

Instructor Qualifications

Instructor Abilities

Instructors must be able to determine whether or not a training programme will achieve its objectives and successfully train students. Instructors need to have technical knowledge and knowledge of training techniques, so that the subject is covered fully and questions answered correctly and adequately. Technical knowledge comes from understanding the requirements for transporting dangerous goods.

There are many instructional methods that may be used to convey the information required in the training material. It is important that instructors understand the limitations of the training method they are using and adjust for such limitations.

Instructor Recognition

Any dangerous goods instructor* should be able to demonstrate the following:

1. Technical Knowledge
The instructor must have technical knowledge of the Transportation of Dangerous Goods by the mode they are providing instruction in.
2. Training Delivery
Effective course set up (logistics)
Understand the importance of the learning climate (getting the most from the participants)
Effective course creation (the flow of knowledge)
Presentation skills (getting your message across)
Exercise facilitation (what do they mean)
3. Participant Assessment
Continuous feedback for participants (ensure they are learning)
Participant assessment (tests vs. activities)
4. Continuous Improvement of the Course
Training session reviews (how to I do?)
Incorporating feedback (when and how to listen to feedback)

Instructor Portfolios

All dangerous goods instructors should have a portfolio which includes the following items:

1. Dangerous goods training certificate, as stated in Part 6 of the Transportation of Dangerous Goods Regulations.
2. List of dangerous goods training attended and/or accolades
3. List of instructional workshops attended and/or accolades
4. References of training programs provided

Quality Assurance Systems

Each company that employs or contracts a dangerous goods instructor to perform training should as a minimum:

1. Retain a copy of each instructor's portfolio
2. Retain copies of references provided by the instructor
3. Request an update to each instructor's portfolio every two years

* Dangerous Goods Instructor: a person who is, or intends on becoming, a training provider; or works for, or intends to work for, training providers