



Ontario Fire College

Learning Contract

Course: _____

Recognized Standard: _____

Fire Department or Agency: _____

Date: _____

Fire Department or Agency:	Fire Chief/Senior Administrator/Manager:	NFPA Standard:
Fire Department Liaison:	E-mail Address of FD Liaison:	Phone Number of FD Liaison):
Date of initial submission:	Current Date (if different than initial submission:	Please check one: <input type="checkbox"/> Initial submission <input type="checkbox"/> Annual submission Where there is revision to a Standard <input type="checkbox"/> Resubmission with substantial change to the course

Purpose:

Collaboration between the Ontario Fire College and _____ Fire Department to use proprietary OFC courseware for a specific program or level of certification in order to obtain an OFC Record of Completion for OFC courses, while the fire department can deliver the specified program in-house to its own employees.

Submission:

This learning contract is to be utilized for the following purposes: initial submission, on an annual basis, when there is a revised Standard, and when there are substantial changes to a course.

Financial Considerations:

The Fire Department will assume all costs related to the delivery of the OFC course or level of certification.

The Fire Department will pay a **\$65.00 administrative fee for each student enrolled** in the authorized OFC course, to be remitted following the submission of the course request to the OFC Registrar and registration of all student names to be enrolled in the course.

Ontario Fire College Learning Contract

Section A: Document Administration and Submission Requirements

Quality Assurance Criteria and Checklist	Yes	No	In Progress	OFC Comments:
<i>(Submit the following three documents to the OFC)</i>				
1. OFC Application Form <ul style="list-style-type: none"> • Document is filled out completely for each student • Fax, mail, or e-mail document to OFC Registrar's Office 				
2. Course Agenda <i>(Submit for each course delivered)</i> <ul style="list-style-type: none"> • Agenda outlines schedule of course lessons <i>(workplan)</i> 				
3. Course Outline <i>(Submit for each course delivered)</i> <ul style="list-style-type: none"> • Provided to the OFC in the required format <i>(See example in "Appendix A")</i> 				
4. Final Marks <i>(Submit for each course delivered)</i> <ul style="list-style-type: none"> • Provided to the OFC Registrar's Office in the required format no later than 30 days following completion of a course (unless specified otherwise in OFC course description) 				
5. Provincial Testing <ul style="list-style-type: none"> • Must arrange for provincial testing with the OFC Registrar. • Must adhere to ASE rule and provide the Registrar with a 90-day notice for any scheduling of written and/or practical tests, at the time of registration for the course. 				

Quality Assurance Criteria and Checklist	Yes	No	In Progress	OFC Comments:
<p>6. Terms and Termination</p> <ul style="list-style-type: none"> • The term of this Learning Contract shall commence on the date first written above, and shall terminate in accordance with the provisions set out herein. • Either party to this Learning Contract may terminate this Learning Contract upon not less than one hundred and eighty (180) days written notice of termination to the other party. Both parties shall continue to be responsible to provide the services outlined in this Learning Contract until the termination of the notice period. • The OFC reserves the right to terminate this Learning Contract immediately, if the licensor determines acting within the licensor’s sole discretion, that the licensee has committed a material breach of any of the terms and conditions of this Learning Contract. • Notwithstanding any other provision of this Learning Contract, the Fire Department reserves the right to terminate this Learning Contract immediately, if the OFC impose requirements, including without limitation, during the term of this Learning Contract, the Fire Department determines in its sole discretion that it is unable to comply with these requirements, and the Fire Department provides the OFC with written notice to this effect. 				
<p>7. Confidential Information</p> <ul style="list-style-type: none"> • During and following the term of this Agreement, the Fire Department shall treat all information it receives from the OFC (OFC Information) as proprietary (<u>@Copyright Queen’s Printer, Ontario Government</u>), in compliance with copyright law. Therefore, the Fire Department shall: <ul style="list-style-type: none"> (a) Disclose OFC information and proprietary course materials to only those employees, agents, auditors, or financial or legal advisors who have a need to know it and who have been specifically authorized to have such Information under the terms of this agreement; (b) Keep all OFC Information in a secure location; (c) Not directly or indirectly disclose, destroy, exploit or use any OFC Information (except for the purpose of providing the Courses or other obligations under this Agreement, or except if required by order of a court or tribunal), without first obtaining the written consent of the OFC; (d) Provide OFC Information to the OFC on demand; and, (e) Return all OFC Information to the OFC upon the termination of this Agreement, with no copy or portion kept by the Fire Department. 				

<p style="text-align: center;"><u>Section B:</u> Academic Integrity of Course Delivery</p> <p style="text-align: center;"><i>(Ensure the following practices are in place, and available for inspection by OFC Program Coordinator)</i></p>				
<p style="text-align: center;">Quality Assurance Criteria and Checklist</p>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">No</p>	<p style="text-align: center;">In Progress</p>	<p style="text-align: center;">OFC Comments:</p>
<p>1. Qualification of Course Instructors</p> <ul style="list-style-type: none"> • Instructors have a background in the delivery of education/ instruction at the post-secondary level • Instructors have technical expertise beyond the level they are teaching • Instructors CV's outlining their qualifications are on file • An Instructors' Roster for each course is on file. 				
<p>2. Lesson Plans and Course Delivery Plans</p> <ul style="list-style-type: none"> • Instructors will adhere to OFC lesson plans • Content will not be altered unless approved by the OFC • Intellectual ownership rests with the OFC • Course theory and skill are delivered as planned • Completed student feedback/evaluation forms are available on file • All educational materials (courseware) for each course will be utilized and followed to ensure that learning objectives are adequately covered. • No omissions will be made to the instructional content of Courseware. • No new instructional material will be added to the courseware without prior approval of OFC. (New material should be reserved for annual Courseware updates and revisions). • Instructional materials, including but not limited to all educational materials, online courseware, sample testing materials, visual aids, worksheets, student handouts, related books, support reference materials and other educational Courseware items, are the sole property of OFC, extended to the use and controlled distribution. These instructional materials are not the sole property of any one person, entity, organization or group of individuals by right, authority or possession other than OFC who gives notice that all rights are reserved. • No OFC courseware, whole or in part, including but not limited to all educational materials, Internet courseware, participant handouts, or other courseware materials owned and copyrighted by OFC may be used in the creation of a new courseware by a state affiliate for teaching in the state's association without written permission by OFC. • ALL instructors will be advised to check with the OFC <u>immediately prior to the first day of instruction</u> regarding any courseware to ensure that the most recent changes to Courseware have been incorporated into all educational materials. 				

Quality Assurance Criteria and Checklist	Yes	No	In Progress	OFC Comments:
<p>2. Lesson Plans and Course Delivery Plans</p> <ul style="list-style-type: none"> • May provide updated forms and/or loan documents to courseware participants and incorporate instruction of any form/document change(s) to current Courseware provided OFC is notified of the change to be incorporated in advance • Courseware "Updates" forwarded electronically by OFC will be promptly inserted into the educational materials and/or forwarded to all instructors who maintain copies of the courseware. • May provide sections of the courseware to an invited guest instructor solely for the purpose of specific content instruction; however, complete OFC copyrighted courseware may not be given to guest instructors who are not approved faculty members. • No sub-licensing, singular presentation agreement, or presentation not previously defined as permissible by this Learning Contract shall be undertaken by any individual or groups of individuals without the expressed written permission of OFC. • All presentation, delivery, instruction and/or use of the instructional materials shall be conducted in the realm of public access, regardless of membership, according the strictest interpretation of this Learning Contract. • All presentation, delivery, instruction and/or use of the instructional materials shall conform to the highest standards of quality, expectation, policy, and performance as defined by OFC. 				
<p>3. Adult Education Principles/Practices</p> <ul style="list-style-type: none"> • Delivery and testing methodologies are planned and utilized as per OFC requirements 				
<p>4. Student Manual</p> <ul style="list-style-type: none"> • Only OFC approved Student Manual will be used • Student Manual will not be altered and correlates to the learning outcomes identified in the course outline and lesson plans • Student Manual will be provided to students 				
<p>5. Instructor Manual</p> <ul style="list-style-type: none"> • Only OFC approved Instructor Manual will be used • Instructor Manual will not be altered and correlates to the learning outcomes identified in the course outline and lesson plans • Instructor Manual is provided to instructors 				

Quality Assurance Criteria and Checklist	Yes	No	In Progress	OFC Comments:
6. Course Safety Policies/Practices <ul style="list-style-type: none"> • Practical exercises are conducted as per OFC instructions and in a safe manner • Done in accordance with OFC policies and legislation, and recommended guidelines and policies, including Ministry of Labour (Section 21 Guidelines), OHS/A, and WHMIS, as well as NFPA 1500, NFPA1670, and NFPA 1403 where applicable. • The facilities, equipment and apparatus comply with safety requirements. • Necessary resources must be available to facilitate the required training as per OFC and to the respective standards. 				
7. Safety Plan <ul style="list-style-type: none"> • A written Safety Plan and policy are in place and approved by the OFC • Instructors terminate any practical exercise, when safety is jeopardized 				
8. Academic Policies <ul style="list-style-type: none"> • Fire Department will adhere to OFC Academic Policy when delivering OFC courses 				
9. Prerequisites <ul style="list-style-type: none"> • Prerequisites are delineated clearly and adhere to OFC policy • Students who do not meet the OFC prerequisites do not gain entry to the course • Evidence of students' completion of prerequisites is on file and approved by the OFC Registrar's Office 				
10. Student Records/Tracking <ul style="list-style-type: none"> • Student records are complete and accurate and will be submitted to the OFC upon request • Student tracking and progress systems are maintained accurate and will be submitted to the OFC upon request 				
11. Minimum/Maximum Intake Per Class <ul style="list-style-type: none"> • Fire Department will adhere to the minimum/maximum class intake established by the OFC Registrar's Office (e.g., 4 min. /16 max.) 				

Quality Assurance Criteria and Checklist	Yes	No	In Progress	OFC Comments:
<p>12. Instructor/Student Ratio</p> <ul style="list-style-type: none"> • Fire Department will adhere to instructor/student ratio as established by the OFC for the following: • a) Theory • b) Skills <p><i>(e.g., a) Theory: 1:10, b) Skills: 1:5)</i></p>				
<p>13. Theory/Practical Skills Ratio</p> <ul style="list-style-type: none"> • Fire Department will adhere to what the theory/skills ratio as established by the OFC 				

Section C: Academic Integrity of Knowledge and Skills Testing <i>(Ensure the following practices are in place, and available for inspection by OFC Program Coordinator)</i>				
Quality Assurance Criteria and Checklist	Yes	No	In Progress	OFC Comments:
1. Course Content Completion <ul style="list-style-type: none"> • Students must successfully complete all in-class course content, including knowledge and skill requisites as per NFPA Professional Qualifications Standards or OFC Curricula 				
2. Evaluation of Knowledge and Skills <ul style="list-style-type: none"> • Fire Department will use OFC evaluation tools • Fire Department will protect the security of the OFC evaluation tools • Fire Department will not alter any of the OFC evaluation tools 				
3. Safety Plan <ul style="list-style-type: none"> • The written Safety Plan and policy is adhered to during skills testing as per OFC policy • Instructors terminate any skills test, when safety is jeopardized 				
4. Realistic Simulated Test Delivery <ul style="list-style-type: none"> • OFC skill evaluations are delivered in a realistic setting • Simulated skills tests are conducted ONLY as approved by the OFC 				
5. Integrity of OFC Knowledge and Skills Tests <ul style="list-style-type: none"> • OFC knowledge and skills test will not be shared with students • OFC knowledge and skills tests will not be altered 				

Quality Assurance Criteria and Checklist	Yes	No	In Progress	OFC Comments:
<p>6. Retention of OFC Knowledge and Skills</p> <p>Tests</p> <ul style="list-style-type: none"> • Retention procedures are in place as approved by the OFC • Knowledge and Skills evaluations are retained and available to OFC Program Coordinator upon request • For seven (7) years after each student either completes or withdraws from the Course(s) he or she enrolled in, the Fire Department shall maintain all necessary records to substantiate that the Courses and other services provided by the Fire Department under this Learning Contract were provided in accordance with this Agreement. During the term of this Learning Contract, and for seven (7) years after the term, the licensee shall permit and assist the OFC in conducting audits of the operations of the Fire Department relating to the subject matter of this Learning Contract to verify the above. The OFC shall not be required to provide the Fire Department with any prior notice of its requirement for such an audit, during the term of the Learning Contract. Following the term of the Learning Contract, the OFC shall be required to provide <u>10 (ten) business days' notice prior</u> to conducting an audit. The Fire Department's obligations under this paragraph shall survive any termination of this Agreement. 				

AGREEMENT

I, the undersigned, agree to comply with the terms of this agreement, verify that the statements made in this document are true, and are in accordance with the expectations and responsibilities of the learning contract between the parties:

Fire Official
Manager/Administrator (*Print*)

Signature

Date

Principal - Ontario Fire College

Signature

Date

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Course Outline

Date Created:
Date Revised:

Course Title:

Course Code:

Course Description:

Credit Status: Upon successful completion of the course, the learner will receive a _____. This course is a credit toward _____ program.

Prerequisites:

Delivery Methods:

Scheduled Time to Complete the Program:

General Performance Outcomes:

Specific Learning Outcomes:

Topic Outline:

Course Outline

Date Created:
Date Revised:

Course Title:

Grading:

A+	90-100% (or as determined)
A	80-89%
B	70-79%
C	60-69%
F	Less than 60% - Failure to obtain credit for the program
INC	Incomplete

Methods of Evaluation:

**Academic Policy &
Procedures:**

Required Resources: