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Subject: Participant Evaluation Training Guidelines			

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## 1. Disclaimer:

En-Safe Training Solutions Ltd. (ETS), their Associates, Employees, and/or Subcontractors shall be indemnified, and will in no way, be held responsible for any accidents, incidents or occurrences related to any of our training courses, products or professional services.

Please be advised that ETS's Training Courses do not necessarily meet the requirements of "Competent Worker/Person" training. ETS's courses are generic in nature and do not cover all possible job and site applications. To meet legislative requirements, the Employer and/or Supervisor may also be required to provide additional training and/or instruction. This could include, but is not limited to, Job Specific Training (JST), an annual review and/or refreshers. Topics could detail specific emergency procedures, instructions with relation to specific equipment, hazards and potential or actual dangers that their employee(s) may encounter.

Please be advised that ETS's training is conducted in English. If "Accommodation Needs" are required for On-Site Classes, a Participant Accommodation Plan can be developed in co-ordination with ETS. For Open Enrollment classes, due to training logistics and time restraints, some accommodation requirements may be restricted.

## 2. Record of Training Wallet Cards (ROT wallet cards) and Certificates

To receive an En-Safe (1992) issued ROT wallet card and certificate, stating the participant's successful completion of the training session, the participant must have attended and successfully completed both the theoretical and practical portions (if applicable) of the training session. Typically, an 80% on the theoretical evaluation is required.

The participant's name appearing on the ROT wallet cards and certificates is transcribed by En-Safe (1992) from the Record of Attendance (ROA) sheet which is completed by the participant(s) during the training session. Each participant receives an individual registration number which is entered into ETS's training database and is available upon request by the employer or an inspector. ETS retains the original ROA, written theoretical and participant practicals or training sheets signed by each participant for a minimum of 7 years.

Please note that the certificates and/or ROT wallet cards signify that the participant(s) has/have attended the training session. The certificates and/or ROT wallet cards do not represent a license or permit.

As of January 2010, the TSSA mandated all training providers obtain the participant's date of birth when conducting Construction Heat training. The date of birth is then transcribed onto the ROT card which is issued by En-Safe (1992).

As of April 1, 2015 the Ministry of Labour will issue wallet cards to each successful participant who completed the approved MOL's Working at Heights, not SafetyABC. The wallet card will be transferrable between

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Employers and have a 3 year expiry.

### **3. Written Evaluation Guidelines for En-Safe (1992) Training**

#### **Participants who achieve an eighty percent and over on the written evaluation**

Will receive both an En-Safe (1992) issued ROT wallet card, if applicable, and certificate. They will state that the participant has successfully completed the training to En-Safe (1992)'s internal standards. Participants must successfully complete both the practical, if required, and written evaluation.

#### **Participants who achieve seventy-five to seventy-nine percent on the written evaluation**

Considered to be a Borderline Pass, will receive both an En-Safe (1992) issued ROT wallet card, if applicable, and certificate. They will state that the participant has successfully completed the training to En-Safe (1992)'s internal standard. However, En-Safe (1992) recommends that the employer review the course material and written evaluation with the participant. A blank copy of the written evaluation will be included with the documentation issued to the employer.

#### **Participants who achieve seventy to seventy-four percent on the written evaluation**

Upon review of the written evaluation, at the Trainer's discretion, an adjustment to the participant's score can be made, up to a maximum of five percent so to bring the participant to a Borderline Pass. If the mark is readjusted to seventy-five percent or above, then the procedure above for seventy-five to seventy-nine percent is followed.

**Note:** For the MOL approved Working at Heights training, a minimum of 75% is required. No adjustment is permitted.

#### **Participants who achieve a score of seventy-four percent or under and the mark is not adjusted to seventy- five percent**

Considered "Unsuccessful" to En-Safe (1992)'s internal standards. Participants will receive an En-Safe (1992) participant certificate only stating that the participant "attended" the class. En-Safe (1992) will not issue a ROT wallet card. The letter included with the documentation to the Client will state the participant's written evaluation score.

**Note:** For the MOL approved Working at Heights training, a minimum of 75% is required. No adjustment is permitted.

Upon request, En-Safe (1992) could provide a ROT wallet card issued by the Client with their Company Name and/or logo to be distributed at their discretion to the participant. En-Safe (1992) wants to emphasize that the

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participant did not meet En-Safe (1992)'s internal training standards and that it does not necessarily indicate that the participant is not competent. We are cautioning the Client that the participant may require additional instruction and/or evidence that the participant understood and retained the content of the training session. We enclose a blank written evaluation to be used as a tool to document additional instruction. En-Safe (1992) recommends that the employer review the course material and written evaluation with the participant. For the employer's Due Diligence, should the participant attempt to complete the written evaluation, En-Safe (1992) recommends that a copy of the written evaluation be returned to our office for retention. The written evaluation will not be re-evaluated by En-Safe (1992).

#### **4. Language, Literacy or other Accommodation needs**

For On-Site Classes, a Participant Accommodation Plan can be developed in co-ordination with En-Safe (1992). For Open Enrollment classes, due to training logistics and time restraints, some accommodation requirements may be restricted.

#### **5. Interpreters**

Should interpreters be required, they are to be approved by En-Safe prior to the delivery of the training session.

#### **6. Practical Guidelines**

Certain En-Safe (1992) training sessions require a practical component. Participants must be successful in both the practical and written applications, when applicable, in order to successfully complete the course. If unsuccessful on either the written evaluation or practical, for selected En-Safe courses, participants will receive an En-Safe (1992) participant certificate stating that the participant "attended" the class.

**Note:** This does not apply for the MOL approved Working at Heights training, participants must be successful in all components.

#### **7. Record of Attendance (ROA)**

All participants must sign the ROA during the training session. If a participant does not sign, En-Safe (1992) will forward a copy of the ROA to the Client and request that the participant sign and return it to En-Safe (1992).

If necessary, the Trainer on record for the training session will sign an affidavit attesting to the fact that the participant was in attendance but did not sign the ROA.

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## 8. History

Program development is a work in progress.

Revision #	Date	Author	Reason
000	June 2008	R. Craig Doran, P. Eng.	Initial Draft
001	2009	R.Craig Doran, P.Eng.	Record keeping length
002	January 2010	J Doran	Obtaining birth date of participants for ROT card
003	June 2014	J Doran	Updates to guidelines
004	February 2015	K Foster	Updates to guidelines
005	June 2016	J Doran	Updates to guidelines with ETS and En-Safe (1992) references.