

NEW COURSE DEVELOPMENT

4041

(No. 14 March 2001)

Training is developed and delivered within CDF at four levels; state, program, region, or unit. All levels are responsible for delivering, coordinating, developing, maintaining and documenting their CDF training. The level of sophistication for the training and course materials will vary depending on the training needed; handoff courses will have more documentation than station drills. Generally, courses with statewide application take longer to develop, receiving more scrutiny in development than will local unit training. CDF uses curricula that has been developed internally as well as training developed by others.

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Priority for course development begins with an accurate and systematic needs assessment described in Chapter 4020. This documents the identification of a problem for which training may provide a full solution or partial solution.

A program, region or unit may develop a course for local use. A training course of this type should not be used to replace or substitute for an approved statewide course. This type of training can be used to augment statewide training or fill a gap in the training plan. All development costs of local level training will be borne by the originating unit; all presentation costs will be borne locally.

DEPARTMENT LEVEL CURRICULUM DEVELOPMENT

4041.1

(No. 8 May 1999)

Course development at the department level is determined from the needs analysis, or by management or program decision. These courses are prioritized by program and management review, and are identified in the Master Training Plan. Courses are prioritized by the legal mandates, life-critical issues, CDF mission, size of the target audience and other related factors.

CURRICULUM DEVELOPMENT CADRES

4041.1.1

(No. 8 May 1999)

Upon placement in the Master Training Plan as a statewide responsibility for development, the Academy requests subject matter experts to form a curriculum development cadre.

Members of Curriculum Development Cadres volunteer or are nominated for membership. Members are approved by and work under the authority of the department Training Chief and under the direct supervision of an Academy coordinator or a designated field coordinator.

Members are generally Subject Matter Experts (SME) from each region and/or program and appointed for the duration of the development schedule and for a set number of years into the instruction period. The size of an Academy cadre is usually six members with direct support from an Academy facilitator and word processor.

RESPONSIBILITIES

4041.1.1.1

(No. 8 May 1999)

The cadre estimates course content and subjects to be covered; performs job task analysis; reviews department policy, industry standards, legal mandates, needs and knowledge, skills and abilities (KSAs) of the learners; and develops the course. Cadre scheduling is the number two priority behind delivery of Academy level core courses.

DEVELOPMENT SCHEDULES

4041.1.1.2

(No. 8 May 1999)

Development schedules are established by the cadre coordinator to meet the objectives of the Master Training Plan. The length of time required for development varies, depending on the scope and complexity of a particular course, the limited availability of technical experts, availability of facilities, availability of word processors, funding and other variables; state level training may take six months to three years to develop. No matter who does the development (internal or external) it is a substantial time commitment.

CURRICULUM DEVELOPMENT PROJECTS

4041.1.2

(No. 8 May 1999)

The approved Curriculum Development Projects are listed in the department's Annual Training Plan each by their ranking of importance by program.

PROGRAM LEVEL CURRICULUM DEVELOPMENT

4041.2

(No. 8 May 1999)

Training may also be proposed and developed by the CDF program areas. This training can be classified as statewide but not necessarily state level when developed and delivered by the program, rather than through the department's training program. Usually there is no formal needs analysis, and development is often in response to Board of Forestry policy, a perceived future need or an upper management level directive. This training is generally developed without becoming an approved part of the Master Training Plan. This type of training is developed rapidly using program personnel, contracts, extension services and other state agencies.

REGION LEVEL CURRICULUM DEVELOPMENT

4041.3

(No. 8 May 1999)

Training developed at the region level is generally determined from the regional needs analysis. These courses are prioritized by the regional staff and placed into the Region's Training Plan. Courses are prioritized by legal mandates, life-critical issues, CDF mission, size of the target audience and other factors.

Upon placement in the Region Training Plan the Region Training Coordinator requests subject matter experts to participate on the curriculum development cadre. Much the same as at the state level, the region cadre estimates course content and subjects to be covered; analyzes the tasks; reviews department policy, industry standards, legal mandates, needs and KSAs of the learners; and develops the course. Generally, development time is less than one year.

UNIT LEVEL CURRICULUM DEVELOPMENT

4041.4

(No. 14 March 2001)

Training developed at the unit level is determined from the unit needs analysis and generally reflects the unique nature of fire protection in that geographical area. These courses are prioritized by the unit and placed into the Unit's Training Plan. Courses are prioritized by the legal mandates, life-critical issues, CDF Mission, size of the target audience, and other factors. Development occurs in a manner similar to that at the region level. Generally, development time is less than two months.

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COURSES DEVELOPED BY OTHER ENTITIES

4041.5

(No. 8 May 1999)

CDF personnel use and participate in the development of training by other organizations. This training may have CDF application or may be part of CDF's interest in or contribution to regional and national issues in resource protection and fire protection. Cooperating agencies curricula include the National Wildfire Coordinating Group (NWCG), Peace Officers Standards & Training Commission (POST), California Licensed Foresters Association (CLFA), State Fire Marshal (CSFM), International Association of Fire Fighters (IAFF) and many others.

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