

## Application for Leadership Level 1 Instructor course

### About the Leadership Level 1 Program:

The OCC is committed to making affordable, accessible, and appropriate training and certification available for entry level outdoor leaders across Canada. The foundation course in this initiative is the 'Leadership Level 1 (LL1)' program. This 2 day certification course will prepare new leaders to deliver high quality/low risk outdoor programming under the umbrella of an organization with appropriate risk management supports.

Successful graduates of the LL1 program will receive a one year's membership in the OCC and their certification level will be listed on the OCC's National Outdoor Leaders Certification data base as long as they maintain membership in the OCC. Currently there is no other requirement to maintain certification.

The largest portion of the LL1 course is devoted to leadership skills that are applicable to any outdoor activity. At this time, the portion of the LL1 course that is devoted to practical application of leadership is focused on land-based, non-winter leadership in Class 1 hiking terrain as defined on the OCC's Hiking Terrain Matrix (i.e. very low risk terrain) (cf. [http://outdoorcouncil.ca/Hiking\\_Terrain\\_Matrix](http://outdoorcouncil.ca/Hiking_Terrain_Matrix)). Graduates of this program are designated as Leadership Level 1 (Hiking) (LL1(H)) leaders. As additional activities are added (e.g. 'canoeing') those with LL1 (Hiking) certification can add these activities to their certification upon demonstrating activity specific competence without retaking the leadership portion of the certification.

In order to promote accessibility and affordability, the LL1 program is to be delivered by independent instructors who offer the program under licence to the OCC. The 'Leadership Level 1 Instructor' course is the program that is delivered by the OCC that certifies the independent instructor. In order to be eligible to sign a contract to deliver LL1 course with the OCC, the certified instructor must also maintain membership in the OCC. At this time there are no specific professional development requirements for maintaining the LL1 Instructor certification, but the OCC reserves the right to require such activities in the future.

Since there is currently only a LL1 (hiking) certification, the LL1 Instructor course currently offered only certifies the successful graduate to deliver LL1(H) courses. Once other activities have been added to the program, LL1(H) instructors can apply to have these activities added to their designation without having to take the instructors course again.



OUTDOOR COUNCIL  
OF CANADA

## About the LL1 Instructor Course

Since LL1 Instructors will be empowered to deliver certification as independent operators it is critically important to the integrity of that certification that instructors are able to deliver the instructional materials at a high level. To be assured instructors are able to achieve this level of performance, the OCC has identified three key areas of competency as follows:

- 1) Effective course delivery will require instructors to have strong instructional and facilitation skills. This element will be coached and examined during a 2 day site-based course.
- 2) Instructors must have a strong grasp of the key ideas presented in the LL1 Student Manual. This will be demonstrated by adequate completion of the pre-course exercise. This exercise will be mailed out with confirmation of course enrolment and the completed exercise must be returned to the course leader at least 7 days prior to the start of the course. The length of time required to complete the exercise will vary depending on prior experience, but for some it might require as much as 16 hours of work.
- 3) Instructors must already have a sufficient base of outdoor leadership experience to be able to act as mentors to, and source of additional information for, the students in a LL1 course. This will be assessed through the information provided in the application process.

## The Application Process

- a) Please complete the requirements listed in 'Leadership Level 1 Instructor course Application Requirements' (below).
- b) You must provide the person providing your reference with a copy of your completed application. They will need to assess its accuracy and will be required to include a copy with their reference form
- c) Send a copy of your application to Certification Committee Chair at [ccc@outdoorcouncil.ca](mailto:ccc@outdoorcouncil.ca)
- d) Your Referee must send his/her reference package directly to the Certification Committee Chair:
  - By mail: Certification Committee Chair  
Outdoor Council of Canada  
KNA 101, 2500 University Drive NW.  
Calgary, AB.  
T2N 1N4
  - By Fax to: 403-440-6744
  - Scan to: [ccc@outdoorcouncil.ca](mailto:ccc@outdoorcouncil.ca)
- e) If your application is accepted you will be invited to sign up for the course.

## Leadership Level 1 Instructor course Application Requirements

- 1) Please submit a cover letter in which you share with us why you are interested in taking the Outdoor Leadership Level 1 Instructor course, and how you would expect to use the Outdoor Leadership Level 1 Instructor certification once achieved.
- 2) Please provide a resume of your experience. This resume should include:
  - a) Your personal (non-leadership) outdoor activity
  - b) Your experience regarding leadership of groups in an outdoor setting
  - c) Any programming experience you may have with specific reference to these duties:
    - selection and training of field staff
    - developing the specific activities offered by those programs
    - direct responsibility for monitoring and managing the safety of programs delivered by others (i.e. field staff)
    - direct responsibility for monitoring and managing program quality
    - organizing logistical support for field instructors
    - record keeping
  - d) Your experience concerning teaching, coaching and facilitation (this can include both in and outdoor experience).
  - e) Certifications (current) and certifying bodies
- 3) Please have a professional associate who is familiar with you and your career provide a reference letter using the format provided under “Instructions for the Reference Letter”. This person must have a minimum of 5 years experience in outdoor programming. **This person must have a copy of the application you are sending directly to us.**