

ANNEX A
STATEMENT OF WORK
Forklift Operator Training Program

The Correctional Service Canada has a requirement to provide vocational training to federally incarcerated offenders. The work will involve the following:

1. Background

CORCAN's mission is to aid in the safe reintegration of offenders into Canadian society by providing employment and employability skills training to offenders incarcerated in Federal Penitentiaries.

The provision of a third party vocational training program is an objective of the Employment and Employability Program of CORCAN. The possession of skills training certification is a valuable asset for offenders re-entering the workforce.

Research confirms that stable employment has a direct impact on offender recidivism. CORCAN aims to reduce recidivism by assisting offenders in finding and maintaining stable employment in the community after their release. Through CORCAN employment and vocational programs, offenders are placed in pro-social environments, gain a new sense of self and identity, and learn new skills and knowledge. This results in creating safer communities.

2. Objectives

CORCAN intends to establish a standing offer for the delivery of Forklift Operator Training courses to offenders incarcerated Federal Institutions the Atlantic region on an as needed basis.

3. Tasks/Deliverables

The Contractor must deliver Forklift courses to offenders in Federal Institutions throughout the Atlantic region. The Contractor must provide classroom support. Dates of training will be determined between the two parties. If courses are to be cancelled due to inclement weather or other unforeseen circumstances, training will be rescheduled prior to end date of contract at no additional cost to either party, and there shall be no penalty.

The courses will be delivered in all four Atlantic Institution and will be offered on an as needed basis. Therefore the number of courses will vary per institution.

4. Instructional Objectives/Course Outline

1. Safety and the law – Cover provincial and federal standards & legislation. Overview of Forklift Safety. Seat Belt Usage.
2. Operator inspection – proper inspection of the lift trucks, Inspection prior to operation. Reporting maintenance problems. The Bidder MUST teach students to perform Minister of Labour (MOL) inspections.
3. Truck travel – safe travel and use of the lift trucks. Traveling with and without a load.
4. Load handling & unloading –how to properly handle loads and how to safely load racks, trucks, etc. Pallets and stacking. Backing.
5. Ramps and docks –safe use of the lift trucks on loading docks, ramps and uneven terrain. Travel in uncommon circumstances.
6. Battery/Propane maintenance –fuel source of the lift trucks. Basic battery and/or propane care and how to charge or change the lift trucks battery or propane cylinder.
7. Theory and Practical tests

Operator Training Program: Must be a combination of theory and practical based course covering topics that include safety and the law, applicable regulations, proper operating procedures, operator and safety inspection, load handling, ramps and docks, battery/propane maintenance.

5. Participants

The minimum number of participants is six (6) and the maximum number of participants is twelve (12) per course. The participating site is responsible for selecting course participants and coordinating their timely attendance.

6. Duration

The Forklift courses must be delivered over a period of 1.5 to 2 days, depending on the number of participants. The course must incorporate theory (knowledge) and practical (skills) hands-on application. The Contractor must provide the course presentation and course material.

7. Certification

Successful participants must receive a wallet card/certificate bearing their name, the name of the third party training organization, the instructor, the date of the training and a renewal and/or refresher date.

The Contractor is responsible to gather the required information from the participants/offenders in order to issue a certificate, such as their name and date of birth.

8. Location of work

The Contractor must perform the work in Federal Institutions in the Atlantic region.

- Dorchester Penitentiary (Medium and Minimum Sectors): 4902 Main Street, Dorchester, NB, E4K 2Y9

- Springhill Institution: 330 McGee Street, Springhill, NS B0M 1X0
- NOVA Institution: 180 James Street, Truro, NS B2N 6R8
- Atlantic Institution: 13175 Route 8 P.O. Box 102 Renous, NB E9E 2E1

9. Reports

A list of successful program participants, attendance sheet, pass mark(s), must be provided to the Project Authority upon completion of each program delivered.

10. Constraints/Mandatory Requirements

1. Security: The Instructor will be required to complete a Canadian Police Information Centre clearance (CPIC) in order to work in a federal institution.
2. Language: The courses will be offered in English and French, depending on the language of the offenders. Therefore, the Instructor should read, write and speak in the language of the training being offered as well as provide material in (English or French).

11. Other Requirements

The institutional site must provide the following:

- A training room to accommodate up to (twelve) 12 offenders with ample seating;
- A training space and minimum of one (1) forklift to accommodate the practical skills application;
- Computer equipment if required by the instructor;
- Flip chart, markers, pens, and paper if required by the instructor.

CORCAN/Project Authority must provide the following:

- Point of contact/communication with the third party certifier and the institution;
- Entries of certificates in the Offender Management System

The third party certifier must provide the following:

- A current certified instructor;
- All course materials (course materials must be approved by the Project Authority);
- Train according to the program curriculum specified above;
- Issue wallet card and/or certificates to successful course participants at the end of the course.