



State of Connecticut

COMMISSION ON FIRE PREVENTION AND CONTROL



Fire Service Instructor III Evaluation Skill Sheet Index

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Skill Sheet #:	6.2.2A	Primary Task:	Administer Training Record System
Objective(s) :	6.2.2, 6.2.2(A)(B)	NFPA Standard:	1041 2012 Edition
Candidate #			
Performance Evaluation Sheet			
Tasks:			
			Pass Fail
1. Determines applicable policies for documenting training records			<input type="checkbox"/> <input type="checkbox"/>
2. Separates training activities into a cohesive format			<input type="checkbox"/> <input type="checkbox"/>
3. Defines professional standards addressing training and applies to record-keeping format			<input type="checkbox"/> <input type="checkbox"/>
4. Administers policies to satisfy legal requirements affecting record-keeping			<input type="checkbox"/> <input type="checkbox"/>
5. *Monitors disclosure of training information			<input type="checkbox"/> <input type="checkbox"/>
6. *Develops forms reflecting policies and procedures for managing resources, staff, facilities and records			<input type="checkbox"/> <input type="checkbox"/>
7. *Generates training reports based in part on policies and procedures for managing resources, staff, facilities and records			<input type="checkbox"/> <input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 5

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Skill Sheet #:	6.2.3A	Primary Task:	Develop Policies for Training		
Objective(s) :	6.2.3; 6.2.3(A)(B)	NFPA Standard:	1041 2012 Edition	Candidate #	
Performance Evaluation Sheet					
Tasks:					
				Pass	Fail
1. Develops recommendations based goals and objectives to support training				<input type="checkbox"/>	<input type="checkbox"/>
2. *Utilizes present department policies and procedures to design training policies				<input type="checkbox"/>	<input type="checkbox"/>
3. Formats policies based on local procedures				<input type="checkbox"/>	<input type="checkbox"/>
4. Uses appropriate grammar and syntax when developing policies				<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT		Total number tasks candidate must complete to pass	3

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Skill Sheet #:	6.2.4A	Primary Task:	Select Instructional Staff	
Objective(s) :	6.2.4, 6.2.4(A)(B)	NFPA Standard:	1041 2012 Edition	Candidate #
Performance Evaluation Sheet				
Tasks:				
			1 st	2nd
1.	Reviews and itemizes policies and procedures for selecting training personnel			
2.	*Identifies policies pertaining to training staff selection			
3.	*Identifies potential staff instructional requirements			
4.	*Identifies capabilities of instructional staff			
5.	Develops methods for selection process			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	3

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Skill Sheet #:	6.2.5A	Primary Task:	Construct Instructor Evaluation Plan		
Objective(s) :	6.2.5, 6.2.5(A)(B)	NFPA Standard:	1041	Candidate #	
			2012 Edition		
Performance Evaluation Sheet					
Tasks:					
				1 st 2 nd	
1.	*Constructs performance-based instructor evaluation plan for regular use based on policies				
2.	*Develops performance-based evaluation plan based on job requirements				
3.	*Refers to department policies when developing evaluation plan				
4.	*Schedules instructors' evaluations at regular intervals				
5.	*Describes evaluation techniques prior to observing instructional staff				
* Critical Task		Failure of this task mandates failure on the entire objective		Safety is PARAMOUNT	
				Total number tasks candidate must complete to pass	
				5	

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Skill Sheet #:	6.2.6A	Primary Task:	Purchase Equipment for Training	
Objective(s) :	6.2.6, 6.2.6(A)(B)	NFPA Standard:	1041	Candidate #
			2012 Edition	
Performance Evaluation Sheet				
Tasks:				
			1 st	2nd
1.	*Writes equipment purchase specifications based on department policies and procedures			
2.	*Describes need for equipment to support curriculum			
3.	Indicates training goals pertinent to purchasing equipment			
4.	Follows department procedures for equipment purchases			
5.	Evaluates available department resources as alternative to purchase			
6.	*Evaluates methods to select equipment that is appropriate			
7.	Prepares procurement form(s)			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	5

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Skill Sheet #:	6.2.7A	Primary Task:	Present Findings and Recommendations	
Objective(s) :	6.2.7, 6.2.7(A)(B)	NFPA Standard:	1041	Candidate #
			2012 Edition	
Performance Evaluation Sheet				
Tasks:				
			1 st	2nd
1.	Prepares written report to administrator reflecting goals, policies and procedures			
2.	Presents report findings based on target audience			
3.	Cites unbiased, supported recommendations			
4.	*Offers appropriate statistical evaluation procedures and department goals			
5.	*Presents report to administrator reflecting recommendation and conclusion based on data and findings			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	4

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Skill Sheet #:	6.3.2A	Primary Task:	Conduct Needs Analysis
Objective(s) :	6.3.2, 6.3.2(A)(B)	NFPA Standard:	1041 2012 Edition
Candidate #			
Performance Evaluation Sheet			
Tasks:			
			1 st 2 nd
1.	*Conducts needs analysis for department training, education, skills given department goals		
2.	Designs an evaluation tool to determine training needs		
3.	Conducts research to determine needs analysis		
4.	Develops a task analysis		
5.	Organizes information into functional groupings		
6.	*Interprets data		
7.	Develops JPRs which reflect task analysis		
8.	*Plans and designs curriculum and a series of lessons based on needs assessment		
9.	Determines instructional methods based on curriculum and audience		
10.	Determines instructional media		
11.	Develops evaluation tools based on curriculum goals and lesson objectives		
12.	Convenes and conducts regular committee meetings		
* Critical Task Failure of this task mandates failure on the entire objective		Safety is PARAMOUNT	Total number tasks candidate must complete to pass 8

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Skill Sheet #:	6.3.3A	Primary Task:	Design Programs or Curricula
Objective(s) :	6.3.3, 6.3.3(A)(B)	NFPA Standard:	1041 2012 Edition
		Candidate #	
Performance Evaluation Sheet			
Tasks:			
			1 st 2 nd
1.	*Recognizes department goals and needs		
2.	*Designs programs or curricula based on needs analysis and goals		
4.	Associates the knowledge and skills training to job analysis		
5.	Designs instruction based on audience		
6.	*Designs performance-based training appropriate to the needs analysis		
7.	Institutes adult learning principles		
8.	Meets time frames and budget concerns		
9.	Prepares written report to administrator reflecting goals and needs analysis		
10.	Selects course-appropriate reference material		
* Critical Task Failure of this task mandates failure on the entire objective		Safety is PARAMOUNT	Total number tasks candidate must complete to pass 7

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Skill Sheet #:	6.3.4A	Primary Task:	Modify Existing Curriculum	
Objective(s) :	6.3.4, 6.3.4(A)(B)	NFPA Standard:	1041	Candidate #
			2012 Edition	
Performance Evaluation Sheet				
Tasks:				
			1 st	2 nd
1.	*Modifies programs or curricula based on needs analysis and goals			
2.	Associates the knowledge and skills training to job analysis			
3.	Designs instruction based on agency training requirements			
4.	*Modifies performance-based training appropriate to the needs analysis			
5.	Ensures curriculum reflects adult learning principles			
6.	Ensures revision meets time frames and budget concerns			
7.	Prepares written report to administrator reflecting modifications			
* Critical Task		Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 5

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Skill Sheet #:	6.3.5A	Primary Task:	Write Program and Course Goals	
Objective(s) :	6.3.5, 6.3.5(A)(B)	NFPA Standard:	1041 2012 Edition	Candidate #
Performance Evaluation Sheet				
Tasks:				
			1 st	2 nd
1.	Identify agency goals			
2.	Identify JPRs			
3.	Identify needs analysis data			
4.	Write a clear, concise, measurable goal			
* Critical Task		Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Skill Sheet #:	6.3.6A	Primary Task:	Write Course Objectives	
Objective(s) :	6.3.6, 6.3.6(A)(B)	NFPA Standard:	1041 2012 Edition	Candidate #
Performance Evaluation Sheet				
Tasks:				
			1 st	2 nd
1.	Identifies Job Performance Requirements (JPRs) for course			
2.	Writes objectives to reflect specific tasks based on JPRs			
3.	*Constructs objectives in recommended format to include quantifiable performance measures			
4.	Writes objectives that are attainable and realistic for the intended audience			
5.	Verifies that objectives are clear, concise, grammatically correct and free of spelling/typographical errors			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	4

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Skill Sheet #:	6.3.7A	Primary Task:	Construct Course Content Outline	
Objective(s) :	6.3.7, 6.3.7(A)	NFPA Standard:	1041 2012 Edition	Candidate #
Performance Evaluation Sheet				
Tasks:				
				1 st 2 nd
1.	Verifies objectives, reference resources, functional groupings and agency structure			
2.	*Correlates course goals, course outline, objectives, JPRs, lesson plan and instructional methods			
3.	Verifies that content supports agency structure			
4.	*Documents that content reflects current acceptable practices			
* Critical Task Failure of this task mandates failure on the entire objective		Safety is PARAMOUNT		Total number tasks candidate must complete to pass 3

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Skill Sheet #:	6.5.2A	Primary Task:	Develop Evaluation Results System	
Objective(s) :	6.5.2, 6.5.2(A)(B)	NFPA Standard:	1041	Candidate #
			2012 Edition	
Performance Evaluation Sheet				
Tasks:				
			1 st	2nd
1.	Associates agency goals and policies to evaluation results system			
2.	Determines federal, state, and local laws that would affect evaluation results system development			
3.	*Designs a record-keeping system that would store information and disseminate results			
4.	Applies data acquisition techniques			
5.	*Assesses the evaluation results system for accuracy			
* Critical Task		Failure of this task mandates failure on the entire objective		4
		Safety is PARAMOUNT		Total number tasks candidate must complete to pass

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Skill Sheet #:	6.5.3A	Primary Task:	Develop Course Evaluation Plan	
Objective(s) :	6.5.3, 6.5.3(A)(B)	NFPA Standard:	1041	Candidate #
			2012 Edition	
Performance Evaluation Sheet				
Tasks:				
			1 st	2nd
1.	Assures development of course evaluation plan objectives reflects department policy			
2.	*Develop course evaluation plan objectives			
3.	Evaluate measuring techniques, agency constraints and resources			
4.	*Design a plan for assessing the best measuring techniques based on agency policy			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	3

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Skill Sheet #:	6.5.4A	Primary Task:	Create Program Evaluation Plan		
Objective(s) :	6.5.4, 6.5.4(A)(B)	NFPA Standard:	1041 2012 Edition	Candidate #	
Performance Evaluation Sheet					
Tasks:					
			1 st	2 nd	
1.	Develops a program evaluation plan so input can be obtained				
2.	Associates various department policies to the program evaluation plan				
3.	Develops a program evaluation plan that is inclusive of various course and environmental components				
4.	*Designs a functional program evaluation instrument based on department goals				
* Critical Task		Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT		Total number tasks candidate must complete to pass
					3

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Skill Sheet #: 6.5.5A Primary Task: Analyze Student Evaluation Instrument
 Objective(s) : 6.5.5, 6.5.5(A)(B) NFPA Standard: 1041 Candidate #
 2012 Edition

Performance Evaluation Sheet

Tasks:

	1 st	2 nd
1. Identifies department policy for student evaluations		
2. Analyzes student evaluation instrument to confirm alignment with department policy		
3. Analyzes student evaluation instrument to confirm learning objectives are met		
4. Analyzes student evaluation instrument to confirm validity		
5. * Submits student evaluation instrument which addresses all items aforementioned for the specified training sessions		

* Critical Step	Failure of this step mandates failure on the entire objective	Safety is PARAMOUNT	Total number steps candidate must complete to pass	4
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Skill Sheet #: 6.5.6A Primary Task: Prepare an Executive Summary			
Objective(s) : 6.2.7, 6.2.7(B), 6.3.2, 6.3.2(B)		NFPA Standard: 1041 2012 Edition	Candidate #
Performance Evaluation Sheet			
Tasks:			
		1 st	2 nd
1. * Prepare an Executive Summary (6.2.7, 6.2.7(B))			
a. Evaluation findings, conclusions and recommendations			
b. References all research conducted, needs analysis, committee product (6.3.2, 6.3.2(B))			
2. Consise writing free from typograppical errors (6.2.7, 6.2.7(B))			
3. Recommendations are unbiased, supported, and reflect goals, policies, and procedures (6.2.7, 6.2.7(B))			
* Critical Step Failure of this step mandates failure on the entire objective		Safety is PARAMOUNT	Total number steps candidate must complete to pass 3

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