

TCP Instructor Application & Training Overview

To become a BCCSA Traffic Control Person instructor, interested individuals must apply and be selected to take part in the TCP instructor training course. The application is open on an as-needed basis and subject to regional demand. The qualifications and application process are outlined below. Only candidates who successfully complete each stage of the application process will be considered for entry into the BCCSA TCP Instructor Training Course.

Role Overview

TCP Instructors are independent contractors, who deliver training throughout British Columbia. Instructors are responsible for coordinating with contractors, scheduling their own courses, and administering training services in accordance with established program standards. The role requires strong organizational ability, effective communication skills, and ethical business practices. Instructors are expected to demonstrate unwavering integrity, accountability, and a commitment to upholding program standards while fostering a professional and positive learning environment.

Qualifications

- 2000 hours of traffic control experience in the last 5 years, including a variety of situations and environments and using various forms of traffic control equipment.
- Proven experience as a Traffic Control Supervisor
- A current and valid BCCSA TCP Record of Completion
- A current and valid BC driver's licence
- A current Basic Level First Aid certificate
- Be in good physical health, including good hearing and good vision
- Knowledge and familiarity with the regulations and standards related to traffic control including
 - Workers' Compensation Act (WCA), WorkSafeBC Occupational Health and Safety Regulation (OHSR)
 - BC Manual for Work on Roadways (TMM) issued by the Ministry of Transportation and Transit
 - BC Motor Vehicle Act (MVA)
 - BCCSA Traffic Control Person Participant Guide
- Experience with adult education and/or coaching to a wide range of students
- Skilled at expressing ideas and information clearly, both verbally and in writing
- Strong detail-oriented administration skills
- Experience with instructional media equipment such as laptops, & projectors
- Reliable internet access and a valid email account
- Strong computer skills - experience with Microsoft Office (Word, Outlook, Excel, PowerPoint) and the ability to use video conferencing
- A willingness to independently upgrade presentation and instructional skills by accessing on-line or vocational workshops

The ideal candidate is highly motivated, self-directed with a strong moral compass and demonstrated personal accountability. Attention to detail, solid administrative skills and an understanding of basic business operations are essential attributes for success in this role. Successful candidates must have the financial means to obtain the necessary insurances, business licenses, equipment & supplies to facilitate delivery of their first course within the first six (6) months after completion of the instructor training course. Contact the BCCSA TCP department at tcp@bccsa.ca for more information about potential start-up costs.

Application & Selection Process

Application Submission & Review

The BCCSA accepts applications for TCP Instructors on an as needed basis. Applications must include the following documents, incomplete submissions will not be considered:

- Current resume, that outlines the applicants' work history, education, instructional experience and includes 2 references
- Cover letter detailing the applicant's reason for wanting to become a TCP instructor
- Letter from employer documenting traffic control experience, including hours worked
- A 500-800-word essay on a subject relating to traffic control (the TCP team changes the question with each application)
- A copy of BCCSA TCP Record of Completion (wallet card or digital certificate) and first aid certificate
- Any additional relevant certificates and/or education documentation

Once submitted the TCP team will review the application and compare the applicant's qualifications against the required criteria.

Knowledge Assessment

Applicants who meet the listed criteria will be asked to complete a 50-question online knowledge assessment. Candidates are expected to achieve a minimum score of 80% or higher to continue with the application process.

Interviews

Applicants who successfully complete the online knowledge assessment will potentially participate in two interviews. The first interview is conducted by members of the TCP team via telephone and is 45 minutes. During the interview there is a resume review, a review of TCP work experiences, instructional experience, and situational questions.

If the candidate is successful in the first interview, they will be asked to participate in a second in-person interview. The second interview is 45 – 60 minutes and consists of two parts. It begins with a panel interview with the TCP team and the manager of the TCP Program.

During the second half of the interview, the candidate delivers a 'mini lesson'; content from the current BCCSA TCP course. The TCP team acts as students and assesses the candidate's preparedness, computer skills, instructional skills, and accuracy of information.

Candidates taking part in the second interview will be emailed instructions and excerpts from the current TCP Participant Guide, Instructor Guide, and the PowerPoint two weeks prior to their interview, allowing them time to prepare.

Invitation to Training - TCP Instructor Course

Candidates who meet the required criteria and successfully complete each stage of the application process will be considered for entry into the BCCSA TCP Instructor Training Course. The course is five full days and will be delivered within the Metro Vancouver area. To successfully complete the course, applicants must be in full attendance for all days and successfully complete assigned assessments. Current cost of the course has not been determined. Contact the BCCSA TCP department at tcp@bccsa.ca for more information about the course fee.