reserves

source: Quebec Region

contact: Mr. R. Gingras

- b) Operation of Water Supply Systems Workshop held in
Saskatchewan
Region 82-83

For further details contact region.

source: Saskatchewan Region

contact: Mr. R. Filson

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

c) Water Well Maintenance

A basic course discussing wells, site selection, causes and prevention of well contamination, decontamination of wells and pump maintenance delivered in Alberta Region January 83

format: overhead transparencies and hand-outs

duration: 2 hours

intended audience: band members who are responsible for the construction, operation and maintenance of infrastructure

source: Alberta Region

contact: Mr. R. Gupta

- d) See 4.1 BAND TRAINING
4.1.2 TECHNICAL TRAINING
MAINTENANCE MANAGEMENT

b) Village Maintenance

- e) See 4.2 FIELD STAFF TRAINING
4.2.2 TECHNICAL TRAINING
MUNICIPAL SERVICES

- a) B.C. Water and Waste Certification School

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

3. WASTEWATER

- a) Operation of Sewage Disposal Systems Workshop held in region in 82-83
For further details contact region.
source: Saskatchewan Region
contact: Mr. R. Filson
- b) On-Site Training for Wastewater Treatment Plant Operators two workshops planned for late spring 1983
A basic course developed with Environment Canada to provide participants with practical experience in sewage testing.
format: hands-on demonstration and practice
duration: 2 days
intended audience: band wastewater treatment plant operators
source: Atlantic Region
contact: Mr. U. Power
- c) See 4.1 BAND TRAINING
4.1.2 TECHNICAL TRAINING
MAINTENANCE MANAGEMENT
b) Village Maintenance
- d) See 4.2 FIELD STAFF TRAINING
4.1.2 TECHNICAL TRAINING
MUNICIPAL SERVICES
a) B.C. Water and Waste
Certification School

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

4. SOLID WASTE

a) See 4.1 BAND TRAINING
4.1.2 TECHNICAL TRAINING
MAINTENANCE MANAGEMENT

b) Village Maintenance

b) See 4.2 FIELD STAFF TRAINING
4.2.2 TECHNICAL TRAINING
MUNICIPAL SERVICES

a) B.C. Water and Waste
Certification School

5. ELECTRICAL

NIL

6. OTHER

NIL

4.1 BAND TRAINING
4.1.2 TECHNICAL TRAINING
SITE PLANNING

Physical Planning and Site Development

delivered in
Alberta Region
February 83

A course covering:

- physical planning process
- present and future needs
- land use plan, soils inventory
- population forecast
- preparation of development concepts/
schemes
- site development planning, site
selection, drainage, terrain and
aerial photo interpretation and
estimating for services.

format: lecture and overheads

duration: 2 hours

intended audience: band employees respons-
ible for the construc-
tion, operation and
maintenance of infra-
structure facilities
on reserves.

sponsor: Alberta Region

contact: Mr. R. Gupta

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

ENERGY CONSERVATION

High Energy Efficient Homes Construction

underway in
Gitksan-Carrier,
B.C. District

The course covers basic house construction techniques, interpretation and use of building codes, use and interpretation of standard drawings and specifications, use and installation of insulation, vapour barriers and sealants.

format: classroom lecture, and hands-on demonstration, construction of demonstration projects.

duration: 500 hours in 6 months

intended audience: band carpenters

sponsor: B.C. Region

contact: M. Holthuysen

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

MAINTENANCE MANAGEMENT

- a) Implementation of a Village Maintenance Plan underway in B.C. Region

A course to teach participants to effectively manage, operate and maintain village capital assets.

Content includes:

- village maintenance tasks
- performance budgeting
- annual work plans
- administrative and clerical procedures

format: on-site formal and informal instruction and hands-on training

duration: 2 days per week for 8 months

intended audience: Band Councillors,
Managers, clerical
and band maintenance
staff.

sponsor: B.C. Region

contact: M. Holthuysen

- b) Village Maintenance held in Terrace, B.C. once a year

A basic course dealing with the elements of village maintenance operation and accident prevention, produced in collaboration with Northwest Community College, Terrace, B.C.

Content includes:

- water service connections
- water and sewer system operation and maintenance
- solid waste collection
- workers' compensation
- electrical hazards
- fire prevention

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

MAINTENANCE MANAGEMENT (CONTINUED)

b) Village Maintenance (continued)

format: lectures, demonstrations and
field trips

duration: 3 days

intended audience: band maintenance
personnel

sponsor: B.C. Region/Northwest
Community College,
Terrace, B.C.

contact: M. Holthuysen

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

TRANSPORTATION

NIL

4.1 BAND TRAINING

4.1.3 FIRE AND SAFETY TRAINING

FIRE

1. BAND EDUCATION

- a) Basic Fire Fighters Course (Phases I - In use in
III) Atlantic Region

A course to teach volunteer fire fighters how to perform their duties safely under full supervision. Content includes:

Phase I: protective breathing
equipment
fire extinguishers
ground ladders
fire hose practices
knots
miscellaneous fire
equipment

Phase II: ventilation
application of water fog
forcible entry
rescue tools and portable
generators
fire ground operation
flammable liquid fires

Phase III: basic hydraulics
fire ground operation
salvage and overhaul

format: lectures, films, practice

duration: each phase takes 40 hours

intended audience:

Phase I: Band Volunteer Fire
Fighters

Phase II: Supervisory Band Volunteer
Fire Fighters

Phase III: Senior Band Volunteer Fire
Fighters

sponsor: Atlantic Region

contact: Mr. U. Power

4.1 BAND TRAINING

4.1.3 FIRE AND SAFETY TRAINING

FIRE (CONTINUED)

1. BAND EDUCATION

- b) Advanced Fire Supervision Techniques In use in
Atlantic Region

A refresher course for participants who have taken a) Basic Fire Fighters Course.

format: lecture, films, practical involvement

duration: 40 hours

intended audience: supervisory band
volunteer fire
fighters

sponsor: Atlantic Region/DND/DFC

contact: Mr. U. Power

- c) Familiarization with Learn Not to Burn, First Aid and Fire Fighting Equipment In use in
Atlantic Region

A course for teachers and principals on the theory of fire and extinguishment, first aid, fire fighting equipment and general fire safety.

format: films, lectures, demonstrations practical involvement

duration: 1 day

sponsor: Atlantic Region

contact: Mr. U. Power

4.1 BAND TRAINING

4.1.3 FIRE AND SAFETY TRAINING

FIRE (CONTINUED)

1. BAND EDUCATION

- d) General Fire Safety for Teaching Staff In use in Atlantic Region
- A course to familiarize teaching staff with first aid, fire fighting equipment and general fire safety in schools.
- format: films, discussions, practical involvement
- duration: 1 day
- sponsor: Atlantic Region
- contact: Mr. U. Power
- e) Fire Fighting Course
- A course for volunteer fire fighters on reserves. Given as needed
- duration: 2 weeks and 3 days
- For more information contact region
- sponsor: Québec Region
- contact: Mr. R. Gingras
- f) Fire Prevention/Protection for Native Police Force given once annually by the Pointe-Bleue, P.Q. Police force
- duration: 3 days
- For more details contact region.
- sponsor: Québec Region
- contact: Mr. R. Gingras

4.1 BAND TRAINING

4.1.3 FIRE AND SAFETY TRAINING

FIRE (CONTINUED)

1. BAND EDUCATION

- g) Fire Equipment Maintenance and Servicing In use in Manitoba Region
- A course covering maintenance and servicing skills for fire extinguishers and smoke detectors
- format: theory, practice and hands-on training
- duration: 1 day
- intended audience: band members
- sponsor: Manitoba Region
- contact: Mr. B. Dewar
- h) Forestry Fire Prevention and Suppression Planned by Manitoba Region
- For more detail, contact region
- sponsor: Manitoba Region
- contact: Mr. B. Dewar
- i) Basic Firefighting held in Saskatchewan Region
- For more information, contact region
- sponsor: Saskatchewan Region
- contact: Mr. P. McKenzie
- j) Teacher Workshops on Learn Not to Burn
- For more details, contact region
- sponsor: Saskatchewan Region
- contact: Mr. P. McKenzie

4.1 BAND TRAINING

4.1.3 FIRE AND SAFETY TRAINING

FIRE (CONTINUED)

1. BAND EDUCATION

- k) Fire Academy Instructors' Training held once in B.C.
Course Module #4 Region in 82-83

A course provided by contract with the
Fire Training Academy, Justice Institute
of B.C. Contents include:

- fire protection techniques
- surveys
- fire investigations
- fire prevention inspections

format: instruction, lectures,
demonstrations, hands-on
training

duration: 5 days

sponsor: B.C. Region and Province

contact: Mr. K. Ryan

- l) Fire Fighting Instruction Course Course held 5
Module A & B times in B.C.
region in 82-83

The objective of the two module course
is to provide senior members of
volunteer fire brigades with the skills
necessary to train their staff. Content
includes:

Module A - fire fighting theory
breathing apparatus
ladder practices

Module B - pumps and pumping
search and rescue
strategy and tactics

4.1 BAND TRAINING

4.1.3 FIRE AND SAFETY TRAINING

FIRE (CONTINUED)

1. BAND EDUCATION

format: practical involvement

duration: each module: 2 1/2 days

sponsor: B.C. Region/Fire Training
Academy, Justice Institute of
B.C.

contact: Mr. K. Ryan.

2. BAND PUBLIC AWARENESS

- a) Fire Safety for Children and Adults in use in
Atlantic Region

A basic course to raise fire safety
awareness on reserves. Content includes:

- smoke alarms
- fire extinguishers
- general fire safety at home and
away

format: lecture, films, demonstrations

duration: 1/2 day

sponsor: Atlantic Region

contact: Mr. U. Power

- b) Fire Prevention

Three courses aimed at 1) the general
public 2) teachers and students and 3)
maintenance staff designed to raise
basic fire and safety awareness. For
more details contact region. Given as Needed

sponsor: Quebec Region

contact: Mr. R. Gingras

4.1 BAND TRAINING

4.1.3 FIRE AND SAFETY TRAINING

FIRE (CONTINUED)

- c) Fire Safety (Advanced and Upgrading in use in
General Fire Safety Manitoba Region
Training)

A course of varying length and content
for bands and staff put together with
the assistance of the Province of
Manitoba Office of the Fire
Commissioner, Manitoba Fire College, and
Manitoba Association of Fire Chiefs.

For more detail contact region.

sponsor: Manitoba Region

contact: Mr. B. Dewar

4.1 BAND TRAINING

4.1.3 FIRE AND SAFETY TRAINING

FIRE (CONTINUED)

2. BAND PUBLIC AWARENESS

in use in
Saskatchewan
Region

d) Fire Awareness Program

For information, contact region

sponsor: Saskatchewan Region

contact: Mr. P. McKenzie

4.1 BAND TRAINING

4.1.3 FIRE AND SAFETY TRAINING

CONSTRUCTION SAFETY

COURSE TITLE/DESCRIPTION

STATUS

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

a) See MAINTENANCE MANAGEMENT

b) Village Maintenance

4.1 FIELD STAFF TRAINING

4.2.1 CONTRACT TRAINING

NIL

4.2.2 TECHNICAL TRAINING

MUNICIPAL SERVICES

- a) B.C. Water and Waste Certification School in use in B.C. Region

Short course to assist participants in basic plant operation and maintenance with emphasis towards certification exams.

Content includes:

bacteriology
practical hydraulics
waste plant operation
water treatment
practical electricity
chlorine safety

format: lectures, discussion, films,
demonstration, exams

duration: 3 days

intended audience: operators, foremen of
municipal works
installations

sponsor: B.C. Region/University of B.C.

contact: Mr. H. Holthuysen

4.2 FIELD STAFF TRAINING

4.2.3 FIRE AND SAFETY

- a) See also:
 - 4.2. BAND TRAINING
 - 4.2.3 FIRE AND SAFETY
 - 1. BAND EDUCATION
 - k.) Fire Academy
Instructors' Training
Course
Module #4
 - 2. BAND PUBLIC
AWARENESS
 - c) Fire and Safety

TRAINING IN HOUSING REHABILITATION SKILLS



Canada 



Canada Mortgage
and Housing Corporation
Honourable Romeo LeBlanc
Minister

Société canadienne
d'hypothèques et de logement

NHA 5642 11/83

Training courses designed to improve the knowledge and skills of those involved in the rehabilitation and renovation of existing single to low-rise multiple housing have been developed by Canada Mortgage and Housing Corporation. These courses will benefit contractors, tradesmen, inspectors, appraisers, technical teachers, and realtors.

COURSE 1

INSPECTING DWELLINGS AND INTRODUCTION TO SPECIFICATION WRITING

deals with:

- inspecting an existing dwelling
- identifying systems and components of the dwelling
- identifying problems and their causes
- recording and writing-up deficiencies and describing the work required for repair or replacement
- introduction to specification writing

COURSE 2

SPECIFICATION WRITING AND COST ESTIMATING

deals with:

- on-site drawings
- specification writing (greater depth than Course 1)
- cost estimating
- an introduction to contract management

Inspection skills learned in Course 1 will be applied

COURSE 3

ENERGY CONSERVATION IN REHABILITATION

deals with:

- the principles of heat transfer, thermal resistance, air change, water vapour movement
- assessing the energy efficiency of an existing house and identifying problems
- prescribing retrofit measures and appropriate methods of application
- assessing the possible impact on the house and systems caused by retrofit measures
- prioritizing retrofit measures
- inspecting completed work

This course will draw upon skills learned in both Course 1 and Course 2

COURSE 4

Will deal with project management and contract administration from the perspective of the rehabilitation contractor, building inspector and the homeowner.

For detailed brochures on Course 1, Course 2 and Course 3, or additional information please contact:

Manager
Rehabilitation Skills Training Centre
Canada Mortgage and Housing Corporation
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2950

COURS DE
FORMATION POUR
LA RESTAURATION
DES HABITATIONS



Canada



Société canadienne
d'hypothèques et de logement
L'honorable Romeo LeBlanc
ministre

Canada Mortgage
and Housing Corporation

LNH 5642 11/83

La Société canadienne d'hypothèques et de logement a élaboré une série de cours de formation conçus pour améliorer les connaissances et la compétence des personnes chargées de la restauration ou de la rénovation de maisons existantes de toutes sortes, à partir de la maison individuelle jusqu'au collectif d'habitation de faible hauteur. Ces cours sont des plus avantageux pour les entrepreneurs, les gens de métier, les inspecteurs, les évaluateurs, les professeurs techniques et les agents immobiliers.

LE 1^{er} COURS

L'INSPECTION DES HABITATIONS ET INTRODUCTION À LA RÉDACTION DE DEVIS

a pour objet:

- L'inspection des maisons existantes
- L'identification des systèmes et éléments de la maison
- L'identification des problèmes et de leurs causes
- La description et la consignation des défauts et la détermination des travaux de réparation ou de remplacement
- L'introduction à la rédaction de devis.

LE 2^e COURS

LA RÉDACTION DE DEVIS ET L'ESTIMATION DES COÛTS

a pour objet:

- Les plans à pied d'oeuvre
- La rédaction de devis (de façon plus approfondie que dans le 1^{er} cours)
- L'estimation des coûts
- Une introduction à la gestion de contrats

Les connaissances en inspection acquises au 1^{er} cours seront mises en oeuvre.

LE 3^e COURS

L'ÉCONOMIE D'ÉNERGIE DANS LA RESTAURATION

a pour objet:

- Les principes de transmission de la chaleur, de résistance thermique, des changements d'air, du mouvement de la vapeur d'eau
- L'évaluation de l'efficacité énergétique d'une maison existante et l'identification des problèmes
- La prescription des mesures d'amélioration à prendre et les méthodes appropriées de mise à exécution
- L'évaluation de l'effet que peuvent produire sur la maison et les systèmes les mesures prises en vue de les améliorer
- La détermination des priorités en ce qui concerne les mesures d'amélioration à prendre
- L'inspection des travaux achevés

Pour ce cours, on mettra en oeuvre les connaissances acquises aux 1^{er} et 2^e cours.

LE 4^e COURS

Ce cours portera sur la gestion de projet et de contrat, du point de vue de l'entrepreneur en restauration, de l'inspecteur de bâtiments et du propriétaire.

Pour obtenir des brochures détaillées sur les 1^{er}, 2^e et 3^e cours ou tout autre renseignement, prière de communiquer avec:

Le Directeur
Centre de formation pour la restauration des habitations
Société canadienne d'hypothèques et de logement
Ottawa (Ontario)
K1A 0P7
Téléphone: (613) 748-2950