



INTERIM PROCEDURES

Skills Coach

Updated: February 2021

Procedure Changes

- Edition:** May 2020 edition of the State Fire Training Procedures Manual
- Effective Date:** January 1, 2020
- Section Change:** Various sections in Chapter 5 Instructors and Chapter 6: Instructors
- Justification:** The new *Skills Coach* position is to assist the Registered Primary Instructor with the Psychomotor skills practice within a CFSTES or FSTEP course. This is a separate classification from *Registered Psychomotor Skills Evaluator*. The FSTEP or CFSTES course plan will indicate if a skills coach can be used for a course delivery. Additionally, the course plan will indicate the Student to Skills Coach ratio and/or the registered instructor/fire fighter instructor to skills coach ratio.
- SFT Contact:** [Contact SFT Staff](#) assigned to the specific certification.
- Note:** All new text appears in underline. All deleted text appears in ~~strikeout~~

5.1: COURSE DELIVERY

5.1.4: COURSE MATERIALS

- A. A. SFT requires the Registered Instructor, in conjunction with the host agency, to use the following items when delivering an approved CFSTES course:

Table 5.1.4(A): CFSTES

SFT Provides	Instructor Provides
<ul style="list-style-type: none"> Completed CFSTES Courses Request for Course Scheduling form CFSTES Instructor Checklist (See 12.7) Course roster sheets SFT-approved course plan Student supplement(s) (if applicable) 	<ul style="list-style-type: none"> Syllabus Attendance sheet Lesson plans Test planning sheet Formative and written summative tests Evaluation of student competency Qualifications of assistant instructors, psychomotor skills evaluators <u>coaches</u>, or guest lecturers Written safety plan (appropriate to the course facilities and content)



INTERIM PROCEDURES

Skills Coach

- B. SFT requires the Registered Instructor, in conjunction with the host agency, to use the following items when delivering an approved FSTEP course:

Table 5.1.4(B): CFSTES

SFT Provides	Instructor Provides
<ul style="list-style-type: none"> Completed FSTEP Courses Request for Course Scheduling form FSTEP Instructor Checklist (See 12.8.) Course roster sheets SFT-approved course plan Student supplement(s) (if applicable) 	<ul style="list-style-type: none"> Syllabus Attendance sheet Lesson plans Formative and written summative tests Evaluation of student competency Qualifications of assistant instructors, psychomotor skills evaluators, <u>coaches</u>, or guest lecturers Written safety plan (appropriate to the course facilities and content)

- C. The Registered Instructor, in conjunction with the host agency, shall provide the facilities, tools, and equipment used in the delivery of FSTEP courses.

5.1.6: ADJUNCT OVERSIGHT

- A. The Registered Instructor, in conjunction with the host agency, shall:
- Verify the qualifications of Assistant Instructors, ~~Psychomotor Skills evaluators~~Coaches, and Guest Lecturers participating in the course
 - Ensure the safety of all Assistant Instructors, ~~Psychomotor Skills evaluators~~Coaches, and Guest Lecturers participating in the course

5.1.11: RECORD KEEPING

- A. For a CFSTES course, the Registered Instructor, in conjunction with the host agency, shall keep the following records for a minimum of four years:
- Class attendance
 - Student assignment records
 - The course syllabus
 - Written Summative tests and student scores
 - Test-planning sheet(s)
 - Evaluations of student competency



INTERIM PROCEDURES

Skills Coach

7. Qualifications of Assistant Instructors, ~~Psychomotor Skills evaluators~~ Coaches, or Guest Lecturers
 8. A calendar of events identifying the topics taught by an Assistant Instructor or Guest Lecturer
 9. ~~A list of each psychomotor skill evaluated by anyone other than the Registered Instructor and who performed the evaluation~~
- B. For an FSTEP course, the Registered Instructor, in conjunction with the host agency, shall keep the following records for a minimum of four years:
1. Class attendance
 2. Student assignment records
 3. The course syllabus, if applicable
 4. Evaluations of student competency
 5. Qualifications of Assistant Instructors, ~~Psychomotor Skills evaluators~~ Coaches, or Guest Lecturers
 6. A calendar of events identifying the topics taught by an Assistant Instructor or Guest Lecturer
 7. ~~A list of each psychomotor skill evaluated by anyone other than the registered instructor and who performed the evaluation~~

6.1: INSTRUCTOR TYPES

6.1.1: PRIMARY INSTRUCTOR

- A. A Primary Instructor is registered by State Fire Training (SFT) to administer a course, teach 50% or more of a course, keep course records, administer periodic tests and psychomotor skills exams, and select and oversee any Assistant Instructors, ~~or~~ Guest Lecturers, or Skills Coach associated with a course. (See 6.2: Primary Instructor.)

6.1.6: SKILLS COACH

- A. A Skills Coach, under direct supervision of the Primary Instructor, may assist in the psychomotor portion of course delivery for courses they are qualified through education, training and experience.
1. Skills Coaches are limited to only psychomotor practice for skill's mastery.
 2. The Primary Instructor must be present when Skills Coaches are being utilized.



INTERIM PROCEDURES

Skills Coach

6.2: PRIMARY INSTRUCTOR

6.2.7: RESPONSIBILITIES

6.2.7.4: Supervision

- A. The Registered Primary Instructor manages and oversees an Assistant Instructor's course participation.
 - 1. The Registered Primary Instructor does not have to be present but shall remain accessible when an Assistant Instructor is teaching.
- B. The Registered Primary Instructor directly supervises a Guest Lecturer's course participation.
 - 1. The Registered Primary Instructor attends and monitors any presentations given by a Guest Lecturer.
- C. The Registered Primary Instructor directly supervises a Skills Coach's course participation.
 - 1. The Registered Primary Instructor monitors any psychomotor training given by a Skills Coach.

6.8 SKILLS COACH

6.8.1: QUALIFICATIONS

- A. Has passed the SFT course, or a SFT approved equivalent, he or she is going to assist in the psychomotor portion of course delivery.

6.8.2 REGISTRATION

- A. State Fire Training (SFT) 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 (i.e. SFT course completion diplomas or transcript)
 - 2. SFT course completion diplomas and/or training transcripts



INTERIM PROCEDURES

Skills Coach

6.8.3 RESPONSIBILITIES

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