



INFORMATION BULLETIN

Skills Coach

Issued: October 2022

OVERVIEW

The Skills Coach position was created to assist the Registered Primary Instructor with the psychomotor skills practice within a CFSTES or FSTEP course. The Skills Coach is a separate classification from the Registered Psychomotor Skills Evaluator. It is the responsibility of the Registered Primary Instructor to know when a Skills Coach is an applicable member of the instructor cadre. A Skills Coach is not authorized to oversee or supervise students during high risk operations and shall not provide instruction without supervision.

In 2021, several FSTEP and CFSTES course plans were modified to include a detailed list of recommended Skills Coach ratios. Since State Fire Training does not track Skills Coaches in Acadis, providing the specific ratios has complicated the Course Return process. As such, Skills Coaches will be removed from Course Plan verbiage to provide clarity regarding their applicability.

RECOMMENDATIONS

Based on stakeholder and SFT staff feedback and with the recommendation of the Skills Coach Ad Hoc Committee, the Course Plans will no longer indicate the Student-to-Skills Coach ratio and/or the Registered Instructor/Fire Fighter Instructor to Skills Coach Ratio. The recommended engagement ratio of Skills Coaches in any course will be to maintain a 1:5 ratio of skills coach/student ratio during skills practice evolutions. The 2022 SFT Procedures Manual update has been further modified to include verbiage regarding the Skills Coach processes with clarified regulatory text.

SFT may request verification that a Skills Coach is qualified to support course delivery. The Registered Primary Instructor shall verify their qualifications. This process may include:

1. Resume/statement of professional qualifications
2. SFT course completion diplomas and/or transcripts

Procedure Changes

Edition: May 2022 edition of the *State Fire Training Procedures Manual*

Effective Date: Month, ##, 2023 (*anticipated*)

Section Changes: Update to proposed sections:

- **6.8: Skills Coach**

Justification: The *SFT Procedures Manual* has been updated to include verbiage regarding to the Instructor Trainee processes, providing clarified regulatory text.

SFT Contact: SFT Staff assigned to Instructor Registration.

Note: Using the May 2022 edition of the *State Fire Training Procedures Manual*:

- Update to proposed Section 6.8: Primary Instructor
 - 6.8.1(B)(C)
 - 6.8.3(A)(3)(i)

6.8: SKILLS COACH

6.8.1: QUALIFICATIONS

A. The Skills Coach must successfully complete the SFT course, or an SFT-approved equivalent, for the course they intend to assist in psychomotor course delivery.

B. The Skills Coach shall not serve to satisfy Instructor/Student Ratios

C. The Skills Coach shall not oversee students during high-risk operations including, but not limited to:

1. Open trench operations
2. High angle/rope rescue operations
3. Live-fire operations
4. Swift water rescue operations

6.8.2: REGISTRATION

- A. State Fire Training does not register Skills Coaches.
- B. The Registered Primary Instructor shall ensure that an individual meets the qualifications.
- C. Upon request, the Registered Primary Instructor shall provide SFT documentation verifying these qualifications. This documentation may include:
 - 1. Resume/statement of professional qualifications
 - 2. SFT course completion diplomas and/or transcripts

6.8.3: RESPONSIBILITIES

- A. Under supervision of the Registered Primary Instructor, a Skills Coach may:
 - 1. Provide additional student supervision during skill sets and reps
 - 2. Maintain and enhance skill sets and reps
 - 3. Provide assistance for the Registered Primary Instructor(s)
 - i. Shall be supervised while delivering instruction
 - 4. Provide logistical support for the course
 - 5. Provide improved opportunity for student success and skill mastery