The AMTA has served as a resource to Alberta's transportation industry since 1938. Our training has been created by industry, for industry. Our AMTA instructors are selected based on their education, knowledge, and demonstrated expertise. Let the AMTA partner with you for your training and employee development needs.

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
  - o Using audit results
  - o Identifying problems
- Causes of performance problems
- Communication

Alberta Motor Transport Association

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- - 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

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- o Carrier data
- Triangulating data
- Sampling data
- Goals for improvement
  - o Quantifying
  - o 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
  - o Proactive management approach
  - o 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

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

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

Our Momentum – Enriching Alberta's Transportation Industry.