



## Overview

The BC Forest Safety Council (BCFSC) has developed and piloted a Forest Worker Essentials (FWE) program under the direction of an active steering committee consisting of employers and post-secondary members. This program is intended as a worker readiness training program that can stand alone or become part of a third-party training provider's larger training initiative.

The **Forest Worker Essentials (FWE)** training program provides new forestry workers with the entry level knowledge and skills required to work safely in the forest industry in British Columbia. The program can be delivered by various training providers throughout the province including:

- Post secondary and other educational institutions.
- First Nations organizations.
- Employers.
- Industry associations.
- Other training provider applicants who have paid the application fee, and been approved by the BC Forest Safety Council (BCFSC) to enter into a service agreement.

The FWE program is well suited to target new entrants to the industry including young workers, Indigenous Peoples, and women. Graduates of the program will arrive on the job with a thorough knowledge of the industry, possess some basic skills, and be ready to learn on-the-job in their chosen occupation.

The program material is fully aligned with many occupational resources developed by BCFSC and third-party training providers, or employers can opt to continue the student's training by utilizing the BCFSC on-the-job training and assessment materials available on the BCFSC website.

BCFSC is accepting applications from third-party training providers who want to develop and deliver their own regionalized programs that include the Forest Worker Essentials program materials. BCFSC reserves the option to limit the number of approved training providers. See the FWE Program Outline/Administrator Guide available on the BCFSC website for more information.

## Services Available and Related Costs

The program materials have been developed for use in BC's Forest industry through a robust, iterative process and are fully aligned with occupational competencies developed by industry experts. To ensure the integrity of the materials and the program is maintained, access will only be available by entering into a service agreement with BCFSC.

1. A training provider's first service agreement will include a one-time fee of \$1000 plus GST which includes a maximum of 20 hours of BCFSC support time to assist in completing the contents of a FWE Session Worksheet that will ensure delivery will adhere to the program standards. If support exceeds 20 hours, an additional fee of \$50/hr plus GST may be assessed at the discretion of BCFSC. Any BCFSC travel expenses incurred to support a training provider will be the responsibility of the training provider and billed as per BCFSC policy.
2. Access to FWE instructional materials is free with a signed service agreement and includes:
  - Program Outline / Administrator Guide
  - Session Worksheet
  - Admission Materials



- Instructor Overview and Reference Guide
  - Week 1-6 (optional 7) lesson plans
  - Lesson plan resources and materials
  - Handout files
  - Participant Guide
3. Access to FWE student learning resources from the BCFSC learning management system is \$50 plus GST per participant. Access to learner scorm packages can also be negotiated if the training provider has their own learning management system. These costs support administration of the systems required to house the training data and records, as well as ongoing upkeep of the materials.
4. Ongoing support can be negotiated at \$50/hour plus GST plus travel expenses.

Requests from training providers located outside of British Columbia require further negotiation. Please reach out to discuss if we can accommodate.

### **Training Provider Requirements**

To ensure the integrity of the program is maintained, the service agreement includes the requirement for the training provider to:

- Submit a final report including start and completion date, location, instructor name, number of participants started, terminated, and completed, any feedback for program materials improvement and a record of any safety incidents, and/or visits by WorkSafeBC. This report will be viewed by the program steering committee and its subcommittees for continual improvement purposes.
- Participate in a yearly program/curriculum review session if requested.

### **Approval to Use the Program Materials**

BCFSC will review and assess applications to ensure that the training provider will be able to meet the program standards. Successful applicants will meet approval criteria that demonstrates the training provider's ability to ensure key program elements are established and in place, ensuring the successful delivery of a high-quality program that meets both the needs of the participants and regional employers.

### **Approval Criteria**

Applications must be complete, and approvals are based on ability to delivery the program in adherence with the program standards:

- Training Provider Name and Contact Information
- Intent for their Program
- Date and location of training (approximate is okay)
- Prior delivery experience



- Strategy for engaging local industry

Service agreements will typically have a one-year effective date, but can be negotiated.

### **Post-Application Approval Activity**

- Sign the service agreement and work with BCFSC to complete a FWE Session Worksheet, which will support a high-quality learning experience and retain the integrity of the program
- BCFSC will work with the training provider to complete the details required on the FWE Session Worksheet over a series of short check in meetings, starting after the service agreement is signed. The overall time required to complete the Session Worksheet will vary with training provider experience. The training provider should aim to have a draft version completed approximately one month prior to delivery. The final version must be submitted to BCFSC no later than one week prior to delivery.
- Pay associated fees upon receipt of BCFSC invoice.

### **Questions?**

Questions regarding the BCFSC Forest Worker Essentials Program, or this application can be addressed to [training@bcforestsafe.org](mailto:training@bcforestsafe.org) or 250-741-1060.



### **Application Instructions**

Third-party training providers can apply to utilize the Forest Worker Essentials (FWE) program using this form. BCFSC will review and assess the submission and typically respond within two weeks of the application date to either approve or set up a meeting to discuss the submission.

For more information about this program, refer to the FWE Program Outline/Administrator Guide and other materials available on our website at [Forest Worker Essentials Training – BC Forest Safety Council](#)

<i>Training Provider's name &amp; address, phone, email</i>
<i>Expected Location of training, delivery dates (if known)</i>
<i>Program length – include any additional training plans (if known)</i>
<b>Overview of Program</b>
<i>Vision for the program and anticipated participant outcomes</i>
<b>Description of Industry Involvement</b>
<i>Briefly describe efforts that will be undertaken to include industry in course design, participant selection, and during program delivery</i>
<b>Description of previous forest sector related program delivery (if none, BCFSC orientation and support needed)</b>
<i>Dates of delivery</i>
<i>Details including Successes/Challenges</i>



**Conditions of Application:**

- I am applying for our organization to be approved as a Third-party training provider authorized to use the BCFSC Forest Worker Essentials program materials.
- I have reviewed the Program Outline/Administrator Guide available on the BCFSC website [Forest Worker Essentials Training – BC Forest Safety Council](#).
- I understand that if my application is approved, the next step is to enter into a service agreement with the BCFSC and pay the initial support fee.

Date:	
<b>Name and attest of person preparing this application (sign below)</b>	
I confirm that the above information is accurate:	

(Applicant's Signature – digital acceptable)