

# COURSE EQUIVALENCY APPLICATION FORM



Alberta Motor  
Transport Association

**PLEASE PRINT CLEARLY**

## SECTION A

<b>NAME:</b>	<b>COMPANY:</b>	
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>PROVINCE:</b>	<b>POSTAL CODE:</b>
<b>TELEPHONE:</b>	<b>EMAIL ADDRESS:</b>	

## SECTION B

<b>COURSE(S) FOR WHICH YOU ARE APPLYING FOR EQUIVALENCY:</b> <i>*Course completion/certificate must be dated within 3 years of application date</i>
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**The following must accompany this Equivalency Form:**

- *Copy of the course certificate and/or training records*
- *Processing fee payment of \$100.00 +GST (per equivalency request)*
- *Payment must be received before Certificate is issued*

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*Credit Card Number:*

*Expiry Date:*

*CVV:*

*Card Holder Name:*

*Signature:*

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***Submit completed form and  
required documentation to:***

*Education Administrator  
Alberta Motor Transport Association  
E-Mail: [training@amta.ca](mailto:training@amta.ca)*

## Course Description:

NSC Program Management delves into the purpose of management systems, the benefits of active management as opposed to reactionary management, concepts surrounding creation of systems to manage programs. This course builds on the technical knowledge obtained within the NSC Program Administration (NSCP-A) course and provides students with a more in-depth understanding on what they must do to ensure compliance systems are current and relevant to their organization. Students can expect to be trained to utilize legislation, standards, and management systems to support their employers in the capacity of a professional.

Outcome	Identify and describe content	Location of content in materials provided
<p><b>Planning for Improvement</b></p> <ul style="list-style-type: none"> <li>• Examine the process(es) of planning for improved safety and compliance</li> <li>• Planning               <ul style="list-style-type: none"> <li>○ Using audit results</li> <li>○ Identifying problems</li> </ul> </li> <li>• Causes of performance problems</li> <li>• Communication               <ul style="list-style-type: none"> <li>○ Problems</li> <li>○ Role in making improvements</li> <li>○ Choosing best method</li> </ul> </li> <li>• Failure to act</li> <li>• Consequences</li> <li>• Identify performance gaps</li> <li>• Examine a problem to determine its root cause(s)</li> <li>• Use communication to address problem(s)</li> <li>• Draft a plan to address a carrier's performance issue</li> </ul>		
<p><b>Using Policy to Improve Performance</b></p> <ul style="list-style-type: none"> <li>• Examine how policy can be used to address action plan items</li> <li>• Draft policy to support organizational improvement</li> </ul>		

<ul style="list-style-type: none"> <li>• Policy <ul style="list-style-type: none"> <li>○ What is it?</li> <li>○ What does effective policy look like?</li> <li>○ Who is responsible?</li> </ul> </li> <li>• Steps to developing policy</li> <li>• Reviewing policy for completeness and effectiveness</li> <li>• Drafting organizational policy</li> </ul>		
<p><b>Supporting Action with Procedures</b></p> <ul style="list-style-type: none"> <li>• Develop procedure to support an organizational policy</li> <li>• Procedure <ul style="list-style-type: none"> <li>○ What is procedure?</li> <li>○ How is procedure related to policy?</li> </ul> </li> <li>• Writing procedure</li> <li>• Examine policy to determine where procedure is required.</li> <li>• Write a procedure</li> </ul>		
<p><b>Checking for Improvement</b></p> <ul style="list-style-type: none"> <li>• Review methods for confirming and measuring improved compliance and performance</li> <li>• Identify types of data that can be used for checking and measuring if improvements are occurring</li> <li>• Checking</li> <li>• Have changes been implemented? <ul style="list-style-type: none"> <li>○ If not, when?</li> <li>○ If not, how come?</li> </ul> </li> <li>• Looking at data</li> <li>• Sources of data</li> <li>• Choosing a data source <ul style="list-style-type: none"> <li>○ NSC data</li> <li>○ Carrier data</li> </ul> </li> <li>• Triangulating data</li> </ul>		

<ul style="list-style-type: none"> <li>• Sampling data</li> <li>• Goals for improvement <ul style="list-style-type: none"> <li>○ Quantifying</li> <li>○ Measuring</li> </ul> </li> <li>• Identify appropriate sources of data for measuring changes in organizational compliance and performance</li> <li>• Measure change in organizational compliance and performance</li> </ul>		
<p><b>Act on the Information</b></p> <ul style="list-style-type: none"> <li>• Compare proactive and reactive approaches to improving compliance and safety.</li> <li>• Identify appropriate actions to close out a PDCA cycle.</li> <li>• Proactive management</li> <li>• Reactive management</li> <li>• Feedback</li> <li>• Choose indicators to support <ul style="list-style-type: none"> <li>○ Proactive management approach</li> <li>○ Reactive management approach</li> </ul> </li> </ul>		

**Additional Notes:**

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