

# TRAINING / FORMATION

TECHNICAL SERVICES AND CONTRACTS BRANCH  
TECHNICAL TRAINING PROGRAM FOR INDIAN BANDS

STATUS REPORT INDICATING  
COURSE AVAILABILITY IN 1981/82

Special Edition

December 1, 1981

L.S. Barber

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Indian and Northern  
Affairs Canada

Affaires indiennes  
et du Nord Canada

Technical Services  
and Contracts

Services techniques  
et des marchés



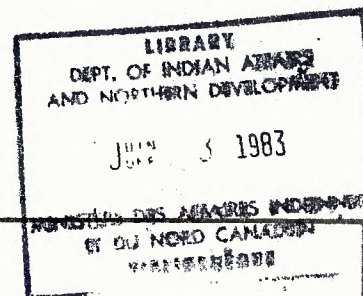


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**REPORT**

For Discussion Only

**RAPPORT**

Pour discussion seulement

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L.S. Barber  
Co-ordination Services Division  
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Ce document est aussi disponible en français

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## 1.0 OBJECTIVE

The major objective of this paper is to inform Engineering and Architecture (E & A) regions and districts of the technical training courses for Indian bands that are available now from the Technical Services and Contracts (T.S. & C.) Branch for delivery to bands.

Using this paper as a reference, regions will be able to request from T.S. & C. Branch copies of the courses they plan to deliver to bands. Briefings on the courses for regional/district staff participating in delivery will be arranged if required.

A further objective of this paper is to serve as a base document for discussion between E. & A. regions and districts and Indian bands in order to:

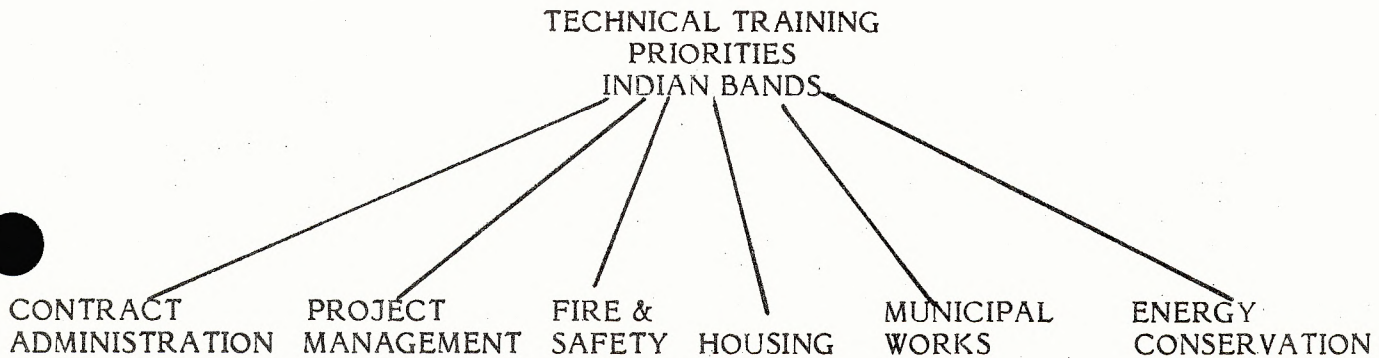
- introduce the technical training program for Indian bands being developed by T.S. & C. Branch;
- generate input into the program;
- describe the proposed strategy for delivering the training to bands using the existing E. & A. network of regions and districts.

## 2.0 BACKGROUND

In April 1979, the T.S. & C. Branch undertook to develop and implement a program of technical training for bands with the following objectives:

- expedite, in support of the Departmental policy of devolution, the transfer of technology to Indian bands to manage their physical assets; and
- reduce the loss of life and property resulting from fire-related causes through fire prevention training.

Initially, the Branch undertook to determine band technical training requirements and priorities, as perceived on a departmental basis, through the establishment of an inter-regional committee. The committee's report, EA-HQ-79-113, Band Technical Training, identified the following training priorities, which were subsequently confirmed with the Indian and Inuit Affairs Program:



The T.S. & C. Branch initiated several 'pilot' technical training projects in these high priority areas and field-tested them with native audiences to verify the technical relevance of the content and the appropriateness of the training methodology to bands.

In 1980/81, with the knowledge gained from the piloting process, the T.S. & C. Branch embarked on a comprehensive program of band technical training in the accepted high priority areas.

### 3.0 TRAINING COURSES AND MATERIALS AVAILABLE NOW

The following is a listing of those courses/materials that are available from T.S. & C. Branch and are ready for delivery to bands:

#### 1) Fire and Safety

- a) "Fire Fighters for Safety" - a series of six audio-visual training packages in English and French, for children in grades 1-4. This series evolved from a successful 'pilot' package (see 2.0, this report) and is intended for implementation in reserve school curricula. Each package in the series contains a five minute video-taped fire-safety lesson, learning support questions, colouring sheets and decals.

Copies of the series were sent to the regional Directors of Education and the Directors of Engineering and Architecture in late July 1981. This was done to introduce the series and to promote its integration into reserve school curricula.

- b) "Fire - Friend or Foe" - an instructional booklet describing basic fire-safety procedures for school-age children. 24,000 copies of the booklet were distributed, in English and French, to all regions in early December 1980.
- c) "A Safe Bet" - a second instructional booklet for children concerned with home safety and similar in design to "Fire - Friend or Foe".

This will be available for regional distribution in February 1982.

#### 2) Energy Conservation

- "How to Re-insulate Existing Buildings" - a course dealing with insulation techniques, materials and their relative cost-benefit and how to avoid potential problems. 1-day duration.

The course consists of a slide-tape presentation, an instructors' handbook and participants' workbooks.



3) Municipal Works

- "How to Organize a Band Works Section" - a fundamental course on the procedures required to set up an efficient and effective band works section, including work planning, budgeting and operational procedures. 1-day duration.

The course consists of a slide-tape presentation, an instructor's handbook and participants' workbook.

4) Housing

- a) "Home Maintenance" - a practical course outlining general maintenance and repairs that can be done by home owners. The course will be developed in a segment format. The first five segments will be: Painting, Plumbing, Heating, Electrical Repairs, and Doors and Windows.

Each segment will consist of a short slide/tape presentation, an instructors' handbook and hand-outs for the participants' 1/2-day duration for each segment.

This course will be ready for field-testing in April 1982 and delivery in May 1982.

5) Contract Administration

- "Construction Contract Administration for Band Councils" - 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. 2-day duration.

The course was field-tested in October 1981 and will be ready for delivery in November 1981.

#### 4.0 OTHER AVAILABLE TRAINING COURSES AND MATERIALS (NON-T.S. & C.)

Other technical training courses and materials which were developed independently of the T.S. & C. technical training program for bands but which are available now through the Branch are:

##### 1) Fire and Safety

- "Learn Not to Burn" - a curriculum for teaching school children basic fire and safety lessons. The curriculum consists of teachers' binders, handout material and a variety of audio-visual aids. Twenty-five week duration.
- Copies of the teachers' binders were sent to the regional Directors of Education in September 1981 with the recommendation that the curriculum be piloted in one school in each region in 1981/82.

##### Note:

Information on the curriculum is available through T.S. & C. Branch. The curriculum itself can be obtained through the National Fire Protection Association, Publication Sales Department, Boston, Massachusetts, U.S.A.

##### 2) Metric Conversion

- "Amazing Metric" - a course on the fundamentals of the metric system. The course consists of a slide/tape presentation, an instructor's handbook and participants' work-books. 1/2-day duration.



## 5.0 PROGRAM 1981/82

This fiscal year, the T.S. & C. Branch is developing the following which will be available for delivery to bands after field-testing in 1982/83:

		<u>Target Date for Field-Test</u>
1)	<u>Fire and Safety</u>	
a)	<u>"Fire Prevention for Adults"</u> - a practical course on fire prevention dealing with: a) personal protection in and around the home; and b) home escape plan. 1-day duration.  The format will be a combination of lecture, group discussion and audio-visual presentation.  This course is being developed with the native organization, Sinco Developments of Saskatchewan.	May 1982
b)	<u>"Fire Safety Pamphlet for Adults"</u> - fire safety tips for adults similar to the popular "Fire-Friend or Foe" for children.	To be established
2)	<u>Housing</u>	
-	<u>"Home Plumbing"</u> - a practical training package on the basic principles of reserve home plumbing installation and operation. 1/2-day duration.  The format will be lecture, question and answer, discussion and slide/tape presentation.	December 1982
3)	<u>Municipal Services</u>	
a)	<u>"Septic Tank Systems"</u> - a basic how-to-training package covering the installation, operation and maintenance of septic tank systems. The package will contain a how-to manual and a 30 minute step-by-step slide/tape presentation.  The package is being produced by contribution arrangement with the Chiefs of Ontario on behalf of the Ontario Indian Housing Council (OIHC) who are using the services of the Ojibway and Cree Cultural Centre, Timmins, Ontario.	July 1982

Target Date  
for Field-test

- b) "Waste Stabilization Ponds" on Reserves - a concise course explaining how to treat wastewater through the effective design, operation and maintenance of waste stabilization ponds. 1/2-day duration.

May  
1982

The format of the course will make use of lecture, audio-visual material, participants' workbooks and tests.

- c) "Chlorination Training for Band Utility Operators" - a practical course covering the operation and maintenance of hypochlorination equipment and emphasizing the necessity of disinfection as a means of disease prevention. 1/2-day duration.

May  
1982

The format will be lecture, audio-visual presentation and other elements to be determined.

4) Project Management

- "Management of Day Labour Projects" - a training course on the principles of project management as applied specifically to day labour projects. Two to three-day duration.

October  
1982

The format is to be determined.

## 6.0 PROPOSED DEVELOPMENT AND IMPLEMENTATION STRATEGY

The active participation of E. & A. regions and districts in the delivery of technical training to bands is illustrated in the following proposed development and implementation strategy:

### 1) Training Needs and Priority Identification

- Compilation of departmentally perceived band training needs and priorities through interregional committee (see 2.0, this report);
- confirmation with Indian and Inuit Affairs Program of same; and
- cross-checking of technical training needs and priorities through E. & A. regions/districts network to bands on a periodic basis as program develops.

### 2) Course Development/Design

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

### 3) Field-testing

- trial presentations of courses in reserve settings and/or in conjunction with workshops, etc., of native associations and groups;
- combined effort of T.S. & C. Branch, Indian and Inuit Affairs Program, and E. & A. regions and districts to obtain meaningful native input into band technical training courses; and
- modification of courses in order to reflect native input.

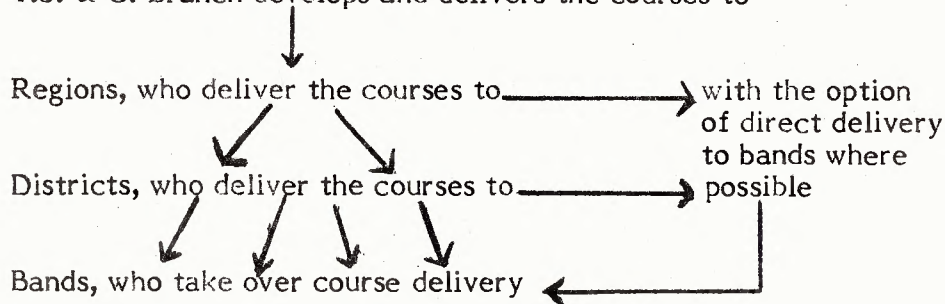


#### 4) Course Delivery/Implementation

- ideally, band technical training courses would be delivered to bands by qualified native trainers, however, until this becomes feasible, the following approach will be taken.
- T.S. & C. Branch staff will give two initial presentations of each completed course, one in the east and one in the west. The region hosting the presentation will arrange for the appropriate native 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.
- each region will appoint a band technical training co-ordinator to arrange for the initial presentations, to co-ordinate the transfer of training courses from headquarters to regions, and to monitor subsequent course deliveries.

The delivery strategy 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 would be made available on demand through all steps of the above process.
- Additionally, as courses are developed, T.S. & C. Branch will advise Indian associations of the availability of technical courses for bands and will arrange to deliver courses upon request, either directly using Branch resources or through the regional E. & A. offices.

#### 5) Evaluation

- feedback from the native participants and regional/district staff will be reported through the regional band technical training co-ordinators to T.S. & C. Branch so that course effectiveness can be monitored.

## 7.0 INVOLVEMENT WITH INDIAN AND INUIT AFFAIRS - E. & A. REGIONS/DISTRICTS - INDIAN BANDS

Throughout the development and delivery strategy of band technical training, emphasis is placed on collaboration with Indian and Inuit Affairs, the existing E. & A. regions/districts network with significant native involvement at all stages.

### 7.1 Collaboration with Indian and Inuit Affairs

The Indian and Inuit Affairs Program has a full-time representative on the T.S. & C. Branch technical training committee, which is responsible for the development of the band technical training program. In addition, T.S. & C. Branch communicates regularly with the Indian and Inuit Affairs Program on major policy and financial decisions regarding band technical training and participates in national band training conferences such as the one in Winnipeg, Nov 15-19, 1981.

### 7.2 Involvement of the E. & A. Regions/Districts Network

The E. & A. regions/districts network has been involved in the band technical training program since its inception through participation on the inter-regional committee on band technical training priorities and requirements. T.S. & C. Branch also gives status reports to the regions regularly on progress made with band technical training and solicits their input on an ongoing basis.

The regions have continued to express their support of T.S. & C. Branch in its band technical training activities. Most recently, they have nominated regional band technical training co-ordinators. The regions have confirmed their willingness, and that of the districts, to participate actively in: the on-going cross-checking of established training needs and priorities with bands; course design; field-testing, and in particular, actual course delivery, as outlined in the above strategy (6.0, this report).

### 7.3 Native Involvement

Meaningful native involvement in all stages of the program is recognized as the most critical factor in determining the achievement of technology transfer to bands through technical training. The means of obtaining this involvement remain a subject of continuing study and discussion between the T.S. & C. Branch and Indian and Inuit Affairs Program at headquarters and in the regions.

To date, we have been successful in accessing bands through the E. & A. regions/districts network and by liaison with Indian groups and associations. We are field-testing courses on reserves and at association-sponsored technical training workshops.

The T.S. & C. Branch, in keeping with its objective to develop and deliver effective band technical training, will continue to actively seek and encourage opportunities for native input into the program.