

Curriculum Recognition for an Entry-Level Driver Program

Having your curriculum recognized by the CTHRC is your **first step** to becoming a CTHRC nationally accredited institute. When your curriculum is recognized through the CTHRC's curriculum recognition process, it means that your training is meeting the national standard for entry-level drivers.

Step two involves having your training institute accredited. These two steps will enable you to provide national certification to your students.

****Please note that solely having your training institute's curriculum recognized does not enable you to *certify your students to national standards*. National certification for students can only be achieved if the training institute is accredited. Curriculum recognition is the first step to becoming a CTHRC nationally accredited institute****

A curriculum which has been recognized through the CTHRC's curriculum recognition process will benefit your training institute in many ways, including the following:

- National recognition of your institute's commitment to excellence;
- Increased opportunity for staff and management to be thoughtful about their practice;
- Cultivation of a positive public image of your institute;
- The curriculum recognition process helps to foster sustained organizational development and improvement;
- Your institute will have a tool for benchmarking the company against current standards/best practices;
- You will have documentation and evidence of the quality of the training; and
- You have started the process of becoming a CTHRC nationally accredited institute.

Roles and Responsibilities

Canadian Vocational Association (CVA)

CVA is a nationally recognized organization that actively promotes and fosters vocational and associated fields of education in Canada. CVA is the holder of the DACUM model that is being adopted by training institutions and industrial training departments on a world-wide basis.

A CVA representative sits on the curriculum recognition committee. This representative is responsible for analyzing the information that is submitted by the candidate, conducting an on-site visit to the training institute, and performing a preliminary assessment based on this information. The outcomes of this preliminary assessment will be submitted to the rest of the curriculum recognition committee for review.

Curriculum Recognition Committee (CRC)

The primary purpose of the curriculum recognition committee is to determine whether curricula that are submitted meet the national occupational standards for entry-level professional drivers. This committee is an objective, impartial committee without direct representation from CTHRC or its membership. It has a reporting relationship to the CTHRC Board of Directors and is accountable for its processes and decisions.

Its members include carrier representatives from the industry with expertise in national occupational standards, curriculum development, training in the trucking industry, the trucking industry more broadly, and student expectations and requirements. Because of the potential for conflict of interest, representatives from training institutes that might pursue accreditation do not sit on this committee.

CTHRC Office

Staff of the CTHRC is responsible for the administration of the program. This includes tasks such as:

- Sending out application packages
- Checking applications for completeness
- Answering questions regarding the process
- Informing the institute of the CRC's decision
- Submitting the CRC's report to the CTHRC Executive Committee and Board of Directors for ratification
- Informing institutes when the time has come to have their curriculum re-assessed

The CTHRC will sit as a member of the CRC, but only in the role of an observer. They will not have the ability to vote on CRC decisions.

CTHRC Executive Committee and Board of Directors

The CTHRC Executive Committee is responsible for the ratification of the decision made by the CRC. This takes place after the Executive Committee has reviewed the report which was provided to them by the CRC. Once the decision has been ratified, the Executive Committee will report this to the CTHRC Board of Directors at the next meeting. Please note that the Executive Committee and Board members are not responsible for the decision as to whether or not a curriculum is approved. They are responsible for ratifying the decision which has been made by the CRC.

Training Institute

The training institute is responsible for requesting an application package from the CTHRC (this application package may also be downloaded from the CTHRC website). They are then responsible for completing the application package and providing the CTHRC with documentation that their curriculum meets the entry-level professional driver occupational standards. This documentation should include:

- The content standards of the curriculum
- The learning outcomes of the curriculum
- The elements of performance (performance indicators) within the curriculum

- The curriculum design/lesson plan
- The institute's teaching and assessment strategies
- Skills assessment (driving)
- Test questions and administration

The training institute must also be prepared for the CVA representative of the CRC to conduct a site visit to their training institute.

Curriculum Recognition Steps

1. Training Institute Requests Application Package

The training institute that intends on having its curriculum recognized by the CTHRC will request an application package from the CTHRC. This application package may also be downloaded from the CTHRC website. At this time, it is also recommended that the institute download a copy of the professional driver class 1/A – entry-level standards from the CTHRC website.

2. CTHRC sends out the Curriculum Recognition Application Package

CTHRC will send out the curriculum recognition application package, which includes information about the curriculum recognition process, procedures, and standards. The application requires the institute to provide documentation on how the curriculum meets the entry-level professional driver occupational standards. Documentation should include the following:

- a) The content standards of the curriculum
- b) The learning outcomes of the curriculum
- c) The elements of performance (performance indicators) within the curriculum
- d) The curriculum design/lesson plan
- e) The institute's teaching and assessment strategies
- f) Skills assessment (driving)
- g) Test questions and administration

3. Training Institute Submits Completed Application

The training institute completes an application which will be reviewed by the Curriculum Recognition Committee (CRC). Information must be provided for each element of the curriculum identified in Step 2. The completed application is submitted to CTHRC.

4. CRC Reviews the Application

The Canadian Vocational Association representative on the CRC will analyze the information submitted by the candidate, conduct an on-site visit to the institute, perform a preliminary assessment, and submit the outcomes of this preliminary assessment to the CRC members. The CRC members will hold a conference call to determine if, based on the information and material provided by the training institute, the curriculum complies with the CRC's curriculum standards.

5. Assigning Curriculum Recognition Decision

The CRC will discuss and review the CRC coordinator's report and the curriculum recognition application from the training institute. Based on this discussion they will render a decision with regards to the recognition of the curriculum for the given institute.

6. Notification of Results

CTHRC will send a report to the training institute along with the CRC's curriculum recognition decision. A training institute may be asked to meet certain conditions before curriculum recognition is granted. For example, curriculum recognition may be granted subject to the receipt of a report or other documentation which convinces the CRC that the areas of concern which were highlighted have been adequately addressed. If the CRC judges that significant weaknesses continue to exist in a training program, curriculum recognition will be denied.

7. Ratification by the Executive Committee and Board of Directors

CTHRC will submit the CRC's report to the Executive Committee where it will be ratified. At the next meeting of the Board of Directors, a report will be provided to Board members.

8. Re-Review of Curriculum

Training institutes will be required to have their curriculum re-reviewed at certain times. For example, when competencies change or when substantial changes are made to the curriculum being used, the CRC will have to determine if the curriculum is still meeting the entry-level professional driver occupational standards.

9. On-Going Monitoring

CTHRC establishes a review period for all training institutes that have a recognized curriculum based on the timeframes established in the reports. This is done to ensure that the curriculum is still meeting the entry-level professional driver occupational standards. Among other things, schools may be asked to produce a copy of the curriculum currently being used in the training institute and personal training records.

10. Revocation of Curriculum Recognition

Training institutes may have their curriculum recognition revoked based on the fact that their curriculum no longer meets the standards identified in the entry-level professional driver occupational standards.

FAQs

Who is the Canadian Trucking Human Resources Council (CTHRC)?

Working in partnership with industry members, the CTHRC is a non-profit council whose main business is making sure your business keeps on trucking. Building on your experience and our

expertise, we are here to listen to your human resource needs and respond with research, training, and advice. Our goal is to help you meet today's challenges while keeping an eye on and positioning your organization to face the changing environment and economic landscape that will affect your businesses tomorrow. Visit www.cthrc.com for more information.

Why should I go through the curriculum recognition process?

Having your curriculum recognized means that your curriculum is meeting a national standard. This shows that you are using a curriculum which will produce a better qualified truck driver who will be in high demand. Training institutes using a recognized curriculum are eligible to move ahead with accreditation through CTHRC's national accreditation program.

What is the Curriculum Recognition Committee (CRC) and who are the members?

The primary purpose of the CRC is to determine whether curricula that are submitted are recognized as meeting national occupational standards for entry-level professional drivers. This committee is an objective, impartial committee without direct representation from CTHRC or its membership. It has a reporting relationship to the CTHRC Board of Directors and is accountable for its process and decisions.

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What is the difference between curriculum recognition and accreditation?

Curriculum recognition means that the curriculum you are using to train your students has been recognized through the CTHRC's curriculum recognition process as being able to produce drivers who can perform specific driving skills and have the knowledge of other driver responsibilities. It also means that the curriculum is soundly conceived and clearly stated, and that the training meets the entry-level professional driver occupational standards.

Curriculum recognition is also your first step towards national accreditation.

Accreditation is the process by which the CTHRC gives official recognition to training institutes that meet pre-determined, required standards. Accreditation validates training institutes that provide high quality services. Graduate drivers are assured that accredited training institutes meet the standards expected by the CTHRC.

What if my training has been recognized by another body? Does it still need to be recognized through the CTHRC's curriculum recognition process?

Although your training may have been assessed by another body, one of the first steps in becoming a nationally accredited training school is to have your curriculum recognized through the CTHRC's curriculum recognition process. This is to ensure that all professionally certified entry-level drivers in Canada have met the entry-level professional driver occupational standard.

