

Instructions for the Referee

Dear Referee,

The Outdoor Council of Canada thanks you for agreeing to referee this application to take the Leadership Level 1 Instructors course. Successful graduates of the course will be empowered to train and certify people in the Leadership Level 1 program. For more details about this program see Appendix A. Naturally, it is very important to the integrity of this program that those empowered to instruct and examine the course be able to do so the standard required by the OCC.

In order to provide a reference you will need to have a copy of the Candidate's application. Please include this copy with your completed 'Referee's Form'. Both should be sent directly to the OCC 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

Please refer to these '**Typical Characteristics of an Outdoor Programmer**' when assessing both your own outdoor programming experience and that of the applicant:

An 'Outdoor Programmer' is considered to be someone whose duties typically include:

- selection and training of field leaders
- developing the specific activities offered by those programs
- direct responsibility for monitoring and managing the safety of programs delivered by others (i.e. field leaders)
- direct responsibility for monitoring and managing program quality
- organizing logistical support for field leaders
- record keeping

Once again we thank you for your reference,

Ian Sherrington

Certification Committee Chair
Outdoor Council of Canada / Conseil canadien de plein air



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Leadership Level 1 Instructor Application Referee's Form

Candidate's Name: _____

Referee's Name: _____

Referee's

Address: _____
(unit and street) (City)

(Province) (Postal code)

Phone #'s: (Wk.) _____ (Hm.) _____ (Cell) _____

Email address: _____

Your employer/organization: _____

Your professional position: _____

Please list your most relevant certifications:

With reference to the parameters described in the 'Instructions for Referees', please briefly describe your programming experience in the box below. Please include years of practice and size of operations programmed.

How long have you known the Applicant and in what capacity(s)? _____



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Appendix A

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 foundational course in this initiative is the 'Leadership Level 1 (LL1)' program. This 2 day course and certification will prepare the new leader to deliver high quality/low risk outdoor programming through an organization with appropriate risk management supports.

Successful graduates of the LL1 program will receive one year's free 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 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). 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 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.