



# *Fire Inspectors Association of Nova Scotia*

PO Box 8566 / 6175 Almon Street / Halifax, Nova Scotia / B3K 5M3

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## **Facilitator Policy**

### **1.0 POLICY STATEMENT**

The Fire Inspectors Association of Nova Scotia (FIANS) is committed to ensuring that their professional studies program is conducted in a professional manner and that facilitators are properly trained to deliver the program.

### **2.0 PURPOSE OF THE POLICY**

- 2.1 To ensure that all FIANS members and other participants in the training program have the opportunity to learn in a professional manner.
- 2.2 To ensure that all facilitators understand the requirements of the role; and
- 2.3 To ensure that all FIANS members and other participants receive the full benefit of the training.

For the purpose of this policy, facilitator is defined as someone who helps bring about an outcome (as learning, productivity or communication) by providing indirect or unobtrusive assistance, guidance or supervision. This also includes individuals who instruct or lead training sessions.

### **3.0 PROCEDURE**

- 3.1 Facilitators engaged to work in the FIANS professional studies program must have successfully completed some type of facilitation, instructive or leadership training at a recognized institution.
- 3.2 First time facilitators who are members of the association will be required to assist in facilitating their first FIANS course with a more experienced facilitator who will serve as the lead facilitator.
- 3.3 Facilitators who are members of the association must have successfully complete the course that they are facilitating during a previous session or must have relative experience in the particular subject matter so as to be able to comfortably lead the training session. If members are level 1 certified, they will be eligible to teach level 1. If members are level 2 certified, they will be eligible to teach levels 1 and 2.
- 3.4 Facilitators who are not members of the association must have relative experience in the particular subject matter so as to be able to comfortably lead the training session.
- 3.5 Facilitators do not have to be members of FIANS.

- 3.6 During the classroom experience, the facilitator of the training session has the discretion to accept/deny excuses presented by the participant if (s)he misses 25% or more of the training session.
- 3.7 If a facilitator requests an honorarium, the following will apply:
- Facilitators who are members of the association will be paid \$100 per day if they are not being paid by their employer. A letter of confirmation from the municipality will be required to release the funds.
- Facilitators who are members of the association, who are being paid by their employer, will not be eligible for an honorarium. That being said, a person who is on vacation from their employer is eligible for an honorarium.
- Facilitators who are external to the association shall be compensated as appropriate and with the Board's approval.
- If a facilitator requests payment to mark exams, they will be paid \$8 per exam. The same caveats will apply as outlined above.
- 3.8 Facilitators will be paid for their expenses as outlined on our expense sheet over and above the honorarium. Any changes to these limits will have to be approved by the Board of Directors.

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