



Alberta Motor  
Transport Association

# Canada-Alberta Job Grant Guide

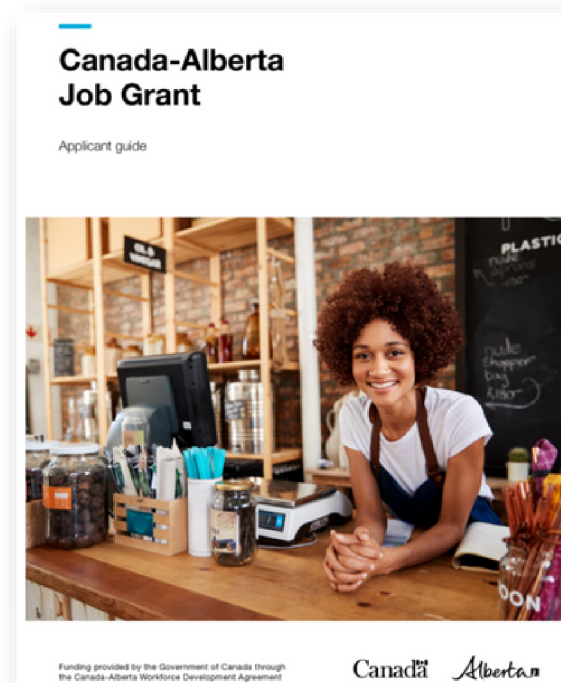
## AMTA and Canada-Alberta Job Grants (CAJG)

AMTA's designation and training programs may be applicable for the Canada-Alberta Job Grants. Eligible employers can receive a reimbursement for up to two thirds the tuition cost.

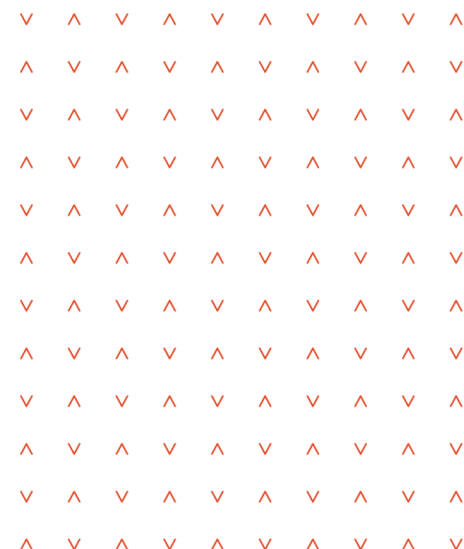
- Minimum 21 hours of training must start within six months of approval and be completed within 52 weeks of start date
- Can apply for more than one course in an application to meet the minimum number of training hours
- Training can be e-learning, part-time, full-time, onsite or in a classroom and must result in a credential
- Once an application is submitted, training can be paid for, however training cannot start before the grant approval date

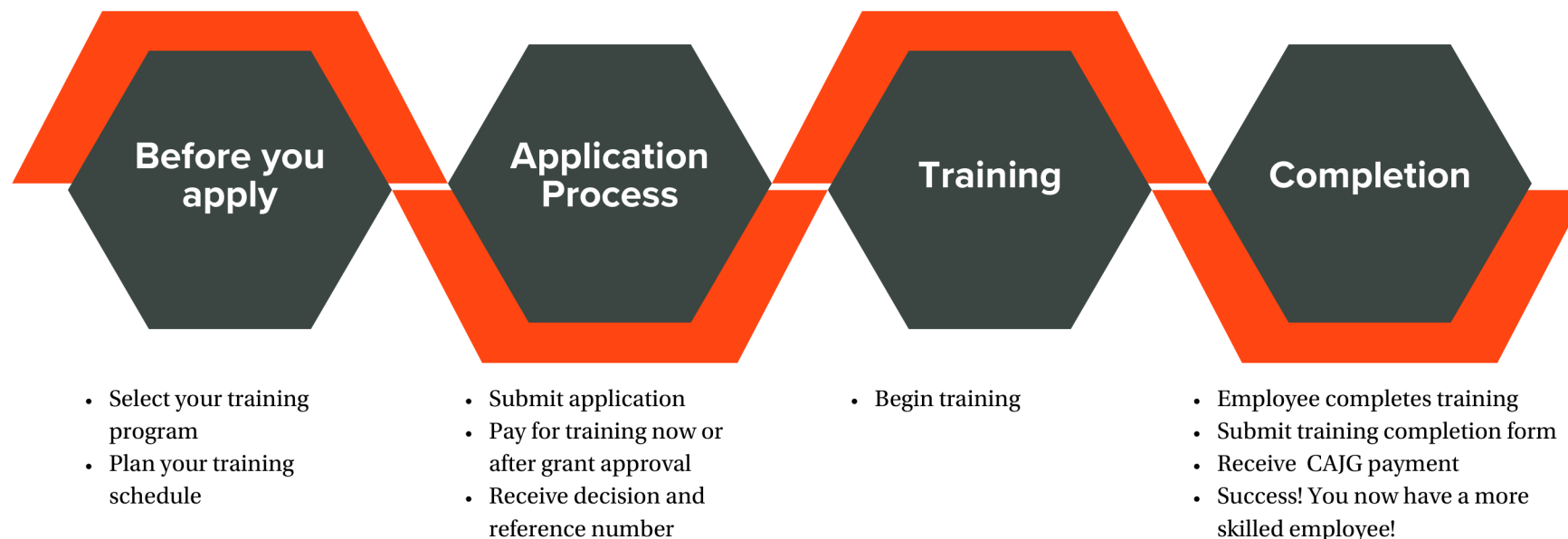
Employers must submit applications electronically through the CAJG Grants Portal available at [alberta.ca/CAJG](http://alberta.ca/CAJG).

All decisions regarding the eligibility of employers, trainees, training providers, training courses and reimbursable costs will be made by the Ministry of Jobs, Economy and Northern Development ("Ministry") at the Ministry's sole discretion



For more information and the application guide, please visit <https://www.alberta.ca/canda-alberta-job-grant>





AMTA has provided a complete course outline to assist in your application process, as well as an estimated reimbursement. Fees are subject to change, and reimbursement decisions are made solely by Ministry of Jobs, Economy and Northern Development.

CAJG quick reference guide: <https://open.alberta.ca/publications/canada-alberta-job-grant-quick-reference-guide>

Course Name	Hours of Training	AMTA Member Price	AMTA Member Employer cost with CAJG	Non-Member	Non-Member Employer cost CAJG
Collision Investigation	14	\$262.50	\$87.50	\$525	\$175
COR Auditor	14	\$262.50	\$87.50	\$525	\$175
Fundamentals of Auditing	7	\$137.50	\$45.85	\$275	\$91.67
Fundamentals of Investigation	14	\$262.50	\$87.50	\$525	\$175
Health and Safety System Building	14	\$262.50	\$87.50	\$525	\$175
Instructional Design and Delivery	21	\$367.50	\$122.50	\$735	\$245
Leadership in Transportation	14	\$262.50	\$87.50	\$525	\$175
Legislation, Standards & Policy	14	\$262.50	\$87.50	\$525	\$175
Long Combination Vehicle Instructor Re-certification	7	\$262.50	\$87.50	\$525	\$175
Long Combination Vehicle Instructor Training	14	\$367.50	\$122.50	\$735	\$245

Course Name	Hours of Training	AMTA Member Price	AMTA Member Employer cost with CAJG	Non-Member	Non-Member Employer cost CAJG
Managing Injuries in the Workplace	14	\$262.50	\$87.50	\$525	\$175
NSC Program Administration	21	\$367.50	\$122.50	\$735	\$245
NSC Program Management	21	\$367.50	\$122.50	\$735	\$245
Self-Evaluator Certification/ Recertification	14	\$157.50	\$87.50	\$315	\$105
CTSP / CTSC Final Exam	\	\$99	\	\$99	\
CTSP/CTSC Exam Prep Class	\	\	\	\	\
Professional Driver Improvement Course (PDIC): Instructor Non-DEES	28	\$2,500	\	833.33	\
Professional Driver Improvement Course (PDIC): Instructor Training Course	42	\$4,000	\	1,333.33	\
Professional Driver Improvement Course (PDIC): Instructor Recertification	7	\$299.00	\$99.60	\$599	\$199



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## Collision Investigation (COL)

### **A description of the training course objectives:**

Collision Investigation provides participants with a systematic process for responding to collisions, gathering evidence, determining the sequence of events, analyzing root cause(s), and developing recommendations for improvement arising from the investigation.

This awareness-level course provides participants the opportunity to practice their knowledge and skills across several exercises and activities.

The AMTA's Fundamentals of Investigation is a prerequisite to this course.

This is a 2-day course offered through both distance and classroom delivery methods. Key topics addressed include:

- Responding to collisions
- Gathering evidence
- Determining sequence of events
- Determining root cause
- Recommending improvements

This course serves as an elective for both the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs.

The modules in this course take participants through the collision investigation process from start to finish. The first module establishes the importance of collision investigation for carriers and safety professionals and explains how it is different from other types of investigation. From there, the course explores vehicle dynamics and their impact on the investigative process. With the foundation laid, the modules progress through the various elements of collision investigation, from on-scene activities through to completing the investigation report.

Collision investigation has been designed to help you develop the knowledge and skills to be successful at the following:

- Plan and initiate an investigative response to a collision event.
- Collect and preserve evidence and information to support a collision investigation.
- Determine the sequence of events related to a collision event.
- Determine the root cause of a collision event.
- Recommend corrective actions in response to a collision event





## Module 1: Introduction to Collision Investigation – 1 hour

### Learning Objectives

- Explain how investigating a collision differs from other types of workplace investigation.
- What is collision investigation?
- Reportable collision
- Types of collision investigation
- Benefit of investigation
- Collision statistics in Alberta
- Principles of collision investigation
- Calculate the financial benefit of conducting a collision investigation.

## Module 2: Vehicle Dynamics – 2 hours

### Learning Objectives

- Explain the forces of vehicle dynamics that act on vehicles before and during collisions.
- Vehicle dynamics
  - Pitch
  - Roll
  - Yaw
- Centre of Mass
- Momentum
- Coefficient of Friction
- Calculate vehicle momentum

## Module 3: Responding to a Collision Event – 1.5 hours

### Learning Objectives

- Explain the actions required to prepare for and respond to a collision.
- Policy
- Emergency Response Plan
- Who participates in investigation?
- Trained investigator
- Investigation kit
- Collision notification
- Getting details
- Arriving at the scene

## Module 4: Gather Information – 2.5 hours

### Learning Objectives

- List the contributing factors that must be considered as part of a collision investigation.
- Describe how various information gathering techniques are used in the course of a collision investigation.
- Contributing factors





- Human
  - Vehicle
  - Environment
  - Roadway
- Information gathering methods
  - Photos
  - Sketches
  - Measurements
  - Interviews
- Take scene photographs
- Create a collision scene sketch
- Interview a collision witness

### Module 5: Determining the Sequence of Events – 2 hours

#### Learning Objectives

- List the collision events that occur Pre-Scene and On-Scene.
- Review the process of recreating the sequence of events leading up to a collision.
- Collision phases
  - Pre-Scene
    - Pre-Trip Events
    - Trip Events
  - On-Scene
- Perception
- Reaction
- Sequence of events
  - Identifying
  - Creating timeline

### Module 6: Determining Root Cause – 2 hours

#### Learning Objectives

- Apply root cause analysis during a collision investigation.
- Root cause
  - Method
  - Evidence-based
- Impact of workplace culture
- Common root causes
- Do's and don'ts
- Best practices
- Conduct simple root cause analysis







## Module 7: Identifying Corrective Actions – 1.5 hours

### Learning Objectives

- Identify recommendations for improvement based on investigation results.
- Identify recommendations for improvement based on investigation results.
- Immediate actions to take
- Recommendations
  - Developing
  - Specific types
- Accountabilities/responsibilities
  - Managers
  - Supervisors
  - Drivers
- Follow up
- Development recommendations for improvements

**Total Instructional Hours:** 12.5

**Review/Final Exam:** 90 minutes

**Total training duration/length:** 2 Days

### Description of how participant(s) will receive instruction:

Virtual instructor lead / in person

### Description of how participant's learning will be assessed/evaluated:

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 90 minutes
- Open-book exam
- Multiple choice, short answer
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total training hours:** 14 Hours

**Total cost of the course per person:** Non-Member \$525 / Member \$262.50

**Name of instructor:** Robert Destree

**Course capacity:** unlimited





**Alberta Motor Transport Association**

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3599 56 Ave. East Edmonton International Airport, AB T9E 0V4  
T: 1.800.267.1003  
W: [amta.ca](http://amta.ca)

**Dates of each training course:** Apr 23, 2024

**Credentials received at the end of the training:** Certificate of completion





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## COR Auditor (COR)

### A description of the training course objectives:

COR Auditor provides the required training for becoming a Certified COR Auditor for AMTA. This course will examine the requirements of a COR auditor and outlines the steps of the COR audit process.

### Participants must submit a student qualification audit within 90 days to achieve Certified COR Auditor status.

The AMTA's Health and Safety System Building (HSSB). Fundamentals of Auditing is recommended if student is new to auditing. This also serves as a recertification course.

As a CTSP core course option/program elective, this course focuses on the AMTA's COR audit instrument and tool. In addition, it will provide you with critical training in how the AMTA administers its Certificate of Recognition program and will identify how and when to use the skills provided within the Fundamentals of Auditing coursework.

Upon completion of this course, you should be able to:

- Explain the Certificate of Recognition (COR) program and certification cycle.
- Explain the purpose of auditing as it relates to the COR program.
- Explain how COR auditors gather and validate information about an employer's health and safety management system.
- Explain key COR program processes.

### Module 1: Certificate of Recognition (COR) and the Audit Cycle 1 hr

#### Learning Objectives

- Describe the COR program and benefits.
- Describe audit activities completed in each year of the COR certification and recertification cycle.

### Module 2: Auditing Theory 2 hr

#### Learning Objectives

- Define audit.
- Explain the purpose of auditing.
- Describe the COR auditor's role.

### Module 3: AuditSoft and Key Audit Activities 3 hr

#### Learning Objectives

- List the elements reviewed during a COR audit.





- Differentiate between various scoring methods used in the COR audit.
- Describe the three validation techniques used in a COR audit:
  - Documentation
  - Interviews
  - Observation
- Explain the difference between field notes and final report auditor notes.

#### **Module 4: Steps in the Audit Process 3 hr**

##### Learning Objectives

- List and describe tasks that must be completed prior to starting the audit.
- List and describe the nine steps of the COR audit process.

#### **Module 5: Auditor Certification 1.5 hr**

##### Learning Objectives

- Describe the process of becoming a certified COR auditor.
- List the requirements for maintaining COR auditor certification.

#### **Module 6: Additional Topics 1.5 hr**

##### Learning Objectives

- Describe Action Plans and explain when they can be used.
- Define On-Site Audit Review and explain when they are conducted.
- Define a Limited Scope Audit and explain when they are used.

**Total Instructional Hours: 12**

**Review/Final Exam: 2 hours**

**Total training duration/length: 2 Days**

#### **Description of how participant(s) will receive instruction:**

Virtual instructor lead / in person

#### **Description of how participant's learning will be assessed/evaluated:**

##### Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 2 hours
- Open-book exam
- Multiple choice, short answer, true/false
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total training duration/length: 2 Days**

**Total training hours: 14 hours**

**Total cost of the course per person: Non member \$525 / Member \$262.50**





**Name of instructor:**

Carole-Anne Chung  
Martin Muyomba

**Course capacity:** unlimited

**Dates of each training course:** Jan 30, 2024  
May 22, 2024  
Oct 16, 2024

**Credentials received at the end of the training:** Certificate of completion

Course completion will be issued for this training to apply to CTSP/C designation; however, participants must submit a student qualification audit within 90 days to achieve Certified COR Auditor status.





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## Fundamentals of Auditing (FOA)

### A description of the training course objectives:

Fundamentals of Auditing is a foundational course that provides an introductory overview of auditing process. It will guide students understanding of what auditing is with both contexts (Safety & Compliance) and the benefits of each and the necessary knowledge and skills required to complete safety and /or compliance audits. It is a recommended course for those who have no previous auditing experience and have not completed a COR or SECOR course.

The AMTA's Health & Safety System Building is a prerequisite to this course.

This is a 1-day course offered through both distance and classroom delivery methods. Key topics addressed include:

- Theory and practice conducting an audit
- Purpose and goals of auditing
- Various types of audits
- Validation methods
- Skills to gather and analyze information.

This course is serves as a core course option for the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs.

### Module 1 - Auditing Theory – 3 hours

Outcomes:

- Explain the purpose and process of conducting an audit
- Explain the role and responsibilities of an auditor
  - What is an audit?
  - What is the purpose of conducting an audit?
  - Benefits of auditing
  - Organizational risk
  - Continuous improvement
  - Objective evidence
  - Role of the auditor
  - Code of ethics and conflict of interest
  - Contractor registries
  - Workers Compensation Board 0 Alberta (WCB) audits
  - National Safety Code (NSC)
  - Assessment of Regulatory Compliance (ARC)





## Module 2 – Certificate of Recognition – 3 hours

### Outcomes:

- Define and explain the sequence and requirements of the steps used in an audit
- What is COR?
- Stakeholders
- Partnerships in Injury Reduction (PIR) refunds
- Audit types
- Audit cycle
- Audit standards
- SMART goals
- Onsite Audit Review (OSAR)

**Total instructional hours:** 6

**Final Review/Exam:** 60 minutes

**Total training duration/length:** 1 Day

### Description of how participant(s) will receive instruction:

Virtual instructor lead / in person

### Description of how participant's learning will be assessed/evaluated:

#### Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 1.

- 60 minutes
- Open-book exam
- Multiple choice, true/false, short answer
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** \$275 non-member \$137.50 member

**Name of instructor:** Carole-Anne Chung, Martin Muyomba

**Course capacity:** unlimited

**Dates of each training course:** Feb 27, 2024  
Sep 24, 2024

**Credentials received at the end of the training:** Certificate of completion





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## Fundamentals of Investigation (FOI)

### A description of the training course objectives:

Fundamentals of Investigation (FOI) delivers a basic introduction to the steps and processes undertaken as part of an incident investigation. The course content sequencing mirrors the order each step occurs within in a systematic investigative process and is designed to introduce you to the theory and practice of investigation. The content will explore the purpose and goals of investigation, investigative steps to take at an incident scene, information gathering techniques, cause analysis, and preparation of a final report. Successful completion of this course will prepare you to take additional investigation elective courses offered by the AMTA.

This is a 2-day classroom-based course delivered through interactive lectures and exercises. Practical activities are focused on developing basic skills for application across a variety of incident investigation types.

FOI introduces course participants to:

- Scene management
- Evidence collection
- Interview and questioning procedures
- Incident documentation
- Cause analysis
- Report preparation

*Fundamentals of Investigation is a prerequisite to the AMTA's Collision Investigation and Workplace Investigation courses.*

Fundamentals of Investigation is a required core course for the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designations.

### Module 1 - Purpose of Investigation – 2 hours

#### Outcome:

- Explain the purpose and goal of incident investigation
- Describe investigation
- Explain risk and liability in the context of investigation
- Describe how incident investigation impacts an organization's reputation
- Describe the impact of information and misinformation on the investigative process
- Explain how investigation helps identify opportunities for organizational improvement
- Explain an employer's legislated responsibilities with respect to incident investigation
- Identify the circumstances under which an investigation must be conducted







## Module 2 - Incident Response – 1.5

### Outcomes:

- Describe common methodologies used in investigation.
- Describe the preparation required to initiate an incident investigation
- Explain who should be part of an investigation
- Describe the knowledge, skills, and ethics appropriate for an investigator
- Describe the main steps/phases of an investigation
- Describe how to work with specialists and external investigators

## Module 3 - Investigating the Incident – 3.5 hours

### Outcomes

- Describe scene control and maintaining scene integrity
- Explain various scene hazards and the process of mitigating them
- Work with third parties to secure incident scenes
- Explain what evidence is and the process of collecting, securing, and maintaining continuity of same
- Describe methods for collecting and handling information at an incident scene
- Demonstrate taking measurements on scene
- Demonstrate creating a scene diagram

## Demonstrate basic interviewing skills

## Module 4 - Identifying Cause – 3 hours

### Outcome:

- Explain the process of determining an incident's root cause(s)
- Recommend corrective action
- Explain "sequence of events" and its importance in root cause analysis
- Discuss how root cause analysis is used to prevent further incidents
- List at least three (3) methods of root cause analysis
- Conduct a 5-Why root cause analysis

## Module 5 - Reporting Findings – 2.5 hours

### Outcomes:

- Explain what must be contained in a final incident investigation report.
- Explain the responsibility of the employer to provide reports to other parties and the nature of third-party reporting.
- Identify an employer's legislated responsibilities with respect to incident reporting, including specific requirements related to:
  - Dangerous goods
  - Environmental incidents
- Describe best practices related to report writing (e.g., format, use of language, etc.)
- Differentiate between verbal and written reporting



**Total training hours:** 12.5 hours

**Review/Final Exam:** 90 minutes

**Total training duration/length:** 2 Days

**Description of how participant's learning will be assessed/evaluated:**

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 90 minutes
- Open-book exam
- Multiple choice, true/false, short answer
- 80% pass grade

Participants are required to pass Fundamentals of Investigation before moving on to any additional investigative training elective courses. The facilitator will advise participants of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$525 / Member \$262.50

**Name of instructor:** Tim Reteff, Brooke Ducharme

**Course capacity:** unlimited

**Dates of each training course:** Apr 16, 2024  
Oct 1, 2024

**Credentials received at the end of the training:** Certificate of completion





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## Health and Safety System Building (HSSB)

### A description of the training course objectives:

Confidently create a customized health and safety system for any organization. HSSB teaches participants a systematic, step-by-step process for developing the elements required of a workplace health and safety system. Participants will be provided with templates, resources, and opportunities to apply the knowledge and skills presented in the course.

This is a 2-day course offered through both distance and classroom delivery methods. The course examines the legislative references and content requirements for each of the following Health & Safety components:

- Hazard Assessment and Control
- Qualifications, Orientation, and Training
- Other Parties
- Management Commitment
- Health and Safety Committees/Representatives
- Inspections
- Emergency Response
- Incident Investigation
- System Administration

*This course is a prerequisite to the AMTA's Fundamentals of Auditing (FOA) and Self-Evaluator Certification/Recertification, and COR Auditor. It is also the required course for the COR program.*

### Module 1 - Health & Safety Management Systems (HSMS) – 1 hour

#### Learning Objectives

- Define health and safety management system.
- Explain the benefits of a health and safety management system.
- List the components of a health and safety management system as required by Alberta's
- Certificate of Recognition (COR) program.
- Explain due diligence.

### Module 2 - Management Commitment - 1.25 hours

#### Learning Objectives

- Describe how policy demonstrates an organization's commitment to health and safety.
- Describe the requirements of a health and safety policy.
- Explain how managers demonstrate their commitment to the health and safety management system.
- Explain how workers participate in the health and safety management system.



### Module 3 - Hazard Assessment – 1.5 hours

#### Learning Objectives

- Define hazard.
- Identify various hazard types.
- Explain the legislative requirements related to hazard assessment.
- Explain the process of conducting a formal hazard assessment.
- Explain the process of conducting site-specific hazard assessment.

### Module 4 - Hazard Controls 1.25 hours

#### Learning Objectives

- Describe the methods and hierarchy of hazard controls.
- Explain how workers can be involved in the hazard control process.
- Explain the requirement for violence and harassment prevention plans and why they are important.

### Module 5 - Health and Safety Committees and Representatives – 1 hour

#### Learning Objectives

- Define
  - Health and Safety Committee
  - Health and Safety Representative
- Explain the duties of Health and Safety Committees and Representatives.

### Module 6 – Qualifications, Orientation, and Training – 1 hour

#### Learning Objectives

- Describe various types of training provided to employees.
- Define competency.
- Explain how employers determine employees are competent for their role.
- List information that must be covered in employee orientations.

### Module 7 - Contracting Employers, Visitors, and Other Parties – 1.25 hours

#### Learning Objectives

- Explain an employer's obligation to other parties at the work site under federal legislation.
- List three groups' employers have responsibilities for in addition to their own employees under provincial legislation.
- Explain a contracting employer's health and safety responsibilities at the worksite.
- Explain an employer's health and safety responsibilities to visitors and other parties at the worksite.

### Module 8 – Inspections – 1.25 hours

#### Learning Objectives

- Define workplace inspection.
- Differentiate between formal and informal inspections.
- Explain what should be covered by an employer's inspection policy.
- Describe how inspections should be documented.
- Explain what should be done with completed inspection reports.



## Module 9 - Emergency Response Planning – 1.25 hours

### Learning Objective

- Explain why a written emergency response plan (ERP) is important.
- List the items an employer should include in an ERP
- Describe the process of testing an ERP.
- List the ERP records/documentation that should be kept by an employer.

## Module 10 - Incident Investigation - 1.25 hours

### Learning Objectives

- Describe what must be contained in an employer's incident investigation policy and process.
- List the steps in incident cause analysis.
- List the topics investigation team members should be trained in.
- Explain what must be contained in an incident investigation report.

## Module 11 - System Administration - 1.25 hours

### Module 11 Learning Objectives

- Explain the importance of two-way communication related to the HSMS.
- Explain how HSMS documentation should be developed, shared, and maintained.
- Discuss information helpful to improving an employer's HSMS.

**Total Instructional Hours:** 12 hours

**Final Review/Exam:** 2 hours

**Total training duration/length:** 2 Days

### Description of how participant(s) will receive instruction:

Virtual instructor lead / in person

### Description of how participant's learning will be assessed/evaluated:

#### Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 2 hours
- Open-book exam
- Multiple choice, short answer, matching
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$525 / Member \$262.50

**Name of instructor:** Martin Muyomba, Carole-Anne Chung

**Course capacity:** Unlimited





**Alberta Motor Transport Association**

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3599 56 Ave. East Edmonton International Airport, AB T9E 0V4  
T: 1.800.267.1003  
W: [amta.ca](http://amta.ca)

**Dates of each training course:** Jan 16, 2024  
Apr 9, 2024  
Sep 17, 2024

**Credentials received at the end of the training:** Certificate of completion





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## Instructional Design and Delivery (IDD)

### A description of the training course objectives:

Instructional Design and Delivery (IDD) appeals to entry-level and intermediate instructors looking to develop or enhance their existing course development and delivery skills. Participants will be introduced to a variety of tools and techniques to develop meaningful training and add value to the classroom experience.

This is a 3-day course in person classroom delivery. Students will participate through a series of lectures and hands-on (practical) activities and exercises. Participants will practice the material through several presentations and be offered coaching and feedback designed to improve their confidence and performance as instructors.

Key topic areas addressed in the course include:

- Analyze course requirements
- Identify key learning outcomes and create course framework
- Develop lesson plans
- Present instructional content
- Assess participant learning
- Communicate results and feedback to students

### Module 1 - Getting Started – 2 hours

#### Learning Objectives

- Needs assessment for course development
- Organizational stakeholders and decision makers
- Using effective interpersonal communication
- Researching for course development
- Conducting a simple needs assessment to support course development

### Module 2: Designing Course Content – 2 hours

#### Learning Objectives

- Participants will be able to identify key learning outcomes and create a course framework for a transportation safety-related topic of their own choosing.
- Critical tasks
- Foundational knowledge
- Competency
- Course framework
- Learning outcomes
- Bloom's Taxonomy
- Formative assessment



- Summative assessment
- Creating a course framework
- Drafting learning outcomes
- Identifying appropriate assessments
- Working with Subject Matter Experts (SMEs)

### **Module 3: Basics of Instruction – 3 hours**

#### Learning Objectives

- Participants will select and use appropriate instructional techniques to present a 15-minute lesson based on a transportation safety-related topic of their choosing.
- Learner types (e.g., Visual, Audible, Kinesthetic)
- Universal Design for Learning (UDL)
- Instructional techniques
- Professionalism when instructing
- Using effective interpersonal communication
- Getting organized to teach
- Selecting appropriate instructional techniques & resources
- Using appropriate questioning techniques

### **Module 4: Developing Lessons – 2.5 hours**

#### Learning Objectives

- Participants will be able to develop a lesson plan for one outcome related to a transportation safety topic of their own choosing.
- Lesson planning
- Instructional design elements
- Adult learning strategies
- Developing lesson plans

### **Module 5: Assessing Learning – 2.5 hours**

#### Learning Objectives

- Participants will select appropriate methods for assessing student learning.
- Assessment processes and techniques
- Assessing knowledge vs skill
- Assessment accommodations
- Eliminating bias opportunities
- Creating appropriate assessments
- Assessing
- Document handling

### **Module 6: Giving Feedback Final Exam – 1 hour**

#### Learning Objectives

- Participants will communicate results and feedback upon completion of a training course assessments.
- Actionable, constructive feedback





- Communicating results
- Coaching for performance improvement
- Delivering meaningful & effective feedback
- Effective interpersonal communication

**Description of how participant's learning will be assessed/evaluated:**

Course Assessment

The course will have two assessments. The first is a 15 minute presentation. The second is a final exam will take place at the end of Day 3.

- 1 hour
- Open-book exam
- Multiple choice, short answer
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total training hours:** 19.5 hours

**Final Review/Exam:** 1.25 hour

**Total training duration/length:** 3 days

**Total cost of the course per person:** Non-Member \$735 / Member \$367.50

**Name of instructor:** Robert Destree

**Course capacity:** unlimited

**Dates of each training course:** May 28, 2024  
Oct 22, 2024

**Credentials received at the end of the training:** Certificate of completion





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## Leadership in Transportation (LIT)

### A description of the training course objectives:

In this course, learners will be introduced to several key aspects of leadership theory and strategy which can be used to help develop a culture of safety within an organization. This course looks at organizational culture, communication, conflict management, and the dynamics of teams and team building. New and experienced leaders working at all levels of an organization will be able to take away something to help them in their roles.

This is a 2-day course offered through both distance and classroom delivery methods. Leadership in Transportation touches on some key topic areas that relate to your role as a transportation safety professional. Examples for each of these topic areas will focus specifically on transportation safety:

- Organizational culture
- Communication
- Conflict management
- Performance management
- Developing your team

### Module 1 - Organizational Culture and Safety – 3.5 hours

#### Learning Objective

- Recognize organizational culture
- Define organizational culture
- Define and provide examples of the following elements of organizational culture:
  - Artifacts
  - Espoused values
  - Assumptions
- Explain the relationship between organizational culture and safety
- Explain the challenges related to creating a safety culture within an organization
- Describe and explain best practices for working with various types of organizational culture, including:
  - Clan
  - Adhocracy
  - Hierarchy
  - Market
- Describe various mechanisms of cultural change

### Module 2 – Communication – 3.5 hours

#### Learning Objective

- Communicate effectively with internal and external stakeholders
- Describe the communication process and define:



- Sender
  - Receiver
  - Message
  - Noise/Interference
  - Encoding/Decoding
- Explain the difference between internal and external communication, including best practices associated with each
- Identify common barriers to effective communication
- Explain how to use communication effectively in order to achieve buy-in
- Demonstrate giving and receiving effective feedback

### Module 3 - Managing Conflict – 2.75 hours

#### Learning Objective

- Select and use context-specific conflict management strategies
- Define and provide examples of workplace conflict
- Define and explain the following approaches to conflict:
  - Avoidance
  - Competitive
  - Collaborative
  - Compromising
  - Accommodating
- Describe the process and steps involved in conflict management
- Demonstrate the ability to manage a “critical” conversation

### Module 4 - Developing Your Team – 2.75 hours

#### Learning Objective

- Explain the following stages of team development:
  - Forming
  - Storming
  - Norming
  - Performing
- Describe the process of performance management
- Differentiate between feedback and coaching

#### Data management and documentation for performance management

**Total Instructional Hours:** 12.5 hours

**Final Review/Exam:** 90 minutes

**Total training duration/length:** 2 Days

#### Description of how participant(s) will receive instruction:

Virtual instructor lead / in person



**Description of how participant's learning will be assessed/evaluated:**

**Course Assessment**

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 90 minutes
- Open-book exam
- Multiple choice, true/false, short answer
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$525 / Member \$262.50

**Name of instructor:** Robert Destree

**Course capacity:** unlimited

**Dates of each training course:** Mar 12, 2024  
Sep 10, 2024

**Credentials received at the end of the training:** Certificate of completion





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## Legislation, Standards, and Policy (LSP)

### A description of the training course objectives:

This course sets participants up to be confident finding, interpreting, and applying the legislation, standards, and policy related to commercial transportation helps carriers and safety professionals ensure their organizations achieve and maintain compliance, positively contributing to safety and success.

Legislation, Standards, and Policy is a foundational course introducing participants to the key documentation which governs compliance and safety across the transportation industry. This course both defines and explains the linkages between legislation, standards, and organizational policy/procedure and provides practical learning opportunities to interpret and apply each. This course also considers how each is applied in federal and provincial workplaces and explains the criteria for establishing jurisdiction. Finally, the course looks at policy and procedure as the tools used by an organization to communicate matters of safety and compliance to workers.

This is a 2-day course offered through both distance and classroom delivery methods. This course begins with a look at:

- various forms of legislation and a basic overview of how they are structured, and the key language (words) used to write them.
- Examine standards and how they are both different but also related to various acts and regulations.
- Introduction to policy and procedure, linking both to the standards and legislation.

The focus of this course is primarily on OHS and commercial vehicle legislation and standards, but the basic principles apply to all areas of law. Later modules in the course examine the differences between federal and provincial employers and the importance of communicating compliance and regulatory information through the use of organizational policy and procedure.

*This course serves as core requirement for both the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs. It also serves as a prerequisite to the AMTA's NSC Program Administration.*

### Module 1 - Defining Legislation, Standards, and Policy – 3.5 hours

#### Learning Objectives

- Identify legislation, standards, policy, and procedure documentation
- Explain how legislation, standards, policy, and procedure are both similar and different
- Legislation
- Standards
- Policy
- Procedure – process to complete



- Federal and provincial transportation, TDG, and OHS legislation
- National Safety Code (16 standards)
- Relationship between NSC and legislation
- Other standardizing bodies
- Law vs. ethics
- Differentiate between the purposes of legislation, standards, policy, and procedure

## Module 2 - Using Legislation, Standards, and Policy in the Workplace – 3.5 hours

### Learning Objectives

- Provide examples and explain how legislation, standards, policy, and procedure are applied in the workplace
- Reading legislation
- Citing (referencing) legislation
- Interpreting legislation for use in the workplace
- Interpreting legislation and standards in a situational context
- Evidence-informed decision making
- Staying current on legislation
- Government bodies that provide oversight and enforcement
- Locate legislation, standards, policy, and procedure
- Identify employer and employee responsibilities based on legislation (shall/will/must) and standards (should/may/reasonability)
- Apply legislation, standards, policy, and procedures to support safe and/or compliant work processes
- Apply legislation to specific situations.
- Explain decision-making process in such a way as to be clear and concise to others.

## Module 3 - Federal vs. Provincial Worksites – 2.5 hours

### Learning Objectives

- Recognize the difference between federal and provincially governed worksites
- Federal worksites
- Provincial worksites
- Interjurisdictional precedence
- Interjurisdictional immunity
- Division of Powers Act
- Determine if a workplace is federally or provincially governed

## Module 4 - Legislation and Policy – 2.5 hours

### Learning Objectives

- Use policy to communicate legislative information in the workplace
- Use policy as a tool to communicate legislation
- Communicate for continuous improvement
- Use policy and procedure to communicate legislative requirements
- Identify “who, what, where, when, why, and how” aspects of policy
- Identify consequences and corrective actions when policy and procedure is not followed





**Total Instructional Hours:** 12 hours

**Final Review/Exam:** 2 hours

**Total training duration/length:** 2 Days

**Description of how participant(s) will receive instruction:**

Virtual instructor lead / in person

**Description of how participant's learning will be assessed/evaluated:**

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 2 hours
- Open-book exam
- Multiple choice, short answer, case study
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$525 / Member \$262.50

**Name of instructor:** Tim Reteff

**Course capacity:** Unlimited

**Dates of each training course:** Feb 20, 2024  
Nov 19, 2024

**Credentials received at the end of the training:** Certificate of completion



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## Managing Injuries in the Workplace (MIW)

### A Description of the training course objectives:

Managing Injuries in the Workplace offers participants the resources and information required to create strategies to improve safety performance and reduce the cost of WCB claims and premiums to the organization.

The modules cover the basic processes and services administered and offered by the Workers' Compensation Board (WCB) of Alberta. This course begins by looking at which employers are obligated – under the legislation – to participate in workers' compensation and the process for establishing an account. The material then provides an explanation of WCB costs and the methods used to determine pricing for various types of employers. A significant portion of this course goes through the process of managing an injured worker's claim from the time of injury through to the worker's reinstatement in the workplace. This section of the course also introduces participants to the WCB appeals process. The final modules of this course focus on maintaining a WCB account and action planning to reduce costs and improve worker safety performance.

This is a 2-day course offered through both distance and classroom delivery methods. The key outcomes addressed in this course are:

- Explain how employers engage with and are responsible to the Workers' Compensation Board (WCB).
- Explain the relationship between an employer/industry safety performance and the cost of WCB premiums.
- Manage the WCB claim process on behalf of an employer.
- Access employer account information and reports using the WCB website.
- Develop goals and objectives for action planning.

*This course serves as an elective for individuals enrolled in both the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs.*

### Module 1: Employer Account Information – 1.5 hours

#### Learning Objectives

- Review the steps an employer must take to set up and maintain a WCB account
- List the criteria employers must meet to qualify for a WCB account
- What is WCB?
  - Who participates?
  - What is covered?
- Employer and worker responsibilities
- WCB coverage
  - Who and what is covered?
  - Personal coverage





- Penalties for not providing coverage
- WCB and continuous improvement
  - Clearance Letters

## Module 2: Employer Classification and Rate Setting – 2.5 hours

### Learning Objectives

- Determine an employer's WCB industry classification
- Compare various WCB pricing models
- Examine the impact of both good and poor safety performance on WCB premium costs
- Employer classifications
- WCB premiums
- Pricing methods
  - Rate setting
  - rating
  - PIR
  - Industry Custom Pricing
  - Poor Performance Surcharge

## Module 3: Disability Management – 3 hours

### Learning Objectives

- Identify work-related injuries
- Examine the WCB claim process from start to finish
- Prepare a Physical Demands Analysis
- Identify various options for modified work
- Work-related injury
- Employer's responsibilities in the workplace
  - Injury response
  - Injury reporting
  - Employer's health benefits
- Disability management
- Modified work
- Physical Demands Analysis (PDA)
- Modified Duties
- Obligation to Reinstate
- Undue Hardship

## Module 4: Account and Claim Administration – 2.5 hours

### Learning Objectives

- Review information and reports available on the myWCB portal
- Account access
- Reports



## Module 5: Action Planning – 2.5 hours

### Learning Objectives

- Use WCB reports to develop action planning goals
  - Review reports to determine opportunities for improvement
  - Develop action plan goals, objectives and deliverables
- Action plans
- Benefits
- Resources
- Components
- Modified work & action plans
- Training on the job

**Total Instructional Hours:** 12 hours

**Final Review/Exam:** 2 hours

**Total training duration/length:** 2 Days

### Description of how participant(s) will receive instruction:

Virtual instructor lead / in person

### Description of how participant's learning will be assessed/evaluated:

#### Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 2 hours
- Open-book exam
- Multiple choice, short answer, case study
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$525 / Member \$262.50

**Name of instructor:** Rob Dombowsky, Carol-Anne Chung

**Course capacity:** Unlimited

**Dates of each training course:** Mar 19, 2024

**Credentials received at the end of the training:** Certificate of completion



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## National Safety Code Program – Administration (NSCP-A)

### A description of the training course objectives:

This course is intended to introduce or provide a refresher to individuals tasked with the day-to-day administration of a carrier's NSC compliance processes and documentation. The National Safety Code Program Administration (NSCP-A) course will prepare individuals to understand legislative requirements to administer a health and safety management system to ensure compliance with federal and provincial requirements. Development of compliance management programs that meet the provincial oversight system and log auditing program, manage compliant driver files, and ensure that equipment records are adequate and easily auditable.

This is a 3-day course offered through both distance and classroom delivery methods. The key topic areas addressed in this course are:

- National Safety Code
- Driver Files
- Driver Logs
- Auditing Driver Logs
- Vehicle & Equipment Files
- Permits
- Preparing for NSC Audits

*This is a core course for individuals enrolled in both the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs. It also serves as a prerequisite for NSC Program Management.*

### Module 1: NSC and Related Legislation – 2 hours

#### Learning Objectives

- Describe key concepts within transportation safety legislation
- National Safety Code (NSC)
  - 16 NSC standards
  - What vehicles does NSC apply to?
- Safety Fitness Certificates
- Operating Authority Certificates
- Carrier Profile
  - What is it?





## Module 2: Planning for Safety – 2.5 hours

### Learning Objectives

- Review the requirements of a carrier's written safety program
- Safety programs
  - What are they?
  - Roles and responsibilities
  - Benefits
- Due diligence
- "Failing to plan is planning to fail"
- Documentation
  - What is required?
  - How will documentation be filed/managed?
- Review legislation to locate and clarify NSC documentation requirements as they relate to safety

## Module 3: Driver Abstracts and Carrier Profiles – 2.5 hours

### Learning Objectives

- Review the process of requesting driver abstracts and carrier profiles
- Interpret the information provided on driver abstracts and carrier profiles
- Driver abstract
  - Standard
  - Commercial
- How to obtain driver abstracts
  - AMVIR agreements
- Carrier Profiles
  - How to obtain
  - Content
- How to interpret

## Module 4: Driver Files – 2 hours

### Learning Objectives

- Manage driver files
- Required documents
- Documentation timelines
- Confirm documentation meets driver file requirements

## Module 5: Driver Logs – 2.5 hours

### Learning Objectives

- Review the requirements for drivers' daily logs
- Driver logs
  - Required information
  - Form and manner requirements
  - Duty status requirements
- Basic audit process





- Violations
  - Form and manner
  - Possible falsification errors
- Review a driver log for accuracy and completeness
- Conduct basic audit on driver logs

## Module 6: Vehicle and Equipment Files – 2.5 hours

### Learning Objectives

- Manage vehicle and equipment files
- Required documents
- Documentation timelines
- Confirm documentation meets vehicle and equipment file requirements

## Module 7: Permits – 2.5 hours

### Learning Objectives

- Review the process of requesting and maintaining permits
- Weights and dimensions regulations
- Permitting process
- Complying with permits
- Obtain permits using online service
- Determine permit requirements

## Module 8: Audits and Investigations – 2.5 hours

### Learning Objectives

- Describe a carrier's responsibilities related to the Assessment of Regulatory Compliance (ARC) audit and investigations
- Compliance (ARC) audit and investigations
- Assessment of Regulatory Compliance (ARC) audit process
- Public investigations
- Organize information in preparation for an audit or investigation
- Describe the audit process

**Total Instructional Hours:** 19 hours

**Final Review/Exam:** 2 hours

**Total training duration/length:** 3 Days

### Description of how participant(s) will receive instruction:

Virtual instructor lead / in person

### Description of how participant's learning will be assessed/evaluated:

#### Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 3.

- 2 hours
- Open-book exam
- Multiple choice, short answer, case study





- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$735 / Member \$367.50

**Name of instructor:** Lori Christensen

**Course capacity:** Unlimited

**Dates of each training course:** Feb 6, 2024  
May 14, 2024  
Oct 8, 2024

**Credentials received at the end of the training:** Certificate of completion





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## National Safety Code Program – Management (NSCP-M)

### A description of the training course objectives:

NSC Program Management picks up where AMTA's National Safety Code Program Administration course left off – with an audit. In this course, you will look at examples of issues commonly identified during a compliance audit. This is important information for anyone responsible for overseeing a carrier's National Safety Code program. The purpose of this course is to help you answer the question "What do I do now?"

The content of this course follows a simple model for improving an organization's systems and performance. The steps outlined in the model include Planning, Doing, Checking, and Acting and the course material has been organized around these main activities. There are many opportunities to discuss and practice applying the information in the context of a commercial carrier. The ideas being presented can be used to address all types of problems at both large and small organizations.

*Participants must have passed the AMTA's National Safety Code Program Administration (NSCP-M) course prior to enrolling in NSCP-A.*

This is a 3-day course offered through both distance and classroom delivery methods. The key topic areas addressed in this course are:

- National Safety Code
- Planning for improvement
- How to use policy to improve performance
- Supporting Action with Procedure
- Checking for improvement and identify types of data
- Acting on the information

*This is a core course for individuals enrolled in both the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs. It also serves as a prerequisite for NSC Program Management.*

### Module 1: Planning for Improvement

#### Learning Objectives

- Examine the processes of planning for improved safety and compliance
- Examine the process(es) of planning for improved safety and compliance
- Planning
  - Using audit results
  - Identifying problems
- Causes of performance problems
- Communication





- Problems
  - Role in making improvements
  - Choosing best method
- Failure to act
- Consequences
- Identify performance gaps
- Examine a problem to determine its root cause(s)
- Use communication to address problem(s)
- Draft a plan to address a carrier's performance issue

## Module 2: Using Policy to Improve Performance

### Learning Objectives

- Examine how policy can be used to address action plan items
- Draft policy to support organizational improvement
- Policy
  - What is it?
  - What does effective policy look like?
  - Who is responsible?
- Steps to developing policy
- Reviewing policy for completeness and effectiveness
- Drafting organizational policy

## Module 3: Supporting Action with Procedures

### Learning Objectives

- Develop procedure to support and organizational policy
- Procedure
  - What is procedure?
  - How is procedure related to policy?
- Writing procedure
- Examine policy to determine where procedure is required.
- Write a procedure

## Outcome 4: Checking for Improvement

### Learning Objectives

- Review methods for confirming and measuring improved compliance and performance.
- Identify types of data that can be used for checking and measuring if improvements are occurring
- Checking
- Have changes been implemented?
  - If not, when?
  - If not, how come?
- Looking at data
- Sources of data
- Choosing a data source
  - NSC data







- Carrier data
- Triangulating data
- Sampling data
- Goals for improvement
  - Quantifying
  - Measuring
- Identify appropriate sources of data for measuring changes in organizational compliance and performance
- Measure change in organizational compliance and performance

### Outcome 5: Act on the Information

#### Learning Objectives

- Compare proactive and reactive approaches to improving compliance and safety
- Identify appropriate actions to close out a PDCA cycle
- Proactive management
- Reactive management
- Feedback
- Choose indicators to support
  - Proactive management approach
  - Reactive management approach

**Total Instructional Hours:** 19 hours

**Final Review/Exam:** 2 hours

**Total training duration/length:** 3 Days

#### Description of how participant(s) will receive instruction:

Virtual instructor lead / in person

#### Description of how participant's learning will be assessed/evaluated:

##### Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 3.

- 2 hours
- Open-book exam
- Multiple choice, short answer, true/false
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

**Total cost of the course per person:** Non-Member \$735 / Member \$367.50

**Name of instructor:** Lori Christensen

**Course capacity:** Unlimited



**Alberta Motor Transport Association**

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W: [amta.ca](http://amta.ca)

**Dates of each training course:** Jun 18, 2024  
Oct 29, 2024

**Credentials received at the end of the training:** Certificate of completion

