

Training Program Evaluation Form

Principal Program Manager(s):	Name	Council

Program Description:

Sites, programs, and councils covered by this Training Program:

	Unit Leaders	Year Round Program Staff	Summer Camp Program Staff	Non Member Program Staff	Other
Target Audience for Training					

	Class Room	Low Course	High Course	Artificial Climbing Structures	Natural Rock Sites
Facilities used in Training Program					

Training Structure (dates, times and duration of sessions):

Brief Description of Training Processes used:

Training Program Evaluation Form

Program Strengths:

Improvement Opportunities:

Action Plan for Program Improvements:

Training Program Representative (please print)

Signature

Date of Training Program Evaluation

Training Program Evaluator (please print)

Signature

Proposed Date of Next Training Program Evaluation

Training Program Evaluation Form

Note to Training Program Evaluators: As a result of examinations of training documents and observation of classroom and practical training sessions, please fill out the competency checklist as follows: Items in the "yes" column under "Covered in Training" should be marked with "C" if the competency is covered in a classroom session, "P" if covered in a practical session, and "CP" if covered in both. Mark all other columns with "X" or leave blank as appropriate. All competencies must be covered in training and assessed in some manner or marked "N/A" if they do not apply to the program being evaluated. The Program Manager should perform a self-assessment prior to the TPE's visit to facilitate the process.

Training Program Evaluator Competency Checklist		Covered in Training			Assessment Method	
Standard	Competency	Yes	No	N/A	Written	Practical
ACCT General						
C.1.1	Mission & ethical standards					
C.1.2	Operate within technical & facilitation skill level					
C.1.3	Current with industry practices & standards					
C.1.4	Knowledge of site-specific information					
C.1.5	Participant information					
C.1.6	Maintain client confidentiality					
C.1.7	Staff to participant ratios					
C.1.8	Implement emergency action plan					
C.1.9	Follow participant screening policies					
C.1.10	Site-specific first aid procedures					
C.1.11	Communicate inherent risks					
C.1.12	Knowledge of OEM recommended procedures					
ACCT Technical: General						
C.2.1.1	Recognize inherent risks for each activity					
C.2.1.2	Monitor hazards & make adjustments					
C.2.1.3	Follow local operating policies					
C.2.1.4	Monitor course and equipment					
C.2.1.5	Pre-use check of elements & equipment					
C.2.1.6	Document maintenance issues					
C.2.1.7	Document remediation of critical maintenance issues					
C.2.1.8	Properly fit and use equipment					
C.2.1.9	Set-up and take-down of program elements					
C.2.1.10	Evaluate proper equipment set-up					
C.2.1.11	Knowledge of appropriate ACCT standards					
C.2.1.12	Communicate safety information to participants					
ACCT Technical: Spotted Elements						
C.2.2.1	Assess when spotting is necessary					

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		Yes	No	N/A	Written	Practical
Standard	Competency					
C.2.2.2	Provide effective spotting on relevant activities					
C.2.2.3	Determine when spotting techniques are appropriate					
C.2.2.4	Assess when group is ready to implement spotting					
C.2.2.5	Teach spotting to participants					
C.2.2.6	Supervise and manage spotting techniques					
C.2.2.7	Clear & consistent communication for spotting					
ACCT Technical: Life Safety Systems						
C.2.3.1	Assess when life safety system is required					
C.2.3.2	Determine appropriateness of life safety system					
C.2.3.3	Tie and evaluate appropriate knots for life safety					
C.2.3.4	Assess and confirm activity corridors are clear					
C.2.3.5	Manage movements/transfers between life-safety systems					
C.2.3.6	Implement top-rope belay system					
C.2.3.7	Supervise and manage belay techniques					
C.2.3.8	Know when to incorporate spotting on belayed events					
C.2.3.9	Implement lanyard personal safety system					
C.2.3.10	Instruct and manage canopy/zip procedures and techniques					
C.2.3.11	Properly connect/disconnect zip line equipment					
C.2.3.12	Manage canopy/zip take-off, travel, & dismount					
C.2.3.13	Assess & manage hazard conditions that may cause operations to cease					
C.2.3.14	Enact site-specific procedures for hazard conditions					
C.2.3.15	Set-up, operation, and monitoring of canopy/zip braking system					
C.2.3.16	Access high elements using a personal safety system					
C.2.3.17	Perform equipment retrievals from high elements					
C.2.3.18	Perform appropriate timely interventions and/or technical rescues					
C.2.3.19	Use ladders or other access/egress methods as appropriate					
C.2.3.20	Descend from a high element					
C.2.3.21	Set-up, teach, and manage participant rappel stations					
ACCT Facilitation: Communication						
C.3.1.1	Communicate appropriately for the group being facilitated					
C.3.1.2	Provide opportunities for participant questions					
ACCT Facilitation: Program Design						
C.3.2.1	Conduct needs assessment prior to program implementation					
C.3.2.2	Provide programming that addresses client needs					

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		Yes	No	N/A	Written	Practical
Standard	Competency					
C.3.2.3	Provide program that complies with contract/agreement requirements					
ACCT Facilitation: Assessment						
C.3.3.1	Conduct individual participant assessment (ability, readiness, behavior)					
C.3.3.2	Self-assessment of staff readiness					
C.3.3.3	Continual assessment of participants and other staff					
C.3.3.4	Adjust programming based on participant or staff assessment					
ACCT Facilitation: Program Implementation						
C.3.4.1	Communicate program information (challenge by choice, risks)					
C.3.4.2	Assess skills, abilities, goals, objectives, stages, social/cultural needs					
C.3.4.3	Sequence activities based on assessments					
C.3.4.4	Provide appropriate activity progression					
C.3.4.5	adapt challenge levels to group abilities and program objectives					
C.3.4.6	Provide appropriate discovery and reflection opportunities					
C.3.4.7	Provide experiences that do not unreasonably enlarge risks					
C.3.4.8	Understand group/facilitator relationship roles					
C.3.4.9	recognize common group behaviors and respond appropriately					
C.3.4.10	Manage conflicts or difficulties within the group					
C.3.4.11	Understand behavior may reflect prior relationships					
C.3.4.12	Recognize that activities may elicit powerful reactions or emotions					
C.3.4.13	Understand how staff presence and behavior affect the group					
BSA Climbing						
CR.1.1	Construct appropriate anchor systems					
CR.1.2	Teach, supervise, and manage bouldering activities					
CR.1.3	Effectively teach application of Climb On Safely guidelines for units					
CR.1.4	Effectively teach and evaluate progress on Climbing Merit Badge					
CR.1.5	Understand the application of Leave No Trace to challenge programs					
CR.1.6	Demonstrate and teach effective rock climbing techniques					
CR.1.7	Determine safe zone, fall zone and other site management/selection requirements					
CR.1.8	Understand, apply, and teach BSA National COPE & Climbing Standards					

Make a copy of this form and leave it with the Program Manager before leaving the training facility. Send a copy of this form to the Area Advocate within 7 days of the program evaluation.