



Expression of Interest for Course Developer - Submission Due date: May 26, 2017

Overview

The BC Forest Safety Council (BCFSC) is the forest sector's health and safety association. One of the BCFSC goals is to support the forest industry with efforts to develop a trained workforce. The BCFSC plans to develop course content for an online learning management system (Totara LMS 2.9), as well as for in class delivery.

The BCFSC is seeking expressions of interest from suitably qualified persons to design forestry related courses both for online and class delivery.

Requirements

Under the direction of the Training Manager, the contractor will:

- Convert existing printed classroom courses, and unpack SCORM content into Totara online courses
- Work with subject matter experts to develop updated or new content for online and classroom learning resources
- Develop courses that meet established occupational standards when applicable
- Follow style guides and learning management system templates

Experience

- Ability to develop competency standards, assessments and associated learning resources
- Ability to facilitate diverse groups of subject matter experts
- Experience with Microsoft Office products, and learning management systems such as Moodle or Totara, and knowledge of applications used to develop online training content such as Adobe Captivate or similar. If required, Totara Course Developer training is available for suitable candidates
- Forestry, supervision and/or safety experience an asset, but not required

Remuneration

This position is for a 3 month contract position, renewable upon agreement with the Training Manager. Payment will be negotiated depending on the particular courses that are being developed over the contract. The rate is \$65 per hour, plus reimbursement of expenses for any required travel.

Submission of Expression of Interest (EOI)

Please submit a cover letter, stating availability and interest and attach a resume outlining your qualifications, experience and capacity to undertake this work as set out in this document, to Gerard Messier, BCFSC at Messier@bcforestsafe.org. Further enquiries can also be directed to this email address. For more information visit:

1. <http://www.bcforestsafe.org/>
2. <http://www.bcforestsafe.org/training.html>
3. <https://www.totarlms.com/solutions/totara-lms>
4. <https://help.totaralms.com/display/TL29/Home>