

# Ortho-Bionomy Australia Ltd

ACN 152 298 005

Suite 313, 585 Little Collins St, Melbourne 3000  
Phone: 03 8679 3355 Email: oba@ortho-bionomy.org.au



## Guidelines for Instructor Trainee Advisors & Supervisors

### Supervisor and Advisor Eligibility

1. Supervising instructors must be registered Instructor members of OBA in good standing
2. **Bench Assists:** supervising instructors must have a minimum of one year of active teaching experience
3. **Co-Teaching and Supervised Teaching:** supervising instructors must have a minimum of two years of active teaching experience
4. **Advisor:** instructors must have a minimum of two years of active teaching experience to act as an instructor trainee's Advisor
5. Active teaching experience is defined as teaching a minimum of 3 classes per year
6. **ITS:** The ITS program is presented by at least two instructor trainers. Each trainer must have a minimum of two years of active teaching experience. At least one trainer must have previous experience teaching the ITS and at least one must be a registered Advanced Instructor. The second instructor may be an Associate Advanced Instructor who co-teaches the ITS. A third instructor may attend the ITS to bench assist, subject to the supervising instructor's approval.

### Advisor Responsibilities

Before prospective instructor trainees apply to enrol in the Instructor Training Program (ITP) they must choose an Advisor to support and guide them through the program. The Advisor is a mentor with whom the trainee discusses their challenges and progress through the training program. The Advisor is responsible for:

- Tracking the trainee's training progress
- Providing mentoring and support
- Supervising the trainee in a number of their Bench Assists and Co-Teaching classes
- Ensuring the trainee attends multiple training classes with two or more other instructors
- Ensuring the trainee meets the curriculum requirements at each stage
- Reviewing and confirming that the training program documentation is complete and in order
- Recommending the trainee for evolvment to Associate Instructor and Instructor level when appropriate
- Supporting the trainee to set up their Supervised Teaching class for final assessment, ensuring the class is clearly identified as a Supervised Teaching (i.e. a training class observed but not conducted by the supervising instructor)
- Communicating with the Instructor Review Committee (IRC) and the OBA Board on the trainee's behalf as needed

### Advisor Support for the Application Process:

It is vital that Advisors support their trainees to submit applications to each stage of the training and evolvment process. This involves checking through the application documents before the trainee sends them to the OBA office. You will need to confirm that the trainee's completed application includes a cover letter with their name as the trainee would want it on their certificate, the trainee's email address, phone number and name along with your (the Advisor's) name, phone number and email address. This information speeds up the process if the committee or staff require clarification or something is missing from the application. Please assist your trainee to check that their application is complete before they submit it to OBA. If it arrives at the OBA office incomplete it may be held until the next quarterly review cycle while waiting for missing items.