

TRAINING

COMPETENCY BASED TRAINING

Training logbooks

1 Introduction

This instruction contains the policy for using the training logbook.

Fire and Rescue NSW and the FBEU have jointly endorsed the logbook for issue to all operational staff. Each individual will be responsible for maintaining their logbook.

2 Purpose

The logbook is for firefighters and officers to record the following information:

- details of skills, knowledge and qualifications,
- completion of training or assessment activities that take place over an extended period, eg Retained training, and
- aspects of work that are not otherwise identified and that could be referred to in future claims for RPL/RCC, eg special projects.

Note: The logbook has been introduced so that staff can keep their personal training records. It cannot be used to compete with others to gain promotion or access to promotional programs.

3 Content

The logbook is divided into five sections:

- Australian Fire Competencies (AFC)
- Skills maintenance
- Specialist skills
- Professional or promotional development
- Workplace assessment and RPL/RCC portfolio

Guidelines for using each section are provided in the logbook.

All logbooks are the same, except for Section 1 (AFC) where some entries have been pre-stamped based on blanket RPL granted to firefighters trained prior to Recruit Class 1/96. Firefighters who were trained under the CBT system and have graduated from the College (Class 1/96 onwards) also have pre-stamped entries for modules completed during recruit training.

4 Occupational health and safety

As many elements within firefighting have significant occupational health and safety implications, it is vital that firefighters are adequately prepared for the range of responsibilities and tasks they face daily. Up-to-date logbooks will provide Station Commanders and Duty Commanders tangible evidence of firefighters' training and skills which will better equip them to meet OHS requirements.

5 Portability

Firefighters and officers are responsible for maintenance of their own logbooks.

Now when transferring from one location to another the firefighter's or officer's training record in the form of the training logbook will be located to the new location. This allows firefighters and officers to have entries added as they gain new skills and will provide evidence about such things as driving qualifications (what appliances they are endorsed for), or rescue accreditation and/or modules completed.

6 Downloading the logbook

The Training Logbook is no longer available through ESCAT, however the [Record of skills maintenance](#) pages can be downloaded from Station Portal.

7 Entries not pre-stamped

Firefighters who have successfully completed modules over and above those listed in Section 1, or who have been individually granted RPL or RCC, must liaise with an authorised Regional Workplace Assessor to have those entries stamped in the logbook. All other instructions for the use of the logbook are provided with the logbook.

Contact Officer: Manager Command, Leadership and Management Section, (02) 9318 4331

File Reference: CHO/02955

*In Orders 2000/22, as amended by
In Orders 2003/2, with amendments*

Fire and Rescue NSW nationally recognised training - certificates and statements of attainment policy

1 Purpose and scope

Fire and Rescue NSW is a Registered Training Organisation (RTO) authorised to award full or partial qualifications in the Public Safety Training Package (PSTP) Fire Sector Qualifications. The PSTP is Nationally Recognised Training (NRT).

The purpose of this policy is to name the Fire and Rescue NSW units authorised to issue full or partial qualifications for NRT, and to provide procedures for issue.

2 Types of certificates

Certificates are awarded for full qualifications. Statements of Attainment are awarded for partial qualifications. Competency Transcripts are used to list the competencies completed for a full qualification. A Statement of Attainment will normally list the competencies completed but, if space is limited, a Competency Transcript can also be issued. These three documents are referred to as NRT testamurs.

Units that conduct training that is not NRT might issue Statements of Training. Statements of Training are not nationally recognised, and therefore cannot make any NRT references.

3 Authorisation to issue

Recruit Training is authorised to issue NRT testamurs for the Recruit Program and the Qualified Firefighter Program, and to reissue NRT testamurs to current employees when an application for a replacement has been made.

Quality Education Development (QED) is authorised to issue NRT testamurs for NRT conducted by specialist training units, and for ex-Fire and Rescue NSW employees who apply in writing for a replacement testamur. QED also issue testamurs to trainers and assessors who have been through a formal recognition process with QED.

The Command, Leadership and Management Unit is authorised to issue NRT testamurs for the Station Officers Promotional Program.

No other Fire and Rescue NSW units are authorised to issue NRT testamurs, unless the training and assessment has been formally aligned by QED, and they are duly authorised to issue NRT testamurs in In Orders.

4 Procedures for issue

Procedures for issuing NRT testamurs are available on the Education and Training Intranet Site.

5 Preparation of NRT testamurs

NRT testamurs must be prepared using the templates provided by QED.

6 Use of logos

NRT and the Vocational Education and Training Accreditation Board (VETAB) logos can only be used on NRT testamurs. They must not be used on Statements of Training.

7 Signatories

The Fire and Rescue NSW Commissioner or the designated head of the Fire and Rescue NSW RTO are the only authorised signatories for all NRT testamurs.

Contact Officer: Manager Quality Education Development, (02) 9318 4831

File Reference: CHO/05990

In Orders 2008/12, with amendments

Reimbursement of OTEN fees

Section 1, page 7, of the *CBT/A Information Pack* outlines the conditions under which OTEN fees will be reimbursed. In relation to courses studied for personal interest it states:

If a Firefighter chooses to study a CBT module that is not required for promotion, the Firefighter will pay the enrolment fees, and will not be eligible for reimbursement, eg a Senior Firefighter wanting to study Certificate II at OTEN.

That is, firefighters will only be reimbursed for courses required for promotion to the rank directly above their current rank.

Contact Officer: Manager Command, Leadership and Management, (02) 9318 4331

File Reference: CHO/03834

In Orders 1999/25, with amendments

Retained Firefighters Certificate II fees

1 Scope

This procedure applies to Retained Firefighters completing 7195 Certificate II in Firefighting Operations and is in accordance the *CBT/A Information Pack*.

2 Payment of fees

Fire and Rescue NSW will reimburse 12 months of OTEN enrolment fees to all Retained Firefighters who successfully complete the pre-requisite modules.

3 Who will reimburse

The following information is to be collated by the firefighter and submitted to the Training Coordinator for reimbursement of enrolment fees.

- covering memorandum
- copy of transcript (copy to be verified by Station Commander)
- copy of receipts (copy to be verified by Station Commander)
- miscellaneous voucher

Send all reimbursement requests to:

CLM Section Clerk
State Training College
Fire and Rescue NSW
PO Box 559
ALEXANDRIA NSW 2015

4 Enquiries

All reimbursement enquiries can be referred to the Command, Leadership and Management Section Clerk on (02) 9318 4302.

Contact Officer: Command, Leadership and Management Section Clerk, (02) 9318 4302

File Reference: CHO/05811 *In Orders 2000/3, with amendments*

Senior Firefighters and Station Officers using OTEN flexi learning plans

Firefighters are required to successfully complete prerequisite modules through OTEN to be eligible for promotion to Senior Firefighter and Station Officer. These modules are listed in the *CBT/A Information Pack*.

Fire and Rescue NSW students are now using a flexi learning plan at OTEN that allows them to complete these modules through face to face delivery. Previously Fire and Rescue NSW and the FBEU agreed that the accepted method for students to complete these modules was through a distance learning package. Therefore, should students who are enrolled in these particular courses wish to use the OTEN flexi learning plan then they do so at their own time and expense.

This instruction does not affect those firefighters who are enrolled with OTEN for completion of their Certificate III modules for promotion from Level 2 to Qualified Firefighter.

Contact Officer: Manager Command, Leadership and Management, (02) 9318 4331

File Reference: CHO/02247 *In Orders 2002/13*

RECRUIT TRAINING

Recruit Retained Firefighter Program

The policy on the [Recruit Retained Firefighter Program](#) is available on the [Administration Policies page](#) of the Intranet.

The Recruit Retained Firefighter Program has been reviewed and Compartment Fire Behaviour Training Level 1 has now been incorporated into Phase 1 of the Program.

Recruit Retained Firefighters may now respond to incidents on completion of Phase 1 of the Recruit Retained Firefighter Program. The Officer in Charge of the crew must ensure that the Recruit Retained Firefighter is tasked with activities and provided with supervision appropriate to their level of training and experience.

Where a crew comprises four firefighters, only one Phase 1 trained Retained Firefighter can be included as part of that crew.

For ease of identification and safety, Phase 1 trained Retained Firefighters must wear Recruit epaulettes until completion of Phase 2 training.

Contact Officer: Director Regional Operations, (02) 9265 2702

File Reference: FRN11/40

Commissioner's Orders 2012/24, with amendments

PROGRESSION AND PROMOTION

Progression from Recruit Firefighter to Qualified Firefighter

1 Application

This policy applies to permanent firefighters progressing from Recruit Firefighter to Qualified Firefighter under the amended provisions of subclauses 13.4 to 13.6 of the *Crown Employees (NSW Fire Brigades Firefighting Staff) Award 2005* which took effect in March 2006.

2 Minimum service for progression

Subclauses 13.4 and 13.5 of the Award give the minimum periods of service required for progression to each classification, calculated from the date a permanent firefighter commences as a Recruit Firefighter. This date is known as the *anniversary date* and is used for the determination of service as shown in the following table:

Classification	Minimum service from date of commencement as a Recruit Firefighter
Firefighter Level 2	24 months
Qualified Firefighter	36 months

3 Completion of competencies

As well as a minimum period of service, permanent firefighters are required to satisfactorily complete the training and/or training competencies specified by the Commissioner, on the advice of the Training Review Committee, for each classification before they can progress to the next classification.

3.1 Completing early

As permanent firefighters are required to complete a minimum period of service before progression to the next classification, early completion of training and/or training competencies will not alter their progression date.

3.2 Completing late

If permanent firefighters satisfactorily complete the training and/or training competencies for a classification after their anniversary date, they will progress and be paid from the completion date. There is no entitlement to back pay.

Note: The anniversary date will not change, so if they satisfactorily complete the training and/or training competencies for the next classification before the next anniversary they will be promoted on that anniversary date.

4 Progression to Qualified Firefighter

If a permanent firefighter does not satisfactorily complete the training and/or training competencies required for progression to Qualified Firefighter within 36 months of their date of commencement as a Recruit Firefighter, subclause 13.6.1 of the Award will apply:

13.6.1 Progression to Qualified Firefighter is a mandatory achievement required for all Firefighters. Failure to achieve progression to this classification within a reasonable time, will result in the employee being considered unsuitable for continued employment in the Department, and the employment of such an employee will be terminated accordingly. In

such circumstances, the Department will advise the Union that the services of the employee are to be terminated.

The Commissioner may grant additional time to permanent firefighters to complete their training and or training competencies required for progression to Qualified Firefighter in extenuating circumstances, such as:

- serious illness or injury,
- extreme personal hardship,
- overseas defence force assignments, or
- any other reason as considered appropriate.

5 Where to get assistance

If permanent firefighters have difficulties completing the training and/or training competency requirements within the required timeframes, they should inform their Station Commander who will notify the Workplace Assessor. They will work with the firefighter to develop a strategy to assist them with the requirements of the program.

Contact Officer: Assistant Director Operational Personnel, (02) 9265 2869

File Reference: CHO/04712 *In Orders 2005/26, with amendments*

Level 1 to Qualified Firefighter Program

The *Crown Employees (Fire and Rescue NSW Permanent Firefighting Staff) Award 2011* states:

13.5.2 For Recruit Firefighters employed on or after 1 January 2010 progression from Firefighter Level 2 to Qualified Firefighter shall be subject to the attainment of Certificate III Public Safety (Firefighting and Emergency Operations) and to the satisfactory completion of the training and/or training competencies specified, by the Commissioner on the advice of the Training Review Committee, for progression to Qualified Firefighter.

Training competency requirements

The training and/or training competencies required for progression and promotion on the Level 1 to Qualified Firefighter program are as follows:

Progression from Firefighter Level 1 to Firefighter Level 2

Progression to Level 2 Firefighter is subject to 24 months service from the date of commencement as a recruit and the satisfactory completion of the following:

PUAFIR302B	Suppress urban fire (inspect and test equipment)
PUAFEA004D	Work effectively in a public safety organisation
PUALAW001B	Protect and preserve incident scene
FRNSW topic	Driver training (6 months and 35 hours driving)

Progression from Firefighter Level 2 to Qualified Firefighter

Firefighters may undertake and be assessed in the following units of competency at any time. Promotion to Qualified Firefighter will occur upon completion of all of these units of competency and at least 24 months service.

Progression from Level 2 to Qualified Firefighter is mandatory. The Commissioner may terminate the employment of a firefighter who does not complete the required units of competency and who is not promoted to Qualified Firefighter within a reasonable time. Reasonable time is a period in excess of 36 months as determined by the Commissioner after taking into account the circumstances of the firefighter concerned.

PUAFIR302B	Suppress urban fire (ventilation)
PUAFIR302B	Suppress urban fire (salvage and overhaul)
PUAFIR302B	Suppress urban fire (fire suppression 2)
PUACOM005B	Foster a positive organisational image in the community
PUAFIR303B	Suppress wildfire
PAUTEA002B	Work autonomously
PUACOM001C	Communicate in the workplace (evidence collected in Recruit program and throughout QFP)

Assessment schedule

The following prerequisites apply to the assessment schedule:

- PUAFEA004D *Work Effectively in a public safety organisation* must be completed before PUACOM005B *Foster a positive organisation image in the community*
- *Ventilation and Salvage and overhaul* must be completed before *Suppress urban fire* can be completed.

Firefighters must apply for assessments via GroupWise: QFassessments@fire.nsw.gov.au.

Applications for promotion are to be mailed to:

Command, Leadership and Management
Fire & Rescue NSW
PO Box 559
Alexandria NSW 2015

or faxed to (02) 9318 4384.

Promotion and payment dates

For the purposes of Clause 13, *Progression and promotion provisions*, the date of promotion will be determined by:

- a. in instances where a firefighter has satisfactorily completed the required training and/or training competencies prior to having reached their required minimum period of service, that firefighter's anniversary date; or

- b. in instances where a firefighter has reached the required minimum period of service, but has not yet completed the required training and/or training competencies, the date in which that firefighter satisfactorily completes the training and/or training competencies required for the particular rank.

On making application for assessment firefighters must submit their completed portfolios of evidence for each of the units of competency that they are applying to be assessed on.

For the purpose of point (b) the date that the firefighter is deemed to have satisfactorily completed the required training and/or training competencies shall be the date that the firefighter applied to be assessed, not the actual date they were assessed, provided that when the assessment actually occurs the firefighter is deemed to be competent in all of the training and/or training competencies required for promotion to the to the particular rank.

If the firefighter is deemed to be 'not yet competent' in any of the required training and/or training competencies then the date of satisfactory completion will be delayed one month after the date that the firefighter first applied to be assessed. If on reassessment the firefighter is again deemed to be 'not yet competent' for any of the required training and/or training competencies then the 'date of satisfactory completion' will be delayed a further one month after the last date that the firefighter applied to be assessed, and so on until such time as the firefighter has been deemed competent in all of the required training and/or training competencies.

Contact Officer: Manager Command Leadership and Management, (02) 9318 4331

File Reference: CHO/02247

Commissioner's Orders 2012/21

Application for Promotion form

This instruction rescinds the *Application for Promotion* contained in the *CBT/A Information Pack* for those Firefighters completing the Qualified Firefighter Program.

1 Application for Promotion form

The application form is available from Workplace Assessors, on the [Education and Training intranet site](#) and through [ESCAT](#).

Firefighters who have completed all subjects should complete the revised application form at least six weeks prior to their anniversary date and forward it to their Workplace Assessor.

2 Station Commander recommendations

Station Commanders are no longer required to attach the service report to substantiate a recommendation for promotion. Station Commanders are still required to attach the service report if promotion is NOT RECOMMENDED. This report is to be forwarded to the Duty Commander.

3 Further information

For further information contact your Manager Training.

Contact Officer: Manager Capability Training, (02) 9318 4303

File Reference: NFB/00054

In Orders 2007/3, with amendments

Public Safety Training Package units of competency on the Recruit Program

1 Amendments to CBT/A information pack

The *CBT/A Information Pack* is being progressively replaced and will eventually be replaced in entirety.

2 Recruit training program

The following units of competency are delivered and assessed on the Recruit Program.

Unit No	Unit Name
PUAFIR201A	Prevent injury
PUAFIR203A	Respond to urban fire
PUAFIR207A	Operate breathing apparatus
PUAEQU001A	Prepare maintain and test response equipment
PUAOPE002A	Operate communications systems and equipment
PUATEA001A	Work in a team
PUAEME001A	Provide emergency care
PUASAR001A	Participate in a rescue operation
PUAFIR204A	Respond to wildfire
PUAFIR206A	Check installed fire safety systems
PUACOM001B	Communicate in the workplace
PUACOM002A	Provide services to clients
PUAOHS001A	Follow defined OHS policies and procedures
PUATEA004B	Work effectively in a public safety organisation
PUAFIR306A	Render hazardous materials incidents safe
PUAFIR308A	Employ personal protection at a hazardous materials incident
PUAFIR309A	Operate pumps
PUAEME002B	Manage injuries at emergency incident
PUAEME003A	Administer oxygen in an emergency situation
PUAOHS002A	Maintain safety at an incident scene
PUAVEH001A	Drive vehicles under operational conditions
PUAFIR302A	Suppress urban fire
PUATEA002A	Work autonomously
PUAOPE003A	Navigate in urban and rural environments
PUAFIR314A	Utilise installed fire safety systems
PUASAR002A	Undertake road accident rescue

Unit No	Unit Name
PUAFIR3071	Monitor hazardous atmospheres

Contact Officer: Quality Education Development Manager, (02) 9318 4831

File Reference: CHO/07613

In Orders 2006/28, with amendments

Fire and Rescue NSW Public Safety Training Package Phase 1 - equivalence

The purpose of this instruction is to enable firefighters employed prior to 2003 to identify what their current qualifications are equivalent to in the Public Safety Training Package (PSTP).

1 Permanent Firefighters employed prior to 2003

Permanent firefighters employed by Fire and Rescue NSW prior to 2003 and who have attained the rank of Qualified Firefighter or above, have equivalence to the following PSTP units of competency:

Certificate II in Public Safety (Firefighting and Emergency Operations) PUA20601	
PUAFIR201A	Prevent injury
PUAFIR203A	Respond to urban fire
PUAFIR204A	Respond to wildfire
PUAFIR206A	Check installed fire safety systems
PUAFIR207A	Operate breathing apparatus
PUACOM001B	Communicate in the workplace
PUACOM002A	Provide service to clients
PUAEQU001A	Prepare, maintain and test response equipment
PUAEME001A	Provide emergency care
PUALAW001A	Protect and preserve the incident scene
PUAOHS001A	Follow defined OHS policies and procedures
PUAOPE002A	Operate communications systems and equipment
PUASAR001A	Participate in a rescue operation
PUATEA001A	Work in a team
PUATEA004B	Work effectively in a public safety organisation
Certificate III in Public Safety (Firefighting and Emergency Operations) PUA30601	
PUAFIR302A	Suppress urban fire
PUAFIR306A	Render hazardous materials incidents safe
PUAFIR308A	Employ personal protection at a hazardous materials incident
PUAFIR309A	Operate pumps
PUAFIR314A	Utilise installed fire safety systems
PUACOM005A	Foster a positive organisation image in the community

PUAOHS002A	Maintain safety at an incident scene
PUAOPE003A	Navigate in urban and rural environments
PUATEA002A	Work autonomously
PUAVEH001A	Drive vehicles under operational condition

Notes

1. Equivalence for 2002 classes is subject to the successful completion of all modules for the rank of Qualified Firefighter, as listed in the *CBT/A information pack*.
2. Firefighters' records in the Qualification Database (Quad) will not show this equivalence as existing records listing CBT qualifications and associated modules remain valid.

2 Permanent Firefighters from 2003 classes onwards

All permanent firefighters employed from 2003 onwards have been, or will be, assessed against the requirements of Certificate III in Public Safety (Firefighting and Emergency Operations). Equivalence is therefore not required.

3 Basic Life Support

Some PSTP units of competency will be entered into Quad records to aid in identifying Basic Life Support (BLS) recertification requirements. Firefighters who have successfully completed the revised BLS or recertification course since 1 July 2004 will have the following entered in Quad:

PUAEME001A	Provide emergency care
PUAEME002B	Manage injuries at emergency incident
PUAEME003A	Administer oxygen in an emergency situation

4 Equivalence for other ranks

Details of equivalence for other ranks will be provided in future In Orders, pending implementation of Phase 2 of the PSTP.

5 Further information

For additional information, contact the Quality Education Development Unit on (02) 9318 4831.

Contact Officer: Quality Education Development Manager, (02) 9318 4831

File Reference: CHO/07613

In Orders 2006/28, with amendments

Progression from Qualified Firefighter to Senior Firefighter - OTEN component

1 Introduction

The provisions for progression from Qualified Firefighter to Senior Firefighter are outlined in subclause 13.7 of the *Crown Employees (Fire and Rescue NSW Permanent Firefighting Staff) Award 2011*. Progression is subject to a minimum of 72 months service from the date of commencement as a Recruit Firefighter and to the satisfactory completion of the specified training competencies (Senior Firefighter Promotional Program).

2 The Senior Firefighter Promotional Program

The Senior Firefighter Promotional Program consists of subjects delivered by both OTEN and FRNSW.

2.1 Subjects delivered by OTEN

The following subjects from the 2011 32000 PSTP Senior Firefighter Promotional Program are delivered by OTEN:

PUAFIR301B	Undertake community safety activities
PUAFIR405B	Collect, analyse and provide regulatory information
PUACOM006B	Plan and conduct a public awareness program
PUATEA003B	Lead, manage and develop teams
TAADEL301C	Provide training through instruction and demonstration of work skills

2.2 Subjects delivered by FRNSW

- Incident Control Systems.
- Incident Ground Mathematics. This focuses on practical mathematics and hydraulics and covers length, area, volume and mass, pressure and head, velocity, capacities of tanks, and discharge of hose and nozzles. Examples will be sent to all candidates and a short test will be held in conjunction with the Incident Control System course.

3 Eligibility to attend the FRNSW component of the Senior Firefighter Promotional Program

All Qualified Firefighters are eligible to apply to OTEN to enrol in the subjects listed at 2.1 above for progression to Senior Firefighter. Qualified Firefighters who complete the necessary OTEN subjects will then be eligible to apply to attend and complete the remainder of the Senior Firefighter Promotional Program (see 2.2 Subjects delivered by FRNSW).

4 OTEN enrolments and payment of fees

FRNSW will pay OTEN fees up front for all subjects for a period not exceeding 24 months from the date of enrolment. An OTEN promotional course is required for promotion from Qualified Firefighter to Senior Firefighter.

Firefighters who are unsuccessful or who otherwise do not complete their promotion prerequisite course within the FRNSW-funded 24 month enrolment period (but who still seek promotion) must enrol directly with OTEN and personally pay their own enrolment administration and course fees up front.

Firefighters who self-enrol in OTEN promotional courses and who subsequently attain course completion will be entitled to and may claim for reimbursement of the most recent enrolment costs incurred by them. Reimbursement applications must be accompanied by proof of course fee payment and proof of completion.

To avoid doubt, FRNSW will not reimburse firefighters for more than one self-enrolment period for an OTEN promotional course.

Firefighters who experience exceptional circumstances (ie illness, carer's responsibilities or other circumstances considered by FRNSW to have been beyond the control of the firefighter) during a previous enrolment period, or those who are experiencing undue financial hardship, may apply by report through chain of command to the Director Education and Training for special consideration for promotional course upfront payment at FRNSW expense.

Firefighters who have been promoted under current promotional study arrangements on or before the date of this Commissioner's Orders are not eligible for reimbursement of any course costs personally incurred by them.

Command Leadership Management (CLM) staff, Education and Training Directorate, will provide ongoing support to firefighters enrolled in OTEN promotional courses. This will include advising them of their progress during FRNSW-funded enrolment periods at each six-month interval. If requested, CLM staff will provide firefighters with reasonable assistance during their course of promotional study.

To enrol in this program firefighters should contact the OTEN Firefighting Section on (02) 9715 8451 and quote 2011 32000 PSTP Senior Firefighter Promotional Program.

*Contact Officers: Senior Firefighters Promotional Program Coordinators, (02) 9318 4865 or
(02) 9318 4852*

File Reference: NFB/02247

Commissioner's Orders 2012/14

Applying for promotion from Qualified Firefighter to Senior Firefighter

An [Application for promotion to Senior Firefighter form](#) can be accessed on the intranet.

All Qualified Firefighters seeking promotion to the rank of Senior Firefighter are required to use this form once they have completed ICS Level 2. The form should be completed at least six weeks before the due date for promotion, or immediately if the applicant's promotion date has passed.

Instructions for using the *Application for promotion to Senior Firefighter form* appear on the form itself.

*Contact Officers: Senior Firefighters Promotional Program Coordinators, (02) 9318 4852 or
(02) 9318 4315*

File Reference: CHO/01918

In Orders 2007/20, with amendments

Arrangements for progression from Senior Firefighter to Station Officer (OTEN)

1 SOPP OTEN component

Candidates for the Station Officers Promotional Program Entry Tests must comply with the provisions of clause 13.8 of the *Crown Employees (Fire and Rescue NSW Permanent Firefighting Staff) Award 2011* and will require a Transcript of Academic Record showing the completion of either of the following pre-requisite courses:

OTEN Course No 20169 Station Officer Program (old course)

ModuleNo	Module Name	Delivery	Subject No
2.11	Building Structures 2	OTEN	7916Q
3.01	Occupational Health and Safety	OTEN	7917A
3.05	Building Fire Safety 1	OTEN	7917D
3.09	Workplace Trainer Category A	OTEN	7917R
3.11	Public Speaking	OTEN	8979N
3.12	Dealing with Conflict	OTEN	8979S

or

OTEN Course No 32000 Station Officer Program PS (new course)

Code	Unit of competency name	Delivery
PUAFIR403B	Assess Building Plans	OTEN
PUACOMO11B	Develop Community Awareness Networks	OTEN
PUAEMR001B	Establish Context and Develop Risk Evaluation Criteria	OTEN
PUAEMR002B	Identify Analyse and Evaluate Risk	OTEN
PUACOM008B	Develop and Organise Public Safety Awareness Programs	OTEN
PUAMAN005B	Manage Projects	OTEN
TAADEL301C	Provide Training through Instruction and Demonstration of Work Skills	OTEN

2 OTEN enrolment and payment of fees

FRNSW will pay OTEN fees up front for all subjects for a period not exceeding 24 months from the date of enrolment. An OTEN promotional course is required for promotion from Senior Firefighter to Leading Firefighter.

Firefighters who are unsuccessful or who otherwise do not complete their promotion prerequisite course within the FRNSW-funded 24 month enrolment period (but who still seek promotion) must enrol directly with OTEN and personally pay their own enrolment administration and course fees up front.

Firefighters who self-enrol in OTEN promotional courses and who subsequently attain course completion will be entitled to and may claim for reimbursement of the most recent enrolment costs

incurred by them. Reimbursement applications must be accompanied by proof of course fee payment and proof of completion.

To avoid doubt, FRNSW will not reimburse firefighters for more than one self-enrolment period for an OTEN promotional course.

Firefighters who experience exceptional circumstances (ie illness, carer's responsibilities or other circumstances considered by FRNSW to have been beyond the control of the firefighter) during a previous enrolment period, or those who are experiencing undue financial hardship, may apply by report through chain of command to the Director Education and Training for special consideration for promotional course upfront payment at FRNSW expense.

Firefighters who have been promoted under current promotional study arrangements on or before the date of this Commissioner's Orders are not eligible for reimbursement of any course costs personally incurred by them.

Command Leadership Management (CLM) staff, Education and Training Directorate, will provide ongoing support to firefighters enrolled in OTEN promotional courses. This will include advising them of their progress during FRNSW-funded enrolment periods at each six-month interval. If requested, CLM staff will provide firefighters with reasonable assistance during their course of promotional study.

Contact Officer: SOPP Coordinator, (02) 9318 4307

File Reference: CHO /02247

Commissioner's Orders 2012/14

Inspectors Promotional Program

Gaining placement on the Inspectors Promotional Program (IPP) is by pre-entry assessment in accordance with clause 13.11 of the *Crown Employees (NSW Fire Brigades Permanent Firefighting Staff) Award 2008*.

Pre-entry assessment phase

The pre-entry assessment phase is a two part process which comprises the following Fire and Rescue NSW and University of Western Sydney (UWS) subjects:

Part one (FRNSW subjects)	Administration Technical
Part two (UWS subject)	Work related professional writing (including research, analysis and basic computer skills)

To assist Station Officers in their preparation for pre-entry and course assessments for this and future Inspectors Promotional Programs, the following study/assessment reference table is provided for Fire and Rescue NSW subjects.

Table 1: Study/assessment references

Subject	Publication
Administration Acts, Regulations, Policies and Procedures	Fire Brigades Act 1989
	Fire Brigades Regulation 2008
	Crown Employees (NSW Fire Brigades Permanent Firefighting Staff) Award
	Crown Employees (NSW Fire Brigades Retained Firefighting Staff) Award
	Standing Orders
	In Orders
	Safety Bulletins
	Building Code of Australia Vol 1 (relevant sections, refer to Table 2)
	Rural Fires Act 1997
	State Disaster Plan (DISPLAN) and relevant sub-plans
	Hazardous Materials Emergency Sub-Plan (HAZMATPLAN)
	Explosives Act 2003
	Occupational Health and Safety Act 2000
	Workplace Injury Management and Workers Compensation Act 1998 (and Fire and Rescue NSW workers compensation procedures for its employees)
State Emergency and Rescue Management Act 1989	

Subject	Publication
Technical Fire/Emergency Incident Technology	Firefighters Training Manual Volumes 1 and 2 Standard Operational Guidelines Manual of Firemanship (Book 6C sections 4, 6, 9, 14 and 15) Fire Service Manual - Volume 1 Fire Service Technology, Equipment and Media - <i>Physics and Chemistry for Fire-fighters</i> . Fire Service Manual - Volume 2 Fire Service Operations - <i>Petrochemical Incidents</i> . Fire Service Manual - Volume 2 Fire Service Operations - <i>Aircraft Incidents</i> (Chapter 8, Chapter 10, Appendix A).

Table 2: Relevant sections of the Building Code of Australia

Building Code of Australia (BCA) Volume 1	
Section/Part	Title
Section A	(General Provisions)
Part A.3	Classification of Buildings and Structures
Section E	(Firefighting Equipment)
Part E 1.3	Fire Hydrants
Aus/Standard 2419.1	Hydrants
Part E 1.4	Fire Hose Reels
Part E 1.5	Sprinklers
Part E 1.8	Fire Control Rooms
Part E 2	Smoke Hazard Management
Part E 4.2	Emergency Lighting requirements
Part E 4.5	Exit Signs
Section D	(Access and Egress)
Part D 1.3	When Fire Isolated Exits are required

Accessing resources

All publications listed can be accessed through the intranet or the Fire and Rescue NSW Library.

Contact Officer: *Manager Command, Leadership and Management, (02) 9318 4331*

File Reference: *CHO/03004*

In Orders 2004/26, with amendments

Operational support progression and promotion

Fire and Rescue NSW and the Fire Brigade Employees' Union have agreed to vary subclause 14.8 in Clause 14 - Operational Support Positions expressed in the *Crown Employees (NSW Fire Brigades Firefighting Staff) Award 2005*.

Application to vary this Award in the terms expressed in this In Orders will be made in the near future, however, in the interim, the following subclauses will apply on an administrative basis from 15 April 2005.

14.8 An occupant of an Operational Support position who has not completed a minimum period of service required by Clause 13 for promotion prior to taking up that position shall not be eligible for promotion until they satisfy the requirements of this subclause.

14.8.1 Length of service for the occupants of Operational Support positions shall for the purposes of Clause 13 (only) be determined by firstly calculating the total time spent from the date of an employee's promotion to their current substantive rank to the present day, secondly deducting the total time spent by the employee in an Operational Support position since that promotion and thirdly, then adding any additional time accrued under subclauses 14.8.2 and 14.8.3.

14.8.2 For one half of one year, or less, spent in an operational support position to count as service for the purpose of clause 13, employees must be reassigned and attached to a fire station for one block of at least 28 days where they shall perform the firefighting duties associated with their substantive rank.

14.8.3 For one entire year spent in an operational support position to count as service for the purpose of clause 13, employees must be reassigned and attached to a fire station for two separate blocks of at least 28 days each or alternatively, one block of at least 56 days where they shall perform the firefighting duties associated with their substantive rank.

14.8.4 For the purposes of this Clause, 'year' shall mean the 12 month period from the date (or subsequent anniversary date) of the employee's appointment to that Operational Support position.

14.8.5 Notwithstanding the provisions of subclause 14.8.1, all time spent in an Operational Support position prior to 1 January 2005 shall count as service for the purposes of Clause 13.

Please note that a firefighter or officer performing the duties of an Operational Support position must complete the form titled *Operational Support Service Record* when fulfilling the requirements of subclause 14.8 of the Award.

The Operational Support Service Record form can be found on the [Intranet](#) under Human Resources>Information/Resources>Forms.

Contact Officer: Assistant Director Operational Personnel, (02) 9265 2869

File Reference: CHO/07233

In Orders 2005/8, with amendments

RECOGNITION OF PRIOR LEARNING

Course participation policy

All firefighters enrolled in competency based training courses are required to participate in all the learning activities of the course, even if they have obtained recognition of prior learning for modules completed through other agencies.

Firefighters will not be assessed on the national content of any course for which they have been granted recognition of prior learning, but will be assessed on any agency-specific content that has been added to the module. Fire and Rescue NSW can add more learning outcomes to any module for procedures or equipment specific to Fire and Rescue NSW. Participation in all learning activities promotes group commitment and allows firefighters who have the national qualification to mentor other participants.

Contact Officer: Team Leader Command, Leadership and Management, (02) 9318 4369

File Reference: CHO/03390

In Orders 1999/6, with amendments

PROFESSIONAL DEVELOPMENT

Professional development training policy

1 Policy

- 1.1 Fire and Rescue NSW will provide fair and equitable training to all employees in accordance with Government guidelines for public sector employees.
- 1.2 The objectives of training programs, conferences, seminars and workshops attended by employees must:
 - fall within the objectives of the *Corporate Plan* and overall strategic aims; and
 - meet professional development needs as agreed between supervisor and employee.
- 1.3 Nominations and approvals to attend training programs must be made in accordance with the [*Delegations manual*](#).
- 1.4 Staff who attend external conferences, seminars and training programs are required to provide feedback to Fire and Rescue NSW on:
 - the value of the activity for the person who attended, and
 - any information from the activity that could be of use to Fire and Rescue NSW.

2 Application

- 2.1 This policy applies to professional development training for all employees, including permanent and retained firefighters and administrative and trades support staff. It does not apply to permanent and retained firefighters' competency based training or other training essential for promotion as a firefighter under the Awards.

3 Professional development training

- 3.1 Professional development training is training that is relevant and recognised, but is not required, for promotion or career development.
- 3.2 Professional development training helps employees to attain a satisfying career and to reach their potential, as well as improving Fire and Rescue NSW's performance.

4 Selecting appropriate training

- 4.1 Employees should discuss their professional development with their supervisors and agree on their training needs. In some cases this will be formalised in a Professional Development Plan (PDP) or a Work Plan and Training and Development Plan (see the policy on Team Work Plans and Individual Training and Development Plans on the [Intranet](#)).
- 4.2 Where employees do not have PDPs or Work Plans, they should detail on the course application form specifically how the program will benefit them. This information will be used to determine priority for attendance at courses.
- 4.3 The State Training College advertises in *Commissioner's Orders* training programs that are designed to enhance Fire and Rescue NSW's performance in particular areas. The advertisements include recommendations from the Manager Training and course facilitators on the type of personnel who would gain maximum benefit from attending.
- 4.4 Other courses, conferences and seminars are advertised in the professional literature, on the Internet sites of professional and training organisations, through the *Public Service Notices* or by direct marketing. Supervisors should ensure that the courses, conferences, or seminars are run by reputable organisations and will be of benefit to Fire and Rescue NSW. The Command, Leadership and Management Section can give advice on this.

Note: See also Premier's Department Circular [2005-40, *Speaking and attendance at commercial conferences and seminars*](#).

- 4.5 Supervisors are responsible for ensuring that course outcomes and objectives align with the employee's needs in their current position and for progression within Fire and Rescue NSW or the NSW public sector.
- 4.6 The ideal is that all employees have the opportunity to participate in training to enhance and develop the skills they already possess. This will help employees to attain a satisfying career and to reach their potential, as well as to improve Fire and Rescue NSW's performance.

5 Mentoring

- 5.1 Fire and Rescue NSW is committed to a process of mentoring to support its professional development training. Mentoring is a relationship which gives people the opportunity to share their professional and personal skills and experiences, and to grow and develop in the process. A mentor serves as a role model, coach and confidante, offering knowledge, insight and experience.
- 5.2 Mentors can contribute significantly to the career development of employees in two main ways:
 - mentors can advise employees on which knowledge areas they need to strengthen and what professional development programs they may need to undertake to achieve this; and
 - mentors can assist employees with their professional development programs by providing them with information, ideas and feedback.
- 5.3 Employees are encouraged to seek out a mentor of their choice or they can apply to the State Training College to enter the mentoring program. The Command, Leadership and Management Section Clerk can provide a set of Mentoring Guidelines and a Mentoring Program Expression of Interest form upon request, phone (02) 9318 4302.

6 Funds available

- 6.1 The Education and Training Directorate funds training programs organised by the State Training College. The Manager Training may consider seeking funds for additional training if the benefits to Fire and Rescue NSW are demonstrated in a written request.
- 6.2 Directorates are responsible for budgeting for funds for professional development training for their staff other than the advertised professional development training provided by the State Training College.
- 6.3 For training programs or courses that require a substantial financial commitment from Fire and Rescue NSW, for example the Public Sector Management Course, Executive Development Programs, or Deakin University programs, the course participant will normally be required to deposit a security bond with Fire and Rescue NSW. This bond will be refunded in full when the participant successfully completes the training program. Advertisements in *In Orders* for these programs will clearly state the bond requirements.

7 Procedure for attending training courses not organised by the State Training College

- 7.1 An appropriate officer or manager with appropriate delegation in the [Delegations manual](#) must approve attendance at courses, seminars and conferences not organised by the State Training College. The approving officer must ensure that funds are available in the appropriate budget account.
- 7.2 A copy of the approved application is to be sent to the Command, Leadership and Management Section so that the information can be added to the participant's training record.

8 Travel and accommodation

- 8.1 Applicants must include on their nomination form their intended mode of travel and entitlements for accommodation, allowances and expenses.
- 8.2 Travel and accommodation arrangements must be approved in writing before travel commences.
- 8.3 Travel expenses will be approved in accordance with the participant's Award. Approval is based on the most practical and economical means of transport. Only the Commissioner or the appropriate delegate can approve alternative means of transport.
- 8.4 Accommodation allowances will be in accordance with the participant's Award.
- 8.5 For courses organised by the State Training College, the Education and Training Directorate would normally budget for one participant from each Division to receive overnight accommodation. If a Director nominates more than one applicant requiring accommodation, that Director will be required to pay all relevant costs for the additional applicants as per the relevant Award.
- 8.6 Where the participant can justify a need for overnight accommodation, Fire and Rescue NSW will arrange this. This would normally be when travelling time to and from the venue exceeds two hours each way (by the approved mode of transport), or if the return distance from the employee's residence to the venue exceeds 175 kilometres.
- 8.7 Employees who accept accommodation are entitled to compensation for excess travelling time in respect of the first forward journey to and the last journey from the training venue. Unless there are special circumstances, employees who are entitled to overnight accommodation, but who

decline this accommodation, shall only be entitled to compensation for excess travelling time in respect of the first forward journey to and the last journey from the training venue.

- 8.8 Claims for travelling, accommodation and related allowances and expenses for courses organised by the State Training College should be sent to the relevant Human Resources or Administration Manager. Claims for other courses should be sent up the chain of command to an officer or manager with an appropriate delegation.

9 Feedback on training programs

- 9.1 It is essential that Fire and Rescue NSW receive feedback of any benefits derived from employees attending training programs, conferences, or seminars to evaluate:

- the participant's opinion on the suitability of the activity;
- information from the activity that may be of use to Fire and Rescue NSW and other employees; and
- suggestions to improve the activity for future employee participation.

- 9.2 Participants must submit a report on the training program to their supervisor and send a copy to the Command, Leadership and Management Section for information and placement on the College's training program file.

Note: Completion of reports on training programs may be a prerequisite for attending future training programs.

- 9.3 Staff attending major seminars and training programs such as Executive Development Programs must submit their reports through the chain of command to their Director. This will inform senior management of any innovations that may improve operations or the delivery of services. Staff may also be asked to give a presentation to the Executive Leadership Team, or another appropriate meeting.

Note: This is a NSW Government requirement for all activities involving overseas travel, in accordance with the NSW Government's *Principles of government-funded overseas travel* (May 1994).

10 Papers and assignments

- 10.1 If a training program includes the submission of a major paper or assignment, a copy must be provided for the Fire and Rescue NSW Library. Staff attending conferences or other activities where papers are available should ensure that a copy of the papers is placed in the Library.
- 10.2 Participants should also consider making their papers or assignments available for publication in Fire News and/or on the Intranet.

Contact Officer: Assistant Director Learning and Development, (02) 9318 4304

File Reference: CHO/06387

In Orders 2001/8, with amendments

Internal Development Programs policy

1 Purpose and scope

This policy outlines the application process for all Fire and Rescue NSW staff responding to advertisements calling for nominations to attend Internal Development Programs (IDPs).

2 Advertisement of Internal Development Programs

The Command, Leadership and Management Section (CLM) will use Commissioner's Orders and/or GroupWise to provide details of IDPs, including the date of application, as they become available.

The schedule for IDPs will vary from year to year, depending on availability of programs and funding.

3 Applications

Applicants are required to follow the application and selection procedure available on the [CLM Intranet site](#).

4 Program selection procedures

A selection panel will evaluate applications to select IDP Participants. The selection panel is convened by the Assistant Director Learning and Development, and comprises the Director Regional Operations or nominated representative and an equivalent administrative representative.

The panel will determine the most appropriate applicants based on the selection criteria listed in the application and selection procedure, available on the [CLM Intranet site](#).

Applicants will be advised in writing of the outcome of this process.

5 Enrolment

Successful applicants will be required to follow advertised enrolment procedures if required.

6 Reporting

On completion, participants may be required to present a report on the program outcomes and on how their learning can be implemented in Fire and Rescue NSW.

Participants provide these reports to their Director. Participants may also be required to deliver a presentation to the Executive Leadership Team, or another appropriate meeting. This will inform senior management of any innovations that may improve operations or the delivery of services.

Contact Officer: Assistant Director Learning and Development, (02) 9318 4304

File Reference: NFB/00223

In Orders 2008/6, with amendments

External development programs policy

1 Purpose and scope

This policy is specific to Fire and Rescue NSW personnel applying for development programs and courses offered by external agencies and organisations as advertised in Commissioner's Orders.

It outlines the application process for all staff responding to advertisements calling for nominations to attend external development programs (EDPs) that are conducted by external organisations.

2 Advertisement of external development programs

The Command, Leadership and Management (CLM) Section will use Commissioner's Orders to provide details of external development programs, including the date of application, as they become available. Programs that are made available to Fire and Rescue NSW on short notice may be advertised by expression of interest via email.

The schedule for programs will vary from year to year, depending on availability of programs and funding.

3 Applications

Applicants are required to follow the [application and selection procedure](#) available on the CLM Intranet site.

4 Selection for programs that are funded by an external agency

A selection panel will evaluate applications to select suitable nominees. The selection panel is convened by the Assistant Director Learning and Development, and comprises the Director Regional Operations or nominated representative and an equivalent administrative representative. The panel will determine the relative merit of applicants based on the criteria listed in the [application and selection procedure](#), available on the CLM Intranet site.

Applicants will be advised in writing of the outcome of this process.

Fire and Rescue NSW will forward selected nominations to the external agency funding the program. This agency will then conduct their own selection process to select the EDP participants.

5 Selection for Fire and Rescue NSW funded programs

A selection panel will evaluate applications to select EDP participants. The selection panel is convened by the Assistant Director Learning and Development, and comprises the Director Regional Operations or nominated representative and an equivalent administrative representative. The panel will determine the relative merit of applicants based on the criteria listed in the [application and selection procedure](#), available on the CLM Intranet site.

Applicants will be advised in writing of the outcome of this process.

6 Enrolment

Successful applicants will be required to follow the external organisation's enrolment requirements.

7 Reporting

On completion, participants are required to present a report on the program outcomes and on how their learning can be implemented in Fire and Rescue NSW.

Participants must provide their reports to their Director. Participants may also be required to deliver a presentation to the Executive Leadership Team, or another appropriate meeting. This will inform senior management of any innovations that may improve operations or the delivery of services.

Contact Officer: Manager Command, Leadership and Management, (02) 9318 4331

File Reference: NFB/00223

In Orders 2007/20, with amendments

Payment of professional fees

1 Scope and application

This policy applies to the payment of fees by Fire and Rescue NSW for employees' memberships of professional associations.

Membership of professional associations benefits Fire and Rescue NSW by providing employees with opportunities for continuing professional development, access to training courses to update skills in

response to changes in relevant disciplines, and access to research material and industry-specific resources and networks.

2 Corporate membership

The most cost-effective method of providing these benefits is through corporate membership. Corporate membership allows all employees to access the services offered by the professional association.

Fire and Rescue NSW maintains a number of corporate memberships of professional associations; a list is available on the [Library's Intranet site](#).

Suggestions for new corporate memberships should be submitted to the Director Education and Training for evaluation. When a corporate membership is approved, the manager responsible for the membership must inform the Librarian so it can be added to the list available on the Intranet.

3 Individual memberships

Fire and Rescue NSW will only pay the professional membership fees of individual employees in the following circumstances:

3.1 Individual membership that is a requirement of a position

Fire and Rescue NSW will pay the fees for individual employees where their position description details that membership of a specific professional association is a requirement of that position. For example, membership of a professional accounting body is a requirement for a number of positions within the Finance Branch. Payments of this type are only available to the substantive position holder.

3.2 Other individual memberships

Some professional associations that offer member services that have benefits for employees do not offer corporate membership. Fire and Rescue NSW will pay fees for individual employees for membership of the professional associations specified below:

- Institution of Fire Engineers at the grades of Fellow, Member or Graduate.
- Institute of Public Administration Australia (IPAA) NSW for Area Commanders, Assistant Directors and for employees who are undertaking the following NSW Government-funded development programs: the Public Sector Management Course, Executive Master of Public Administration or Graduate Diploma in Public Administration. Note that this will be for a three year period only, after which these employees will need to pay for their IPAA membership.

Fire and Rescue NSW will not pay for any other individual professional memberships, unless a request is endorsed by the employee's Director and approved by the Commissioner.

Contact Officer: Director Education and Training, (02) 9318 4301

File Reference: NFB/09113

In Orders 2010/25, with amendments

Professional development plan

In consultation with the Fire Brigade Employees' Union, Fire and Rescue NSW has designed a Professional Development Plan for Fire and Rescue NSW personnel.

The Professional Development Plan is a process that allows supervising personnel to develop mutually agreed outputs that are consistent with the development and growth of individuals, and will also underpin the high standards of service by Fire and Rescue NSW to the community of New South Wales.

All Chief Superintendents and Superintendents will participate in the Professional Development Plan process.

The purpose of the Professional Development Plan is to:

- review any changes to the Officer's position
- agree on key outcomes
- provide an opportunity for feedback with the Officer and Director
- establish a training and development plan in consultation with the Director.

At the completion of the initial 12 months of the Professional Development Plan a joint review of the process will be conducted between Fire and Rescue NSW and the Fire Brigade Employees' Union.

Contact Officer: Assistant Director Learning and Development, (02) 9318 4304

File Reference: CHO/03236

In Orders 1997/24, with amendments

Inspectors - executive development

Commencing 3 March 1997, Inspectors will be offered the opportunity to spend, voluntarily, one month in Head Office enhancing their understanding of processes and issues at the strategic level. Inspectors electing to take up the opportunity should return to their normal position better informed, better able to inform and having made valuable contributions to the strategic 'environment'.

By agreement with the Inspector's Sub-Branch, Inspectors will be offered the opportunity alternatively from the top and bottom of the 'seniority' list gradually moving towards the middle over a period of years. This procedure will give as much notice as possible to the 'giving up' Director in order that timely relieving arrangements can be made. If serious operational commitments arise, eg. major bushfires, the Inspector will, of necessity, return to operational duties for the duration of the incident.

During the period of attachment to Head Office, the Inspector will gain experience in the directorates of Operational Capability, Strategy and Innovation, Human Resources, Finance and IT, and Community Safety. A broad program will be adhered to but with sufficient flexibility for the Inspector to pursue particular interests. Inspectors will be allocated meaningful tasks and short term projects designed to benefit both the individual and the organisation. Additionally, they will accompany the Commissioner/Directors on 'pastoral' visits to enable productive dialogue. On completion of an attachment, each Inspector will complete a report through their 'parent' Director to the Commissioner which will include recommendations on continuance (or not) and program refinements.

The Commissioner will write to relevant Inspectors as far as practicable ahead of their projected attachment asking for their intentions within 28 days.

General enquiries should be addressed to Assistant Director Operational Personnel (telephone (02) 9265 2869).

In Orders 1997/3, with amendments

Retained stations management program

1 Program content

The program is based on selected modules from Certificate IV in Firefighting Supervision, as endorsed by the Australasian Fire Authorities Council. You may enrol in these modules in either of the following OTEN courses:

- 7916 Certificate IV in Firefighting Supervision, or

- 7998 Firefighting Training Program

The modules that have been selected for inclusion in the program are:

OTEN No	Module No	Module Name
7917A	3.01	Occupational Health & Safety
7917R	3.09	Workplace Trainer Category A
8979T	3.10	Writing Workplace Documents
8979N	3.11	Public Speaking
8979S	3.12	Dealing with Conflict
8979H	3.13	Negotiation Skills
7917G	3.14	Leadership
7917B	3.15	Supervision Teams
7917H	3.16	Quality of Service
7917N	3.17	Introduction to Law

2 Who can participate?

The program is voluntary. Training positions are allocated on an annual basis to each Area based on the number of retained stations in each Zone. Priority for attendance will go to Captains and the Deputy Captains. If the offer is not taken up by a Captain or Deputy Captain, it may be extended to another suitable member of that station, based on order of seniority.

3 Who conducts the training?

The training is provided by TAFE, through the Open Training and Education Network (OTEN) at Strathfield.

4 How is the program delivered?

The program is delivered in distance learning (correspondence) mode. Once a participant is enrolled, OTEN administers all aspects of the training. Briefly, OTEN will provide each Retained Firefighter with a learner's guide and resource material for each module. The Learner's Guide clearly identifies all study, assignment and assessment requirements. Participants are required to comply with all OTEN rules and procedures during their study program.

OTEN also provides a Recognition of Prior Learning process which can be obtained from the Firefighting Section on (02) 9715 8451.

5 How long will it take?

The program must be completed over two consecutive years. A minimum of five modules must be completed in the first year. Sponsorship for the second year is dependent on completing five modules in the first year. The remaining five modules will be completed in the second year.

6 Qualification benefits

On successful completion of the program OTEN will issue an Academic Transcript which will list the modules successfully completed and Fire and Rescue NSW will issue the Statement of Training.

The program is specifically tailored to meet the needs of Retained Firefighters. It therefore, does not cover all the competencies required to attain Certificate IV in Firefighting Supervision. Successful completion of the program will, however, provide participants with nationally accredited modules which can be used for Recognition of Prior Learning.

7 Payment of fees

Fire and Rescue NSW will reimburse 24 months of OTEN enrolment fees to all Retained Firefighters who successfully complete the modules required for this program.

8 Who will reimburse?

The following information is to be collated by the Retained Firefighter and submitted to the Command, Leadership and Management Section Clerk for reimbursement of enrolment fees:

- covering memorandum;
- copy of Academic Transcript (the original must be sighted by a Fire and Rescue NSW Officer who will stamp and sign the photocopy);
- copy of receipts (the original must be sighted by a Fire and Rescue NSW Officer who will stamp and sign the photocopy); and
- miscellaneous voucher.

All requests for reimbursement are to be forwarded to:

Command, Leadership and Management Section Clerk
State Training College
Fire and Rescue NSW
PO Box 559
ALEXANDRIA NSW 2015

This will enable Fire and Rescue NSW records to be updated and to permit the issue of a Statement of Training which will be printed, numbered, registered and signed by the Manager Training.

The Statement of Training will then be forwarded to the Administrative Services Coordinator who will record the qualifications in Stargarden, promulgate a Commissioner's Orders notice to acknowledge their completion, and arrange for the Statement to be presented to the Retained Firefighter.

9 Application process

Retained staff should contact OTEN direct on (02) 9715 8451 or 1300 360 087 and request an enrolment pack. The OTEN Academic Year commences on 1 December of each year and ends on 30 November the following year.

Retained staff are responsible for contacting OTEN for a re-enrolment pack for their second year.

Contact Officer: Command, Leadership and Management Section Clerk, (02) 9318 4302

File Reference: CHO/023391 In Orders 2001/8, with amendments

Retained Firefighters visiting permanent stations

Purpose

To enable Retained Firefighters to extend their knowledge of Fire and Rescue NSW operational activities by visiting permanent fire stations in metropolitan centres.

Emergency activity participation is to extend to those duties associated with outside work at fires or incidents. The level of exposure is at the discretion of the Station Commander who should make him/herself aware of the Retained Firefighter's level of training.

Eligibility

All Retained Firefighters.

General Conditions

1. With the prior approval of their Director, Retained Firefighters are permitted to visit permanently staffed fire stations for experience. Visits should not be made more frequently than every twelve months.
2. Application is to be made in writing to the Retained Firefighter's Station Commander who will forward the application to the Zone Commander for the area. The application is to indicate the station of preference for the visit as well as the dates and times (shifts) for the visit to take place.
3. The Zone Commander will liaise with the relevant Zone Commander/Duty Commander and the timing of a visit is to be mutually agreed.
4. The Retained Firefighter is responsible for arranging travel, both forward and return, and accommodation, as necessary, away from the fire station.
5. All costs incurred by a Retained Firefighter in attending a station visit will be met by the Retained Firefighter.
6. Visits will coincide with the standard shift system operating in the Brigades and will occupy the duration of a shift or shifts.
7. Visiting Retained Firefighters will be permitted to take part in normal fire station routines, participate in drills and Brigade exercises, and respond to and take part in fire and other emergency activity under the direction of the Incident Controller.
8. Fire and Rescue NSW issue personal protective clothing must be worn at all relevant times. It is the Retained Firefighter's responsibility to ensure that personal protective clothing is available.
9. Retained Firefighters will be afforded protection under workers' compensation during periods of attendance at fire stations under the Station Visits Program and whilst journeying to and returning from such visits.

In Orders 1995/12, with amendments

ETHICS

Probity of examinations and assessments

It is incumbent upon all personnel that the highest standards of probity and ethical practices are maintained with respect to examinations and assessments. Any inappropriate or unethical practices associated with the examination processes will result in disciplinary action in accordance with the *Fire Brigades Regulation 2008* and Code of Conduct and, if corrupt conduct is involved, it will be reported to the Independent Commission Against Corruption.

To assist personnel who may experience difficulties with the examination and assessment process, a full list of support services is included in Section 3 of the *CBT/A information pack*, which has been distributed to all stations.

Contact Officer: Manager Professional Standards and Conduct, (02) 9265 3923

File Reference: CHO/02685 and CHO/00375 *In Orders 1999/11, with amendments*

Plagiarism

All personnel are reminded that they are required to maintain standards of behaviour and conduct such that Fire and Rescue NSW acts, and is seen to act, with integrity.

Employees are reminded that breaches of the *Code of Conduct* will be dealt with in accordance with procedures detailed in the *Fire Brigades Regulation 2008*, the *Public Sector Employment and Management Act* and relevant industrial awards, and actual or suspected corrupt conduct will be reported to ICAC.

Further, submissions which contain plagiarised material may result in the module to which the submission relates being cancelled and/or the cancellation of the offender's CBT certificate.

Employees who are experiencing difficulty in completing any educational task should seek assistance from their regional training personnel, the State Training College or TAFE.

Contact Officer: Manager Professional Standards and Conduct, (02) 9265 3923

File Reference: CHO/03979 *In Orders 2000/1, with amendments*

Candidate unable to write through injury

Where a candidate for the written assessment is, through injury, unable to write, Fire and Rescue NSW will be prepared to consider an application for the services of a writer to whom the candidate will dictate the answers. Any such application will be considered on its merits.

In Orders 1970/14, with amendments

TRAINING AND ACTIVITIES CALENDAR

An electronic *Training and activities calendar* has been developed to effectively manage and coordinate all training and associated activities. The calendar records all scheduled activities across the greater Sydney area (gSa) including multi-station and multi-agency drill exercises, hazard reductions, risk management sessions, and computer training. All employees can access the calendar by clicking on the 'Training Calendar' link in the Frequently Requested section of the Intranet.

To ensure effective management and accurate recording, all training is to be coordinated through the Training Managers. The Training Managers are responsible for entering data into the calendar after training has been approved. Prior to submission of requests to the Training Manager, Trainers are to ensure that their proposed sessions do not clash with the existing schedule.

The Training Managers and the Response Coordinator at Sydney Communication Centre will ensure that no more than twenty stations are taken off-line at any one time for training or associated activities. This is to ensure that the standards of fire cover are maintained throughout the gSa.

Contact Officer: Manager Training, (02) 9895 4607

File Reference: CHO/03880

In Orders 2003/20, with amendments

DRIVER TRAINING

Driver's licence entry requirements

The minimum licence standard necessary for entry into Fire and Rescue NSW is Class C.

In Orders 1984/7, with amendments

For licence requirements for driving Fire and Rescue NSW vehicles and appliances see [page 47](#).

RTA licence upgrades

1 Policy

- 1.1 In accordance with the policy [Licences required to drive Fire and Rescue NSW vehicles and appliances](#) on page 47, all drivers of Fire and Rescue NSW vehicles and fire appliances must hold a current driver's licence for the type of vehicle being driven.
- 1.2 In addition to holding a current and appropriate licence for the type of appliance, motor drivers and aerial operators are required to satisfactorily complete the required training on that appliance.
- 1.3 No employee may drive under response conditions unless they have been qualified by Fire and Rescue NSW to 'drive under operational conditions' or equivalent.

2 Retained firefighters - Medium rigid licence upgrade

2.1 Approval to upgrade your licence

- 2.1.1 Ask for approval from your Duty Commander to be trained as a Motor Driver. Approval will be based on operational requirements.

2.2 RTA Medium Rigid licence requirements

- 2.2.1 You must obtain a RTA Medium Rigid (MR) driver's licence before you can apply to be trained as a Fire and Rescue NSW Motor Driver/Pump Operator.

2.2.2 To be eligible for a MR licence, you must have held a Class C or LR licence or equivalent for one year or more. You cannot upgrade to an MR licence while you hold a P1 car licence. For more information see the [heavy vehicles section](#) of the RTA website.

2.3 How to get a Medium Rigid licence

2.3.1 The practice of supervising firefighters for driving experience in Fire and Rescue NSW appliances so they may obtain a Heavy Rigid or Medium Rigid licence using the Roads and Traffic Authority's Driver Ability Road Test (DART) system has ceased. You must use the procedure below.

2.3.2 Your Duty Commander will advise you of the most convenient Fire and Rescue NSW training centre or Fire and Rescue NSW location.

2.3.3 Go to an [RTA Motor Registry](#) and

- provide a current photo-licence
- fill in a licence application form
- pass the RTA Knowledge Test for a Medium Rigid licence
- pass an eyesight test, and
- obtain a HVCBA Learners Log Book.

Note: the Knowledge Test pass is valid for 36 months.

2.3.4 Download the [Application for Driver Licence Upgrade Form](#) from Station Portal.

2.3.5 Contact the Appliance Training Unit to organise a mutually acceptable date for training and assessment.

2.3.6 Complete the form and fax it to your Duty Commander for approval and permission to travel. Once it is approved, the Duty Commander will fax the form to the Appliance Training Unit to confirm your attendance.

2.3.7 The Appliance Training Unit will contact your Station Commander and confirm the date.

2.3.8 When you have been assessed as competent, take your HVCBA Learners Log Book to the RTA Registry to have your licence issued.

3 Payment of expenses

3.0.1 The Zone Office will pay RTA knowledge test and licence upgrade fees, authorised duties payments, kilometres or travel time incurred for attendance at the RTA Knowledge Test. The Station Commander should submit claims to the Duty Commander for authorisation.

Note: Fire and Rescue NSW will reimburse the cost of the RTA Knowledge test for two attempts only. All other expenses (for example travel and time) will continue to be paid.

3.0.2 The Appliance Training Unit will pay for Retained Firefighters' accommodation and meals for the Heavy Vehicle Competency Based Assessment training and assessment course. The Zone Office will pay authorised duties payments, kilometres or travel time incurred.

4 Permanent firefighters - upgrade to Heavy Rigid licence

4.1 RTA licence requirements

4.1.1 To be eligible for a Heavy Rigid licence you must have held a Class C, Light Rigid or Medium Rigid licence or equivalent for two years or more.

4.1.2 You cannot upgrade to an Heavy Rigid licence while you hold a P1 car licence. For more information see the [heavy vehicles section](#) of the RTA website.

4.2 How to get a Heavy Rigid licence

4.2.1 The practice of supervising firefighters for driving experience in Fire and Rescue NSW appliances so they may obtain a Heavy Rigid or Medium Rigid licence using the Roads and Traffic Authority's Driver Ability Road Test (DART) system has ceased. You must use the procedure below.

4.2.2 Ask for approval from your Duty Commander to be trained as a heavy rigid vehicle driver. Approval will be based on operational requirements. You must be at a Station or workplace that has a heavy rigid vehicle assigned to it.

4.2.3 Your Duty Commander will advise you of the most convenient Fire and Rescue NSW training centre or Fire and Rescue NSW location.

4.2.4 Go to an [RTA Motor Registry](#) and

- provide a current photo-licence
- fill in a licence application form
- pass the RTA Knowledge Test for a Heavy Rigid licence
- pass an eyesight test, and
- obtain an HVCBA Learners Log Book.

Note: the Knowledge Test pass is valid for 36 months.

4.2.5 Download the [Application for Driver Licence Upgrade Form](#) from Station Portal

4.2.6 Contact the Appliance Training Unit to organise a mutually acceptable date for training and assessment.

4.2.7 Complete the form and fax it to your Duty Commander for approval and permission to travel or attend. Once it is approved, the Duty Commander will fax the form to the Appliance Training Unit to confirm your attendance.

4.2.8 The Appliance Training Unit will contact your Station Commander and confirm the date.

4.2.9 When you have been assessed competent, take your HVCBA Learners Log Book to the RTA Registry to have your licence upgraded.

4.3 Reimbursement of fees

4.3.1 The Zone Office will pay RTA knowledge test and licence upgrade fees, kilometres or travel time incurred for attendance at the RTA Heavy Rigid Knowledge Test. The Station Commander should submit claims to the Duty Commander for authorisation.

Note: Fire and Rescue NSW will reimburse the cost of the RTA Knowledge test for two attempts only. All other expenses (for example travel and time) will continue to be paid.

Contact Officer: Manager Appliance Training, (02) 9318 4356

File Reference: CHO/07608

In Orders 2008/14, with amendments

Qualifications for operating Fire and Rescue NSW appliances

1 Qualifications will no longer be published in Commissioner's Orders

From 1 January 2004, notices of firefighters competent to operate Fire and Rescue NSW appliances or receiving motor badges will no longer be published in In Orders. Firefighters will be notified of their qualifications in accordance with the procedures below.

2 Permanent firefighters

2.1 Pumping appliances

To comply with the requirements of competency based training, the following procedures apply to permanent firefighters training to be Motor Drivers/Pump Operators.

On completion of the driving/pump component of the recruit training at the State Training College, the recruits will be assessed as either competent or not yet competent. On transfer to their stations, firefighters regarded as competent will be required to drive back from fires and drills for a period of six months and log up 35 hours of driving experience time in their log books. A minimum of five hours of this component will include night driving.

All firefighters who have completed their 35 hours and 6 months motor driving experience must return their driving log information to the Appliance Training Unit in order to get their qualification. Firefighters will then be officially notified by fax of their competency date.

Those firefighters who were initially assessed as *not yet competent* will drive back under supervision for a period of three months, at the end of which they will be re-assessed by the Appliance Training Unit. If the assessment is satisfactory they will then commence their six month period of driving back in line with the above requirements.

Note: These directions will also apply to those firefighters already in position and awaiting assessment. The six month time frame will commence from the date of appointment to their stations after leaving the State Training College.

2.2 Aerial appliance qualifications

Firefighters undertaking training courses in aerial appliance operation and related qualifications will be given notice of their qualifications at the end of the course and will be recognised as competent from that date.

3 Retained firefighters

Retained Firefighters who are not Motor Drivers and wish to attain their Motor Badge should make an application to the Zone Commander for permission to drive the station pumper at times other than fire calls and urgent duty responses.

A motor driving/pump operator course is held regularly in each Zone. These courses are to support the procedure outlined in this In Orders. Zone Commanders are to be aware that currently there are two courses available to Retained Firefighters:

- driver/pump operator course for Retained Firefighters (initial driver/ pump training); and
- driver/pump operator awareness course (advanced techniques).

Candidates for Motor Badges are encouraged to attend these courses whenever the opportunity arises.

The following procedure will apply to all Retained Firefighters when making applications for Motor Driving:

1. The Zone Commander will forward applications for 'Permission to Drive' to the Senior Instructor.
2. When the Senior Instructor next visits the applicant's station and the applicant:
 - a. has not attended a country pumping training course:
 - the Senior Instructor is to conduct a knowledge test based on the *Motor Traffic Handbook* issued by the Road and Traffic Authority. A driving assessment will also be carried out.
 - should the candidate be unsatisfactory in any stage, the Senior Instructor will highlight these areas to the Station Commander, indicating remedial action required to be taken.
 - b. is attending the weekend pumping/driving course:
 - applicants for Motor Driving attending the weekend course will be given the initial training and assessments on pumping procedures and motor driving by the Development Instructor or the Senior Instructor. At that time, the Station Commander and Senior Instructor will monitor the candidates' progress.
 - From this point on, candidates are on a self-training program under the supervision of the Station Commander or his/her delegate and the Senior Instructor. All driving and pumping times and exercises carried out are to be recorded in the driver on probation log in the *Captain's Guide for Pump Operations and Motor Driving*. These guides will be issued by the Senior Instructor.

When the Station Commander is satisfied that the candidate is proficient in all areas of the curriculum, the Senior Instructor will be notified so as to enable the pumping and driving examination to be scheduled. The Senior Instructor may take advantage of the fact that he/she is at a station to test any candidate they assess is ready for testing.

When Retained Firefighters have had their driving of Fire and Rescue NSW vehicles assessed, and the Assessing Officer has determined that they are competent to drive and operate Fire and Rescue NSW appliances, an entry is to be made in the Station Occurrence Book, and the Station Commander advised. The approval papers are then to be forwarded to the relevant Zone Office for processing in the normal manner.

Retained Firefighters who have been classified as being competent to drive and operate Fire and Rescue NSW appliances may drive and operate the vehicle on which they are competent from the date when the entry was made in the Station Occurrence Book.

Notes:

1. Retained Firefighters in the metropolitan area who do not come under the guidance of a Senior Instructor shall submit requests for permission to drive to their respective Zone Commander. Such members will be given their initial introduction and final assessment from the Appliance Training Unit.
2. In the event of prolonged absence of a Senior Instructor, the duties of the Senior Instructor are automatically passed to the Zone Commander who will monitor, test and pass the applicants as required.

Contact Officer: Manager Appliance Training, (02) 9319 4356

File Reference: CHO/03918 and CHO/03919 In Orders 2003/26, with amendments

Aerial appliance training

At Appliance Training, two Instructors work a back to back roster to carry out training for new aerial operators, cross training on appliances and skills maintenance programs. Aerial training programs are carried out in coordination with the Managers Training.

In March of each year, Managers Training will supply Appliance Training with a list of their requirements for aerial training for the next twelve months. This way courses can be structured to suit the Area's needs and allow flexibility in delivery and maintenance. Pre-course and course assignments will form part of the training courses. The numbers of aerial operators are stated under [Operational staffing of aerial appliances](#) on page 349.

Applications for aerial training must be submitted through the normal chain of command, addressed to the Manager Training. The Manager Training will maintain a register of applicants and, when trainees are selected for a course, the Manager Training will supply the names to Appliance Training four weeks before the commencement date of the course. New aerial operator courses will be between two and three weeks' duration depending on cross training on different appliances.

Prerequisites for aerial training

1. Trainees must have been a motor driver for twelve months and hold the minimum rank of Level 2 Firefighter.
2. Trainees must hold a RTA license for the class of appliance they are applying for (see [Licences required to drive Fire and Rescue NSW vehicles and appliances](#) on page 47 and [RTA licence upgrades](#) on page 462)

Should an Area fail to fill a position on a course, the vacant position will be offered to the other Areas.

Contact Officer: Manager Appliance Training, (02) 9318 4356

File Reference: CHO/02263/1 In Orders 2002/9, with amendments

Assessment of operators of aerial appliances with platforms

It is a requirement of the *Occupational Health and Safety Regulation 2001* (issued under the *Occupational Health and Safety Act 2000*) that users and operators of industrial equipment hold a current Certificate of Competency to operate that equipment. Fire and Rescue NSW hydraulic platforms fall within this requirement.

To meet this requirement the following procedure shall apply to all operators of hydraulic platforms, including Bronto appliances and turntable ladders fitted with cages.

1. All operators at aerial stations are required to undergo a WorkCover assessment.
2. All operators are to maintain an up to date record of training and operation in the aerial log section of the Station Register.
3. Assessment and reviews of operators' skill and knowledge levels will be at the discretion of the Manager Appliance Training.
4. The Manager Appliance Training can remove operators from operating aerial appliances for breaches of the *Occupational Health and Safety Act 2000*, or for unsafe or dangerous operation, subject to a review.
5. WorkCover application forms for assessment and training materials can be obtained from the Appliance Training Unit.

Contact Officer: Manager Appliance Training, (02) 9318 4360

File Reference: CHO/01228

In Orders 2002/9, with amendments

Aerial appliances - roster eligibility

1 Maintaining roster eligibility

The aerial appliance training and operating requirements for Aerial Appliance Operators to maintain their roster eligibility are as follows:

- 1.1 All operators must carry out a minimum of 15 hours training and/or operational time in every 23 sets of shifts (six-month period).
- 1.2 A minimum of one hour of the 15 hours of training and/or operational time is required on SEV aerial appliances that the operator is qualified on.
- 1.3 Driving time on aerial appliances does not count as operational time.
- 1.4 Eligibility to be rostered on an aerial appliance is dependent upon operators maintaining the required number of hours.
- 1.5 It is the responsibility of operators and their supervisors to ensure they maintain their operating skills.
- 1.6 Duty Commanders should, where possible, ensure that relieving firefighters with an aerial appliance qualification relieve at aerial stations so they can maintain their roster eligibility.
- 1.7 Station Commanders and Duty Commanders must make sure appliances are available for aerial operators to maintain their roster eligibility. Contact the Fleet Officer for aerial SEV availability. Contact the Appliance Training Unit for cross training and re-qualification.

2 Keeping aerial logs

- 2.1 Operating times must be recorded in the aerial log section of the Station Register and the Operator's Training Logbook. If aerial logs are not kept up to date and there is no history of an operator maintaining their roster eligibility, the operator will be required to pass an assessment before being allowed to operate aerial appliances.
- 2.2 Duty Commanders and Station Commanders and Appliance Training Instructors will verify entries in the aerial log.

- 2.3 The Appliance Training Unit will carry out audits of the station register aerial logs and personal Training Logbooks.

3 Sample aerial log

A sample of an aerial log follows:

Service Number	Rank	Name	Page No	
Appliance Number & Type	Type of Training/Fire/Drills	Time/Duration	Date	Signed by Authorising Officer
FBY155 H1	Rescue drill for stokes litter working from 10th level at night using work lights	1 hr 30 min	02/07/01	
FBY204 H1	Water tower operation at fire George Street Peakhurst. Day time	2 hr 15 min	03/07/01	
FBY206 H1	Removing trees from roofs during storm Boundary Road Mortdale. Night time	1 hr 15 min	04/07/01	

Note: Entries in the aerial log must contain all the relevant information on the type of call or training/drill exercise. The phrase 'all evolution' is not a suitable entry.

4 Withdrawal of operating status

- 4.1 To ensure that Fire and Rescue NSW meets its obligations under the *Occupational Health and Safety Act 2000*, authorised Appliance Training Instructors will monitor operators during drills, training/skills maintenance sessions and operations.
- 4.2 An operator may be removed from operating an aerial appliance if, in the opinion of the Manager Appliance Training or an authorised Appliance Training Instructor, they are not competent with the appliance they are operating.

5 Reinstatement of operating status

- 5.1 If an operator is removed from operating an aerial appliance, the return to operating status will be by a combination of training and assessment as directed by the Manager Appliance Training.
- 5.2 Only an authorised Appliance Training Instructor can reinstate operators whose eligibility has lapsed. Assessments will consist of any or all of the following methods:
- theory
 - practical
 - oral.

Contact Officer: Manager Appliance Training, (02) 9318 4360

File Reference: CHO/06438

In Orders 2005/27, with amendments

Relinquishing aerial appliance qualifications

This instruction applies to operators of turntable ladders, hydraulic platforms, Brontos and aerial pumpers.

1. Successful aerial trainees are to serve a minimum of three years from the date of their qualification as active Aerial Drivers/Operators.
2. At the end of that period they will have the choice of continuing as an aerial operator or relinquishing their qualification.
3. Applications for relinquishment can be submitted through normal channels after two and a half years and will be actioned within the following six months.

Contact Officer: Manager Appliance Training, (02) 9318 4360

File Reference: CHO/06438

In Orders 2002/9, with amendments

Water tanker, composite and rural pumper driver training

1. Training will be provided in water tanker, composite and rural pumper driving/operating.
2. Training will be conducted and coordinated by the Appliance Training Section.
3. Before receiving training, members must be qualified Motor Drivers.
4. Station Commanders should determine their driver needs, seek applications from members, and then advise the Senior Instructor (Country) or Manager Training. Advice must include:
 - date of motor driving qualification
 - whether attached to relieving staff
 - annual leave group
 - station attached
 - platoon.
5. The Senior Instructor (Country) or Manager Training will liaise directly with the Manager Appliance Training and advise the relevant Duty or Zone Commanders of the course.
6. Training will be conducted on day shifts, the number of days depending on the skill of the student.
7. Senior Instructors (Country) will be responsible for the training in their zones. The Manager Appliance Training will be responsible for the training of members in the Greater Sydney Area. The Manager Appliance Training will notify members of the commencement date of the course through their Duty Commanders.
8. It is the applicant's responsibility to acquire a thorough theoretical knowledge of water tanker, pump, composite and rural pumper operations, *before* the instructor arrives at their station to commence practical training.

Note: Applicants' attention is directed specifically to item 8. Failure to master the theoretical knowledge will delay applicants' progress in the course.

In Orders 1996/27, with amendments

Qualified water tanker drivers' training

Station Commanders where water tankers are stationed are to ensure that members receive practical pump operation practice on sufficient occasions to enable the efficiency of the operator to be maintained. Subject to approval by the Station Commander and the Duty/Zone Commander that water tanker drivers be permitted to carry out off road training away from their respective stations without the necessity of an officer to be present. This is provided that the appliance and crew can be contacted by R/T at all times.

Training to be carried out as circumstances allow with emphasis placed on permanent staff utilising the second day shift between 1000 hours and 1600 hours.

When training the crew must comprise driver and one firefighter at all times.

In Orders 1981/24, with amendments

RESCUE TRAINING

Basic life support training

1 BLS qualification

To obtain BLS qualification firefighters are required to complete the WorkCover Approved First Aid Course and the Fire and Rescue NSW Advanced First Aid Course and maintain their skills through the Station Training Program. Recertification is required every three years.

2 WorkCover Approved First Aid Course

The WorkCover Approved First Aid Course consists of a flexible learning component and a one day face to face course which includes assessments. Recertification is by completing the face to face component only.

This course meets State Rescue Board and OHS first aid qualification requirements.

3 Fire and Rescue NSW Advanced First Aid Course

The WorkCover Approved First Aid Course or other recognised qualification (see section 5 below) is a prerequisite for this course.

The course consists of one day's face to face training including assessments. It will cover equipment such as:

- Oxy-Viva 3
- emergency medical treatment kit resuscitators
- automated external defibrillators
- Stiffneck® collars, and
- oropharyngeal airways.

This course conforms to Australian Resuscitation Council guidelines and industry standards.

4 Recognition of prior learning/recognition of current competency

Any current first aid qualification from any WorkCover approved provider will be recognised by Fire and Rescue NSW. Firefighters holding these qualifications will not be required to attend the WorkCover Approved First Aid Course. However, it is recommended that all firefighters attend the course to attain their three yearly recertification and align themselves with their station and platoon's training schedule.

To gain recognition of prior learning or current competency you must produce a current, original WorkCover approved First Aid Certificate to the instructor no later than the commencement time of the course.

No recognition of prior learning or current competency will be granted for the Advanced First Aid Course because it is tailored to Fire and Rescue NSW requirements.

5 Training program

All firefighters are required to maintain their Basic Life Support (BLS) skills by undertaking the relevant station training program topics every six months in accordance with all group A topics.

Firefighters who were trained in Basic Life Support (BLS) before 1 July 2004 are required to complete Station Training Program topics A3.1 and A3.2.

Firefighters who have been trained in BLS since 1 July 2004 are required to complete Station Training Program topic A3.3 which supports the updated resuscitation equipment.

5.1 Station Training Program topic A3.3

The Station Training Program topic A3.3 is aligned with the BLS training program which has been delivered since 1 July 2004.

The training is delivered using a training kit that includes a DVD which leads participants through the training session in sections. Each section explains and demonstrates BLS knowledge and skills. Some sessions require demonstrations to be re-enacted by the participants using materials from the training kit.

On completion of Station Training Program topics A3.1 and A3.2 or A3.3, Station Commanders are to ensure the appropriate entries are made in training logbooks.

5.2 BLS zone training kit

Each Zone has a BLS zone training kit. The kit contains:

- a Training DVD Player
- a DVD, First Aid Refresher A3.3
- a DVD remote control
- AV leads (to connect DVD to television set)
- a Resus Anni manikin
- an adult Bag Valve Mask (BVM) with bacterial filter and resus mask
- a child BVM with bacterial filter and resus mask

- a set of Guedels airways
- a Zoll AED Training Unit

Note: This training AED cannot be used as an operational AED and must not be confused with the AED on the station appliance.

The BLS zone training kit is held at the Zone Office for Station Commanders to request when training falls due.

The training kit inventory must be checked when the kit arrives at the station and before it leaves the station.

6 BLS coordinators

Staff of the Recruit Training Section have been allocated as coordinators for BLS training. All BLS training issues should be directed to your BLS coordinator through your chain of command.

BLS coordinators can be contacted by:

Email:	blsnorth@fire.nsw.gov.au	Phone:	(02) 9318 4399
	blssouth@fire.nsw.gov.au	Fax:	(02) 9318 4883
	blswest@fire.nsw.gov.au		

Mail: State Training College
Attn: BLS North/South/West
Fire and Rescue NSW
PO Box 559
ALEXANDRIA NSW 1435

Contact Officer: Manager Recruit Training, (02) 9318 4305

File Reference: CHO/01865

*In Orders 2004/14 as amended by
In Orders 2005/17, with amendments*

OCCUPATIONAL HEALTH AND SAFETY TRAINING

1 Introduction

Fire and Rescue NSW is committed to maintaining and improving occupational health, safety and welfare, and reducing the incidence and severity of workplace accidents, injuries and illnesses.

Officers and managers should contact the Health and Safety Branch with reference to the planning and implementation of OHS training under this instruction.

2 The OHS Training Plan

2.1 OHS induction for new staff

Recruit Permanent Firefighters - receive a two hour OHS induction program as a component of their 16 week recruit training program which is aligned with national competencies. This program is developed and presented by Health and Safety Branch (HSB) staff.

Recruit Retained Firefighters - OHS is an integrated element of the retained recruit induction training program which is aligned with national competencies. Senior Instructors deliver this training, and HSB staff provide a quality assurance role for the OHS content of the program.

New Administrative and Trades Staff - the induction manuals for administrative and trades staff include information on OHS. HSB staff provide a quality assurance role for the OHS content of these manuals.

2.2 OHS Consultation Training

Safety Representatives - receive OHS Consultation training via the intranet. This is an interactive, self paced e-learning program currently being developed. It will be maintained by HSB staff with assistance from IT Training staff.

OHS Committee members (Logistics Support staff) - receive the four day NSW WorkCover OHS Consultation course, delivered by NSW WorkCover accredited trainers.

2.3 OHS Training for supervisors and managers

Station Officers Promotional Program (SOPP) - SOPP participants receive a one day OHS session to address the competencies required in their key role in the OHS management system. This session is delivered as a component of the SOPP, and it is developed and presented by HSB staff.

Inspectors Promotional Program (IPP) - IPP participants receive a one day OHS session to address the competencies required in their key role in the OHS management system. This session is delivered as a component of the IPP, and it is developed and presented by HSB staff.

Captains Conferences - an OHS session is available for Captains to receive as part of a Captains Conference, to enhance the competencies required in their key role in the OHS management system. HSB staff develop and present the OHS session.

Contact Officer: Education/Training Coordinator, Health and Safety Branch, (02) 9265 2622

File Reference: CHO/01208

In Orders 2005/22, with amendments

STATION TRAINING

Station Training Program

The Station Training Program 2010 (STP) has been updated to maintain the skills of Officers and Firefighters and replaces the existing Station Training Program.

The STP is a flexible training program that assists Station Commanders to plan and conduct station drills that assist in maintaining the skills of operational firefighters and encourage enhancement of knowledge and skills.

The STP version 2010 has two subject categories: 14 Group A topics and 14 Group B topics. The following subjects have session plans developed to aid in the delivery of the subject and reference sources are hyperlinked within each session plan.

Training requirements

There has been no change to the training requirements, they remain as follows:

Permanent Firefighters

Station Commanders at permanent stations are required to deliver a minimum of 6 hours training per set of 4 shifts (DDNN). This equates to 270 hours of training per annum. Group A topics must be completed at least once every 6 months. Group B topics must be completed at least once every 12 months.

When selecting Group B Topics, Station Commanders, in consultation with Duty and Zone Commanders, should give priority to delivering sessions which relate to the identified risks within that station area.

Station Commanders are reminded that while some of the incident types listed as Group B topics may be infrequent, FRNSW must ensure that firefighters are prepared for and competent to respond safely to a diverse range of incidents.

Group A Topics		Group B Topics	
1	Firefighting Operations - Pumps/Hose/Branches	15	Salvage and Overhaul
2	Cordage/Portable Ladders	16	Fire Cause Determination
3	Basic Life Support	17	Manual Handling
4	Self Contained Breathing Apparatus	18	Transport - Aircraft
5	Operational Communications	19	Transport - Ships
6	Road Accident Rescue/RIK	20	Fire Detection Systems
7	Incident Control System/ICMS	21	Fire Suppression Systems
8	Bushfires	22	Radioactive/Explosive/Organic fires/incidents
9	Hazmat Theory	23	Bulk Solid Storage Facilities (Silos) & Dust Explosions
10	Hazmat Practical	24	Rubber/Flammable Gases/Plastics & Metal Fires
11	Electricity/Incidents Involving Electricity	25	CFBT/Fire Science
12	Structure Fires/Size-Up	26	Tactical Ventilation
13	Foam/Flammable Liquids	27	Portable Ladders
14	SCBA Search & Rescue	28	Entry Techniques

Retained Firefighters

Retained stations are to complete a minimum of 4 hours training per month.

Retained stations are to complete all 14 Group A topics over a 12 month period. Twelve of these subjects have been allocated to a specific month, and will be completed in the first drill period of that month.

Group B topics will be delivered on the second drill period of the month. Station Commanders, in consultation with Zone management, should give priority to delivering topics relative to the risks identified within the station area.

Zone Commanders, Duty Commanders, Education and Training and Senior Instructors may identify and prioritise particular topics of the program to ensure training is delivered to meet the local risks.

Allocated monthly sessions are listed below:

1	Foam/Flammable Liquids	January
2	Fire-fighting Operations-Pumps/Hoses/Branches	February
3	Self Contained Breathing Apparatus	March
4	Road Accident Rescue/RIK	April
5	Electricity/Incidents Involving Electricity	May
6	Incident Control System/ICMS	June
7	Operational Communications	July
8	Bushfires	August
9	Hazmat Theory	September
10	Hazmat Practical	October
11	Cordage/Portable Ladders	November
12	Structure Fires/Size-Up	December
13	Basic Life Support	Twice each 12 months (once using this session plan and once using the BLS training kit)
14	SCBA Search & Rescue	Once each 12 months

Detailed information on the [Station Training Program](#) can be located on the [Education and Training](#) intranet site under [Regional and Retained Training](#).

Contact Officer: Manager Training Coordination and Resources, (02) 9318 4810

File Reference: NFB/00372

Commissioner's Orders 2012/16

Sunday drill program

A two hour Sunday drill period will be utilised for the station drill program. Every Sunday day shift will be considered the second day of duty for the purposes of those drills.

The Duty Commanders in Sydney, Newcastle and Wollongong, depending on the exigencies of the service, shall visit two stations each Sunday to supervise the drill, and will remain in attendance for at least one hour.

Duty Commanders are to submit returns every six months on stations visited and on the competence, or otherwise, of members supervised. These returns are to be forwarded to Manager Capability Training.

The time frame for those drills will be between 0900 - 1300 hours.

In Orders 1985/40, with amendments

Make up drills

Firefighters are reminded of their responsibilities to attend station drills with their own crew to facilitate team work at such station at all times.

However the following instruction is issued where make up drills are necessary. Wherever possible, the opportunity must be provided for Retained Firefighters to maintain an acceptable level of training. This opportunity can be provided by allowing 'make up' drills. Such drills must be constructive and maintain a content of creditable information.

Make up drills must be prearranged with the Station Commander. The appropriate entry is to be made in the occurrence book indicating the relevant topic dealt with.

Where authorised to attend, Manager Training or Senior Instructor make up drills can be undertaken at adjoining stations. This is at the discretion of the Manager Training or Senior Instructor and normal remuneration for drill attendance only will apply.

Personal records are to be maintained detailing the drill subjects undertaken.

Under no circumstances are make up drills to be used to avoid normal station drill exercises. However, it is acknowledged that shift workers may need to attend make up drills to maintain training accreditation and competencies.

In Orders 1994/11, with amendments

Training sessions at stations with mixed crews

It is essential to the safety of firefighting crews that they maintain a high frequency of training together as a team. For permanent firefighters this is achieved through the cycle of station training modules, and for retained firefighters, through the retained firefighters training program.

Joint training is important for the safety of the members at stations with both permanent and retained firefighters. For this reason the following procedure is to be adopted at those stations.

When the retained firefighters' training night occurs on the *second* night shift of one of the permanent platoons, all permanent crew members will undertake training in conjunction with the retained members under the direction of the Station Commander.

The permanent crews will also still adhere to their normal training program on the first night shift from 2000 to 2130 hours.

In Orders 1994/11, with amendments

Turnout drills

In an endeavour to have Brigades respond to calls of fire with the utmost speed and efficiency, it is the responsibility of Station Commanders to conduct frequent 'turnout' drills. Special attention is to be paid to all matters of detail in respect to those duties required to be performed prior to the motor and crew leaving the station.

Consolidated In Orders, page 57, with amendments

Street identification

Station Commanders are instructed that station school classes must include periodical discussions in street identification and location within the immediate areas.

The instruction is important in view of the duplication of street names in suburban areas.

Consolidated In Orders, page 207, with amendments

Inability of members to assimilate drill instructions

Station Commanders are responsible to ensure that all personnel under their supervision receive adequate instruction in drills, and all other requirements as may be necessary to enable them to become proficient in the Service.

Where it becomes apparent that a member lacks the knowledge required, such may be regarded as a reflection on the training given by the responsible Station Commander.

In such cases, the Officer concerned could be called upon to furnish explanatory reports regarding inefficiency of members under their supervision.

Where in the opinion of a Station Commander, a member is considered for some reason to be unable to absorb such instruction, then the matter should be drawn to the attention of the Duty Commander or Zone Commander, who should then investigate the circumstances and if necessary report the situation to their Director.

Consolidated In Orders, page 55, with amendments

REFRESHER TRAINING

Firefighter refresher training

1 Policy

Firefighters who have been absent from operational duties for periods specified in (2) below, must undergo a structured refresher training program in operational skills before returning to operational duties.

The Manager Recruit Training is responsible for refresher training for permanent firefighters. The Manager Operational Training is responsible for refresher training for retained firefighters.

2 Application

This policy applies to permanent and retained firefighters who:

- have left Fire and Rescue NSW and been reappointed (other than as a Recruit), or
- have been on leave for 12 months or more, or
- are returning to operational duties following 12 months or more in a non-operational role, and who have not participated in skills maintenance programs during the previous 12 months.

3 Procedure

Activity	Manager responsible	
	Permanent firefighters	Retained firefighters
Consult Manager Operational Personnel about a returning permanent firefighter	Duty/Zone Commander or Manager	
Determine firefighter's date of return	Manager Operational Personnel	Zone Management Team
Consult Manager Recruit Training about a returning permanent firefighter	Manager Operational Personnel	
Consult Manager Operational Training about a returning retained firefighter		Duty/Zone Commander
Send pre-refresher material to firefighter six weeks before the start of training	Manager Recruit Training	Manager Operational Training
Interview firefighter to determine training requirements	Recruit Training	Senior Instructor Country
Assess skill gaps, taking into account previous service and length of absence	Manager Recruit Training	Manager Operational Training
Allocate Instructor	Manager Recruit Training	Manager Operational Training
Consult with the firefighter about refresher training	Instructor	Instructor

Activity	Manager responsible	
	Permanent firefighters	Retained firefighters
If applicable, contact BA/Hazmat Training, Basic Life Support, Command, Leadership and Management and Appliance Training to organise dates and times for refresher training	Instructor	Instructor
Facilitate refresher training	Instructor	Instructor
Complete training documentation and forward to Manager Operational Personnel or Zone Management Team for filing on personal file	Instructor	Instructor
If applicable, follow up alignment to career progression and notify Manager Operational Personnel	Manager Command, Leadership and Management	Manager Command, Leadership and Management

4 Further information

For further information on reappointment processes and return to operational duty, contact the Manager Operational Personnel on (02) 9265 2830. For further information on refresher training contact the Manager Recruit Training on (02) 9318 4305 or the Manager Operational Training on (02) 9895 4639.

Contact Officer: Manager Capability Training, (02) 9318 4854

File Reference: NFB/07755

In Orders 2010/21, with amendments

BRIGADE EXERCISES

Duty Commanders and Station Commanders are instructed that Brigade exercises should be conducted as frequently as possible.

These exercises are a means whereby personnel are able to familiarise themselves with installed equipment, such as sprinkler valves, enunciator boards, means of access, stairway etc, as well as the location of water supplies for fire fighting purposes. In conducting regular Brigade exercises special emphasis is placed on hazardous risk situations within respective station areas.

Water main sizes, hydrant locations (both domestic and municipal), special risks, eg toxic gases, inflammable liquids, chemicals requiring special fire fighting methods and supplementary water supplies, are examples of the special features to be noted and documented.

Consolidated In Orders, page 31, with amendments

During Brigade exercises the Officer-in-Charge is to arrange with the organisation concerned for selected personnel to direct the Brigades to the scene of the fire should an emergency arise.

In Orders 1970/7

EXTERNAL COURSES

Undergraduate Certificate, Deakin Australia

Payment of fees

Staff applying for the Undergraduate Certificate through Deakin Australia, after 1 January 1999, will be required to pay the fees and will be reimbursed on successful completion of each unit or stream.

All members currently studying in the Undergraduate Certificate through Deakin Australia will continue to have their fees paid by Fire and Rescue NSW.

Any member who has withdrawn from the Deakin Australia Course and who wishes to resume the course will be required to pay the fees and will be reimbursed on successful completion of the unit or stream.

Reimbursement of fees

Course fees will be reimbursed by Fire and Rescue NSW only under the following conditions:

1. The student pays the initial course fee.
2. Should the student complete the course, the fee will be reimbursed by the State Training College on submission of a memorandum requesting reimbursement, to which is attached:
 - a. a photocopy of the Acknowledgment of Payment of Fee. The original must be sighted by an Officer or manager who will stamp and sign the photocopy to that effect;
 - b. a photocopy of the original Certificate or Statement of Attainment. The original must be sighted by an Officer or manager who will stamp and sign the photocopy to that effect; and
 - c. a Miscellaneous Voucher made out to the name and address of the claimant.

Contact Officer: Assistant Director Learning and Development, (02) 9318 4304

File Reference: CHO/04161

In Orders 1999/1, with amendments

Institution of Fire Engineers - equivalent qualifications

1 Introduction

IFE qualifications are recognised throughout the world, and pursuing studies through this organisation enhances knowledge of all aspects of fire safety, fire science, and response issues. Fire and Rescue NSW members are strongly encouraged to pursue IFE studies to complement training and education provided by Fire and Rescue NSW.

2 Equivalencies for holders of Certificate IV

The Australian Branch of the Institution of Fire Engineers (IFE) has advised Fire and Rescue NSW that approval has been received from the UK for the IFE to recognise the following equivalencies between Certificates under the Australian Qualifications Framework and IFE qualifications.

Australian Qualifications Framework	IFE qualification
Certificate IV in Firefighting Supervision	IFE Intermediate Examination IFE Graduate Paper 2 (Firefighting Operations) IFE Graduate Paper 4 (Management and Administration)

Australian Qualifications Framework	IFE qualification
Certificate IV in Fire Technology	IFE Intermediate Examination IFE Graduate Paper 1 (Fire Safety)

This means that anyone holding Certificate IV in Firefighting Supervision can now apply directly to the IFE for award of the IFE Intermediate Certificate. It also cuts down from four to two the number of examination subjects required to achieve Graduate status.

Similarly, anyone holding Certificate IV in Fire Technology can also apply directly to the IFE for award of the IFE Intermediate Certificate, and candidates only have to pass three instead of four papers to achieve Graduate status.

3 Exemptions for Inspectors

Firefighters who have passed the District Officers examination after July 1991, or the Inspectors Promotional Program, can apply to the IFE for Graduate status. Graduate status allows an IFE member to sit for the IFE Membership Diploma and to use the post-nominals GIFireE.

4 Other exemptions

The IFE will also consider exemptions from IFE examination requirements for people who have tertiary or technical qualifications which may equate with the requirements of the various grades of membership.

5 Contacting the IFE

All enquiries should be directed to the NSW Group of the IFE by contacting:

The Hon Secretary
NSW Group
Institution of Fire Engineers
PO Box 18A
STRATHFIELD SOUTH NSW 2136

Contact Officer: Director Operational Capability (02) 9265 2713

File Reference: CHO/02253

In Orders 2001/7, with amendments