

# **TRAINING INFORMATION BOOKLET**

## **2011**

NSW RURAL FIRE SERVICE



*Information correct as at 23<sup>rd</sup> December 2010  
Please confirm program information on the NSW RFS Intranet / MyRFS*

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## ***Welcome to NSW RURAL FIRE SERVICE Training***

The NSW RURAL FIRE SERVICE (NSW RFS) is expanding the delivery options by which members can participate in a wide range of training opportunities offered by the Service. Training is available for new members through to those who have been members for many years. Training will be made available as an on-line delivery option through 2011 and onwards. The online programs will be blended with the practical face to face components of training to assist in making training more flexible.

The 2011 Training Information Booklet has been re-designed to group together programs showing a training pathway. For example, fire fighter programs have been grouped together, as have the catering and the communications programs.

All members should consider participating in the training opportunities described within this booklet. NSW RFS training is developmental and allows advancement as your experience within the Service increases.

The NSW RFS is a Registered Training Organisation (RTO) and the majority of training within the NSW RFS is linked to national qualifications. These qualifications are recognised outside the Service.

For further information regarding the training within the Service, talk to your Brigade Training Officer and/or your local Learning and Development Officer.

Finally, as well as the training outlined in this booklet, I would encourage you to participate in any training opportunities available and practice what you have learnt to maintain your skills set and knowledge.



**Stephen Glassock**  
**Manager Learning and Development Systems**  
**Membership and Strategic Services Directorate**  
**NSW RFS**

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**Note:** In this publication a “district” may mean a district, team or zone, as applicable.

## Foreword

### How Training is Organised in the NSW RFS

Training in the NSW RFS is designed to provide a training pathway from initial recruit member training through to training for senior members of the Service. It is organised at several levels.

- The Learning and Development (L&D) Systems section, Membership and Strategic Services Directorate, at the NSW RFS Headquarters has overall responsibility for how all training, assessment and associated activities are conducted in the NSW RFS.
- The majority of the training for volunteer members is provided at the district level using programs and materials developed by L&D Systems. Brigades may often be involved in post-course practice training, ongoing competency maintenance training and exercises.
- Four NSW RFS Regional Offices support and ensure the quality of the training provided by the districts. The regions also train trainers and assessors and provide training that is not possible to be delivered at a local level.
- Specialised sections, such as Community Safety, Aviation and Fire Investigation, also provide training directly to members in their specialised fields.
- Professional development for staff members is provided through the L&D Systems section. In addition, each section may also offer their own internal training specific to the section's work.

#### 1. Volunteer Member Training

Local NSW RFS district offices deliver the majority of the training to volunteer members in the NSW RFS. A full time Learning and Development (L&D) Officer is appointed in each district. They will usually coordinate a local Training Team, made up of local volunteer trainers and assessors. District L&D Officers are required to have a Certificate IV in Training and Assessment or equivalent, plus relevant fire related qualifications. There are about 2000 volunteer trainers and 1000 volunteer assessors in the NSW RFS.

#### 2. Volunteer Member Development

Volunteer Development Programs are designed to help those volunteer members of long standing who wish to become more involved in the leadership and management of brigades in their area, take on roles within Incident Management Teams (IMTs) or aspire to become employees of the Service. In some cases the programs are unique to them, but others are shared programs with other volunteer members run at a local or regional level, or shared with staff members at a state level. These programs provide a link between the volunteer and staff training and development systems.

#### 3. Staff Member Training and Development

More than four out of five staff members in the NSW RFS are current or former volunteer members. The volunteer training system provides a foundation for many of the career qualifications needed by staff members with Operational, Learning and Development and Community Safety roles. The system is designed to provide relevant competencies and qualifications that, as far as possible, are readily obtainable, enable career progression and variety within the NSW RFS, and are widely recognised in other workplaces should a member choose to leave the NSW RFS. It also provides for short courses to facilitate changes in technology or legislation, and to address any training issues identified in performance reviews. Staff members should refer to the Professional Development section of the NSW RFS Intranet for detailed information.

### Getting on to Volunteer Member Training Courses

To get onto a training course, members self nominate to participate in training which they are interested in, or in order to advance within the Service. To do this, members must submit a *Training Nomination* form via their District L&D Officer or supervisor. They note the relative priority of the member to other applicants from their area on the form, based on the benefit to that area or other equitable criteria (as agreed and promulgated by the relevant Training Team). If the course is over-subscribed, the course coordinator will select participants on the basis of the advised priority.

Alternatively, members may be required to participate in training in order to satisfy a particular need. In this case, the L&D Officer responsible will select participants on the basis of best satisfying the needs of the community, the Service and the members involved.

Please note that training is very popular in the NSW RFS. On occasions not everyone who would like to get on a particular course can do so, or at least as quickly as they might like. The local training team will usually allocate its finite resources to provide the training that the area really needs to protect its community in the best way possible. The number of courses run and places available is therefore determined by what the community needs, not necessarily by what members would like to have. Their priority is usually to ensure new members, new officers and needed specialists are trained first.

Trainers are required to provide the available training opportunities in a fair and equitable way. The process for selecting participants for courses needs to be transparent and to be based on the best interests of the whole community. This is normally done in two stages:

First, the number of volunteer member training places available should be shared among brigades in an appropriate way. For example, some brigades will have different fire risks in their area and may need more of a particular type of training. Some brigades may be more advanced in training than others and additional places may need to be allocated to the others to enable them to catch up.

Second, the specific members chosen to participate in courses should be selected from interested members using equitable criteria. There are numerous ways of doing this, ranging from known availability for fire calls, time of service in the brigade, previous number of courses already attended, or even pulling names out of a hat or 'first come, first served' (if members are equally notified).

Generally the local Training Team should discuss the criteria to be used (including consultation with other members), choose a fair way of doing things, clearly state the criteria "up-front", and stick to them. Failure to do so can lead to unnecessary disputes and grievances, and to the Service losing focus and interest in needed training.

Please note that on rare occasions training courses may be cancelled. There are number of reasons for this such as not enough nominations, the required facilities become unavailable or the trainer / assessor becomes unavailable. In the case of a course being cancelled all members who have nominated for the course will be contacted and advised of the options available to them to participate in the training. These options may include doing the training at a different time or in a different location.

## **Is it Mandatory to have Relevant Qualifications?**

In most areas the answer is "yes". NSW RFS Service Standard 6.1.2 makes holding a relevant qualification a requirement for most positions and roles in the NSW RFS for all members. In some cases these are already current. In other cases they come into force on a specified date. Specially tailored qualifications apply to members in remote rural areas. Please refer to Service Standard 6.1.2 for more detailed information which can be found on MyRFS and on the NSW RFS Intranet.

Exceptions, however, can be made at a local level. For example, if there are not a sufficient number of qualified members in an area for a particular role or function, the local NSW RFS Manager may exempt their area from having the relevant mandatory qualification/s until a sufficient number of members have become appropriately qualified.



## NSW RFS Qualifications

The main qualifications mandated in Service Standard 6.1.2 for volunteer members include:

For members who fight bush fires – Note: <u>Not</u> required in grassland (i.e. self-help, farming/grazing) <i>brigades</i>	Bush Firefighter (BF)
For members who fight bush fires, but <u>only</u> in grassland areas (i.e. in self-help, farming/grazing brigades)	Bush Firefighter Grassland (BFG)
For members who attend bush fires, but <u>only</u> in a support role (e.g. some catering and communications roles)	Bush Firefighter Support (BFS)
For members who fight village type fires defensively (e.g. at small structures, vehicle fires and accidents, etc.)	Village Firefighter (VF)
For officers leading a crew at bush fires – Note: <u>Not</u> required in grassland (i.e. self-help, farming/grazing) brigades	Crew Leader Wildfire (CLW)
For officers leading a crew at bush fires, but <u>only</u> in grassland areas (i.e. in 'rural self-help' brigades)	Crew Leader Grassland (CLG)
For officers leading a crew at village fires (e.g. at small structures, vehicle fires and accidents, etc.)	Crew Leader Village (CLV)
For officers in overall charge of a small incident, or a strike team, task force, small staging area or small sector	Crew Leader Supervision (CLS) <i>(a.k.a. Crew Leader Safety/ICS)</i>
For officers in charge of a medium scale incident or in charge of a large sector or a division at a large incident	Group Leader (GL)
For members carrying out various specialist, aviation, support or trainer / assessor roles	The relevant NSW RFS specialist qualification specified for the role
For members carrying out incident management team roles at large incidents	The relevant NSW RFS incident management qualification

**Note:** For the majority of members, either BF, BFG or BFS is the only required qualification. Other qualifications only become mandatory if a member chooses to move on from a basic level.

### Queries, Questions, Complaints?

If you have any queries, questions or complaints about training matters, you should:

- Read the NSW RFS Training Code of Conduct – available on MyRFS and NSW RFS websites
- Inquire with your Brigade Training Officer or Captain
- Inquire with your District Learning and Development Officer
- Check for relevant information on the NSW RFS or MyRFS websites.

**Note:** Inquiries or complaints made to Regional or State level will normally be referred back to the relevant district office unless it is a matter they are unable to resolve or answer.

## NSW RFS Qualifications Summary

### Mainstream Qualifications

Mainstream qualifications provide basic skills (e.g. BF and VF) and more advanced skills (e.g. AF, CL and GL) to enable members to ascend the main volunteer operational ranks within the NSW RFS.

Qualification	Abrv.	Comments
Safety Induction	SI	Basic safety induction (non-fireground) for new members.
Volunteer Induction	IND	General induction for the NSW RFS for new members
Bush Firefighter	BF	For fighting wildfires (bush, grass, scrub, etc.) only.
Village Firefighter	VF	For structural, vehicle fires etc. Prereq. is BF.
Advanced Firefighter	AF	For firefighting without direct supervision. Prereq. is BF.
Crew Leader	CL	For leading firefighting crew/s. Prereq. is AF.
Group Leader	GL	For leading multiple crew/s of firefighters. Prereq. is CL.

### Grassland Qualifications

Grassland qualifications provide a tailored set of qualifications for members in remote rural areas.

Qualification	Abrv.	Comments
Bush Firefighter Grassland	BFG	For fighting grass fires in grassland farming / grazing areas.
Vehicle and Structural Firefighting in Grassland	VSG	For fighting typical vehicle and small structural fires in grassland areas. Prereq. is BF or BFG.
Crew Leader Grassland	CLG	For leading a crew fighting a grassland fire. Prereq. is BF, BFG or being a Deputy Captain (or higher).

### Specialist Qualifications

Specialist qualifications provide skills needed only by some specific NSW RFS members. Please note that a number of these programs involve recertification. Please check this requirement with the local L&D Officer.

Qualification	Abrv.	Comments
Breathing App. Operator	BAO	For interior structural fire fighting. Prereq. is VF.
Equipment Officer	EQO	For coordinating brigade maintenance. Prereq. is AF.
First Aid Application	FAA	For providing first aid in the field. Prereq. is BF.
Advanced Resuscitation Techniques	ART	For providing oxygen resuscitation & AED. Prereq. is FAA.
Helicopter Winch Skills	HWS	Being winched in and out by helicopter. Prereq. is RAF.
Prescribed Burn. Supervisor	PBS	For supervising prescribed burns. Prereq. is CL or CLG.
Remote Area Firefighter	RAF	For extended wildfire fighting on foot. Prereq. is AF.
Rural Fire Driving	RFD	For driving on and off road. Prereq. is BF.
Safe Working on Roofs	SWR	For working on roofs in emergency operations. Prereq. is VF.
Trim/Cross Cut Felled Trees	TFT	For trimming and cross-cutting felled trees. Prereq. is BF.
Tree Falling - Intermediate	TFI	For falling trees with no falling complications. Prereq. is TFT.
Tree Falling - Fireline	TFF	For falling trees on the fireline with complications. Prereq. is TFI.

## Support Qualifications

Support qualifications are for members who provide support services to firefighting in the NSW RFS.

Qualification	Abrv.	Comment
Breathing Apparatus Support	BAS	Provide support to Breathing Apparatus Operators.
Bush Firefighter Support	BFS	Provide (any) support in the vicinity of a bush fire.
Catering Assistant	CAT	Assist with the provision of NSW RFS catering services.
Catering Crew Leader	CCL	Supervise an NSW RFS catering unit.
Catering Officer	CAO	Coordinate NSW RFS catering ( <i>course under development</i> )
Comms Centre Assistant	CCA	Assist in an NSW RFS fire communications unit.
Comms Centre Operator	CCO	Operate in an NSW RFS fire communications unit.
Comms Centre Supervisor	CCS	Supervise an NSW RFS fire communications unit ( <i>course under development</i> )
Traffic Control Officer	TCO	Provide "stop/slow" control of traffic around NSW RFS operations.

## Incident Management Team (IMT) Qualifications

IMT qualifications are for members who, as part of a team, manage large scale incidents in the NSW RFS.

Qualification	Abrv.	Comments
Intro. to ICS for IMTs	ICS	Introductory self-paced course required for all in an IMT.
Incident Mgmt. Control	IMC	IMT Incident Controller. Entry reqs. are ICS & GL (or eqv.).
Incident Mgmt. Logistics	IML	IMT Logistics Officer. Entry requirement is ICS.
Incident Mgmt. Operations	IMO	IMT Operations Officer. Entry reqs. are ICS & GL (or eqv.).
Incident Mgmt. Planning	IMP	IMT Planning Officer. Entry requirements are ICS and CL.

## Volunteer Development Qualifications

These are for experienced members who lead local brigade activities or want a career in the NSW RFS.

Qualification	Abrv.	Comments
Conduct Briefing and Debriefings.	CBD	For conducting briefings and debriefings. Prereq. is CL.
Leadership and Team Skills	LDR	Leading / developing members as a team. Prereq. is CL.
Monitor Brigade Safety	SAF	Implementing / monitoring safety of members. Prereq. is CL.

**Note:** LDR and SAF are programs provided by TAFE NSW and are designed both for volunteer development and NSW RFS staff training and development. A 'Volunteer to Career' (V2C) information workshop (no assessment or qualification involved) is also available for volunteer members interested in seeking employment with the NSW RFS.

## Aviation Qualifications

Aviation qualifications are for members who provide aviation related services in the NSW RFS. Please note that a number of these programs involve recertification. Please check this requirement with the Aviation L&D Officer.

Qualification	Abrv.	Comments
Aviation Basic Knowledge	ABK	Underpinning knowledge for other aviation qualifications.
Air Base Operator	ABO	Ground support for aircraft. Prereqs. are BF/BFS and ABK.
Air Base Manager	ABM	Prereqs. are ABO, ARO, CBD & LDR (or CLS) and ICS.
Aviation Radio Operator	ARO	Radio comms with aircraft. Prereqs. are BF/BFS and ABK.
Air Observer	AOB	Prereqs. are ABK, ARO, CBD (or CLS), CLW and ICS.
Air Attack Supervisor	AAS	Supervises air attack ops. Prereqs. are AOB and CLS.
Aircraft Officer	AOF	Coordinating aircraft ops. Prereqs. are ABM and CLS.
Air Operations Manager	AOM	Managing air operations in an IMT. Prereq. is AAS.

## Trainer and Assessor Qualifications

These qualifications are for members who train and assess others in the NSW RFS.

Qualification	Abrv.	Comment
Assessment Advocate	ASA	Assist assessment process by gathering evidence. Prereq. is BF.
Assessor	ASR	Assess the competency of others. Prereq. is AF.
RFS Instructor	RFI	Train NSW RFS members and assist with assessment. Prereq. is AF.
RFS Training Coordinator	RTC	Coordinate programs of training. Prereqs. are CL, RFI & ASR

**Note:** ASR and RFI are delivered within the NSW RFS. Others programs are by study with external providers.

## Other Qualifications

These qualifications are for members who provide community safety and other services in the NSW RFS.

Qualification	Abrv.	Comments
Bush Fire Awareness	BFA	Bush fire awareness for personnel from other agencies. Prereq. is Nil.
Community Liaison Officer	CLO	For implementing strategies to improve community engagement activities and developing public awareness programs. Prereq. is CSF
Community Safety Assistant	CSA	For participating in community safety activities. Prereq. is BFS
Community Safety Facilitator	CSF	For facilitating community safety activities. Prereq. is CSA
Community Safety Coordinator	CSC	For coordinating community safety activities. Prereq. is CSF
Extinguisher Training	EXT	A short course in using first attack firefighting equipment (course mainly for employees of other organisations). Prereq. is Nil
Media Liaison Officer	MLO	For members authorised to provide information to the media (course mainly for selected NSW RFS employees). Prereq. is AF
Plan Prescribed Burn Programs	PBP	How to plan prescribed burning programs (course mainly for selected NSW RFS employees). Prereq. is CLW
Protect/Preserve Incident Scene	PPS	For members who may arrive first at the scene of an incident (enables accurate incident investigation). Prereq. is BF
Public Liaison Officer	PLO	For members who coordinate public information for a specific incident or event as part of the Incident Management Team. Prereq. is MLO & CLO
Wildfire Investigation	WFI	Investigation of the cause of wildfires (course mainly for selected NSW RFS staff members). Prereq. is CLW & PPS

## National Recognition

Most NSW RFS training programs and qualifications are aligned with one or more national units of competency from the Public Safety Training Package.

If a member would like to get recognition for the equivalent national unit/s of competency for any applicable NSW RFS internal qualification (e.g. if they are seeking employment or career advancement in a Fire Service and they want to count those units towards getting a national Certificate or Diploma), they should:

- Post or email a copy of their **NSW RFS** certificate, with their Firezone number, to:

**NSW RFS L&D Office  
PO Box 701  
Goulburn NSW 2580  
or**

**[pam.webster@rfs.nsw.gov.au](mailto:pam.webster@rfs.nsw.gov.au)**

The member's application will be checked against the TRAIN database and then the national qualification will be posted to the member.

**Please note: The national qualification will only be sent to the members address currently listed on NSW RFS membership records.**

**Note:** More detailed information about the NSW RFS qualifications listed in this section, and their associated training programs, are given in the pages that follow.

## Course Information

### Training for Volunteer Members

Training for volunteer members may be conducted in courses or on a 'one to one' tuition basis or on-line or a combination of these methods. If you are a new member you will normally be informed about when and where your initial training will be conducted shortly after you join. Once you are qualified to BF level (or in some cases BFG or BFS) and have gained some experience you may, if you want to, be eligible to apply to do training and/or assessment in more advanced or specialist programs.

### Local, Regional and State Level Training

Training for volunteer members is conducted at a number of different levels within the NSW RFS. Local level training is the most common. It covers most mainstream and specialist programs, such as the BF, VF, AF, CL, BAO, CSO, EQO, PBS, RAF, RFD and FAA programs. Information about local training is available from your local L&D Officer.

Regional level training covers programs that cannot be run effectively at a local level. Examples are the GL, RFI and IMT programs. Information about regional training is available through your local L&D Officer or from the Regional L&D Manager.

State level training covers new programs that are being "rolled out" (targeting trainers and assessors who will later provide it at a regional or district level) and programs that cannot be run effectively at a district/regional level. Examples of State level programs are the LDR and SAF programs. Information about state level courses for the coming year is summarised in this booklet.

Training may also be conducted at a brigade level to address local brigade needs (e.g. local practice and area familiarisation), and through self-directed learning programs such as ABK, EQO and ICS.

#### When and Where is Training Run?

This booklet indicates the State level programs being run during 2011. Brigade Training Officers and/or Captains should be able to inform members about programs being run at local and regional level. This information can also usually be found on the MyRFS website [www.MyRFS.nsw.gov.au](http://www.MyRFS.nsw.gov.au). Many brigades have a noticeboard with information about forthcoming courses. Some districts may have a newsletter or their own website that keeps members similarly informed.

#### How to Apply for Courses

Members apply for training through their local L&D Officer, using a *Training Nomination* form, which can be found at the rear of this booklet. In the case of many brigade or district courses, members might not have to apply at all, as courses will be designed to satisfy specific training needs, and those in need of the relevant training will be invited/ encouraged to attend.

#### Can Volunteers Participate in NSW RFS Career Staff Courses?

Volunteers who are qualified to Crew Leader or equivalent level (e.g. CSF, CCL or CCO), are eligible to participate in training and assessment towards the *Certificate IV in Public Safety (Firefighting Supervision)* or the *Certificate IV in Business (Frontline Management)*. Such members are sometimes referred to as "prospective" staff members as their participation in such courses is often with the intention of applying for employment in the NSW RFS or a kindred agency.

## Assessment

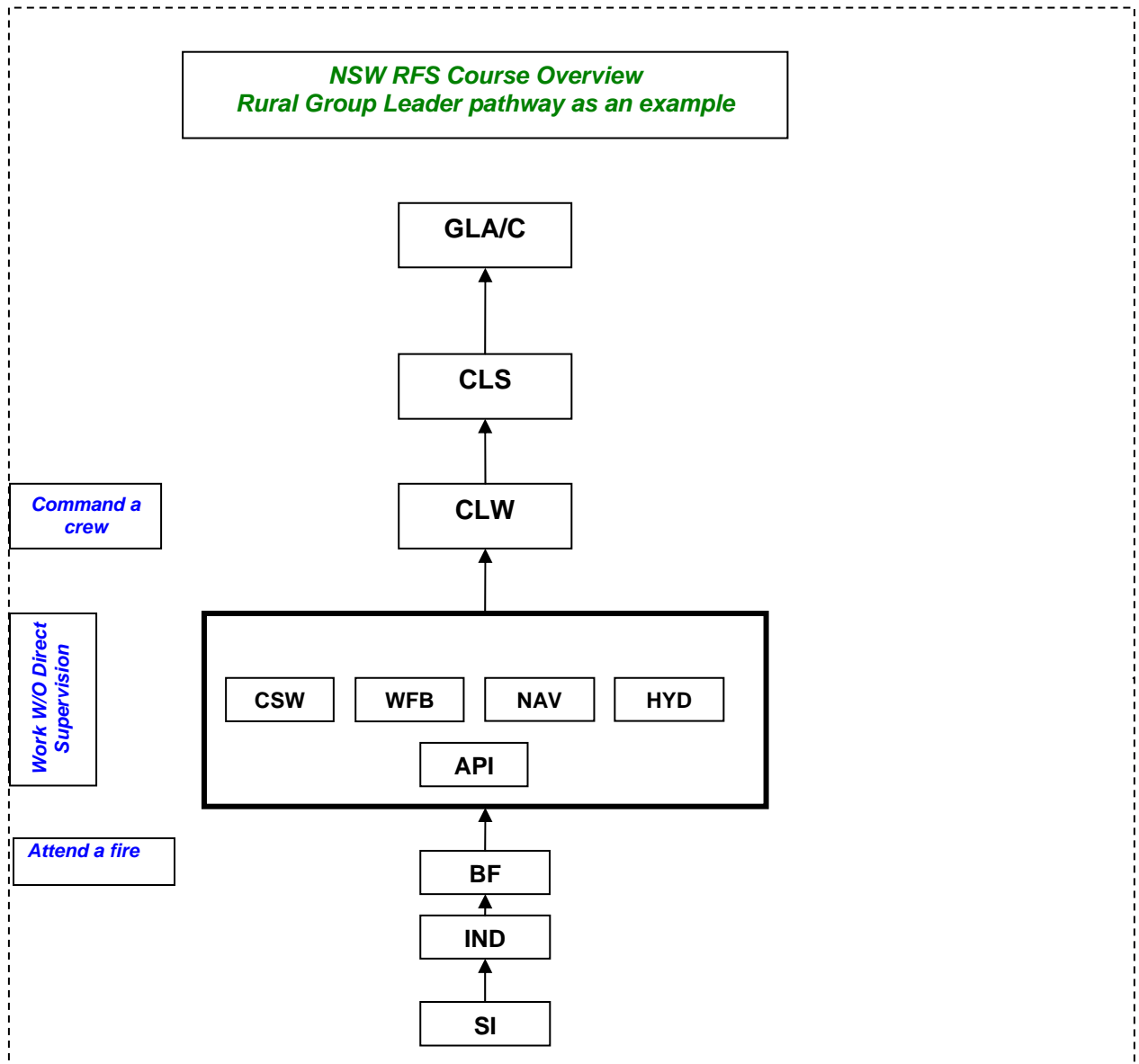
Members will be assessed as part of their NSW RFS training and issued with the relevant NSW RFS qualification. The assessment may be a written task, on-line task, a practical task or a combination of these. Your trainer/assessor will explain the assessment process, including RPL, as part of your training.

## 2011 State Training Programs Calendar

Month	Program	Contact Section
January	15 <sup>th</sup> - Assessment Advocate (ASA), Shoalhaven	L & D Systems
February	26 <sup>th</sup> -27 <sup>th</sup> - Community Safety Facilitator (CSF), Clarence Valley	Community Engagement
March	10 <sup>th</sup> -13 <sup>th</sup> - Leadership (LDR), Katoomba 11 <sup>th</sup> -13 <sup>th</sup> - Air Base Operator (ABO) & Aviation Radio Operator (ARO), Riverina Highlands 16 <sup>th</sup> -17 <sup>th</sup> - Community Safety Facilitator (CSF), Hornsby 24 <sup>th</sup> -27 <sup>th</sup> - Leadership (LDR), Wagga 26 <sup>th</sup> -27 <sup>th</sup> - Cert IV in Training & Assessment (TAE), Block 1, Coffs Hbr 27 <sup>th</sup> -1 <sup>st</sup> - Air Attack Supervisor (AAS), Manning 29 <sup>th</sup> -31 <sup>st</sup> - Air Base Manager (ABM) Manning	L & D Systems Aviation Community Engagement L & D Systems L & D Systems Aviation Aviation
April	15 <sup>th</sup> -17 <sup>th</sup> - Air Base Operator (ABO) & Aviation Radio Operator (ARO), Bland Temora 15 <sup>th</sup> -17 <sup>th</sup> - Crew Leader Instructor Workshop, Coffs Harbour 28 <sup>th</sup> -1 <sup>st</sup> - Monitor Brigade Safety (SAF), Wagga 29 <sup>th</sup> -1 <sup>st</sup> - Crew Leader Instructor Workshop, Mudgee 30 <sup>th</sup> -1 <sup>st</sup> - Community Liaison Officer (CLO), Armidale	Aviation L & D Systems L & D Systems L & D Systems Community Engagement
May	3 <sup>rd</sup> -5 <sup>th</sup> - Diploma of Management, Block 1, Katoomba 5 <sup>th</sup> -9 <sup>th</sup> - Fireline Leadership (FLL), Yanco 7 <sup>th</sup> -8 <sup>th</sup> - Cert IV in Training & Assessment (TAE), Block 2, Coffs Hbr 9 <sup>th</sup> -13 <sup>th</sup> - Air Observer (AOB), Chifley 12 <sup>th</sup> -15 <sup>th</sup> - Monitor Brigade Safety (SAF), Katoomba 12 <sup>th</sup> -16 <sup>th</sup> - Fireline Leadership (FLL), Yanco 15 <sup>th</sup> - Air Base Operator (ABO) & Aviation Radio Operator (ARO), Recertification, Bathurst 16 <sup>th</sup> -20 <sup>th</sup> - Command, Control & Communications (CCC), Narrabri 27 <sup>th</sup> - 29 <sup>th</sup> - Breathing Apparatus Workshop (New Instructions BA), Nowra	L & D Systems L & D Systems L & D Systems Aviation L & D Systems L & D Systems Aviation L & D Systems L & D Systems
June	2 <sup>nd</sup> -5 <sup>th</sup> - Leadership (LDR), Katoomba 16 <sup>th</sup> -19 <sup>th</sup> - Monitor Brigade Safety (SAF), Katoomba 18 <sup>th</sup> -19 <sup>th</sup> - Cert IV in Training & Assessment (TAE), Block 3, Coffs Harbour 19 <sup>th</sup> - Air Base Operator (ABO) & Aviation Radio Operator (ARO), Recertification, Grafton 21 <sup>st</sup> -23 <sup>rd</sup> - Diploma of Management, Block 2, Katoomba 25 <sup>th</sup> - 26 <sup>th</sup> - Breathing Apparatus Technician Workshop (BAT), Orange June-August - Volunteer To Career Programs (V2C), Regional Areas	L & D Systems L & D Systems L & D Systems Aviation L & D Systems L & D Systems Regions
July	4 <sup>th</sup> - 5 <sup>th</sup> - Media Liaison Officer (MLO), Hornsby 12 <sup>th</sup> -15 <sup>th</sup> - Diploma of Management, Block 3, Katoomba 15 <sup>th</sup> -17 <sup>th</sup> - Air Base Operator (ABO) & Aviation Radio Operator (ARO), Casino 18 <sup>th</sup> - 22 <sup>nd</sup> - Command, Control & Communications (CCC), Orange 23 <sup>rd</sup> -24 <sup>th</sup> - Community Safety Facilitator (CSF), Orange 31 <sup>st</sup> - 5 <sup>th</sup> - Air Attack Supervisor (AAS), Manning	Media L & D Systems Aviation L & D Systems Community Engagement Aviation
August	1 <sup>st</sup> - 2 <sup>nd</sup> - Media Liaison Officer (MLO), Region West 2 <sup>nd</sup> - 4 <sup>th</sup> - Air Base Manager (ABM) Manning 6 <sup>th</sup> - 7 <sup>th</sup> - Cert IV in Training & Assessment (TAE), Block1, Wagga 9 <sup>th</sup> -12 <sup>th</sup> - Diploma of Management, Block 4, Katoomba 20 <sup>th</sup> -21 <sup>st</sup> - Community Safety Facilitator (CSF), Wagga 22 <sup>nd</sup> -28 <sup>th</sup> - Professional Development Workshop VF/BA, Mogo 28 <sup>th</sup> - Air Base Operator (ABO) & Aviation Radio Operator (ARO), Recertification, Riverina	Media Aviation L & D Systems L & D Systems Community Engagement L & D Systems Aviation
September	7 <sup>th</sup> - 8 <sup>th</sup> - Community Liaison Officer (CLO), Yass 10 <sup>th</sup> -11 <sup>th</sup> - Cert IV in Training & Assessment (TAE), Block 2 Wagga 12 <sup>th</sup> -16 <sup>th</sup> - Command, Control & Communications (CCC), Sutherland	Community Engagement L & D Systems L & D Systems
October	10 <sup>th</sup> -14 <sup>th</sup> - Command, Control & Communications (CCC), Yass 15 <sup>th</sup> -16 <sup>th</sup> - Cert IV in Training & Assessment (TAE), Block 3 Wagga	L & D Systems L & D Systems
November	Nil	
December	Nil	

- Notes:**
1. Dates and details for local level training programs are available from your training officer and/or L&D Officer.
  2. Nominations for training programs close four weeks prior to the nominated start date of the program.
  3. State course nominations to be approved by your local L&D Officer and then sent to Regional L&D Officers for forwarding to L&D Systems.

## Mainstream Programs Overview



**Note:** When a member has successfully completed API, CSW, HYD, NAV and WFB they will be eligible to receive Advanced Firefighter (AF) certification and badge.



## Mainstream Programs

### Safety Induction (SI)

#### 1. Purpose

Safety Induction (SI) is an internal program for new NSW RFS members (both staff and volunteers) to induct them in general occupational health and safety (OH&S) matters relevant to the NSW RFS. It is designed to enable new staff to operate safely in their office and similar environments, and for volunteers to operate safely in their fire station and similar environments. It does not cover specific OH&S matters relating to firefighting and/or other specialised activities. These matters are covered during relevant firefighting (e.g. Bush Firefighter – BF) or specialist training programs.

#### 2. Target Group

The first target group is volunteers: For them it is to cover the knowledge and skills needed to operate safely during the period when they first join the brigade until they train and qualify as a firefighter (e.g. BF) or support member (e.g. BFS). During this period the volunteer should not be attending fires/incidents, however they may be exposed to more general OH&S risks at the fire station, a training centre or similar. It is meant to be delivered immediately after the member first joins.

The second target group is new employees of the NSW RFS: For them it is to cover the knowledge and skills needed to operate safely in NSW RFS offices and similar locations. It is meant to be delivered during a member's initial induction.

#### 3. Entry Requirements

Before commencing training or assessment in SI, a member must:

- Be able to understand the English language sufficiently well to communicate with others in an NSW RFS environment and to understand the information delivered in the SI on-line program.

#### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAOHS001C	Follow Defined Occupational Health and Safety Policies and Procedures	Covered by this program

#### 5. Prerequisites & Co-requisites

There are no national units of competency required as prerequisites for commencing SI.

#### 6. Delivery details

This program is delivered at the local level. It is available on-line on MyRFS. Please contact your local Training Officer or your Learning and Development Officer for further information.

## **Volunteer Induction (IND)**

### **1. Purpose**

Volunteer Induction (IND) is an internal program for new NSW RFS members to induct them in general operations and organisational structure of the NSW RFS.

It is designed to enable new members to have an understanding of NSW RFS areas of operation, culture and environment. It is also designed to provide knowledge of NSW RFS policy and procedures which relate to members.

### **2. Target Group**

The IND program is targeted at members new to the NSW RFS.

It is meant to be delivered immediately after completion of the Safety Induction (SI) training and prior to completing Bush Firefighter (BF) or Bush Fire Support (BFS).

### **3. Entry Requirements**

Before commencing training or assessment in IND, a member must:

- Be able to understand the English language sufficiently well to communicate with others in an RFS environment and to understand the information delivered in the IND program.
- Have completed or currently undertaking their SI if it is not integrated into the BF program.

### **4. Units of Competency**

There is no unit of competency aligned with this program:

### **5. Prerequisites & Co-requisites**

There are no national units of competency required as prerequisites.

### **6. Delivery Details**

This program is delivered at the local level. It is available on-line on MyRFS.  
Please contact your local Training Officer or your Learning and Development Officer for further information.

## Bush Firefighter (BF)

### 1. Purpose

Bush Firefighter (BF) is an internal NSW RFS mainstream program for members to carry out bush firefighting activities under direct supervision.

It is designed to enable suitable members to operate within a supervised team of firefighters using relevant equipment and communications to control bush fires safely and effectively.

### 2. Target Group

The BF program is targeted at suitable members with no or little previous experience or expertise in fighting bush fires (i.e. new members who want to become firefighters). It is the minimum standard needed for members to actively participate in fighting bush fires.

### 3. Entry Requirements

Before commencing training or assessment in BF, a member must:

- Be able to understand and speak the English language sufficiently well to work in a team as a Bush Firefighter (BF).
- Have completed their NSW RFS Safety Induction (SI), if it is not integrated into the BF program
- Have completed their NSW RFS Volunteer Induction (IND), if it is not integrated into the BF program
- If they are over 40, or have any significant illness, injury or disability; discuss with their doctor whether it is safe and appropriate to take on the demanding role of a bush firefighter, and advise the NSW RFS if any limitations need to be placed on their activities as a member.

### 4. Units of Competency

The following units of competency are aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR201B	Prevent Injury (Fire specific)	All six units are integrated together into the BF program. Prepare, Maintain and Test Response Equipment added to BF in 2011
PUAFIR204B	Respond to Wildfire	
PUAOPE002B	Operate Communications Systems and Equipment	
PUATEA001B	Work in a Team	
PUATEA004C	Work Effectively in a Public Safety Organisation	
PUAEQU001B	Prepare, Maintain and Test Response Equipment.	

**Note:** BF qualifications issued prior to the 2003 standard (i.e. using the eight 'old' BP modules) provide national recognition only in the first three units listed above.

### 5. Prerequisites & Co-requisites

There are no national units of competency required as prerequisites for commencing BF training.

- *PUATEA001B Work in a Team* and *PUATEA004C Work Effectively in a Public Safety Organisation* are co-requisites for each other.
- *PUAFIR201B Prevent Injury* is a prerequisite for *PUAFIR204B Respond to Wildfire*.
- *PUAFIR201B Prevent Injury* is a prerequisite for *PUATEA004C Work Effectively in a Public Safety Organisation*.
- *PUAFIR201B Prevent Injury* is a prerequisite for *PUAEQU001B Prepare, Maintain and Test Response Equipment*.

The BF program is structured to take these requirements into account.

### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## Village Firefighter (VF)

### 1. Purpose

Village Firefighter (VF) is an internal NSW RFS mainstream program for members to carry out small structural, vehicle and similar "village" firefighting activities under direct supervision.

It is designed to enable suitable members to work within a supervised team of firefighters using relevant equipment and communications to control village type fires safely and effectively.

### 2. Target Group

The VF program is targeted at suitable members with no or little previous experience or expertise in fighting fires involving small structures, vehicles or similar risks. VF is the minimum standard needed for members to attend and actively participate in fighting village type fires.

### 3. Entry Requirements

Before commencing training or assessment in VF, a member must:

- Be able to understand and speak the English language sufficiently well to work in a team as a VF.
- If they are over 40, or have any significant illness, injury or disability; discuss with their doctor whether it is safe and appropriate to take on the demanding role of a village firefighter, and advise the NSW RFS if any limitations need to be placed on their activities as a member.
- Have Bush Firefighter (BF) certification or equivalent, unless participating in a combined BF/VF training program.

### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR202B	Respond to Isolated/Remote Structure Fire	Covered by the VF program

The following units are also aligned with the VF program, but (apart from some VF specific aspects) are usually covered in a prior or integrated BF program.

National Code	Title of Unit of Competency	Comments
PUAFIR201B	Prevent Injury (Fire specific)	Covered in the BF program or a combined BF/VF program
PUATEA001B	Work in a Team	

**Note:** The NSW RFS VF program also covers some types of situations not referred to specifically in PUAFIR202B Respond to Isolated/Remote Structure Fire (e.g. vehicle fires).

### 5. Prerequisites & Co-requisites

The prerequisite for *PUAFIR202B Respond to Isolated/Remote Structure Fire* is *PUAFIR201B Prevent Injury*.

The co-requisite for *PUAFIR202B Respond to Isolated/Remote Structure Fire* is *PUATEA001B Work in a Team*.

These prerequisite and co-requisite requirements are taken into account in the structure of the VF or BF/VF program.

### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

# Advanced Programs

## Advanced Firefighter (AF)

When a member has successfully completed API, CSW, HYD, NAV and WFB they will be eligible to receive an Advanced Firefighter (AF) certification and badge. By a member holding AF certification they can then progress to the Crew Leader (Wildfire) program. The new AF modules (API, CSW, HYD, NAV & WFB) will be available in 2011 and will be replacing the current AFP and AFT programs.

## Advanced Programs Introduction (API)

### 1. Purpose

Advanced Programs: Introduction (API) is an introduction to the internal NSW RFS suite of advanced programs for individual members to carry out bush firefighting and associated functions for periods of time without the need for constant direct supervision, while working as part of a team or as an individual. It is also intended to inform members of the various training pathways within firefighting and other areas of service delivery across the NSW RFS.

### 2. Target Group

The API is targeted at members with experience and applied expertise to work at incidents or with an interest in progressing into other functions at an advanced level of responsibility.

### 3. Entry Requirements

Before commencing training or assessment in API, a member must:

- Be able to understand, speak and read the English language sufficiently well to work in a team with other NSW RFS members.
- Be certified as competent in Bush Firefighter (BF) or Bush Firefighter Support (BFS), or have otherwise been inducted in working safely in the vicinity of bush fires.

### 4. National Units of Competency

The following units of competency are aligned with this program:

National Code	Title of Unit of Competency	Comments
PUATEA002B	Work Autonomously	Covered by the API program.

### 5. National Prerequisites & Co-requisites

The following prerequisite applies to the unit specified for API.

- *PUATEA001B Work in a Team* is a prerequisite for *PUATEA002B Work Autonomously* and is covered in the BF and in the BFS program.

### 6. Delivery Arrangements

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## Crew Safety and Welfare (CSW)

### 1. Purpose

Crew Safety and Welfare (CSW) is an internal NSW RFS program for members to carry out bush firefighting and associated functions safely using knowledge, skills and experience gained to this advanced level.

It is designed to enable suitable members to perform at the level required to control bush fires and perform other functions safely and effectively while working under orders, but without constant direct supervision. The CSW program develops a member's ability to recognise potential health and safety risks and take action to eliminate or control those risks at incident scenes, to prevent injury to self, other personnel or members of the public.

### 2. Target Group

CSW is targeted at members with significant and applied expertise to work at incidents or with an interest in progressing into other functions at the advanced level of responsibility.

### 3. Entry Requirements

Before commencing training or assessment in CSW, a member must:

- Be able to understand, speak and read the English language sufficiently well to work in a team with other NSW RFS members.
- Be certified as competent in Bush Firefighter (BF) or Bush Firefighter Support (BFS), or have otherwise been inducted in working safely in the vicinity of bush fires.
- Be undertaking the Advanced Program: Introduction (API) program.

### 4. National Units of Competency

The following units of competency are aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAOHS002B	Maintain Safety at an Incident Site	Covered by the CSW program.

### 5. Prerequisites & Co-requisites

The following prerequisite applies to the unit specified for CSW:

- *PUAFIR201B Prevent Injury* is a prerequisite for *PUAOHS002B Maintain Safety at an Incident Scene* and is covered in the BF and in the BFS program.

### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## Hydraulics and Pumping (HYD)

### 1. Purpose

Hydraulics and Pumping (HYD) is an internal NSW RFS mainstream program for members to carry out pumping operations without the need for constant direct supervision.

It is designed to enable suitable firefighters to operate pumps, deliver adequate flow rates and pressure safely and effectively while working under orders, but without constant direct supervision.

### 2. Target Group

The HYD program is targeted at qualified bush firefighters (BF) with significant experience and applied expertise in fighting bush fires. HYD is the minimum standard needed for members to fight bush fires without constant and direct supervision.

### 3. Entry Requirements

Before commencing training or assessment in HYD, a member must:

- Have sufficient literacy and numeracy skills to participate in the HYD training program and operate safely and effectively as a pump operator. In particular they will need to be able to calculate pump pressures (given rules of thumb for various nozzle pressures, friction loss and height loss combinations), and carry out and record equipment maintenance (using NSW RFS equipment maintenance registers, schedules, instructions, checklists and records).
- If they are over 40, or have any significant illness, injury or disability; discuss with their doctor whether it is safe and appropriate to take on the demanding role of a firefighter, and advise the NSW RFS if any limitations need to be placed on their activities as a member.
- Satisfy the prerequisite requirements detailed in section 5.
- Be undertaking the Advanced Programs: Introduction (API) program.

### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR309B	Operate Pumps	Covered by HYD program

### 5. Prerequisites & Co-requisites

The following prerequisite and co-requisite requirements apply to the units specified for HYD.

- *PUAFIR204B Respond to Wildfire* and *PUAEQU001B Prepare, Maintain and Test Response Equipment* are prerequisites for *PUAFIR309B Operate Pumps*.
- *PUAFIR201B Prevent Injury* is a prerequisite for *PUAEQU001B Prepare, Maintain and Test Response Equipment*.

#### Notes:

*If a member has BF certification (2003-2010 standard) they will have covered all of the above prerequisites except the unit PUAEQU001B Prepare, Maintain and Test Response Equipment, from 2011 both these pre-requisites are covered by the Bush Firefighter (BF) program.*

*If a member has BF certification (pre-2003 standard) they might also need to undertake some bridging training in team work aspects from the current BF course – at the discretion of the local HYD training program coordinator. Members of long standing and experience without BF certification may be permitted to commence training in HYD, if the District Training Coordinator is satisfied they can cope with it. In this case their assessment will need to cover the relevant HYD units and any units specified as prerequisites for those HYD units.*

### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## Navigation (NAV)

### 1. Purpose

Navigation (NAV) is an internal NSW RFS program for members required to navigate in urban and rural environments.

### 2. Target Group

The NAV module is targeted at members who require an understanding of navigation in order to work at incidents and/or perform roles in the NSW RFS requiring navigation and mapping skills

### 3. Entry Requirements

Before commencing training or assessment in NAV, a member must:

- Have sufficient literacy and numeracy skills to participate in the NAV training program.
- Have completed their NSW RFS Safety Induction (SI) and NSW RFS Volunteer Induction (IND)

### 4. Units of Competency

The following units of competency are aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAOPE003B	Navigate in Urban and Rural Environments	Covered by the NAV program

### 5. Prerequisites & Co-requisites

There is no prerequisite for *PUAOPE003B Navigate in Urban and Rural Environments*

### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.



## Wildfire Behaviour (WFB)

### 1. Purpose

Wildfire Behaviour (WFB) is an internal NSW RFS program for members to learn how to predict fire behaviour characteristics in order to apply appropriate fire fighting tactics. WFB provides a key part of the necessary knowledge and skills required for members to carry out bush firefighting and associated functions without the need for constant direct supervision.

### 2. Target Group

The WFB module is targeted at qualified bush firefighters (BF) with experience and applied expertise to work at incidents or with an interest in progressing into other functions at an advanced level of responsibility, where an advanced level understanding of bushfire behaviour is necessary.

### 3. Entry Requirements

Before being assessed in WFB, a member must:

- Be able to understand, speak and read the English language sufficiently well to work in a team with other NSW RFS members.
- Be able to perform numeracy tasks required as part of the WFB program.
- Be certified as competent in BF or BFS.
- Be undertaking the Advanced Programs: Introduction (API) program

### 4. National Units of Competency

There are no national units of competency aligned with this program:

### 5. Prerequisites & Co-requisites

These do not apply as there are no national units aligned with this module.

### 6. Delivery Arrangements

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## Crew Leader (CL)

### 1. Purpose

Crew Leader (CL) is an internal NSW RFS mainstream program for members who supervise crews at incidents. It is designed to take a member with existing Advanced Firefighter (AF) competencies and enable them to lead a crew.

“Leading a crew” in this context includes being an Incident Controller of a small incident; or a crew leader, strike team leader or sector commander within a larger chain of command at a larger incident. It also includes smoothly controlling a rapidly expanding incident from the initial response until handing over control to a more senior officer.

### 2. Target Group

The Crew Leader (CL) program is targeted at members with AF competencies and an aptitude for leading crews. Crew Leader (CL) is the minimum standard needed for members to supervise crews.

### 3. Entry Requirements

Before commencing training or assessment in CL, a member must:

- Have sufficient literacy and numeracy skills to participate in the CL training program and operate safely and effectively as a Crew Leader (CL). In particular they will need to be able to read and interpret pre-incident planning information, Standard Operating Procedures (SOPs), incident action plans, warning signs and labels, materials safety data sheets and similar documents. They will also need to write sufficiently well to complete incident reports, accident reports and similar documents, and to accurately copy down radio messages and instructions so that they can be passed on to others.
- If they are over 40, or have any significant illness, injury or disability; discuss with their doctor whether it is safe and appropriate to take on the demanding role of a fire officer, and advise the NSW RFS if any limitations need to be placed on their activities as a member.
- Satisfy the prerequisite requirements detailed in section 5.

### 4. Units of Competency

The following units of competency are aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR303B	Suppress Wildfire	Covered by the CLW program
PUAOPE001B	Supervise Response	Covered by the CLS/ICS or Supervision program

**Note:** The Crew Leader Village (CLV) program covers parts of unit PUAFIR302B Suppress Urban Fire, but that unit can only be awarded if the applicant has also completed BAO and FAA certification, and their CLV training and assessment includes offensive interior structural firefighting scenarios.

## 5. Prerequisites & Co-requisites

The following units of competency are prerequisites for the units listed in Section 4 above and for the CLV program:

National Code	Title of Unit of Competency	Prerequisite for:
PUAFIR204B	Respond to Wildfire	<i>PUAFIR303B Suppress Wildfire</i> (national equivalent to CLW) - Covered by NSW RFS BF certification, refer to note below.
PUAFIR202B	Respond to isolated / remote structure fire	Crew Leader Village (CLV) program – <i>PUAFIR202B</i> is covered by NSW RFS VF certification
PUAFIR303B	Suppress Wildfire	<i>PUAOPE001B Supervise Response</i> (the national equivalent to CLS) - Covered by RFS CLW certification

**Note:** Within the NSW RFS, all of the prerequisites for the CL program are met by:

- *Having AF certification. (Note: Some of the underpinning knowledge needed for PUAFIR303B is not covered until during AFP training, so having BF certification alone is not sufficient.)*
- *Completing the CLW program before the CLS program*
- *Having VF certification before commencing the CLV program.*

## 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## Group Leader (GL)

### 1. Purpose

Group Leader (GL) is an internal NSW RFS mainstream program for members who lead groups of crews at incidents. It is designed to take a member with existing Crew Leader (CL) competencies and enable them to lead groups of crews.

Leading a group includes being an Incident Controller of a medium scale incident, or a sector or division commander at a larger incident. It also includes smoothly controlling a rapidly expanding incident from a medium scale operation until handing over control to a more senior officer usually located at a fixed fire control centre.

### 2. Target Group

The GL program is targeted at members with CL competencies and an aptitude for leading groups of crews. GL is the minimum standard needed for members to manage groups of crews.

### 3. Entry Requirements

Before commencing training or assessment in GL, a member must:

- Have sufficient literacy and numeracy skills to participate in the GL training program and operate safely and effectively as GL. In particular they will need to be able to read and interpret pre-incident planning information, Standard Operating Procedures (SOPs), incident action plans, warning signs and labels, materials safety data sheets and similar documents. They will also need to write sufficiently well to complete incident reports, accident reports and similar documents, to operate T-card resource tracking systems and to accurately copy down radio messages and instructions so that they can be passed on to others.
- If they are over 50, or have any significant illness, injury or disability; discuss with their doctor whether it is safe and appropriate to take on the role of a group officer, and advise the NSW RFS if any limitations need to be placed on their activities as a member.
- Satisfy the prerequisite requirements detailed in section 5.

### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAOPE005B	Manage a Multi-Team Response	Covered by the GLA and GLC programs

**Note:** The Group Leader Analysis (GLA) program covers the underpinning knowledge for GL related to bush firefighting. The Group Leader Command (GLC) program then covers the command and control (management) aspects of GL.

### 5. Prerequisites & Co-requisites

*PUAOPE001B Supervise Response (Fire specific)* is a prerequisite for *PUAOPE005B Manage a Multi-Team Response*. Within the NSW RFS, this prerequisite is met by having Crew Leader Safety/ICS (CLS) or Crew Leader Supervision (CLS) certification.

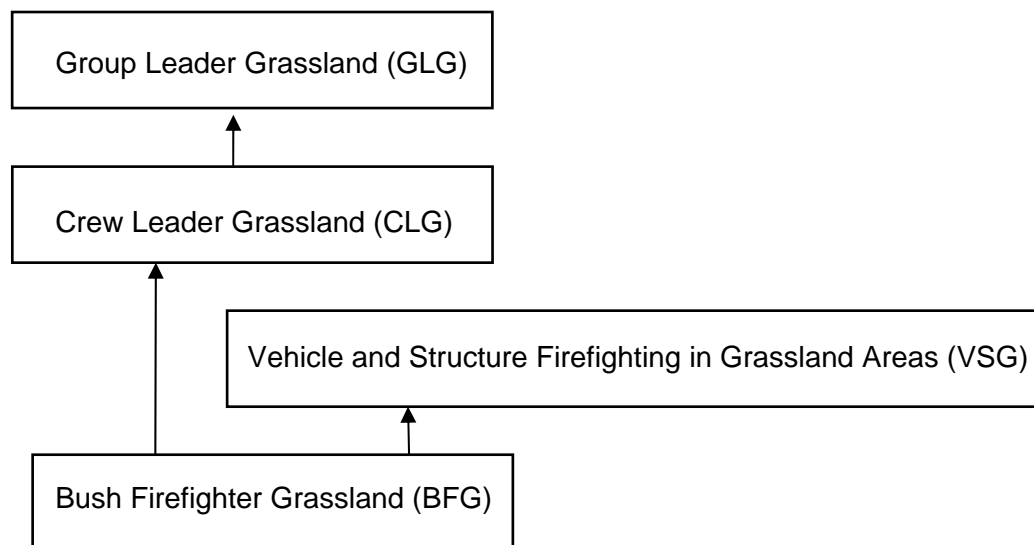
### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## NSW RFS Grassland Training Programs

The “Grassland” training programs have been specially designed to meet the needs of “rural remote” (i.e. farm based, self-help type) grassland brigades. They are condensed versions of mainstream programs that have been tailored specifically for purely rural grassland (farming and grazing) areas. While the training is derived from the mainstream programs, unlike them the grassland programs do not align fully with any national units of competency.

As shown in the diagram below, Grassland training programs start at a basic Bush Firefighter Grassland (BFG) level and proceed up to the level of Group Leader Grassland (CLG). In grassland areas, CLG may be a prerequisite for holding the rank of Deputy Captain, Senior Deputy Captain or Captain. Similarly, GLG may be the prerequisite for holding the rank of Group Captain or Deputy Group Captain.



### Bush Firefighter Grassland (BFG)

#### 1. Purpose

The BFG course provides basic firefighting knowledge and skills for members of remote rural (i.e. farm-based, self-help) brigades.

The program is designed to provide the minimum standard needed for members to actively participate in fighting bush fires in grassland areas.

#### 2. Target Group

The BFG program is targeted at members of brigades who fight mainly grass fires on their own or neighbouring rural property using relatively simple equipment.

#### 3. Entry Requirements

Before commencing training or assessment in BFG, a member must:

- Be able to understand and speak the English language sufficiently well to work in a team with other firefighters.
- If they are over 40 or have any significant illness, injury or disability, they should discuss with their doctor whether it is safe and appropriate to take on the demanding role of a bush fire fighter, and advise the NSW RFS if any limitations need to be placed on their activities as a member.

#### **4. Units of Competency**

This program has been devised by the NSW RFS to meet a specific need and there are no units of competency aligned with this program:

#### **5. Prerequisites & Co-requisites**

There are no prerequisites for commencing BFG training.

#### **6. Delivery Details**

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

### **Vehicle and Structural Firefighting in Grassland Areas (VSG)**

#### **1. Purpose**

The VSG program provides firefighting knowledge and skills relating to vehicle and small structural firefighting for members of remote rural (i.e. farm-based, self-help) brigades.

The program is designed to provide the minimum standard needed for members to actively participate in fighting such fires in typical grassland areas.

#### **2. Target Group**

The VSG program is targeted at members of brigades who fight mainly fires on their own or neighbouring rural property using relatively simple equipment.

#### **3. Entry Requirements**

Before commencing training or assessment in VSG, a member must:

- Have completed the BFG program.
- Be able to understand and speak the English language sufficiently well to work in a team with other firefighters.
- If they are over 40 or have any significant illness, injury or disability, they should discuss with their doctor whether it is safe and appropriate to take on the demanding role of a bush fire fighter, and advise the NSW RFS if any limitations need to be placed on their activities as a member.

#### **4. Units of Competency**

This program has been devised by the NSW RFS to meet a specific need and there are no national units of competency aligned with this program:

#### **5. Prerequisites & Co-requisites**

There are no prerequisites for commencing VSG training.

#### **6. Delivery Details**

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## **Crew Leader Grassland (CLG)**

### **1. Purpose**

The Crew Leader Grassland (CLG) course is for brigade field officers (or prospective field officers) who supervise crews at incidents on grassland rural properties.

The aim is to produce brigade field officers who are capable of accurate grassland fire incident size-up, decision making and communicating effectively to fire fighters.

### **2. Target Group**

The CLG program is targeted at members with BFG competencies (or equivalent) and an aptitude for leading crews. CLG is the minimum standard needed for members to supervise crews in grassland areas using simple firefighting equipment.

### **3. Entry Requirements**

Before commencing training or assessment in CLG, a member must:

- Be a brigade field officer (Deputy Captain or higher), or a prospective brigade field officer who has successfully completed the BFG program or equivalent.
- Have sufficient literacy and numeracy skills to be able to read and interpret pre-incident planning information, standard operating procedures, incident action plans, warning signs and labels, materials safety data sheets and similar documents. They will also need to write sufficiently well to complete incident reports, accident reports and similar documents, and to accurately copy down radio messages and instructions so that they can be passed on to others.
- If they are over 40 or have any significant illness, injury or disability, they should discuss with their doctor whether it is safe and appropriate to take on the demanding role of a fire officer, and advise the NSW RFS if any limitations need to be placed on their activities as a member.

### **4. Units of Competency**

This program has been devised by the NSW RFS to meet a specific need and there are no units of competency aligned with this program.

### **5. Prerequisites & Co-requisites**

There are no prerequisites or co-requisites for CLG.

### **6. Delivery Details**

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## Group Leader Grassland (GLG)

### 1. Purpose

The GLG course is for group officers (or prospective group officers) who manage medium scale grassland fires, or substantial parts of large grassland fires.

The aim is to produce officers who are capable of safely and effectively commanding multiple sets of firefighting crews over a reasonably wide area, and recognise and operate within their limitations.

### 2. Target Group

The GLG program is targeted at members with CLG certification and an aptitude for leading multiple sets of crews. GLG is the minimum standard needed for members to manage multiple sets of crews at grassland fires.

### 3. Entry Requirements

Before commencing training or assessment in GLG, a member must:

- Be a group officer (Deputy Group Captain or higher), or a prospective group officer who has successfully completed the CLG program or equivalent.
- Have sufficient literacy and numeracy skills to be able to read and interpret pre-incident planning information, standard operating procedures, incident action plans, warning signs and labels, materials safety data sheets and similar documents. They will also need to write sufficiently well to complete T-cards, incident reports, accident reports, briefing notes and similar documents, and to accurately copy down radio messages and instructions so that they can be passed on to others.
- If they are over 50 or have any significant illness, injury or disability, they should discuss with their doctor whether it is safe and appropriate to take on the demanding role of a fire officer, and advise the NSW RFS if any limitations need to be placed on their activities as a member.

### 4. Units of Competency

This program has been devised by the NSW RFS to meet a specific need and there are no national units of competency aligned with this program:

### 5. Prerequisites & Co-requisites

There are no prerequisites or co-requisites for GLG.

### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

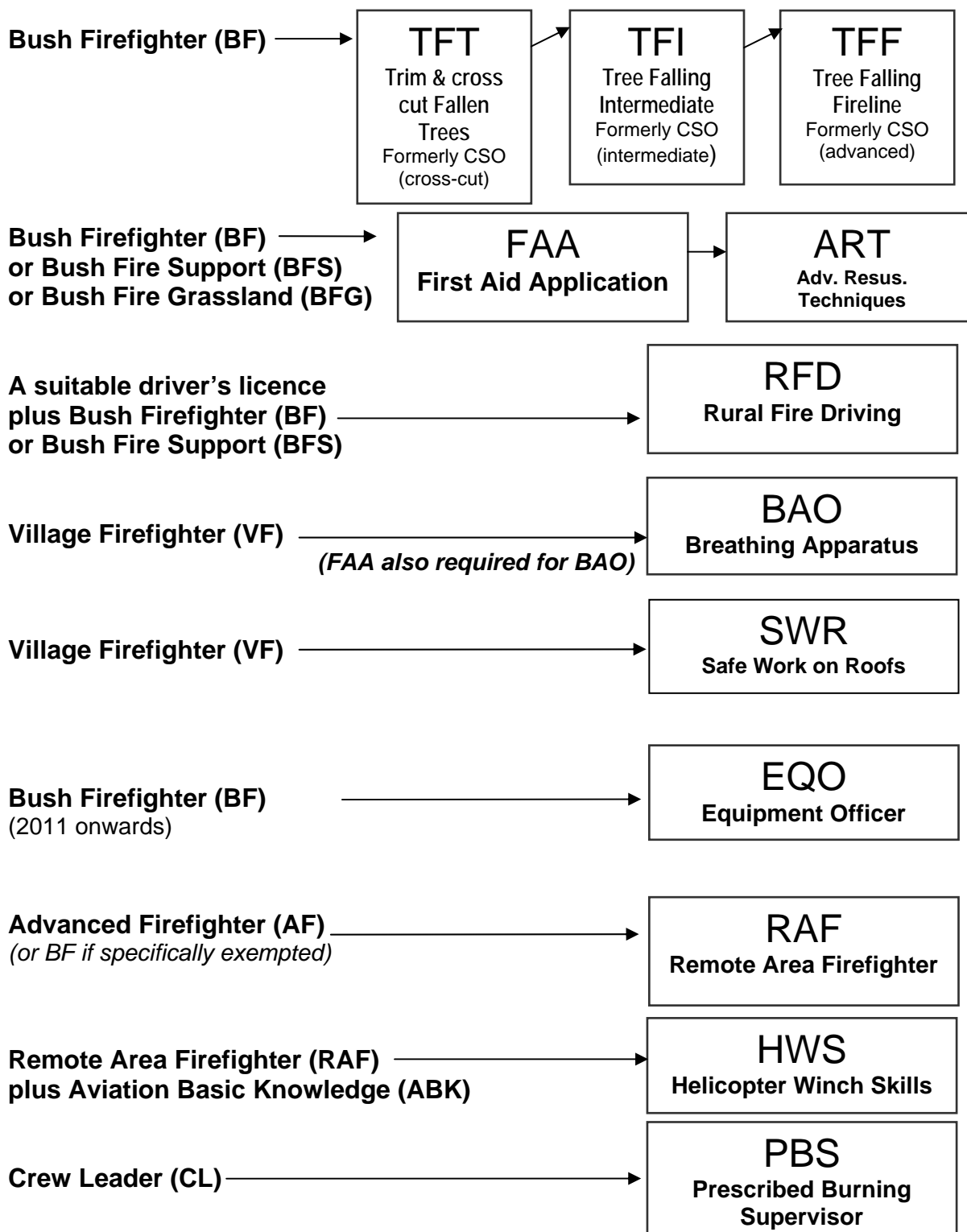


## NSW RFS Specialist Training Programs

The NSW RFS Specialist Programs form a series of qualifications that only selected members of the NSW RFS need to have. The Specialist Programs are listed on the right hand side below and the prerequisites are shown on the left.

### Prerequisite/s

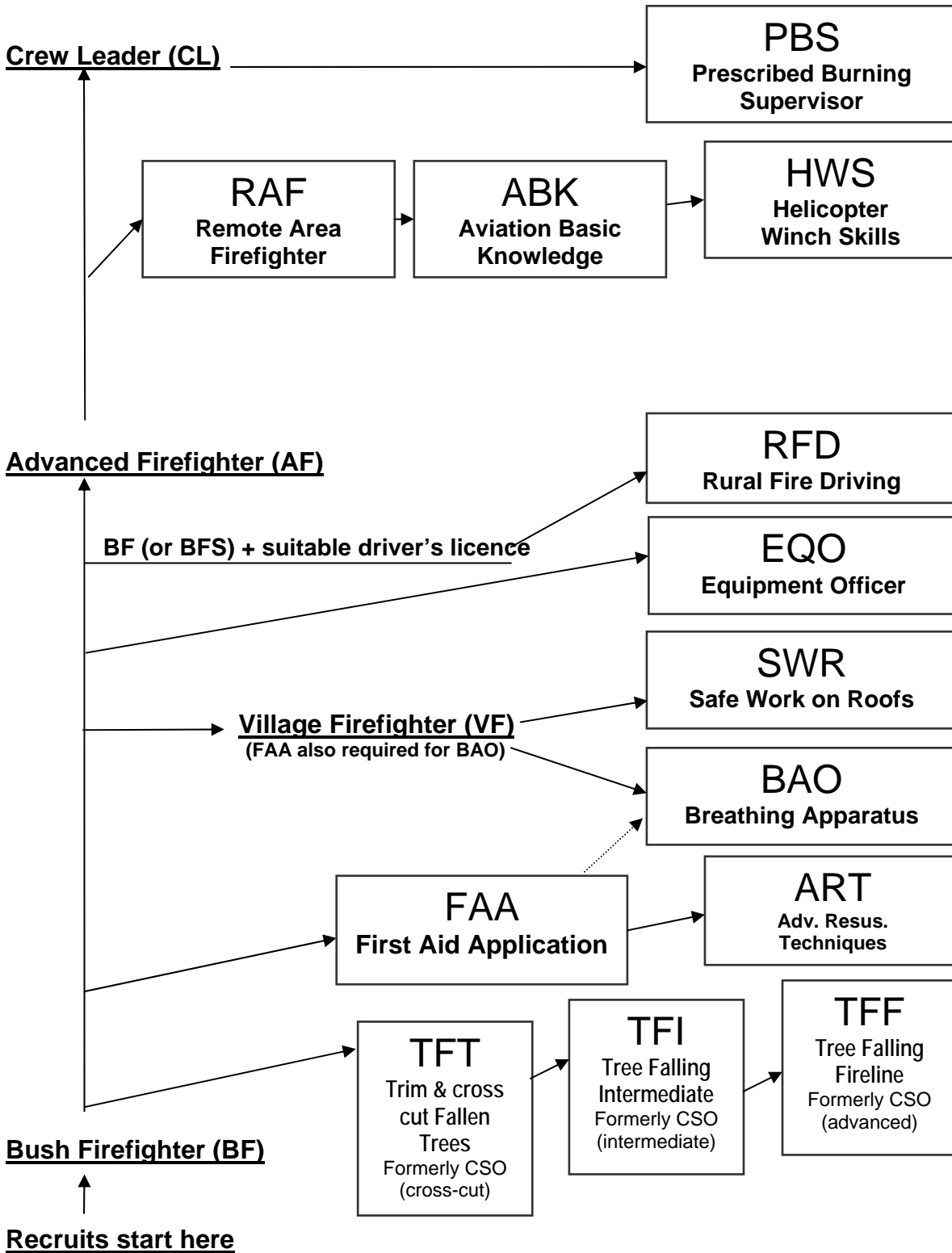
### Specialist Program/s



While the previous page shows the Specialist Programs and their prerequisites, another way of depicting their relationship to their prerequisites is to show where they “branch off” from the various mainstream prerequisite programs.

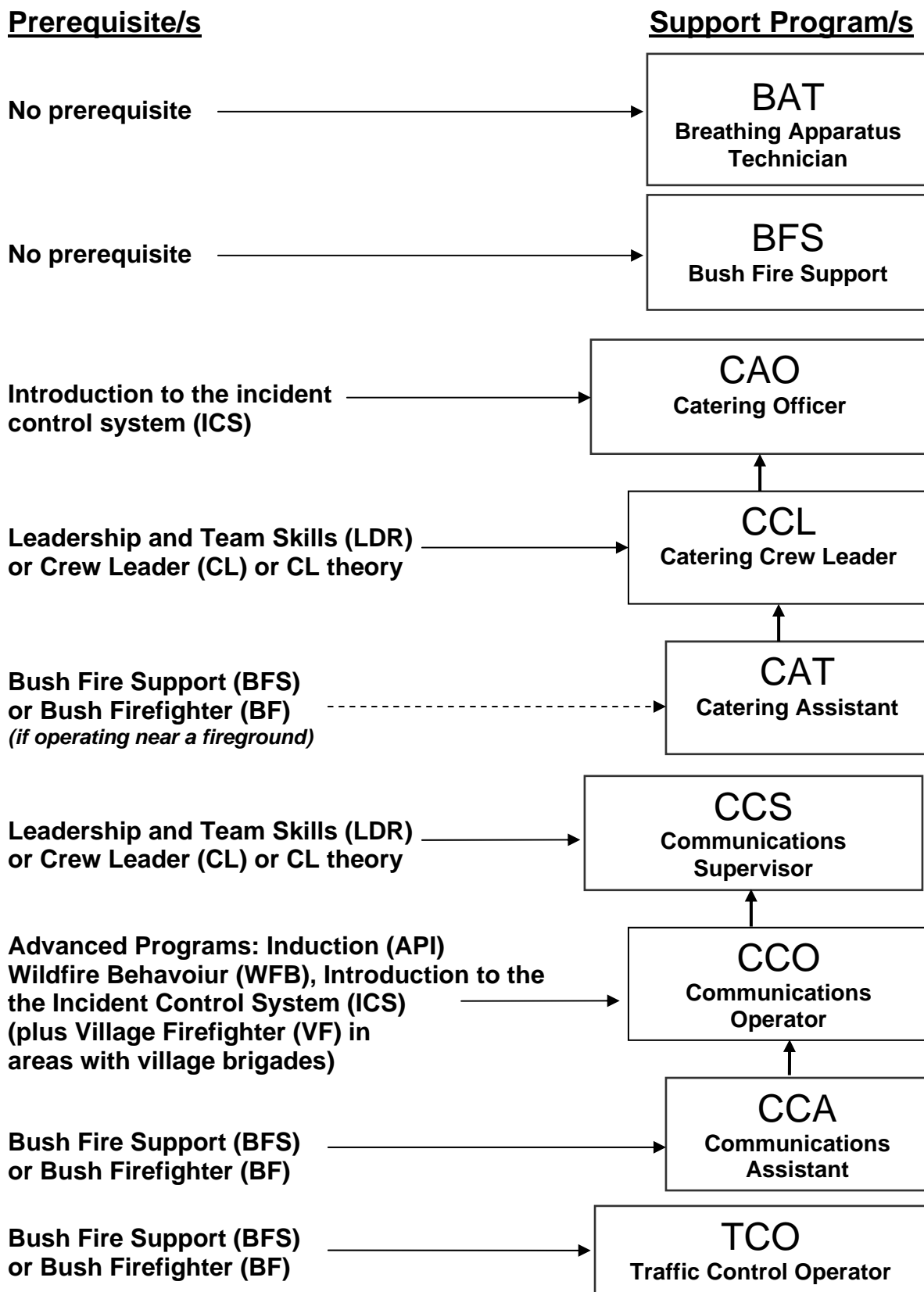
**Mainstream Prerequisites/s**

**Specialist Program/s**



## Support Training Programs

The NSW RFS Support Programs form a series of qualifications that only selected members of the NSW RFS need to have. The Support Programs are listed on the right hand side below. Prerequisites are shown on the left.



## CATERING PROGRAMS

### Catering Assistant (CAT)

#### 1. Purpose

The Catering Assistant (CAT) program has been designed to provide members with the skills needed to prepare food for NSW RFS activities.

The program provides members with the basic skills and knowledge required to follow relevant food hygiene procedures while assisting with catering activities.

#### 2. Target Group

The program is targeted at members of the NSW RFS interested in preparing food for NSW RFS activities.

#### 3. Entry Requirements

Before commencing training or assessment a member must:

- Have sufficient literacy and numeracy skills to be able to read and interpret food safety guidelines, and have sufficient communication skills to deal with their “customers”.
- Participants may also need to obtain Bush Fire Support (BFS) certification if they intend to operate in the vicinity of the fireground.

#### 4. Units of Competency

There are no units of competency specified. The program is based on the Foodsafe Food Handler Training Program developed by the Australian Institute of Environmental Health.

#### 5. Prerequisites & Co-requisites

There are no prerequisites or co-requisites for this program.

#### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

### Catering Crew Leader (CCL)

#### 1. Purpose

The Catering Crew Leader (CCL) program has been designed to provide members with the skills needed to coordinate a crew preparing food for NSW RFS activities.

The program provides members with the skills and knowledge required to follow food hygiene procedures that comply with National Food Safety Guideline Standards.

#### 2. Target Group

The program is targeted at members of the NSW RFS with CAT certification and who are interested in coordinating a crew preparing food for NSW RFS activities.

### 3. Entry Requirements

Before commencing training or assessment a member must:

- Have sufficient literacy and numeracy skills to be able to read and interpret food safety guidelines, and have sufficient communication skills to deal with their “customers” and crew.
- Have Bush Firefighter (BF) or Bush Fire Support (BFS) certification and have completed the Navigation (NAV) training program.
- Have either NSW RFS Leadership and Team Skills (LDR) or Crew Leader (CL) certification, or have sat through RFS CL theory training.

### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
SITXOHS002A	Follow workplace hygiene procedures	Covered by the CCL program

### 5. Prerequisites & Co-requisites

There are no prerequisites or co-requisites for this program.

### 6. Delivery Details

This program is delivered at the local level by an external provider. Please contact your local Training Officer or your Learning and Development Officer for further information.

## CHAIN SAW PROGRAMS

### Chain Saw Operator (TFT, TFI and TFF)

#### 1. Purpose

Chainsaw Operator (CSO) is the old name for a set of internal NSW RFS, specialist programs for members who use chainsaws at any one or all of three levels (starting from the most basic level and progressing to the most advanced), namely:

- Cross-cutting of fallen trees – renamed as Trim and cross cut Felled Trees (TFT)
- Intermediate (simple) tree falling – renamed as Tree Falling Intermediate (TFI)
- Advanced (problem or fireline) tree falling – renamed as Tree Falling Fireline (TFF)

It is designed to take a member with existing Bush Firefighter (BF) knowledge and skills, and enable them to carry out the above activities, up to the level at which they become qualified.

#### 2. Target Group

These programs are targeted at members with existing BF certification, and an aptitude for, and interest in, activities involving chain saws.

The intention is that a few TFTs (i.e. formerly CSOs qualified only to cross-cutting level) will exist in most brigades, but only a few TFIs and one or more TFFs will exist in each District/Team/Zone (D/T/Z). The latter may form a specialist tree falling team for the District, Team or Zone where relevant.

#### 3. Entry requirements

Before commencing training or assessment in these programs, a member must:

- Be able to understand, speak, and read the English language sufficiently well to work in a team with others, understand chain saw operating instructions and operate a chainsaw safely.
- Not have any disability, illness or injury that would prevent the safe and effective operation of a chain saw.
- Be certified as competent in BF or its equivalent.

Before commencing training or assessment in TFI, a member must:

- Be certified as competent in TFT or CSO (cross-cutting level) or its equivalent.

Before commencing training or assessment in TFF a member must:

- Be certified as competent in TFI or CSO (intermediate tree falling level) or its equivalent.

#### 4. Units of Competency

The following unit of competency is aligned with TFT or CSO (cross-cutting level):

National Code	Title of Unit of Competency
FPICOT2221B	Trim and cross cut felled trees

The following unit of competency is aligned with TFI or CSO (intermediate tree falling level):

National Code	Title of Unit of Competency
FPIFGM3204A	Fall trees manually - intermediate

The following unit of competency is aligned with TFF or CSO (advanced tree falling level):

National Code	Title of Unit of Competency
FPIFGM3205A	Fall trees manually - advanced

**Note:** The 1999 standard, and all later, CSO training programs align with the above standards.

#### 5. Prerequisites & Co-requisites

In the NSW RFS, BF is specified as an entry requirement for these programs as chainsaw operations may be conducted in close proximity to bush fires.

#### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## COMMUNICATIONS PROGRAMS

### Communications Centre Assistant (CCA)

#### 1. Purpose

The Communications Centre Assistant (CCA) program provides members with the knowledge and skills to work in an NSW RFS FIRECOM, operations centre or communications cell in an assisting role.

The program provides applicants with the skills to assist by providing information collection, collation and presentation services in an emergency operations centre.

#### 2. Target Group

This program is targeted at NSW RFS members with an aptitude and willingness to participate in fire communications centre/cell operations.

#### 3. Entry Requirements

Before commencing training or assessment, a member must:

- Have BF or BFS certification or equivalent. (Note: In areas where village brigades are in operation, they should also have completed the theory components of the VF program.)
- Have sufficient literacy and numeracy skills to take notes, communicate information to others, and to read and write a variety of operational documents.

#### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUASES002B	Work in an emergency operations centre	Covered by the CCA program
PUACOM001C	Communicate in the workplace	Covered by the CCA program

#### 5. Prerequisites & Co-requisites

PUAOPE002B Operate communications systems and equipment, PUAOPE003B Navigate in urban and rural environments, PUACOM001C Communicate in the workplace and PUATEA004C Work effectively in a public safety organisation are co-requisites for PUASES002B Work in an emergency operations centre.

#### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

### Communications Centre Operator (CCO)

#### 1. Purpose

The Communications Centre Operator (CCO) program provides members with the knowledge and skills to operate autonomously in an NSW RFS FIRECOM, operations centre or communications cell.

The program provides applicants with the skills to establish and operate an NSW RFS communications network with or without direct supervision or assistants.

## 2. Target Group

This program is targeted at qualified NSW RFS communications assistants with an aptitude and willingness to establish and operate an NSW RFS fire communications network.

## 3. Entry Requirements

Before commencing training or assessment, a member must:

- Have CCA certification or equivalent.
- Have AF certification or have completed API and WFB programs. (**Note:** In areas where village brigades are in operation, they should also have completed the theory components of the VF program.)
- Have completed the Incident Control System (ICS) for Incident Management Teams program.
- Have sufficient literacy and numeracy skills to take notes, communicate information to others, and to read and write a variety of operational documents.

## 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUASES004B	Establish and maintain a communications network	Covered by this program

## 5. Prerequisites & Co-requisites

PUAOPE002B Operate communications systems and equipment is a prerequisite for PUASES004B Establish and maintain a communications network.

This is covered in BF or BFS certification. (BF or BFS is a prerequisite to CCA certification, which in turn is the prerequisite for this program.)

PUATEA002B Work autonomously, PUAOPE004B Conduct briefings/debriefings and PUAOPE001B Supervise response are co-requisite units for PUASES004B Establish and maintain a communications network.

## 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

# Command, Control and Communications Workshop (CCC)

## 1. Purpose

The Command, Control and Communications Workshop (CCC) is an internal NSW RFS professional development program designed to enable members with operational responsibilities to manage the communications required to effectively command and control incidents across a Rural Fire District, Team or Zone.

It covers the use of various types of communications networks used to cover an area of jurisdiction using the FIRECOM callsign as well as the establishment of command and tactical nets specific to incidents. It also covers the effective crewing and operation of a Fire Communications Centre during routine operations through to the most hectic.



## 2. Target Group

The CCC Workshop is targeted at Operations Officers and other members who have an operational responsibility within their District, Team or Zone.

## 3. Entry Requirements

Before commencing training in CCC, a member must

- Have completed the ICS for IMTs program.
- Have GL certification or equivalent
- Have sufficient literacy and numeracy skills to operate as an Operations Officer in an IMT. In particular they will need to be able to read and interpret planning information, Standard Operating Procedures (SOPs), legislation, Incident Action Plans (IAPs), charts, maps and similar documents. They will need to write sufficiently well to view and operate T-card resource tracking systems, disposition boards and to accurately write instructions and messages to pass to others.

## 4. Units of Competency

The following units of competency are aligned with this program:

National Code	Title of unit of competency	Comments
PUACOM001B	Communicate in the workplace	Also covered by the CCA program
PUASES002B	Work in an emergency operations centre	Also covered by the CCA program
PUASES004B	Establish and maintain a communication network	Also covered by the CCO program

## 5. Prerequisites & Co-requisites

*PUAOPE002B Operate communications systems and equipment* is a pre-requisite of this program. This is met by having BF certification.

*PUATEA004B Work effectively in a public safety organisation* is a co-requisite of this program. This is met by having BF certification

*PUACOM001B Communicate in the workplace* is a co-requisite of this program. This is covered in the CCC program

*PUAOPE003B Navigate in urban and rural environments* is a co-requisite of this program. This is covered by NAV certification.

## 6. Delivery Details

Four CCC workshops will be conducted during 2011 at the following location.

Dates	Location
Mon. to Fri. 16 <sup>th</sup> – 20 <sup>th</sup> May	Narrabri
Mon. to Fri. 18 <sup>th</sup> - 22 <sup>nd</sup> July	Orange
Mon. to Fri. 12 <sup>th</sup> – 16 <sup>th</sup> September	Sutherland
Mon. to Fri. 10 <sup>th</sup> – 14 <sup>th</sup> October	Yass

Please contact Peter Carter, Supervisor, Learning and Development Systems, on 02 8741 5209 or peter.carter@rfs.nsw.gov.au for information. Nominations to debbie.byernes@rfs.nsw.gov.au

## COMMUNITY SAFETY PROGRAMS

### Community Safety Assistant (CSA)

#### 1. Purpose

The Community Safety Assistant (CSA) program is for members requiring the knowledge and skills to participate safely and effectively in community safety activities under direct supervision.

The CSA program provides members with the competencies to assist with specific hazard identification, present community safety information and undertake mitigation activities. Participants will gain an understanding of Service community safety services, facilities and activities. (**Note:** The unit does not cover the competencies related to Prescribed Burning.)

#### 2. Target Group

This unit is targeted at NSW RFS members who wish to become involved with relevant community safety activities within the local community.

#### 3. Entry Requirements

Before commencing training or assessment a member must:

- Have BF or BFS certification.
- Have sufficient literacy and numeracy skills to select community safety material relevant to a particular purpose, and to provide advice and communicate information to the public.

#### 4. Units of Competency

The following units of competencies are aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR208B	Participate in community safety activities	Covered by the CSA Program.

#### 5. Prerequisites & Co-requisites

There are no prerequisites or co-requisites for this program.

#### 6. Delivery Details

This program is delivered at the Regional level. Please contact your local Learning and Development Officer for further information.

### Community Safety Facilitator (CSF)

#### 1. Purpose

The Community Safety Facilitator (CSF) program is designed for members requiring skills for community safety roles.

The CSF program provides members with the competencies to identify and evaluate risk in the community and select and implement strategies to improve community safety and promote a positive public image for the NSW RFS. Applicants will gain an understanding of the NSW RFS services, facilities and activities.

## 2. Target Group

This unit is designed for NSW RFS members who have community safety experience and wish to facilitate community safety programs within the local community.

## 3. Entry Requirements

Before commencing training or assessment a member must:

- Have CSA and BF (or BFS) qualifications or equivalent.
- Have sufficient literacy and numeracy skills to participate in the Community Safety Facilitator training program. In particular, they will need to be able to communicate with local communities effectively, and read and understand a variety of community safety documents.

## 4. Units of Competency

The following units of competencies are aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR301B	Undertake community safety activities	Covered by the CSF Program.
PUACOM005B	Foster a positive organisational image in the community	

## 5. Prerequisites & Co-requisites

*PUATEA004C Work effectively in a public safety organisation* is the prerequisite for both units. It is covered by either the BF or BFS program.

The co-requisite unit for PUACOM005B *Foster a positive organisational image in the community* is PUAFIR301B *Undertake community safety activities*. Both are covered together in the CSF program.

## 6. Delivery Details

This program is delivered at the Regional level. Please contact your Regional Learning and Development Officer for further information.

The dates and locations for the program are as follows:

Date	Location
26 <sup>th</sup> – 27 <sup>th</sup> February	Clarence Valley
16 <sup>th</sup> – 17 <sup>th</sup> March	Hornsby
23 <sup>rd</sup> – 24 <sup>th</sup> July	Orange
20 <sup>th</sup> – 21 <sup>st</sup> August	Wagga

## FIRST AID PROGRAMS

### First Aid Application (FAA)

#### 1. Purpose

First Aid Application (FAA) is an internal NSW RFS, specialist program aligned with a relevant national unit of competency from the Health Training Package and satisfying the requirements for first aid certification in NSW.

It is designed to take a member with BF, BFS or BFG certification and train them in first aid knowledge and skills.

#### 2. Target Group

The FAA program is targeted at members with BF, BFS, BFG or higher certification, with an interest and aptitude for providing first aid to the injured.

The intention is that a sufficient number of FAA qualified members will exist within each brigade to reasonably ensure at least one first aid qualified member is available to each crew. Note that firefighters who are qualified as Breathing Apparatus Operators (BAO) are required to be qualified in FAA, due their greater likelihood of encountering a civilian casualty.

#### 3. Entry Requirements

Before commencing training or assessment in FAA, a member must:

- Be able to understand, speak, read and write the English language sufficiently well to communicate effectively with a casualty, understand instructions in first aid manuals or on first aid equipment or supplies, and record details of casualty condition and treatment given;
- Be certified as competent in either BF, BFS, BFG or equivalent.

#### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency
HLTFA301B	Apply first aid

This unit incorporates the following units of competency:

National Code	Title of Unit of Competency
HLTCPR201A	Perform CPR
HLTFA201A	Provide basic emergency life support

The following unit of competency from the Public Safety Training package is also aligned with this program:

National Code	Title of Unit of Competency
PUAEME001A	Provide emergency care

#### 5. Prerequisites & Co-requisites

*HLTFA301B Apply first aid* has no pre-requisites.

*PUAFIR201B Prevent Injury (Fire Specific)* is a prerequisite for the unit of competency *PUAEME001B Provide emergency care*.

*PUAFIR201B Prevent Injury (Fire Specific)* is covered by BF or BFS certification. Members with BFG certification are exempted from this prerequisite requirement on the basis that BFG covers the equivalent.

#### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## Advanced Resuscitation Techniques (ART)

Formally known as Advanced Oxygen Resuscitation (AOR)

### 1. Purpose

Advanced Resuscitation Techniques (ART) is an internal NSW RFS, specialist program. It is designed to take a member with First Aid Application (FAA) or equivalent certification and training them in the advanced resuscitation techniques using oxygen resuscitation equipment, oropharyngeal airways, suction devices and an Automatic External Defibrillator (AED).

### 2. Target Group

The Advanced Resuscitation Techniques (ART) program is targeted at selected members with FAA or equivalent certification.

Selected brigades may be equipped with oxygen resuscitation equipment, and an AED, on the basis of an assessment of the need for it using the Service Delivery Model (SDM). If so equipped, selected first aid qualified members of that brigade may complete the ART program to reasonably ensure there is a member trained in the delivery of advanced resuscitation techniques available when it responds to incidents.

### 3. Entry Requirements

Before commencing training or assessment in ART, a member must:

- Be able to understand, speak, read and write the English language sufficiently well to communicate effectively with a casualty, understand instructions in first aid manuals or on first aid equipment or supplies, and record details of casualty condition and treatment given.
- Be certified as currently competent in FAA or equivalent.
- Be a member of a brigade equipped with approved oxygen resuscitation equipment and an AED.

### 4. Units of Competency

The following unit of competency from the Health Training Package is aligned with this program:

National Code	Title of Unit of Competency
HLTFA404A	Apply advanced resuscitation techniques

The following unit of competency from the Public Safety Training Package is also aligned with this program:

National Code	Title of Unit of Competency
PUAEME003C	Administer oxygen in an emergency situation

### 5. Prerequisites & Co-requisites

*HLTFA301B Apply first aid* is a pre-requisite for the unit of competency *HLTFA404A Apply advanced resuscitation techniques*.

*PUAEME001B Provide emergency care* is a prerequisite for the unit of competency *PUAEME003C Administer oxygen in an emergency situation*.

*HLTFA301B Apply first aid* and *PUAEME001B Provide emergency care* is covered by FAA certification or equivalent.

### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## REMOTE AREA FIREFIGHTER PROGRAMS

### Remote Area Firefighter (RAF)

#### 1. Purpose

Remote Area Firefighter (RAF) is an internal NSW RFS, specialist program for members who travel to and fight bush fires well away (e.g. a few kilometres) from tanker support.

It is designed to take a member with existing advanced bush firefighting knowledge and skills and enable them to hike into the bush a considerable distance with appropriate firefighting equipment as a self-sustaining or air supported team.

#### 2. Target Group

The RAF program is targeted at members with existing AF certification, at least one other relevant specialist certification (e.g. FAA, CSO, or AOB) and an appropriate level of physical fitness.

Some RAF personnel may also be certified in Helicopter Winch Skills (HWS), enabling the formation of helicopter winch insertion capable RAF teams, or RAF (H) teams.

Generally only a limited number of RAF specialists are needed by the Service, and there may be competitive applications for limited spaces in training. RAF teams are usually confined to Districts/Zones/Areas with a need for RAF capability identified in their Standards of Fire Cover.

#### 3. Entry Requirements

Unless specifically exempted by the local RAF training coordinator, a member must have NSW RFS Advanced Firefighter (AF) certification, or equivalent, before commencing the RAF program. Before undertaking any practical RAF activities, a member must have successfully passed the medical and fitness tests specified for RAF by the NSW RFS.

#### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency
FPINCR045A	Use remote area skills

**Note:** This unit is from a different industry than Public Safety (fire sector). At the time this document was written, the NSW RFS was not registered to certify members competent in this national unit.

#### 5. Prerequisites & Co-requisites

There are no national units of competency listed as prerequisites or co-requisites.

#### 6. Delivery Details

This program is delivered at regional level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## Helicopter Winch Skills (HWS)

### 1. Purpose

Helicopter Winch Skills (HWS) is an internal NSW RFS, specialist program for certified Remote Area Firefighters (RAF) who are members of helicopter winch insertion capable RAF teams.

It is designed to take a member with existing remote area firefighting (RAF) knowledge and skills and enable them to be winched in to remote locations from a helicopter.

### 2. Target Group

The HWS program is targeted at members with existing (RAF) certification who have been selected to be part of a helicopter winch insertion capable RAF team. (Note: Only some RAF teams have or need this capability).

Generally only a limited number of HWS specialists are needed by the Service, and there may be competitive applications for limited spaces in training.

### 3. Entry Requirements

Before commencing training or assessment a member must:

- Have RAF certification, or equivalent.
- Have Aviation Basic Knowledge (ABK) certification, or equivalent.

### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency
PUAFIR211B	Undertake helicopter winch operations

### 5. Prerequisites & Co-requisites

*PUAFIR209B Work Safely Around Aircraft* is a prerequisite for *PUAFIR211B Undertake Helicopter Winch Operations*. The role specific components of the prerequisite unit *PUAFIR209B* are integrated into the HWS training course.

*PUACOM001C Communicate in the workplace* is a co-requisite for *PUAFIR211B Undertake Helicopter Winch Operations*

### 6. Delivery Details

This program is coordinated at a State level for nominations and attendance. Relatively few members are needed for this role.

Program information is available from Simon Pogoriutschnig, Aviation Learning and Development Officer, 02 8741 5238.

Direct contact will be made with RAF teams that require HWS training. Each program will commence in the evening and be completed by the following afternoon.

#### Re-certification:

Exercises are coordinated by the Aviation Section for nominations and attendance. Exercise information is available from Simon Pogoriutschnig, Aviation Learning and Development Officer, 02 8741 5238.

This re-certification will be open for current members of RAF teams only. Direct contact will be made with RAF teams that require HWS recertification.

## SPECIALIST PROGRAMS

### Breathing Apparatus Operator (BAO)

#### 1. Purpose

Breathing Apparatus Operator (BAO) is an internal NSW RFS program for members who undertake interior structural (or similar) firefighting using Compressed Air Breathing Apparatus (CABA).

It is designed to take a member with existing VF knowledge and skills, and enable them to attack fires inside structures and carry out similar activities using breathing apparatus, when safe.

#### 2. Target Group

The BAO program is targeted at members with existing VF certification, and an appropriate level of physical fitness. The intention is that a sufficient number of active BAO qualified firefighters will exist within a brigade equipped with CABA, to reasonably ensure a BAO qualified team is available to attend incidents.

#### 3. Entry Requirements

Before commencing training or assessment in BAO, a member must:

- Be able to understand, speak, read and write the English language sufficiently well to communicate effectively with other firefighters in a team, and operate BA and the associated BA control system.
- Be certified as competent in VF or its equivalent competency *PUAFIR202B Respond to Isolated/Remote Structure Fire*.

Before commencing elements of the BAO training program involving either strenuous physical activity, or operating in smoke or fire conditions (actual or simulated), a member must:

- Have successfully passed the medical examination specified for BAO.

Before being granted BAO certification, a member must:

- Possess a current approved first aid certificate (e.g. NSW RFS FAA certification or a St John's or Red Cross first aid certificate)

#### 4. Units of Competency

The following units of competency are aligned with this program:

National Code	Title of Unit of Competency
PUAFIR203B	Respond to urban fire
PUAFIR207B	Operate breathing apparatus (Open circuit)

#### 5. Prerequisites & Co-requisites

*PUAFIR201B Prevent Injury* is the prerequisite for *PUAFIR207B Operate Breathing Apparatus Open Circuit*.

*PUAFIR201B Prevent Injury* and *PUAFIR207B Operate Breathing Apparatus (Open Circuit)* are the prerequisites for *PUAFIR203B Respond to Urban Fire*.

*PUAEME001B Provide Emergency Care* is the co-requisite for *PUAFIR201B Respond to Urban Fire*.

In the NSW RFS, the above prerequisite and co-requisite requirements are met by a member having already completed BF and VF certification before commencing BAO training, and by completing FAA certification before obtaining BAO certification.

#### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.



## Equipment Officer (EQO)

### 1. Purpose

Equipment Officer (EQO) is an internal NSW RFS specialist program for members who coordinate equipment care and maintenance within a rural fire brigade.

It is designed to take a member with existing advanced firefighter knowledge and skills, and enable them to coordinate brigade equipment care and maintenance activities.

### 2. Target Group

The EQO program is targeted at members with existing AF certification, and an aptitude for coordinating equipment maintenance activities. The intention is that there should be at least one qualified equipment officer in each brigade.

### 3. Entry requirements

Before commencing training or assessment in EQO, a member must:

- Be able to understand, speak, read and write the English language sufficiently well to participate in the self-directed EQO training program, understand and apply equipment maintenance procedures and complete relevant equipment maintenance paperwork.

### 4. Units of Competency

There are no national units of competency aligned with this program:

### 5. Prerequisites & Co-requisites

*PUAEQU001B Prepare, Maintain and Test Response* is the NSW RFS prerequisite for EQO certification.

In the NSW RFS, this prerequisite requirement is met by having AF certification gained prior to 2011 or BF gained 2011 onwards.

### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## Prescribed Burning Supervisor (PBS)

### 1. Purpose

Prescribed Burning Supervisor (PBS) is an internal NSW RFS, specialist program for members who supervise prescribed burns.

It is designed to take a member with existing Crew Leader (CL) knowledge and skills and enable them to adapt to supervising prescribed burning activities.

### 2. Target Group

The Prescribed Burning Supervisor (PBS) program is targeted at experienced officers (Deputy Captain and above) with existing Crew Leader (CL) certification who have an aptitude and interest in supervising prescribed burns.

### 3. Entry requirements

Before commencing training or assessment in PBS, a member must:

- Be able to speak, read and write the English language sufficiently well to interpret burn prescriptions, weather forecasts and maps, to obtain required permits and approvals, to complete a burn implementation plan, to adequately brief participants in the burn, to coordinate burn activities, and to monitor conditions and track the use of resources.
- Have CL certification - including CLS, or CLW (or "old" CL) combined with Introduction to the Incident Control System (ICS). CLG may be used a prerequisite where prescribed burns are confined to open grassland country.

### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency
PUAFIR407B	Conduct prescribed burning

### 5. Prerequisites & Co-requisites

*PUAFIR303B Suppress Wildfire* (equivalent to NSW RFS CLW certification) is the prerequisite for *PUAFIR407B Conduct Prescribed Burning*

**Note:** In the NSW RFS, having GL or full Crew Leader certification (i.e. including CLS) enables a much simpler assessment process to be used for PBS (i.e. only specified questions are needed, as opposed to undergoing a practical assessment).

### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## Rural Fire Driving (RFD)

### 1. Purpose

Rural Fire Driving (RFD) is an internal NSW RFS program for members who drive NSW RFS vehicles under operational conditions. It is aligned with a national unit of competency.

It is designed to take a member with an appropriate driver's licence, BF or Bush BFS certification, and give them operational driving competency.

### 2. Target Group

The RFD program is targeted at members with an appropriate driver's licence, and BF or BFS certification, or higher. The intention is that a sufficient number of RFD qualified firefighters will exist within a brigade to reasonably ensure all brigade vehicles can be driven by them.

### 3. Entry Requirements

Before commencing training or assessment in RFD, a member must:

- Be able to understand, speak, read and write the English language sufficiently well to communicate effectively with other members in a team, comply with road regulations and signs, and operate a vehicle under operational firefighting or similar conditions.
- Possess a "full" driver's licence appropriate to the type of vehicle being driven. Most, but not all, tankers require an MR type licence. Holders of provisional driver's licences of any type should not drive NSW RFS vehicles under operational conditions.
- Be certified as competent in BF or BFS or its equivalent.

**Note:** Most members seeking RFD certification do so in order to drive and operate firefighting appliances on the fireground. In such cases they should be encouraged (but are not required) to complete API, HYD, NAV programs, or equivalent. This is because these programs provide skills that are also often relevant to operating firefighting appliances on the fireground.

#### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency
PUAVEH001B	Drive vehicles under operational conditions

#### 5. Prerequisites & Co-requisites

There are no national prerequisites or co-requisites specified for the unit of competency *PUAVEH001B Drive vehicles under operational conditions*.

#### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## Safe Working on Roofs (SWR)

#### 1. Purpose

The SWR program provides knowledge and skills relating to working safely on roofs, in a variety of operations, to members of all brigades.

The program is designed to provide the minimum standard needed for members to actively participate in emergency operations, such as storm damage and structure fire salvage, involving working on roofs.

#### 2. Target Group

The SWR program is targeted at members of brigades who fight structural fires, and assist other agencies in storm damage operations, who hold VF certification.

#### 3. Entry Requirements

Before commencing training or assessment in SWR, a member must:

- Have completed the VF program
- Be able to understand and speak the English language sufficiently well to work in a team with other firefighters
- If they are over 40 or have any significant illness, injury or disability, they should discuss with their doctor whether it is safe and appropriate to undertake roof work, and advise the NSW RFS if any limitations need to be placed on their activities as a member.

#### 4. Units of Competency

This program is aligned with the following national unit of competency. Unlike the majority of NSW RFS training, this unit is not from the Public Safety Training Package, but from the Resources and Infrastructure Industry Training Package which is more readily aligned with the outcomes of the program.

National Code	Title of Unit of Competency
RIIOHS204A	Work safely at heights

#### 5. Prerequisites & Co-requisites

There are no national units of competency required to commence SWR training.

#### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## Traffic Control Operator (TCO)

### 1. Purpose

The Traffic Control Operator (TCO) program is for members earmarked to be specifically responded or deployed to undertake traffic control duties at emergencies and community events.

The TCO program covers the role, responsibilities and requirements of Traffic Controllers for emergency services. It does not provide commercial accreditation for Traffic Control work.

**Note:** TCO certification is not a requirement for general firefighters who might occasionally need to control or warn traffic in association with the response to a roadside emergency or similar activities in accordance with NSW RFS 'Safe Working on Roads' procedures.

### 2. Target Group

The program is targeted at NSW RFS members earmarked to be specifically responded or deployed to undertake traffic control duties at emergencies and community events. (This would normally only be done in areas where other relevant authorities are not in a position to provide such services.)

### 3. Entry Requirements

Before commencing training or assessment, a member must:

- Have NSW RFS BF or BFS certification.
- Have sufficient literacy and numeracy skills to read and understand NSW RFS SOPs, and have sufficient communication skills to interact positively with members of the public.

### 4. Units of Competency

This program is designed by the Roads and Traffic Authority and is not aligned to any national unit/s of competency or accredited course.

### 5. Prerequisites & Co-requisites

The RTA specifies that participants must be proficient in the use of 2 - way radios prior to this course. This is covered by the NSW RFS BF or BFS program.

There are no co-requisites for this program.

### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## SUPPORT PROGRAMS

### Breathing Apparatus Technician (BAT)

#### 1. Purpose

Breathing Apparatus Technician (BAT) is a joint NSW RFS and SABRE qualification for members to undertake the servicing of Open Circuit Breathing Apparatus equipment manufactured by SABRE and used by the NSW RFS.

It is designed to enable technicians to service Breathing Apparatus equipment according to AS1715 and AS1716 and the manufacturer's guidelines.

#### 2. Target Group

The BAT competency is targeted to members who are in a D/T/Z that has Breathing Apparatus, and who demonstrate a mechanical aptitude. All SABRE breathing apparatus equipment must be serviced by a certified BA Technician.

#### 3. Entry Requirements

Before commencing training and assessment as a BAT, a member must:

- Have sufficient literacy and numeracy skills and demonstrate a mechanical aptitude. In particular they will need to be able to identify components, order parts, complete service logs and test and maintain equipment.

#### 4. Units of Competency

There is no national unit of competency aligned with this program:

#### 5. Prerequisites & Co-requisites

There are no prerequisites or co-requisites for Breathing Apparatus Technicians.

#### 6. Delivery Details

BAT training is delivered as follows.

- a. New technicians and existing technicians who service less than 12 BA sets per year: **2-day training and assessment workshop every 3-years.**
- b. Existing technicians who service between 12 and 19 sets a year: **1-day training and assessment workshop every 3-years (pending audit of service logs)**
- c. Existing technicians who service in excess of 20 sets a year: **1-day training and assessment workshop every 6-years (pending audit of service logs)**

The dates and locations for the program are:

Date	Location
25 <sup>th</sup> – 26 <sup>th</sup> June	Orange

The program is delivered at a state level. Please contact Matthew Reeves, Learning and Development Systems Officer on 02 8741 5210 or [matthew.reeves@rfs.nsw.gov.au](mailto:matthew.reeves@rfs.nsw.gov.au) for further information. Nominations to [debbie.byrnnes@rfs.nsw.gov.au](mailto:debbie.byrnnes@rfs.nsw.gov.au).

## Bush Fire Support (BFS)

### 1. Purpose

Bush Fire Support (BFS) is an internal program for non-fire fighting members from within the NSW RFS who may operate in the vicinity of bush fires or undertake supervised roles that support active firefighting.

The program meets the Service's health and safety obligation to ensure that such members receive sufficient training prior to entering a fireground area.

### 2. Target Group

The Bush Fire Support (BFS) program is targeted at suitable members in the NSW RFS, interested in providing support services, with little or no previous experience or expertise about operating in the vicinity of bush fires.

### 3. Entry Requirements

Before commencing training or assessment in BFS, a member must:

- Be able to understand and speak the English language sufficiently well to coordinate and communicate with others on or near the fire ground.
- Not have any condition which would prevent them from carrying out bush fire emergency drills.

### 4. Units of Competency

The BFS program is aligned to the following units of competency:

National Code	Title of Unit of Competency	Comments
PUAFIR201B	Prevent Injury (Fire specific)	All four units are integrated together into the BFS program
PUAOPE002B	Operate Communications Systems and Equipment	
PUATEA001B	Work in a Team	
PUATEA004C	Work Effectively in a Public Safety Organisation	

### 5. Prerequisites & Co-requisites

*PUAFIR201B Prevent Injury* is a prerequisite for *PUATEA004C Work Effectively in a Public Safety Organisation*

### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

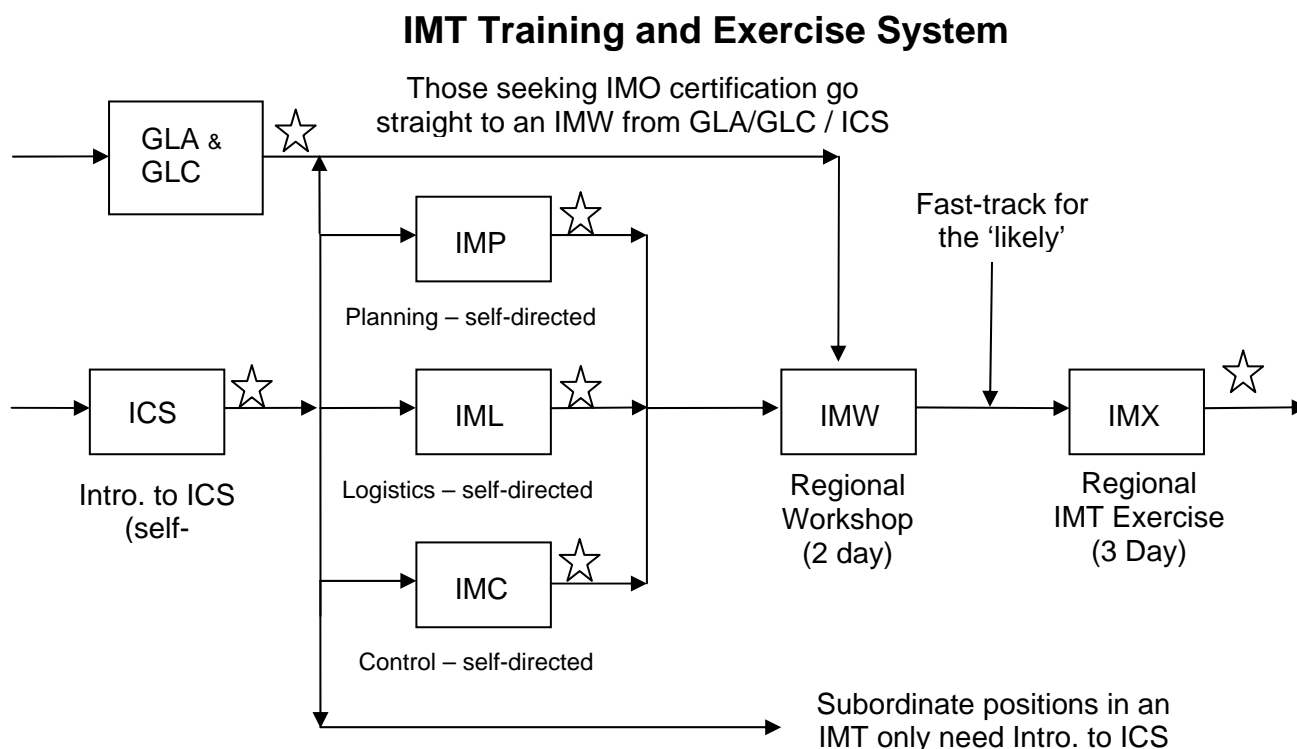
## NSW RFS Incident Management Training Programs

The “incident management” training programs involve several stages. The first stage is the Introduction to Incident Control Systems (ICS) component of IMT training. Participants study the Australasian Inter-Agency Incident Management System (AIIMS) Learning Manual, answer questions in a self-paced assessment workbook and forward that to their Regional Learning and Development Officer for marking. Successful assessment of this stage allows them to operate in an IMT in a subordinate position and, if desired, to proceed on to higher stages of IMT training.

The second stage is for those who wish to hold a principal officer’s position such as Incident Controller, Planning or Logistics Officer. **(Note:** Operations Officers should have completed GL training and certification, as that covers the underpinning knowledge and skills of Operations). There are three ‘streams’ of learning available in this stage, Incident Command and Control (IMC), Incident Management Planning (IMP) and Incident Management Logistics (IML). The Incident Management Operations (IMO) stream comes separately from GL training. This stage involves studying the learning manual relevant to the role and/or the NSW RFS Background Notes on that function, followed by answering questions in a self-paced assessment workbook. Successful assessment allows the trainee to attend an Incident Management Workshop (IMW).

The IMW covers the doctrine and procedures of how Incident Management Teams (IMTs) work as a team. This includes the ways in which the various Incident Control System (ICS) functions of Control, Operations, Planning and Logistics integrate their activities. The IMW has plenary sessions that cover integration and small group sessions that cover the ICS function of each stream. The final session of the IMW is a briefing on the Incident Management Exercise (IMX). In the IMX, participants practice working in an IMT managing a simulated incident.

The following diagram shows the IMT training pathway.



☆ = an assessment event

## The Incident Control System (ICS) for Incident Management Team (IMT) Members

### 1. Purpose

The Incident Control System (ICS) for IMT Members program provides underpinning knowledge of the principles, structure and processes of the Incident Control System, so as to enable members to work in an Incident Management Team (IMT) in a subordinate role or function (such as support or communications positions).

It is also a prerequisite for members who wish to become qualified in any of the leading ICS roles or functions such as Incident Controller (IMC), Operations Officer (IMO), Planning Officer (IMP) or Logistics Officer (IML).

### 2. Target Group

ICS training is targeted at members who are prepared to undertake a role in an IMT. Relevant aspects of ICS training are integrated with all mainstream levels of NSW RFS training (BF, VF, AF, CL and GL) so it is likely that many participants will already have some acquaintance with the system. This program however, is designed to give ICS a comprehensive treatment and focus on its use within an IMT at a large incident.

### 3. Entry Requirements

Before commencing training or assessment in ICS, a member must:

- Have sufficient literacy and numeracy skills to operate in an IMT. In particular, they will need to be able to read and interpret planning information, standard operating procedures (SOPs), incident action plans, charts and similar documents. They will also need to write sufficiently well to operate T-card resource tracking systems and resource disposition boards, and have sufficient arithmetic skills to deal easily with simple resource calculations.

### 4. Units of Competency

The ICS program is aligned with an accredited course, the Course in Australasian Inter-service Incident Management System (AIIMS), which provides underpinning knowledge from a range of competencies from the Public Safety Training Package, but is not aligned to any specific units of competency.

National Code	Title of accredited course	Comments
22022VIC	Australasian Inter-service Incident Management System (AIIMS)	This course is not aligned to any national unit of competency

### 5. Prerequisites & Co-requisites

No prerequisites or co-requisites are required for this program.

### 6. Delivery Details

This program is delivered at the Regional level. Please contact your Regional Learning and Development Manager for further information.



## Incident Command and Control (IMC)

### 1. Purpose

Incident Command and Control (IMC) is an internal NSW RFS program designed to provide appropriate members with the competencies to work as an Incident Controller in an Incident Management Team (IMT).

It covers how the various functions interact within an IMT, the relationships with those other functions and the specific processes relevant to command and control. Note that training for members to act as a Section 44 Controller, under the Rural Fires Act, is additional to this program.

### 2. Target Group

The IMC program is targeted at members who hold GL certification, or who are a Fire Control Officer (FCO) or Deputy Fire Control Officer (DFCO), and who have the interest and aptitude to become an Incident Controller in an IMT.

### 3. Entry Requirements

Before commencing training or assessment in IMC, a member must:

- Have completed the ICS for IMTs program.
- Have GL and Conduct Briefings and Debriefings (CBD) certifications, or equivalent.
- Have the prerequisites listed in Section 5 below.
- Have sufficient literacy and numeracy skills to command an IMT. In particular they will need to be able to read and interpret incident planning information, standard operating procedures (SOPs), legislation, incident action plans, charts and similar documents. They will also need to write sufficiently well to prepare operations documents and to give written directions that can be easily understood by others.

### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAOPE007B	Command agency personnel within a multi-agency emergency response	Covered by this (IMC) program.

Note: The IMC program also covers the relevant ICS functions and doctrinal issues not included in the unit.

### 5. Prerequisites & Co-requisites

*PUAOPE001B Supervise response (Fire specific)* and *PUAOPE004B Conduct briefing/debriefing (Fire specific)* are prerequisites to this program.

In the NSW RFS, these prerequisites are covered by the CL (a prerequisite for GL) and CBD programs.

### 6. Delivery Details

This program is delivered at the Regional level. Please contact your Regional Learning and Development Manager for further information.

## Incident Management Logistics (IML)

### 1. Purpose

Incident Management Logistics (IML) is an internal NSW RFS program designed to provide appropriate members with the competencies to work as a Logistics Officer in an Incident Management Team (IMT).

It covers how the various functions interact within an IMT, the relationships with those other functions and the specific processes relevant to logistics.

### 2. Target Group

The IML program is targeted at members with an interest and aptitude to operate as a Logistics Officer in an IMT.

### 3. Entry Requirements

Before commencing training or assessment in IML, a member must:

- Have completed the ICS for IMTs program.
- Have the prerequisites listed in Section 5 below.
- Have sufficient literacy and numeracy skills to operate in an IMT. In particular they will need to be able to read and interpret logistics information, SOPs, legislation, Incident Action Plans (IAPs), charts and similar documents. They will also need to write sufficiently well to prepare administrative and financial documents, use T-card resource tracking systems, disposition boards, and to copy information so that it can be accurately passed on to others.

### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAMAN002B	Administer work group resources	Covered by this (IML) program.

**Note:** The IML program also covers the relevant ICS and doctrinal issues not covered in the unit.

### 5. Prerequisites & Co-requisites

There are no national prerequisites or co-requisites.

### 6. Delivery Details

This program is delivered at the Regional level. Please contact your Regional Learning and Development Officer for further information.

## Incident Management Operations (IMO)

### 1. Purpose

Incident Management Operations (IMO) is an internal NSW RFS program designed to enable members with GL certification to transfer those skills into an Incident Management Team environment as an Operations Officer.

The IMO program covers the competency to manage a multi-team response to incidents that may be time critical and/or potentially threatening to life, property or the environment.

## 2. Target Group

The IMO program is targeted at members with GL certification who have an interest and aptitude for being an Operations Officer in an IMT.

## 3. Entry Requirements

Before commencing training or assessment in IMO, a member must:

- Have completed the ICS for IMTs program.
- Have GL certification or equivalent.
- Have sufficient literacy and numeracy skills to operate as an Operations Officer in an IMT. In particular they will need to be able to read and interpret incident planning information, standard operating procedures (SOPs), legislation, incident action plans, charts and similar documents. They will also need to write sufficiently well to prepare operations documents, to view and operate T-card resource tracking systems and disposition boards, and to accurately write instructions so that they can be passed on to others.

## 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAOPE005B	Manage a multi-team response	Covered by the GLA and GLC programs. IMO "converts" GL into the operations function within a large IMT.

**Note:** The IMO program also covers the relevant ICS and doctrinal issues not covered in the unit.

## 5. Prerequisites & Co-requisites

*PUAOPE001B Supervise Response (Fire specific)* is a prerequisite for this program. This prerequisite is already met by having CLS and GL certification.

This program has no co-requisites.

## 6. Delivery Details

This program is delivered at the Regional level. Please contact your Regional Learning and Development Officer for further information.

# Incident Management Planning (IMP)

## 1. Purpose

Incident Management Planning (IMP) is an internal NSW RFS program designed to provide appropriate members with the competencies to work as a Planning Officer in an IMT.

It covers how the functions of OPERATIONS, PLANNING, LOGISTICS and CONTROL interact within an IMT as well as the specific processes relevant to planning. In particular it assists in developing an understanding of analysing and predicting incident development.

## 2. Target Group

The IMP program is targeted at members who hold Crew Leader certification (CL), and who have an interest and aptitude to operate as a Planning Officer in an IMT.

### 3. Entry Requirements

Before commencing training or assessment in IMP, a member must:

- Have completed the ICS for IMT's program.
- Have CL certification.
- Have the prerequisites listed in Section 5 below.
- Have sufficient literacy and numeracy skills to operate in an IMT. In particular they will need to be able to read and interpret incident planning information, standard operating procedures (SOPs), legislation, charts and similar documents. They will also need to write sufficiently well to produce lucid operations documents and Incident Action Plans (IAPs), to use T-card resource tracking systems and disposition boards, and to accurately copy information so that it can be passed on to others.

### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR502B	Develop incident control strategies	Covered by this program

**Note:** The IMP program also covers the relevant ICS and doctrinal issues not covered in the unit.

### 5. Prerequisites & Co-requisites

*PUAOPPE003B Supervise Response (Fire specific)* is a prerequisite for this program. This prerequisite is met by having CL certification (particularly the CLS component), or equivalent.

### 6. Delivery Details

This program is delivered at the Regional level. Please contact your Regional Learning and Development Officer for further information.

## Section 44 Controller (S44)

**Note:** This program is to be piloted during 2011 and has been renamed  
**Incident Controller: Major Incident (ICMI)**

### 1. Purpose

The Section 44 Controller (S44) program is designed to provide Incident Controllers with the additional competencies needed to control a multi-agency Incident Management Team (IMT) under Section 44 of the Rural Fires Act.

Control refers to the overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.

The S44 program is targeted at qualified Incident Controllers nominated as appointees under Section 44 of the *Rural Fires Act*.

## 2. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAOPE006B	Control multi-agency emergency situations	Multi-agency aspects covered by this (S44) program. Underpinning knowledge and skills covered in the IMC program

**Note:** The S44 program covers the multi-agency legislative, procedural and doctrinal issues not covered in the unit previously. Much of the content of the prerequisite IMC program covers the requirements of the aligned unit of competency. The S44 program focuses on the multi-agency issues specific to the bush fire legislative environment of NSW.

### Incident Management Team (IMT) Qualifications ICS Roles/Functions and NSW RFS Qualifications Table

The tables below explain where various Incident Control System (ICS) functions are covered in the NSW RFS training and qualifications system.

#### Mainstream Qualifications

ICS Function	Covered by NSW RFS Qualification/s		
	CLW / CLV	CLS	GL
Single Resource Leader (e.g. tanker, crew, etc.)	Yes	Yes	Yes
Strike Team Leader or Task Force Leader	No	Yes	Yes
Sector Commander (small sector – e.g. structure fire)	No	Yes	Yes
Staging Area Officer (small staging area)	No	Yes	Yes
Incident Controller (ICS Type 1 – small incident)	No	Yes	Yes
Sector Commander (large sector – e.g. bush fire)	No	No	Yes
Division Commander	No	No	Yes
Staging Area Manager (large staging area)	No	No	Yes
Incident Controller (ICS Type 2 – medium incident)	No	No	Yes

**Note:**

- In grassland areas, CLG certification is sufficient for any ICS function covered by CLW or CLS.
- CLV covers leading a single appliance/crew at a village type incident (e.g. vehicle or structure fire).
- CLW covers leading a single appliance/crew at a bush/grass fire or during a bush fire hazard reduction.

#### Incident Management Team (IMT) Qualifications

ICS Function	Covered by NSW RFS Qualification			
	IMC	IML	IMP	IMO
Incident Controller (ICS Type 3 – large incident)	Yes	No	No	No
Logistics Officer (at a large incident with an IMT)	No	Yes	No	No
Planning Officer (at a large incident with an IMT)	No	No	Yes	No
Operations Officer (at a large incident with an IMT)	No	No	No	Yes
Other members assisting in an IMT should have at least "Introduction to ICS" (ICS) certification				

## LIAISON OFFICER PROGRAMS

### Community Liaison Officer (CLO)

#### 1. Purpose

The Community Liaison Officer (CLO) training is the level of competency (skills, knowledge and attitudes) that you need to identify and evaluate risk in the community during a fire or related emergency incidents, and select and implement strategies to improve community engagement activities, delivery of information and education to the public and emergency personnel involved in the incident while undertaking this junior role in Public Liaison Unit (PLU) as part of the IMT.

#### 2. Target Group

CLO training is targeted at NSW RFS members who have community safety experience and wish to become involved with public awareness programmes and are prepared to undertake the CLO role in an IMT.

#### 3. Entry Requirements

Before commencing training or assessment in CLO, a member must:

- Have CSF
- Have ICS for IMT or equivalent
- Have sufficient literacy and numeracy skills to participate in the Community Liaison training and to operate in an IMT. In particular, will need to be able to read and interpret planning information, standard operating procedures (SOPs), incident action plans, charts and similar documents. They will need to be able to communicate with local communities effectively, and read and write a variety of workplace documents.

#### 4. Units of Competency

The following national units of competency are aligned with the CLO training programme:

National Code	Title of Unit of Competency	Comments
NIL	NIL	NIL

#### 5. Prerequisites and Co-Requisites

The following units of competency are prerequisites for the CLO program:

National Code	Title of unit of competency	Comments
PUAFIR301A	Undertake community safety activities	Covered by the CSF Programme
PUACOM005A	Foster a positive organisational image in the community	Covered by the CSF Programme
22022VIC	Australasian Inter-service Incident Management System (AIIMS)	This course is not aligned to any national unit of competency

#### 6. Delivery Details

CLO is delivered at State Level. Please contact the District/Team/Zone Community Safety Officer for further information.

The dates and locations for the program are as follows:

Dates	Location
30 <sup>th</sup> April – 1 <sup>st</sup> May	Armidale
7 <sup>th</sup> – 8 <sup>th</sup> September	Yass

## Media Liaison Officer (MLO)

### 1. Purpose

The Media Liaison Officer (MLO) program is designed to provide members with the skills to liaise with the media at a local level.

Participants will learn to interact with media representatives at incidents and provide media interviews about local news stories and events.

### 2. Target Group

This unit is designed for NSW RFS members who have been nominated as an MLO by their District Manager or higher.

### 3. Entry Requirements

Before commencing training or assessment a member must:

- Have AF certification, or equivalent.
- Have sufficient literacy and numeracy skills to analyse data and write presentations and press releases.
- Have sufficient oral communication skills to pass information to others fluently and clearly using concise and appropriate wording.

### 4. Units of Competency

The following units of competencies are aligned with this program:

National Code	Title of Unit of Competency	Comments
PUACOM012B	Liaise with media at a local level	Covered by the MLO program
PUACOM009B	Manage media requirements at major incident	Covered by the MLO program

### 5. Prerequisites & Co-requisites

There are no prerequisites to this program.

### 6. Delivery Details

This program is delivered at the State level. Please contact Media Services, Head Office, on (02) 9898 1855 for further information. Please send nomination forms to Media Services.

The dates and locations are as follows:

Date	Location
Monday 4 <sup>th</sup> – Tuesday 5 <sup>th</sup> July	Hornsby
Monday 1 <sup>st</sup> – Tuesday 2 <sup>nd</sup> August	Region West

## Public Liaison Officer (PLO)

### 1. Purpose

The Public Liaison Officer (PLO) program is designed to provide members with the knowledge and skills to function operationally as a PLO. Participants will learn to coordinate public information for a specific incident or event as part of the Incident Management Team.

### 2. Target Group

This unit is designed for NSW RFS members who have been nominated as a PLO by their District/Team/Zone Manager or Media Services, Head Office.

### 3. Entry Requirements

Before commencing training or assessment, a member must:

- Have MLO certification or equivalent
- Have CLO certification or equivalent
- Have sufficient literacy and numeracy skills to participate in the PLO training and to operate in an IMT. In particular, be able to read and interpret planning information, standard operating procedures, incident action plans, charts and similar documents. They will need to be able to write presentations, press releases and community newsletters, and have sufficient oral communication skills to pass information to local communities and the media fluently and clearly using concise and appropriate wording.

### 4. Units of Competency

There are no national units of competencies aligned with this program.

### 5. Prerequisites & Co-requisites

The following units of competency are prerequisites for the PLO program:

National Code	Title of Unit of Competency	Comments:
PUACOM012B	Liaise with media at a local level	Covered by NSW RFS MLO certification
PUACOM009B	Manage media requirements at major incident	Covered by NSW RFS MLO certification
PUAFIR301A	Undertake community safety activities	Covered by NSW RFS CSF certification, which is a requirement for the CLO program
PUACOM005A	Foster a positive organisational image in the community	Covered by NSW RFS CSF certification, which is a requirement for the CLO program
22022VIC	Australasian Inter-service Incident Management System (AIIMS)	Covered by NSW RFS ICS for IMTs certification, which is a requirement for the CLO program

**Note:** Within the NSW RFS, all of the prerequisites for the PLO program are met by:

- Having MLO certification or equivalent and,
- Having CLO certification or equivalent.

### 6. Delivery Details

This program is delivered at the State level. Please contact Media Services, Head Office on 02 9898 1855 for further information and details dates and locations of the program.



## Volunteer Development Programs

### Conduct Briefings/Debriefings (CBD)

#### 1. Purpose

The Conduct Briefings/Debriefings (CBD) program is for members who carry out relatively complex briefings and debriefings.

The program enables members to prepare and conduct precise and effective briefings and debriefings. It covers situations from crew briefings/debriefings (for example, en-route to an incident) up to those required to be delivered by senior staff at major incidents.

#### 2. Target Group

The program is targeted at members of the NSW RFS with leadership roles such as NSW RFS career staff and senior volunteer officers.

#### 3. Entry Requirements

Before commencing training or assessment in CBD, a member must:

- Have sufficient literacy and numeracy skills to read and write routine operational documents, and be able to effectively communicate with individuals and groups at incidents and meetings.

#### 4. Units of Competency

The following units of competency are aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAOPE004B	Conduct briefings/debriefings	Covered by this program.
PUACOM001C	Communicate in the workplace	

#### 5. Prerequisites & Co-requisites

*PUACOM001C Communicate in the workplace* is a prerequisite to *PUAOPE004B Conduct briefings and debriefings*. This prerequisite is covered within the CBD program. There is no prerequisite for *Communicate in the workplace*.

#### 6. Delivery Details

This program is delivered at the local level. Please contact your local Training Officer or your Learning and Development Officer for further information.

## Fireline Leadership (FLL)

### 1. Purpose

The Fire Line Leadership (FLL) program builds and develops leadership skills needed for effective supervision and leadership of crews in high stress operational environments, as well as providing the tools for leading in your day to day work environments. **Note:** *This is not a firefighting course.*

The program is delivered by facilitators from Mission Centred Solutions [<http://mcsolutions.com/>] and brings a different view of operational leadership.

Topics covered in the FLL program include: The Foundations of Leadership, The Mechanics of the Mind, Values: The Basis for Leading, Accepting the Leader's Duty, Leading Adaptively Creating a Resilient Culture, Building the Team, Training the Team, Learning from Performance, Stress as an Operational Risk, Balancing Standards and Expectations, Influencing through Communication, Building Accountability and Leading Ethically.

### 2. Target Group

This program is targeted at NSW RFS members who wish to enhance their leadership skills and knowledge.

### 3. Entry Requirements

Participants should be NSW RFS operational members holding the rank of Senior Deputy Captain and above.

Participants must:

- hold CLS or GL certification.
- be capable of physical activities in an outdoor environment.

### 4. Units of Competency

No units of competencies are currently aligned with this program. **Note:** *A project is underway to utilise the outcomes of this program towards units from the Certificate IV Business (Front Line Management).*

### 5. Prerequisites & Co-requisites

There are no prerequisites or co-requisites for this program.

### 6. Delivery Details

FLL is delivered at the State level. The program runs for five days and involves night exercises. Please contact Stephen Glasscock, Manager, Learning and Development Systems on 02 8741-5213 for further information. Nominations to [debbie.byernes@rfs.nsw.gov.au](mailto:debbie.byernes@rfs.nsw.gov.au).

The dates and locations for the program are as follows:

Date	Location
Thursday 5 <sup>th</sup> – Monday 9 <sup>th</sup> May	Yanco
Thursday 12 <sup>th</sup> – Monday 16 <sup>th</sup> May	Yanco

## Leadership and Team Skills (LDR)

### 1. Purpose

Leadership and Team Skills (LDR) is for members of the NSW RFS with a significant leadership role at Brigade level or higher.

The program is designed to provide applicants with the skills to develop and maintain effective working relationships and networks, and to manage and develop individuals and teams.

### 2. Target Group

The program is targeted at members of the NSW RFS with leadership roles such as NSW RFS career staff and senior volunteer officers.

### 3. Entry Requirements

Before commencing training or assessment in LDR, a member must:

- Have sufficient literacy and numeracy skills to be able to access, analyse and communicate ideas and information, plan and organise activities, work with others and in a team, use mathematical ideas and techniques, solve problems, use technology, and read and write a range of simple documents.
- Be prepared to complete take home assignments after the training.
- Be an experienced (preferably Senior) Deputy Captain or higher.

### 4. Units of Competency

The following units of competency are aligned with this program:

National Code	Title of Unit of Competency	Comments
BSBLED401A	Develop teams and individuals	This program may satisfy these three frontline management units <u>or</u> the single unit <i>PUATEA003B Lead Manage and Develop Teams</i> from the Certificate IV in Public Safety (Firefighting Supervision).
BSBWOR402A	Promote team effectiveness	
BSBWOR401A	Establish effective workplace relationships	

### 5. Prerequisites & Co-requisites

*PUATEA002B Work autonomously (Fire Specific)* is a pre-requisite for *PUATEA003B Lead, manage and develop teams*. This prerequisite is covered in the NSW RFS Advance Programs: Introduction (API) program. There are no prerequisites for the three frontline management units.

There are no co-requisites for this program.

### 6. Delivery Details

The Leadership and Team Skills program is provided by TAFE NSW – Riverina Institute for the NSW RFS. The program will be delivered as follows:

Date	Location
Thursday 10 <sup>th</sup> – Sunday 13 <sup>th</sup> March	Katoomba
Thursday 24 <sup>th</sup> – Sunday 27 <sup>th</sup> March	Wagga
Thursday 2 <sup>nd</sup> – Sunday 5 <sup>th</sup> June	Katoomba

**Note:** Post-course assessments are required.

Please contact Debbie Byrnes, Learning and Development Systems, on 02 8741 5214 or [debbie.byrnes@rfs.nsw.gov.au](mailto:debbie.byrnes@rfs.nsw.gov.au) for further information.

## Monitor Brigade Safety (SAF)

### 1. Purpose

Monitor Brigade Safety (SAF) is for members of the NSW RFS with a significant leadership role at Brigade or higher level

The program is designed to provide applicants with the skills to implement and monitor occupational health and safety policies, procedures and programs to meet legislative requirements for occupational health and safety.

### 2. Target Group

The SAF program is targeted at members of the NSW RFS with leadership roles such as NSW RFS career staff and senior volunteer officers.

### 3. Entry Requirements

Before commencing training or assessment in SAF, a member must:

- Have sufficient literacy and numeracy skills to understand legislation, regulations, codes of practice, safety checklists, safety instructions/placards, MSDS, OH&S plans, and to read and write simple documents.
- Be prepared to completed take home assignments after the training.
- Be a (preferably Senior) Deputy Captain or higher.

### 4. Units of Competency

The following units of competency are aligned with this program.

National Code	Title of Unit of Competency	Comments
BSBOHS407A	Monitor a safe workplace	Covered by this program.
BSBRSK401A	Identify risk and apply risk management processes	Covered by this program.

### 5. Prerequisites & Co-requisites

There are no pre-requisites or co-requisites for this program.

### 6. Delivery Details

The Monitor Brigade Safety program is provided by TAFE NSW – Riverina Institute for the NSW RFS. The program will be delivered as follows:

Date	Location
Thursday 28 <sup>th</sup> April – Sunday 1 <sup>st</sup> May	Wagga
Thursday 12 <sup>th</sup> May – Sunday 15 <sup>th</sup> May	Katoomba
Thursday 16 <sup>th</sup> June – Sunday 19 <sup>th</sup> June	Katoomba

**Note:** Post-course assessments are required.

Please contact Debbie Byrnes, Learning and Development Systems, on 02 8741 5214 or [debbie.byrnes@rfs.nsw.gov.au](mailto:debbie.byrnes@rfs.nsw.gov.au) for further information.

## Fire Reconnaissance (RCN)

### 1. Purpose

The Fire Reconnaissance (RCN) course provides the skill-sets needed for members to undertake reconnaissance missions (apart from air observation, which is covered by the AOB program).

### 2. Target Group

The Fire Reconnaissance (RCN) program is targeted at members who wish to undertake or support reconnaissance missions, in any of the following capacities:

- Reconnaissance Assistants (RCA) – These are members who meet the entry requirements to commence RCN training and may assist reconnaissance operators on missions. They need to have basic bush fire safety skills (e.g. BF, BFS or BFG), and have completed the advanced programs covering fire behaviour, weather and map reading, or equivalent (e.g. AF certification).
- Reconnaissance Operators (RCO) – These are members who meet all the requirements to conduct reconnaissance missions. They need to have either Crew Leader Wildfire (CLW) or Grassland (CLG) certification, and to have completed the Reconnaissance (RCN) training and assessment program.
- Reconnaissance Supervisors (RCS) – These are members who meet all the requirements to lead and develop reconnaissance capabilities in a district or other area. They need to have full Crew Leader (e.g. CLS or CLG) and RCO certification; plus have instructional (e.g. RFI) and assessment (e.g. ASA) skills.

### 3. Entry Requirements

Before commencing training or assessment in RCN, a member must:

- Be able to understand and speak the English language sufficiently well to work in a team with other members.
- Have completed the advanced programs covering fire behaviour (WFB), weather and map reading (NAV), or equivalent (e.g. AF).
- If they are over 50 or have any significant illness, injury or disability; discuss with their doctor whether it is safe and appropriate to take on the reconnaissance role.

### 4. Units of Competency

This program is not aligned with any national units of competency.

### 5. Prerequisites & Co-requisites

There are no national prerequisites for commencing RCN training

### 6. Delivery Details

The Fire Reconnaissance Program is delivered at the Regional level. In 2011, the program will be coordinated by Phil Robeson. Please contact Phil Robeson for further information on 02 8741 5485 or phil.robeson@rfs.nsw.gov.au.

## Volunteer to Career Workshop (V2C)

### 1. Purpose

The Volunteer to Career (V2C) is designed to familiarise volunteer members interested in a career in the RFS with the types of jobs available and what they involve, how to make yourself more competitive, the entry qualifications required, how people are selected for jobs, how to apply and what the job interview process involves.

### 2. Target Group

V2C workshops are targeted at volunteer members interested in a career in the NSW RFS.

### 3. Entry Requirements

Once expressions of interest for the program are open, you will need to complete a V2C application form, which is available on MyRFS, and fax it or send it to the relevant regional office.

**Note:** Please be aware that numbers will be limited, however late applications will be accepted if the programmes are not filled by the closing date. District / Team / Zone Manager's must sign off on all applications. Much of the information presented at the programmes is also available on MyRFS. All meals and accommodation on Saturday evening will be supplied at no cost to participants. Transport will need to be arranged through your district office.

### 4. Delivery Details

The programme is run over a weekend commencing on Saturday morning and concluding at lunchtime Sunday.

Courses will be held from June to August in 3 locations across the state. Dates will be posted on MyRFS as soon as they are confirmed. Once expressions of interest for the program are open please fill out the application form on MyRFS.

Please contact your Regional Office for further information.

## Certificate IV in Business (Frontline Management)

TAFE NSW Riverina Institute - Cootamundra Campus is offering NSW RFS members the opportunity to complete the Certificate IV in Business (Frontline Management), TAFE NSW Course No 17822.

The SAF and LDR programs are provided to NSW RFS members by TAFE NSW Riverina Institute - Cootamundra Campus under contract during Semester One. If you successfully complete the LDR and SAF programs you will already have completed five of the ten national units needed to obtain a Certificate IV in Frontline Management. The five units obtained through SAF and LDR are:

- BSBOHS407A Monitor a Safe Workplace – **CORE** unit
- BSBWOR402A Promote Team Effectiveness – **CORE** unit
- BSBRSK401A Identify Risk and Apply Risk Management Processes
- BSBLED401A Develop Teams and Individuals
- BSBWOR401A Establish Effective Workplace Relationships

If you are enrolled in SAF and LDR courses during 2011, and would like to complete the remaining five units needed for a Certificate IV in Frontline Management for your own benefit and at your own expense, you can do so under certain conditions.

The Certificate IV in Frontline Management requires the completion of 10 units of competency made up of:

4 CORE units PLUS 6 elective units

At least 3 of the elective units must be selected from the elective units listed in the Training Package for this qualification and the remaining 3 units may be selected from either the elective units listed for this qualification or anywhere else in the Business Services Training Package or any other endorsed national Training Package. If not in the elective list for this qualification, one unit can be selected from either a Certificate III or Diploma qualification. (Source: [www.ntis.gov.au](http://www.ntis.gov.au))

### Costs

To do this you will need to enrol directly through TAFE NSW Riverina Institute - Cootamundra Campus for an enrolment fee as follows: Statement of Attainment TAFE fee: \$225 for Semester 2, 2011. **There is also an additional fee of \$85 for the required textbook.**

Those who wish to complete the Certificate IV in FLM in the following or subsequent years the charge will be the Certificate IV TAFE fee which is currently \$479 per semester.

The conditions of the Statement of Attainment fee are that you **MUST** complete the additional units within the second semester (six months - before 11<sup>th</sup> November 2011) to ensure the whole program is completed within the calendar year; and you need to do **at least the five units** from the following list:

- BSBMGT402A Implement operational plan - **CORE** unit
- BSBMGT401A Show leadership in the workplace - **CORE** unit
- BSBADM409A Coordinate business resources
- BSBCMM401A Make a presentation
- BSBCUS401A Coordinate implementation of customer service strategies
- BSBINN301A Promote innovation in a team environment
- BSBMGT403A Implement continuous improvement
- BSBMGT404A Lead and facilitate offsite staff
- BSBREL401A Establish networks
- BSBWOR404B Develop work priorities
- BSBWRT401A Write complex documents

## Study Alternatives for Semester 2, 2011

You have two options for completing these remaining five units in the second Semester 2011.

- **Option 1**, you can use the Recognition of Prior Learning Logbook (to be supplied upon enrolment) to develop your RPL application for one or all of the five remaining units. This application **MUST** be completed by **September 2011** to enable processing.
- **Option 2**, you can study on-line using the internet, email and computer-based materials. On-line study involves using the TAFE Riverina Institute's website. The site provides a range of learning materials and activities. Participants will be involved in regular activities with the Online Facilitator and other participants in an on-line environment, and there are workplace projects. There will be regular interaction with the Online Facilitator who will guide participants through the study program.

### NOTE:

The only units offered through the Cootamundra Campus via Option 2 are listed below:

- BSBCUS401A Coordinate implementation of customer service strategies
- BSBMGT403A Implement continuous improvement
- BSBWOR404B Develop work priorities
- BSBMGT402A Implement operational plan - **CORE** unit
- BSBMGT401A Show leadership in the workplace - **CORE** unit

*Participants at all SAF and LDR programs in 2011 will be given details of how to go about the enrolment process and specific details of the above delivery/RPL options.*

Alternatively you can, of course, participate in completing the *Certificate IV in Frontline Management* at any suitable time with any appropriately Registered Training Organisation, by paying their standard fees.

**Note** The Certificate IV in Frontline Management combined in some cases with NSW RFS qualifications like CLS and CBD, is required for employment in many career entry positions in the NSW RFS.

## Delivery Details

The program will be conducted through the second semester, commencing on 4<sup>th</sup> July and concluding on 11<sup>th</sup> November 2011.

## How to Enrol

If you would like to take up this opportunity, email Leanne McGrath at [leanne.mcgrath@tafensw.edu.au](mailto:leanne.mcgrath@tafensw.edu.au).

Leanne will forward an enrolment form and enrolment instructions to you in early May 2011. These enrolment instructions will ask you to indicate which study option you would like to follow. Following enrolment you will be contacted by the Learning Facilitators to commence the study program.

## Questions?

If you have any questions, or wish to discuss this program, please contact Leanne McGrath on 02 6382 8524 or email [leanne.mcgrath@tafensw.edu.au](mailto:leanne.mcgrath@tafensw.edu.au).

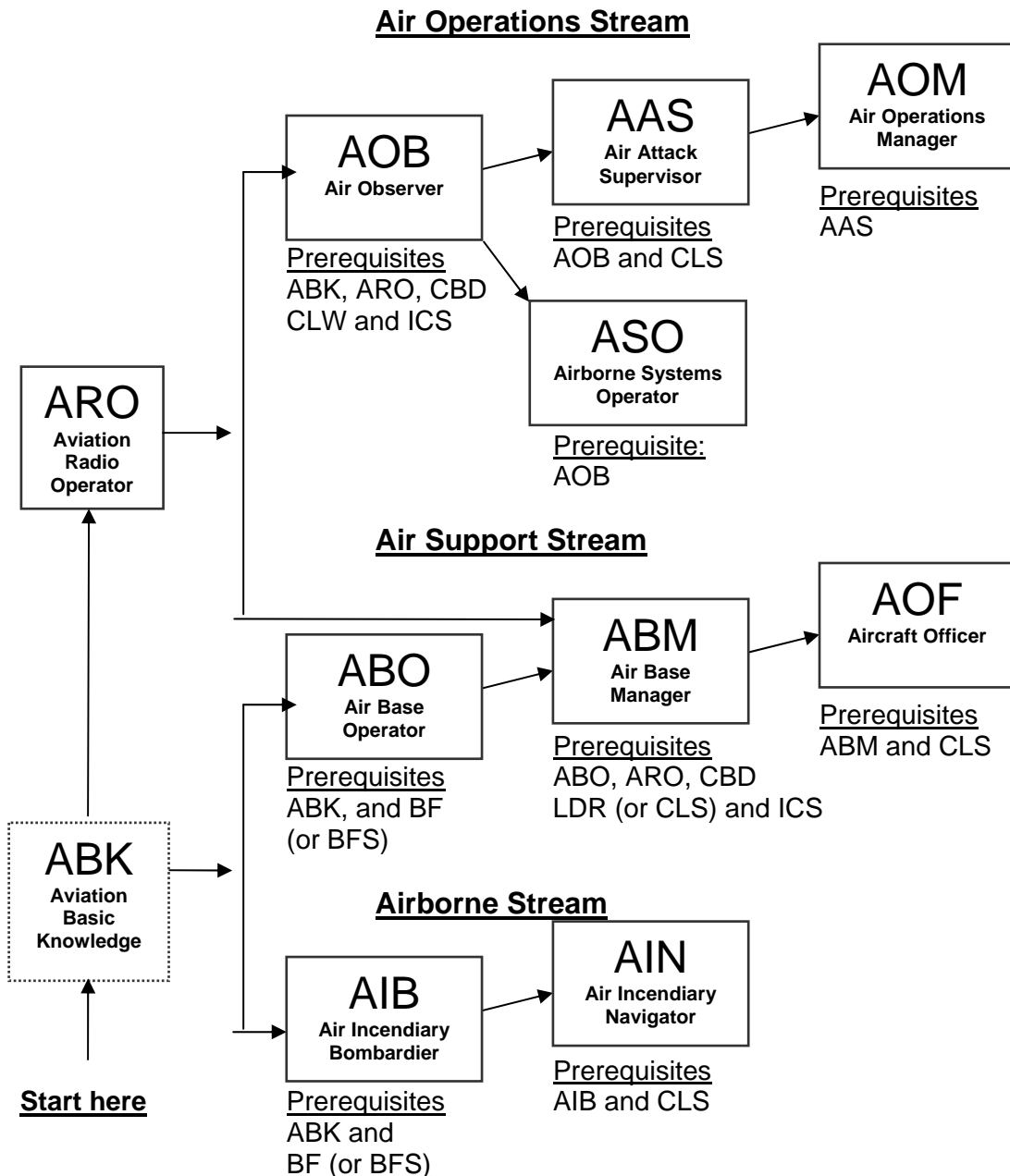


## NSW RFS Aviation Training Programs

The NSW RFS aviation programs fall into three broad streams:

- **Air Operations Stream** - which includes Air Observer (AOB), Airborne Systems Operator (ASO), Air Attack Supervisor (AAS) and Air Operations Manager (AOM).
- **Air Support Stream** - which starts at Air Base Operator (ABO) level and leads to Air Base Manager (ABM) and Aircraft Officer (AOF).
- **Airborne Stream** - which includes Air Incendiary Bombardier (AIB) and Air Incendiary Navigator (AIN).

In addition, there are the Aviation Basic Knowledge (ABK) and Aviation Radio Operator (ARO) programs, which are prerequisites for several of the qualifications above.



### Abbreviations for generic pre-requisites

BF – Bush Firefighter  
CLW – Crew Leader Wildfire  
CBD – Conduct Briefings/Debriefings  
LDR – Team Leadership Skills

BFS – Bush Firefighter Support  
CLS – Crew Leader Safety/ICS (Supervision)  
ICS – Introduction to Incident Control System (ICS)

## Aviation Basic Knowledge (ABK)

### 1. Purpose

Aviation Basic Knowledge (ABK) is an internal NSW RFS aviation specialist program used as a prerequisite for a range of other NSW RFS aviation qualifications.

It is designed to take a member with an existing BF or BFS level certification or higher, and give them the underpinning knowledge needed to work safely around aircraft.

### 2. Target Group

The ABK program is targeted at suitable members of the NSW RFS with a commitment to the safe, effective and efficient use of aircraft in bush fire control.

### 3. Entry Requirements

Before commencing training or assessment in ABK, a member must:

- Be able to understand, speak and read the English language sufficiently well to work in a team with other NSW RFS aviation personnel.
- Be certified as competent in BF or BFS, or have otherwise been inducted in working safely in the vicinity of bush fires.

### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR209B	Work Safely Around Aircraft ( <u>Underpinning knowledge only</u> )	Only the theory component of this unit is covered by this program (ABK). The practical component is included in the next tier (ABO, AOB & AIB) programs.

### 5. Prerequisites & Co-requisites

There are no national units of competency required as prerequisites for this qualification.

### 6. Delivery Details

The program is delivered as a self paced program. Please contact your local Training Officer or your Learning and Development Officer for further information.

**Note:** ABK is a prerequisite for several higher level NSW RFS aviation qualifications. Some of these have NSW RFS prerequisites higher than BF or BFS level. If a member intends to progress on to one of these qualifications, they should not complete ABK until they have achieved the required NSW RFS prerequisite level for the intended qualification.

## Aviation Radio Operator (ARO)

### 1. Purpose

Aviation Radio Operator (ARO) is an internal NSW RFS aviation specialist program, recognised by the Civil Aviation Safety Authority (CASA), enabling NSW RFS members to operate an aviation radio.

It is designed to take a member with BF or BFS background and enable them to operate an aviation radio according to aviation radio procedures. ARO is a prerequisite for several aviation training programs.

### 2. Target Group

The ARO program is targeted at members with BF or BFS certification, and with an aptitude for operating aviation radios.

Generally only a limited number of members in this position are needed by the Service, and there may be competitive applications for limited spaces in training.

### 3. Entry Requirements

Before commencing training or assessment in ARO, a member must:

- Be able to understand, speak, read and write the English language sufficiently well to work in a team with other personnel, and to clearly communicate and record radio messages.
- Be certified as competent in BF or BFS, or have otherwise been inducted in working safely in the vicinity of bush fires.
- Have successfully completed the ABK program, or have otherwise been inducted in working safely around aircraft.
- Have been selected for ARO training using an equitable application and selection process defined by the NSW RFS Aviation Section.

### 4. Units of Competency

No national Public Safety Training Package units of competency are aligned with this program.

However it is aligned with the CASA Flight Radiotelephone Operator Licence - Syllabus of Training.

### 5. Prerequisites & Co-requisites

There are no national units of competency required as prerequisites for this qualification. The NSW RFS prerequisites are BF or BFS and ABK.

### 6. Delivery Details

This program is coordinated by the Aviation Section for nominations and attendance. Program information is available from Simon Pogoriutschnig, Aviation Learning and Development Officer, 02 8741 5238 or [simon.pogoriutschnig@rfs.nsw.gov.au](mailto:simon.pogoriutschnig@rfs.nsw.gov.au).

This program will be open for nominations from across the state. Nominations should be sent to the Regional Office via your local L&D Officer. (Do not send them to the Aviation section.) There are 18 places available.

The program starts at 11.00 on the Friday morning and concludes at 16.00 on the Sunday afternoon.

Date	Location
Friday 11 <sup>th</sup> – Sunday 13 <sup>th</sup> March	Riverina Highlands
Friday 15 <sup>th</sup> – Sunday 17 <sup>th</sup> April	Temora
Friday 15 <sup>th</sup> – Sunday 17 <sup>th</sup> July	Casino

### Re-certification:

ARO certification has a shelf life of 5 years. It is renewed by attending a recertification event and successfully completing an assessment equivalent to the assessment required for its initial issue. Recertification events may also be used for members to maintain their 14 month currency.

Recertification events are coordinated by the Aviation Section for nominations and attendance. Exercise information is available from Simon Pogoriutschnig, Aviation Learning and Development Officer, 02 8741 5238.

You should only apply for the event being run in your vicinity. Nominations should be sent to the Regional Office via your local L&D Officer. (Do not send them to the Aviation section.)

One (1) day events being conducted at 3 locations to allow maximum numbers of members to attend. Members should nominate to attend one (1) of the days only.

Date	Location
Sunday 15 <sup>th</sup> May	Chifley
Sunday 19 <sup>th</sup> June	Grafton
Sunday 28 <sup>th</sup> August	Riverina

**Note:** Programs may be cancelled or withdrawn for any reason including insufficient student numbers, operational priorities, unavailability of instructors, or for purposes outside the control of the NSW RFS or Aviation Section.

## Air Observer (AOB)

### 1. Purpose

Air Observer (AOB) is an internal NSW RFS aviation specialist program for members to carry out visual reconnaissance of bush fires from aircraft.

It is designed to take a member with an existing CLW level certification, and enable them to carry out visual reconnaissance of bush fires from the air.

### 2. Target Group

The AOB program is targeted at experienced fire officers with a commitment to the safe, effective and efficient use of aircraft in bush fire control. Generally only a limited number of members in this position are needed by the Service, and there may be competitive applications for limited spaces in training.

### 3. Entry Requirements

Before commencing training or assessment in AOB, a member must:

- Be able to understand, speak, read and write the English language sufficiently well to work in a team with other personnel, clearly communicate and record radio messages, and use maps, charts, weather forecasts, navigational instruments and route plans.
- Have current certification in all prerequisites specified in sections 4 and 5 below, plus CLW certification or equivalent fire weather and fire behaviour knowledge.
- Have successfully completed the NSW RFS Incident Control System for Incident Management Teams (ICS) and ABK programs, or their equivalent.
- Have been selected for AOB training using an equitable application and selection process defined by the NSW RFS Aviation Section.
- Be able to operate effectively in an aircraft for extended periods in a wide range of conditions.

Before commencing any airborne components of training or assessment in AOB, a member must:

- Hold a current Class 2 aviation medical certificate – This is obtained by passing a medical examination with a designated aviation medical examiner. It is the same standard as applied to private pilots. See ‘Aviation Medicals’ on website [www.casa.gov.au](http://www.casa.gov.au) for details.
- Hold ARO certification or equivalent.

#### 4. Units of Competency

The following units of competency are aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR209B	Work Safely Around Aircraft	Covered by this program (AOB) – (Note: The ABK program covers general underpinning knowledge)
PUAFIR315B	Navigate from an Aircraft	
PUAFIR401B	Obtain Incident Intelligence	

Note: PUAOPE003B Navigate in urban and rural environments (Fire specific) and PUAOPE003B Navigate in urban and rural environments (Fire specific) are prerequisites for PUAFIR315B Navigate from an Aircraft, which in turn is a prerequisite for PUAFIR401B Obtain Incident Intelligence.

The following unit of competency is also listed as aligned with this program in national aviation program material, but should be covered in a prerequisite program as indicated below:

National Code	Title of Unit of Competency	Comments
PUAOPE004B	Conduct Briefings and Debriefings	Covered by the CBD program

#### 5. Prerequisites & Co-requisites

The following units of competency are prerequisites for units relating to this program:

National Code	Title of Unit of Competency	Prerequisite for	Covered by
PUAFIR201B	Prevent Injury	PUAFIR401B	BF program
PUAOPE005B	Navigate in Urban and Rural Environments	PUAFIR315B	NAV program
PUAFIR0209B	Work Safely Around Aircraft (Fire specific)	PUAFIR315B	AOB program

#### 6. Delivery Details

This program is coordinated jointly by NSW RFS and National Parks and Wildlife Service (NPWS).

This program will be open for nominations from across the state from both agencies. NSW RFS course nominations should be sent to the Regional Office via your local L&D Officer (Do not send them direct to Aviation Section or NPWS.)

Date	Location
Monday 9 <sup>th</sup> May – Friday 13 <sup>th</sup> May	Chifley

**Note:** Programs may be cancelled or withdrawn for any reason including insufficient student numbers, operational priorities, unavailability of instructors, or for purposes outside the control of the NSW RFS or Aviation Section.

## Air Base Operator (ABO)

### 1. Purpose

Air Base Operator (ABO) is an internal NSW RFS aviation specialist program for suitable members to operate bush fire aviation support equipment at an air base.

It is designed to take a member with an existing bush fire fighting or support background and enable them to operate aviation support equipment at a base for bush fire air operations.

### 2. Target Group

The ABO program is targeted at suitable members with BF or BFS certification and an aptitude for operating aviation support equipment at a bush fire air base. Generally only a limited number of members in this position are needed by the Service, and there may be competitive applications for limited spaces in training.

### 3. Entry Requirements

Before commencing training or assessment in ABO, a member must:

- Be able to understand, speak, read and write the English language sufficiently well to work in a team with other personnel, complete relevant records, and interpret and comply with relevant procedures and placards.
- Be certified as competent in BF or BFS, or have otherwise been inducted in working safely in the vicinity of bush fires.
- Have successfully completed the ABK program, or have otherwise been inducted in working safely around aircraft.
- Have been selected for ABO training using an equitable application and selection process defined by the NSW RFS Aviation Section.

### 4. Units of Competency

The following units of competency are aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR313B	Operate Aviation Support Equipment	Covered by this program (ABO)
PUAFIR209B	Work Safely Around Aircraft	The theory is covered in the ABK program. Practical component is included in this program (ABO).

### 5. Prerequisites & Co-requisites

There are no national prerequisites or co-requisites for this program.

### 6. Delivery Details

The program is coordinated by the Aviation Section for nominations and attendance (24 places are available). Program information is available from Simon Pogoriutchnig, Aviation Learning and Development Officer, on 02 8741 5238 or [simon.pogoriutchnig@rfs.nsw.gov.au](mailto:simon.pogoriutchnig@rfs.nsw.gov.au).

The program will be open for nominations from across the state. Nominations should be sent to the Regional Office via your local L&D Officer. (Do not send them to the Aviation section.)

The program starts at 11.00 on the Friday morning and concludes at 16.00 on the Sunday afternoon.

Date	Location
Friday 11 <sup>th</sup> – Sunday 13 <sup>th</sup> March	Riverina Highlands
Friday 15 <sup>th</sup> – Sunday 17 <sup>th</sup> April	Temora
Friday 15 <sup>th</sup> – Sunday 17 <sup>th</sup> July	Casino

### Re-certification:

ABO certification has a shelf life of 5 years. It is renewed by attending a recertification event and successfully completing an assessment equivalent to the assessment required for its initial issue. Recertification events may also be used for member to maintain their 14 month currency.

Recertification events are coordinated by the Aviation Section for nominations and attendance. Exercise information is available from Simon Pogoriutschnig, Aviation Learning and Development Officer, 02 8741 5238 or [simon.pogoriutschnig@rfs.nsw.gov.au](mailto:simon.pogoriutschnig@rfs.nsw.gov.au).

You should only apply for the event being run in your vicinity. Nominations should be sent to the Regional Office via your local L&D Officer. (Do not send them to the Aviation section.)

One (1) day events being conducted at 3 locations to allow maximum numbers of members to attend. Members should nominate to attend one (1) of the days only.

Date	Location
Sunday 15 <sup>th</sup> May	Chifley
Sunday 19 <sup>th</sup> June	Grafton
Sunday 28 <sup>th</sup> August	Riverina

**Note:** Programs may be cancelled or withdrawn for any reason including insufficient student numbers, operational priorities, unavailability of instructors, or for purposes outside the control of the NSW Rural Fire Service or Aviation Section.

## Air Base Manager (ABM)

### 1. Purpose

Air Base Manager (ABM) is an internal NSW RFS aviation specialist program for members who manage a base for air operations at a bush fire.

It is designed to take ABO and associated certification and experience certification or equivalent, and enable them to manage an NSW RFS air base.

### 2. Target Group

The ABM program is targeted at members with ABO certification and experience, and an aptitude for managing a base for bush fire air operations.

Generally only a limited number of members in this position are needed by the Service, and there may be competitive applications for limited spaces in training.

### 3. Entry Requirements

Before commencing training or assessment in ABM, a member must:

- Be able to understand, speak, read and write the English language sufficiently well to work in a team with other personnel, complete relevant records, and interpret and comply with relevant procedures and placards.
- Have successfully completed the NSW RFS Incident Control System for Incident Management Teams (ICS) and ABK programs, or their equivalent.
- Have current certification in all prerequisites specified in sections 4 and 5 below.
- Have been selected for ABM training using an equitable application and selection process defined by the NSW RFS Aviation Section.

### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR408B	Plan Aircraft Operations	Covered by this program (ABM)

The following units of competency are also listed as aligned with this program in national aviation program material, but should be covered in prerequisite programs as indicated below:

National Code	Title of Unit of Competency	Comments
PUAOPE002B	Operate Comms Systems	Covered by BF/BFS program
PUAOPE004B	Conduct Briefings and Debriefings	Covered by CBD program
PUAFIR209B	Work Safely Around Aircraft	Covered by ABO program
PUAFIR313B	Operate Aviation Support Equip.	Covered by LDR or CL program
A team leadership oriented unit at Certificate IV level.		

**Note:** PUAFIR209B Work Safely Around Aircraft is a prerequisite for PUAFIR313B Operate Aviation Support Equipment.

### 5. Prerequisites & Co-requisites

*PUAOPE002B Operate Communications Systems and Equipment is a prerequisite for PUAFIR408B Plan Aircraft Operations.*

### 6. Delivery Details

The program is coordinated at a state level for nominations and attendance. Program information is available from Simon Pogoriutchnig, Aviation Learning and Development Officer, on 02 8741 5238, or [simon.pogoriutchnig@rfs.nsw.gov.au](mailto:simon.pogoriutchnig@rfs.nsw.gov.au).

The program will be open for nominations from across the State. Nominations should be sent to the Regional Office via your local L&D Officer. (Do not send them to the Aviation Section).

Date	Location
Tuesday 29 <sup>th</sup> – Thursday 31 <sup>st</sup> March	Manning
Tuesday 4 <sup>th</sup> – Thursday 4 <sup>th</sup> August	Manning

**Note:** Programs may be cancelled or withdrawn for any reason including insufficient student numbers, operational priorities, unavailability of instructors, or for purposes outside the control of the NSW RFS or Aviation Section.



## NSW RFS Trainer & Assessor Programs

The NSW RFS Trainer and Assessor certifications are designed to provide qualifications based on Certificate IV level units from the Training and Education (TAE10) Training Package and to convert members with the relevant units of competency from the Certificate IV in Training and Assessment (TAE40110) into NSW RFS trainers and assessors.

Training and assessment units have been clustered to meet the specific needs of trainers/ assessors at the different levels of training and assessment in the NSW RFS. Clustering ensures that trainers/assessors have the specific qualifications needed to carry out their NSW RFS training and assessment roles effectively.

The following tables identify the relationship of NSW RFS programs to the national Training and Education Training Package:

NSW RFS CERTIFICATION	CONSISTS OF NATIONAL UNITS DELIVERED WITHIN THE NSW RFS
ASA	TAEASS301A Contribute to assessment
RFI	TAEDEL301A Provide work skill instruction TAEASS301A Contribute to assessment

**Note:** The above units may also be obtained through an external RTO.

NSW RFS CERTIFICATION	CONSISTS OF THE NATIONAL QUALIFICATION OR UNIT/S DELIVERED BY AN EXTERNAL PROVIDER	COMBINED WITH
ASR	TAEASS401A Plan assessment activities and processes TAEASS402A Assess competence TAEASS403A Participate in assessment validation	Either AF, CSF, CCL or CCO certification, <u>plus</u> participation in an ASR Workshop
RTC	TAE40110 Certificate IV in Training and Assessment	Either CL, CSC, CCL or CCS certification, <u>plus</u> participation in an RTC Workshop

**Note:** The above NSW RFS trainer and assessor qualifications are achieved by obtaining the relevant units from an external RTO, having the specified NSW RFS certification, and then completing the relevant NSW RFS workshop to learn how that function is delivered in the NSW RFS.

*Abbreviations:*

RTC = RFS Training Coordinator, RFI = RFS Instructor, ASR = RFS Assessor, ASA = Assessment Advocate  
AF = Advanced Firefighter, CL = Crew Leader, CCL = Catering Crew Leader, CCO = Communications Operator,  
CCS = Communications Supervisor, CSF = Community Safety Facilitator, CSC = Community Safety Coordinator.  
RTO=Registered Training Organisation.

**Note:** NSW RFS trainers assigned to deliver training and assessment units for the RFI qualification shall have a Certificate IV in Training and Assessment (usually funded by the NSW RFS and obtained from an external training provider). Other NSW RFS staff members who intend to complete the Certificate IV in Training and Assessment for professional development purposes may apply to Learning and Development Systems for reimbursement of costs through the Service's professional development program.

## Assessment Advocate (ASA)

### 1. Purpose

The Assessment Advocate (ASA) program is designed for NSW RFS members who are willing to contribute to the process of assessment of their fellow members. ASA's help the process of assessment by gathering evidence of competency of NSW RFS members in various qualifications on behalf of qualified ASR's and work closely with qualified NSW RFS Assessors.

### 2. Target Group

The unit is targeted at NSW RFS members who do not necessarily want to be involved as NSW RFS instructors or fully qualified assessors, but are willing to assist fellow members to gain qualifications by gathering appropriate evidence of competency which can be used by a qualified NSW RFS Assessor as evidence required to determine competency.

The unit also targets RFI's who completed RFI qualification prior to the introduction of RFI (2005) and have no recognised qualification in assessment.

### 3. Entry Requirements

Before commencing training or assessment a member must:

- Have AF certification (or BF certification if it is in the interests of the District and authorised by the District Learning and Development Officer)
- Have sufficient literacy numeracy and interpersonal skills to follow Assessment Guidelines and interact appropriately with qualified ASR's and fellow members in their role of Assessment Advocates.

### 4. Unit of Competency

The following unit of competency are aligned with this program:

National Code	Title of Unit of Competency	Comments
TAEASS301A	Contribute to assessment	Covered by this program.

### 5. Prerequisites & Co-requisites

There are no national prerequisites for this program.

### 6. Delivery Details

ASA is delivered at the Regional level by regionally approved facilitators. Please contact your L&D Officer or Jim Chivas, Learning and Development Systems, on jim.chivas@rfs.nsw.gov.au for further information.

## NSW RFS Instructor (RFI)

### 1. Purpose

The RFI program provides members with the level of competency needed to participate in the delivery of training and contribute to assessment in the NSW RFS.

Participants will learn to provide individual and group training by instruction and demonstration of relevant skills, and to contribute to the process of assessment, under the supervision of a qualified RTC or ASR respectively.

## 2. Target Group

The RFI program is targeted at NSW RFS members who have achieved Advanced Firefighter (AF), Community Safety Facilitator (CSF), Communications Operator (CCO) or Catering Crew Leader (CCL) certification, or higher, and have an interest and aptitude to participate in providing training and assessment.

## 3. Entry Requirements

Before commencing training or assessment in RFI, a member must:

- Have one of the following: AF, CSF, CCO or CCL certification, or higher, or equivalent.
- Have sufficient literacy and numeracy skills to read and interpret training materials, course guides, OH&S guidelines, standard operating procedures (SOPs), and to record training/assessment data.

## 4. Units of Competency

The following units of competency are aligned with this program:

National Code	Title of Unit of Competency	Comments
TAEDEL301A	Provide work skill instruction	Covered by this program. This unit can also be used as an elective in the Cert. IV in Training and Assessment.
TAEASS301A	Contribute to assessment	Covered by this program. This unit can also be used as an elective in the Cert. IV in Training and Assessment.

## 5. Prerequisites & Co-requisites

There are no pre-requisites or co-requisites for this program.

## 6. Delivery Details

This program is delivered at the Regional level. Please contact your Regional Learning and Development Officer for further information.

# NSW RFS Assessor (ASR)

## 1. Purpose

The ASR program familiarises members qualified in the relevant national assessment units with the procedures used to assess effectively within the NSW RFS.

Participants will learn about assessment and assessment validation procedures in the NSW RFS.

## 2. Target Group

The ASR program is targeted at members of the NSW RFS who have achieved AF, CSF, CCO or CCL certification, or higher, and have the national units related to assessment from an external provider and are interested in providing assessment in the NSW RFS.

### 3. Entry Requirements

Before completing ASR certification, a member must:

- Have the following national units of competency:

National Code	Title of Unit of Competency	Comments
TAEASS401A	Plan assessment activities and processes	Delivered by an external training organisation registered to deliver these units.
TAEASS402A	Assess competence	
TAEASS403A	Participate in assessment validation	

- Have one of the following: AF, CSF, CCO or CCL certification, or higher, or equivalent.

### 4. Delivery Details

The ASR program consists of a one-day workshop to familiarise participants with NSW RFS procedures. The workshop may be conducted at local, regional or state level, and shall cover NSW RFS assessment and RPL procedures, and practice their use in a series of case studies.

Please contact your Regional Learning and Development Officer for further information.

## NSW RFS Training Coordinator (RTC)

### 1. Purpose

The RTC program familiarises members who have a TAE40110 Certificate IV in Training and Assessment with the procedures used to manage and coordinate local training in the NSW RFS.

### 2. Target Group

The RTC program is targeted at members of the NSW RFS who have either CL or CSC or CCS and have a Certificate IV in Training and Assessment and who are interested in participating in managing and coordinating training in the NSW RFS at a local level.

### 3. Entry Requirements

Before completing RTC certification, a member must:

- Have a TAE40104 Certificate IV in Training and Assessment or equivalent.
- Have one of the following: CL, CSC, or CCL or CCS certification or equivalent.

### 4. Delivery Details

The RTC (2005) program consists of a two-day workshop to familiarise participants with relevant NSW RFS training coordination procedures. The workshop may be conducted at local, regional or state level, and shall cover NSW RFS training management and coordination procedures and apply them in a series of case studies.

Please contact your Regional Learning and Development Officer for further information.

## TAE40110 Certificate IV in Training & Assessment (TAE)

### 1. Purpose

The Certificate IV Training and Assessment (TAE) program is designed for members with the superseded BSZ40198 Workplace Training and Assessment to update the currency of their qualification.

The TAE40110 provides the competencies to deliver training in an area of subject matter expertise, and to conduct competency based assessment in a range of contexts.

The TAE40110 Certificate IV Training and Assessment is a prerequisite for RFS Training coordinator (RTC)

### 2. Target Group

Volunteer members who are active trainers and assessors and hold the BSZ40198 Workplace Training and Assessment and wish to upgrade their qualification.

**Note:** BSZ40198 will no longer be current as of 2012.

### 3. Entry Requirements

Before commencing training in the TAE program, a member must:

- Be an active trainer and/or assessor.

### 4. Units of Competency

The following units of competency are aligned with this program.

#### Core:

National Code	Title of Unit of Competency
TAEASS401A	Plan assessment activities and processes
TAEASS402A	Assess competence
TAEASS403A	Participate in assessment validation
TAEDEL401A	Plan, organise and deliver group-based learning
TAEDEL402A	Plan, organise and facilitate learning in the workplace
TAEDES401A	Design and develop learning programs
TAEDES402A	Use training packages and accredited courses to meet client needs

#### Electives

National Code	Title of Unit of Competency
BSBCMM401A	Make a presentation
TAEDEL301A	Provide work skill instruction
TAEASS502A	Design and develop assessment tools

## 5. Prerequisites & Co-requisites

There are no pre-requisites or co-requisites for this program.

## 6. Delivery Details

The TAE40110 program is provided by TAFE NSW – Riverina Institute for the NSW RFS. The program will be delivered as follows:

Date	Block	Location
Saturday 28 <sup>th</sup> – Sunday 29 <sup>th</sup> March	Block 1	Coffs Harbour
Saturday 7 <sup>th</sup> – Sunday 8 <sup>th</sup> May	Block 2	Coffs Harbour
Saturday 18 <sup>th</sup> – Sunday 19 <sup>th</sup> June	Block 3	Coffs Harbour
Saturday 6 <sup>th</sup> – Sunday 7 <sup>th</sup> August	Block 1	Wagga
Saturday 10 <sup>th</sup> – Sunday 11 <sup>th</sup> September	Block 2	Wagga
Saturday 15 <sup>th</sup> – Sunday 16 <sup>th</sup> October	Block 3	Wagga

Date	Units to be covered
Block 1	<ul style="list-style-type: none"> <li>• Use Training Packages and accredited courses to meet client needs</li> <li>• Design and develop learning programs</li> <li>• Plan, organise and facilitate learning in the workplace</li> </ul>
Block 2	<ul style="list-style-type: none"> <li>• Plan, organise and deliver group-based learning</li> <li>• Provide work skill instruction</li> <li>• Plan assessment activities and processes</li> <li>• Design and develop assessment tools</li> </ul>
Block 3	<ul style="list-style-type: none"> <li>• Make a presentation (practical session)</li> <li>• Assess competence</li> <li>• Participate in assessment validation</li> </ul>

**Note:** Post-course assessments are required.

The program is run over 3 weekend's blocks commencing on Saturday morning at 9:00am and concluding on Sunday at 4:00pm. You must attend the 3 blocks.

Please contact Debbie Byrnes, Learning and Development Systems, on 02 8741 5214 or [debbie.byrnes@rfs.nsw.gov.au](mailto:debbie.byrnes@rfs.nsw.gov.au) for further information.

## Other Programs

### Bush Fire Awareness (BFA)

#### 1. Purpose

Bush Fire Awareness (BFA) is a program for personnel, usually from other organisations (e.g. State Emergency Service (SES), Police, Ambulance, Defence, Council and utility supply organisations), who may need to operate near bush fires, but not in a firefighting or related role.

The program enables organisations to meet occupational health and safety obligations to ensure that such members receive sufficient training and information prior to operating near a bush fire.

#### 2. Target Group

The BFA program is targeted at members of organisations who might need to operate on or near the fireground, but not in a firefighting or related role, during a bush fire.

#### 3. Entry Requirements

Before commencing training or assessment in BFA, a person must:

- Be able to understand and speak the English language sufficiently well to coordinate and communicate with others on or near the fire ground.
- Be capable of undertaking training to carry out bush fire emergency drills.

#### 4. Units of Competency

There is no national unit/s of competency aligned with this program. The program is aligned with an accredited course:

Module Code	Title of Accredited Course	Comments
22023VIC	Basic Wildfire Awareness	Program is called "Bush Fire Awareness" (BFA) in the NSW RFS.

#### 5. Prerequisites & Co-requisites

There are no pre-requisites or co-requisites for this program.

#### 6. Delivery Details

This program is delivered on a commercial basis. Please contact the NSW RFS Corporate and International Relations Unit on 02 8741 5174 or corporatetraining@rfs.nsw.gov.au for further information.

### Development Assessment Officer (DAP1) (For "Deemed to Satisfy" Applications)

#### 1. Purpose

The DAP1 program is designed to provide members with the skills to undertake assessments of 'deemed to satisfy' development applications forwarded from local councils, compare them with the requirements as set out in the *Environmental Planning and Assessment Act 1979* and the *NSW Rural Fires Act 1997*, and make recommendations to Council accordingly.

Participants will learn to identify vegetation structures, measure slopes and distances, and apply the provisions as set out in *Planning for Bushfire Protection 2006*, and the *Building Code of Australia (BCA)*.

## 2. Target Group

This unit is designed for NSW RFS staff members who work as a Community Safety Officer, Development Control Officer, Planning and Mitigation Officer or Fire Mitigation Officer who needs to undertake 'deemed to satisfy' assessments for Development Applications

## 3. Entry Requirements

Before commencing training or assessment a member must:

- Have BF (or BFS) certification, or equivalent.
- Have sufficient literacy and numeracy skills to analyse data and write recommendations to councils.
- Have sufficient oral communication skills to pass information to others fluently and clearly using concise and appropriate wording.

## 4. Units of Competency

There are no national units of competencies aligned with this program.

## 5. Prerequisites & Co-requisites

There are no prerequisites or co-requisites for this program.

## 6. Delivery Details

This program is delivered by the Development, Assessment and Planning Section. Please contact Alison Moad on 02 8741 5443 or [alison.moad@rfs.nsw.gov.au](mailto:alison.moad@rfs.nsw.gov.au) for further details.

# Development Assessment Officer (DAP2) (For "Performance Based" Applications)

## 1. Purpose

The DAP2 program is designed to provide members with the skills to undertake assessments of 'performance based' development applications forwarded from local councils and compare them with the requirements as set out in the *Environmental Planning and Assessment Act 1979* and the *NSW Rural Fires Act 1997*, and make recommendations to Council accordingly.

Participants will expand on theories learnt during the DA1 course to enable them to undertake performance based assessments, and apply the provisions as set out in the Building Code of Australia and Planning for Bushfire Protection 2006.

## 2. Target Group

This unit is designed for NSW RFS staff members who work as a Community Safety Officer, Development Control Officer, Planning and Mitigation Officer or Fire Mitigation Officer, who needs to undertake performance based assessments for Development Applications.

## 3. Entry Requirements

Before commencing training or assessment a member must:

- Have DAP1 certification, or equivalent
- Have sufficient literacy and numeracy skills to analyse data, interpret relevant standards and guidelines, and write recommendations to councils
- Have sufficient oral communication skills to pass information to others fluently and clearly using concise and appropriate wording.



#### 4. Units of Competency

There are no units of competencies aligned with this program.

#### 5. Prerequisites & Co-requisites

There are no prerequisites or co-requisites for this program.

#### 6. Delivery details

This program is delivered by the Development, Assessment and Planning Section. Please contact Alison Moad on 02 8741 5443 or [alison.moad@rfs.nsw.gov.au](mailto:alison.moad@rfs.nsw.gov.au) for further details.

### Extinguisher Training (EXT)

#### 1 Purpose

The Extinguisher Training (EXT) program is designed to provide the knowledge and skills to control a small fire in a workplace or similar environment.

Participants will learn to control a small fire using first attack firefighting equipment typically installed in workplaces, such as extinguishers, hose-reels and fire blankets.

#### 2. Target Group

This unit is designed for those who might encounter a fire in the workplace and be expected to use first attack firefighting equipment when safe.

#### 3. Entry Requirements

Before commencing training or assessment a member must be capable of:

- Reacting appropriately to emergency situations
- Communicating emergency information to others
- Understanding first attack firefighting equipment instruction labels and/or pictographs.

#### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAWER008B	Confine small workplace emergencies	Covered by the EXT program

**Note:** This unit has a range of variables such that it might be applied to specific types of small emergencies in the workplace, notably fire; or a wide range of workplace emergencies. In the NSW RFS, its application is normally confined to dealing with small workplace fires.

#### 5. Prerequisites & Co-requisites

There are no pre-requisites or co-requisites to this program.

#### 6. Delivery details

This program is delivered on a commercial basis. Please contact the NSW RFS Corporate and International Relations Unit on 02 8741 5174 or [corporatetraining@rfs.nsw.gov.au](mailto:corporatetraining@rfs.nsw.gov.au) for further information.

## Fire Behaviour Analyst (FBA)

### 1. Purpose

The Fire Behaviour Analyst (FBA) program is an externally provided program facilitated by Dr Kevin Tolhurst of University of Melbourne. It is designed to train members in undertaking Fire Behaviour Analysis for both bush fire and hazard reduction activities at both a State and District level.

The FBA role is relatively new to the NSW RFS. The role creates fire prediction and impact analysis maps, monitors fire ground weather, provides advice on weather related safety messages and fire fighting strategies determined by an Incident Management Team. FBAs may also assist in planning and preparation for hazard reduction activities.

### 2. Target Group

Volunteers and Staff Members with a high level of experience and understanding of fire behaviour. Planning Officers wanting to “up skill” are targeted for this program.

### 3. Entry Requirements

Successful completion of an expression of interest and a pre-course fire weather entry examination.

### 4. Units of Competency

There are no current national units of competency.

**Please note:** The program is currently undergoing review and assessment by AFAC.

### 5. Prerequisites & Co-requisites

Before commencing training and assessment a member must have:

- 40 hours fire ground experience
- Incident Control Systems for IMTs
- Successfully completed a pre course fire weather entry exam.

Ideally the member will have a degree or equivalent in Science and have completed the RFS Incident Management Planning program.

### 6. Delivery Details

Two programs are planned for 2011 courses. The program will be delivered as follows:

Dates	Location
Mon 6 <sup>th</sup> June to Fri 10 <sup>th</sup> June	Warringah Fire Control Centre
Mon 19 <sup>th</sup> Sept to Fri 23rd Sept	Sydney Region - TBA

Please contact Laurence McCoy, Community Planning, on 02 8741 5357 or [laurence.mccoy@rfs.nsw.gov.au](mailto:laurence.mccoy@rfs.nsw.gov.au), for further details.

## Implement Prevention Strategies (IPS)

### 1. Purpose

Implement prevention strategies (IPS) is an internal NSW RFS unit for members with a managing role in Community Safety.

Participants learn how to implement public safety risk management strategies which can be used to reduce the risk of fire to the community.

## 2. Target Group

This unit is available for experienced members who have completed the CSC program, and have an interest and aptitude to manage the implementation of relevant risk control strategies in the community by the NSW RFS.

## 3. Entry Requirements

Before commencing training or assessment a member must:

- Have completed the introductory program for community safety staff.
- Have CSC, DA1, ILC, LDR and PBP certification, or their equivalent.
- Have sufficient literacy and numeracy skills to be able to read, interpret and review public safety risk prevention data, planning certificates, environmental and development control plans, maps, and building codes, and effectively communicate information with stakeholders in accordance with standard operating procedures, policies and legislation.

## 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR509B	Implement prevention strategies	Covered by the IPS program

## 5. Prerequisites & Co-requisites

The prerequisite, PUACOM012B *Develop community awareness networks (Fire Specific)* is covered in the CSC.

There are no co-requisites for this program.

## 6. Delivery Details

This program is delivered at the Regional level. Please contact your Regional Learning and Development Officer for further information.

# Inspect for Legislative Compliance (ILC)

## 1. Purpose

Inspect for Legislative Compliance (ILC) is an internal NSW RFS program for staff members with a compliance (penalty infringement) inspection role in Community Safety.

Applicants learn how to detect non-compliance, breaches and/or risks to the public or the environment. This may include responding to complaints from the public, acting to minimise risks to the public and/or the environment, and issuing infringement notices.

## 2. Target Group

This unit is available for staff members who have completed the CSF program and have a willingness and aptitude to achieve community safety objectives through compliance inspections.

## 3. Entry Requirements

Before commencing training or assessment a member must:

- CSF certification, or equivalent.
- Have sufficient literacy and numeracy skills to interpret legislation, SOPs, policy and guidelines, and have sufficient communication skills to deal appropriately with people about complaints, public and environmental risks, and process infringements in accordance with procedures.

#### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR510B	Inspect for legislative compliance	Covered by the ILC program

#### 5. Prerequisites & Co-requisites

*PUAFIR301B Undertake community safety activities* is a prerequisite to this program. In the NSW RFS, this is covered by having CSF certification. There are no co-requisites.

#### 6. Delivery Details

This program is delivered at the State level. Please contact your Regional Learning and Development Officer for further information.

### Develop Prescribed Burning Plans (PBP)

#### 1. Purpose

Plan Prescribed Burn Programs (PBP) is an internal NSW RFS training program for members who wish to gain competency in planning prescribed burn programs in Districts/Teams/Zones or similar areas.

Participants will develop prescribed burn plan programs in areas for which the NSW RFS is responsible.

#### 2. Target Group

The PBP program is targeted at qualified crew leaders who have community safety experience and have a willingness and aptitude to become involved with planning prescribed burn activities.

#### 3. Entry Requirements

Before commencing training or assessment in PBP, a member must:

- Have CLW certification, or equivalent.
- Have sufficient literacy and numeracy skills to read and interpret legislation, Standard Operating Procedures (SOPs), policy and guidelines, and have sufficient communication skills to deal with members of the community and other agencies.

#### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR406B	Develop prescribed burning plans	Covered in this PBP program.

#### 5. Prerequisites & Co-requisites

*PUAFIR303B Suppress wildfire* is a prerequisite for this program. In the NSW RFS, this is covered by the Crew Leader Wildfire (CLW) certification.

#### 6. Delivery Details

This program is delivered at the State level. Please contact Community Planning on 02 8741-4968 for further information.

## Protect and Preserve Incident Scene (PPS)

### 1. Purpose

The Protect and Preserve Incident Scene (PPS) program is designed to provide members with the knowledge and skills to protect and preserve an incident scene prior to any (fire cause and origin) investigative activities taking place.

Participants will learn to conduct the initial assessment on arrival at the scene of a fire, take action to preserve the scene, and note and record relevant details and information.

### 2. Target Group

This unit is designed for any member of the Service who attends the scene of an incident that may need the attention of fire investigators.

### 3. Entry Requirements

Before commencing training or assessment, a member must:

- Have BF (or BFS) certification, or equivalent.
- Have sufficient literacy and numeracy skills to take notes, communicate information to others, and to read and write a variety of simple documents.

### 4. Units of Competency

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUALAW001B	Protect and preserve incident scene	Covered by this program.

### 5. Prerequisites & Co-requisites

There are no prerequisite or co-requisites to this program.

### 6. Delivery Details

This program is delivered at the local level. Please contact your local Learning and Development Officer for further information.

## Wildfire Fire Investigation (WFI)

### 1. Purpose

Wildfire Fire Investigation (WFI) is an internal NSW RFS qualification for members to carry out wildfire investigation activities.

It is designed to enable suitable NSW RFS member to competently determine the origin and cause of bush fires, while working unsupervised and using the relevant equipment and procedures.

### 2. Target Group

The WFI program is targeted at experienced fire officers who are qualified in CLW and PPS, or equivalent, and have demonstrated an interest and aptitude to complete the WFI program.

### 3. Entry Requirements

Before commencing the WFI program, a member must:

- Have CLW certification, or equivalent (i.e. national unit of competency PUAFIR303A *Suppress Wildfire*).
- Meet all the prerequisites specified in section 5.
- Have sufficient literacy and numeracy skills to analyse data, prepare reports and complete a range of documents; read and interpret pre-incident planning information, standard operating procedures (SOPs), incident action plans; and to participate in court proceedings.
- If they have any significant illness, injury or disability, they must discuss with their doctor whether it is safe and appropriate to take on WFI activities, and advise the NSW RFS if any limitations need to be placed on their activities in that role.

### 4. Units of Competency

The following units of competency are aligned with this qualification:

National Code	Title of Unit of Competency	Comments
PUAFIR501B	Conduct Fire Investigation and Analysis Activities	Both of these units are addressed within the Fire Investigation – Wildfire (WFI) program.
PUALAW003B	Give Evidence in a Judicial or Quasi-Judicial Setting	

### 5. Prerequisites & Co-requisites

The prerequisite for PUAFIR501B Conduct Fire Investigation and Analysis Activities is PUALAW001B Protect and Preserve Incident Scene.

There is no prerequisite specified for PUALAW003B Give Evidence in a Judicial or Quasi-Judicial Setting.

In the NSW RFS, the above prerequisite is satisfied by having NSW RFS Protect and Preserve Incident Scene (PPS) certification.

### 6. Delivery details

This program is delivered at State level. Please contact Bob Mathieson, Operations Officer, Fire Investigation on 0408 207 218 or bob.mathieson@rfs.nsw.gov.au for further information.

**Note:** The Fire Investigation Unit also offers **Structural Fire Investigation** (SFI) training as required. Please contact Bob Mathieson, Operations Officer, Fire Investigation on 0408 207 218 or bob.mathieson@rfs.nsw.gov.au for further information.

## National Qualifications

Most internal NSW RFS qualifications (e.g. BF, VF, CL, etc.) are aligned with units of competency from the national Public Safety Training Package. The NSW RFS is registered to provide several nationally recognised qualifications, as detailed below:

### **PUA20701: Certificate II in Public Safety (Firefighting Operations)**

This is one of two Certificate II qualifications for firefighters in the national system. See the following pages for more details. It is aligned to the needs of most volunteer firefighters. The other is the *PUA20601 - Certificate II in Public Safety (Firefighting and Emergency Operations)*, which is aligned more to the needs of career firefighters. They share several units of competency in common.

If you would like to pursue employment as a paid firefighter in a career fire service, it may help you to have this qualification. The NSW RFS, however, does not employ firefighters at this level.

### **PUA30701: Certificate III in Public Safety (Firefighting Operations)**

This is one of two Certificate III qualifications for firefighters in the national system. See the following pages for more details. It is aligned to the needs of most volunteer firefighters. The other is the *PUA30601 - Certificate III in Public Safety (Firefighting and Emergency Operations)*, which is aligned more to the needs of career firefighters. They share several units of competency in common.

The prerequisite is to have a Certificate II in Public Safety (Firefighting Operations). If you would like to pursue employment as a paid firefighter in a career fire service, it may help you to have this qualification. The NSW RFS, however, does not employ firefighters at this level.

### **PUA31404: Certificate III in Public Safety (Community Safety)**

This qualification is for those whose role is oriented to community safety. It shares several units in common with the firefighting qualifications. See the following pages for more details. If you would like to pursue employment in a community safety capacity, it may help you to have this qualification.

### **PUA40301: Certificate IV in Public Safety (Firefighting Supervision)**

This is aligned to the needs of first-line supervisors of firefighters in all types of fire services. See the following pages for more details. It is the “entry qualification” level for most paid operational positions in the NSW RFS.

The prerequisite is to have a *Certificate III in Public Safety (Firefighting Operations)*, or have CL and RFI certification. If you would like to pursue employment in an operational position in the NSW RFS, it may help you to have this qualification. (Note: A Certificate IV in Business Management, Frontline Management or Government, in combination with CL certification, may also be equally acceptable for such positions.) See the ‘Volunteer Development’ section for more information about the availability of the national *Certificate IV in Frontline Management* for NSW RFS members.

### **Other National Units and Accredited Courses**

A range of other national units and accredited courses are available through the NSW RFS, including selected units from the Diploma and Advanced Diploma of Public Safety (Firefighting Management). See the following pages for more details.

**Note:** Please refer to the National Recognition information in the NSW RFS Qualifications Summary section in the front of this booklet for details of how to convert your NSW RFS qualification to a national qualification.

## Customisation of Public Safety Qualifications

The following arrangements apply to the national qualifications, outlined on the following pages, that the NSW RFS can issue.

An industry-wide qualification and/or sector specific qualification can be attained from Certificate II to Advanced Diploma provided a person has demonstrated competence in the type and number of units specified in each qualification for a given AQF level.

The contents of the qualifications in the Public Safety Training Package have been developed to address the requirements of both the industry and the sectors.

To provide the flexibility required to enable Public Safety organisations to customise qualifications to enable the needs of the individual organisation to be met, qualifications may be customised in the following manner:

- may include a maximum of one additional elective unit from a lower AQF level.
- may include no more than four additional elective units from a higher AQF level.
- may include as elective units up to two agency-specific units, instead of industry-wide units at each AQF level, provided that the agency-specific units substituted have been endorsed by the National Training Framework Committee (NTFC) and have been granted equivalence by the GSA Public Safety Industry Advisory Committee.
- may include as elective units up to two units from other endorsed Training Packages

### **Please note:**

No units may be substituted or deleted from the core units of competency specified within the Public Safety Training Package qualifications.

Individual agencies may determine that elective units are compulsory for personnel working within their organisation.

**\*\* Reference: PUA00 Public Safety Training Package Version 7 (Page 21)**

Please contact Grant Kingston, Supervisor, Learning and Development Systems on 02 8741 5211 or [grant.kingston@rfs.nsw.gov.au](mailto:grant.kingston@rfs.nsw.gov.au) for further information.



## PUA20701: Certificate II in Public Safety (Firefighting Operations)

This qualification is from the Public Safety Training Package. The units of competency and how to obtain them in the NSW RFS (apart from by recognition of prior learning - RPL) are listed below:

### Core Units - all 4 needed

- **PUAFIR201B – Prevent Injury** – automatic recognition of part of BF certification. BF courses are provided at a local level.
- **PUAFIR204B – Respond to Wildfire** – automatic recognition of part of BF certification. BF courses are provided at a local level.
- **PUAEQU001B – Prepare, Maintain & Test Response Equipment** – automatic recognition of part of BF certification – from 2011. BF courses are provided at a local level.
- **PUATEA001B – Work in a Team** – automatic recognition of part of BF certification. BF courses are provided at a local level.

### Elective Units - minimum of 7 needed

- **PUAFIR202B – Respond to Isolated/Remote Structure Fire** – automatic recognition of VF certification. VF courses are provided at a local level.
- **PUAFIR203B – Respond to Urban Fire** – automatic recognition of part of BAO certification. BAO courses are provided at a local level.
- **PUAFIR207B – Operate Breathing Apparatus** – automatic recognition of part of BAO certification. BAO courses are provided at a local level.
- **PUAFIR208B – Participate in Community Safety Activities** – automatic recognition of CSA certification. CSA courses are provided at a local level.
- **PUAFIR209B – Work Safely Around Aircraft** – automatic recognition of part of ABO or AOB certification. The theory component can be undertaken through the self-directed ABK course.
- **PUAFIR211B – Undertake Helicopter Winch Operations** – automatic recognition of HWS certification - provided through the NSW RFS Aviation section.
- **PUACOM001C – Communicate in the Workplace** – automatic recognition of part of CBD certification.
- **PUAEME001B – Provide Emergency Care** – automatic recognition of FAA certification. FAA courses are provided at a local level.
- **PUALAW001B – Protect and Preserve Incident Scene** – a PPS training workshop aligned with this unit is provided by the NSW RFS Fire Investigation section.
- **PUAOPE002B – Operate Communications Systems and Equipment** – automatic recognition of part of BF certification. BF courses are provided at a local level.
- **PUATEA004B – Work Effectively in a Public Safety Organisation** – automatic recognition of part of BF certification. BF courses are provided at a local level.

You can also count up to two units from another Certificate II as electives (provided they are not substantially similar in content to any of the above). E.g. the following units can be counted:

- **FPICOT2221A – Trim and Cross Cut Felled Trees** – automatic recognition of TFT certification (formerly called CSO Cross Cutting certification) – provided at a local level.
- **PUASES002B – Work in an Emergency Operations Centre** – automatic recognition of CCA certification – provided at a local level.

**Note:** Some other units of competency from this qualification that are not available through the NSW RFS have been deleted from this list. A member with BF, VF, AF, and specialist certifications from the NSW RFS making up another three Cert II units (e.g. BAO / FAA, or CSO / ABO / HWS, or other suitable combinations) would already have enough units of competency to be issued with a Certificate II in Public Safety (Firefighting Operations).

## PUA30701: Certificate III in Public Safety (Firefighting Operations)

To obtain this Certificate you first need to have the Certificate II in Public Safety (Firefighting Operations). The units of competency and how to obtain them (apart from by RPL) are listed below:

### Core Units - all 4 needed

- **PUAFIR301B – Undertake Community Safety Activities** – RPL for relevant, current NSW RFS community safety facilitation activities or automatic recognition of CSF certification provided by the NSW RFS Community Education section.
- **PUAFIR303B – Suppress Wildfire** – automatic recognition of CLW certification – provided at a local level.
- **PUAOHS002B – Maintain Safety at an Incident Site** – automatic recognition of CSW certification – provided at a local level.
- **PUATEA002B – Work Autonomously** – automatic recognition of API certification – provided at a local level.

### Elective Units – minimum of 8 needed

- **PUAFIR309B – Operate Pumps** – automatic recognition of HYD certification – provided at a local level.
- **PUAFIR313B – Operate Aviation Support Equipment** – automatic recognition of ABO certification.
- **PUAFIR315B – Navigate from an Aircraft** – automatic recognition of part of AOB.
- **PUACOM005B – Foster a Positive Organisational Image in the Community** – RPL for current NSW RFS community safety facilitation or automatic recognition of CSF certification – provided by the NSW RFS Community Education section.
- **PUACOM006B – Plan and Conduct a Public Awareness Program** – RPL for current NSW RFS community safety coordination, or automatic recognition of forthcoming NSW RFS Community Safety Coordinator (CSC) certification – to be provided by the NSW RFS Community Education section.
- **PUAEME002C – Manage Injuries at an Emergency Incident** – automatic recognition of FAA certification.
- **PUAEME003C – Administer Oxygen in an Emergency Situation** – automatic recognition of AOR certification.
- **PUALAW002B – Conduct Initial Investigation at an Incident Scene** – a training program is under development by the NSW RFS Fire Investigation Section – also available as TAFE subject.
- **PUAOPE003B – Navigate in Urban and Rural Environments** – automatic recognition of part of NAV certification – provided at a local level.
- **PUAVEH001B – Drive Vehicles Under Operational Conditions** – automatic recognition of RFD certification – provided at a local level.
- **TAADEL301B – Provide Training through Instruction and Demonstration of Work Skills** - automatic recognition of RFI certification (pre 2011).

You can also count up to two units from another Certificate III as electives (provided they are not substantially similar in content to any of the above). E.g. the following chain saw units are OK:

- **FPIFGM3204A – Fall Trees Manually (Intermediate)** – automatic recognition of TFI certification (formerly called CSO intermediate certification) – provided at local level.
- **FPIFG3205A – Fall Trees Manually (Advanced)** – automatic recognition of TFF certification (formerly called CSO advanced/problem tree falling certification) – provided at local level.

**Note:** Some other units of competency not available through the NSW RFS have been deleted from this list.

## PUA31404: Certificate III in Public Safety (Community Safety)

The units of competency and how to obtain them (apart from by RPL) are listed below:

### Core Units - all 3 needed

- **PUACOM001C – Communicate in the Workplace** – provided through TAFE or other suitable RTO.
- **PUACOM002B – Provide Services to Clients** – provided through TAFE or other suitable RTO.
- **PUATEA004B – Work Effectively in a Public Safety Organisation** – automatic recognition of part of BF certification. BF courses are provided at a local level.

### Elective Units - minimum of 9 needed

- **PUAFIR208B – Participate in Community Safety Activities** – automatic recognition of part of CSA certification. CSA courses are provided at a local level.
- **PUAFIR301B – Undertake Community Safety Activities** – RPL for relevant, current NSW RFS community safety facilitation activities or automatic recognition of CSF certification – provided by the NSW RFS Community Safety section.
- **PUAEME001B – Provide Emergency Care** – automatic recognition of FAA certification – provided at a local level.
- **PUAOHS002B – Maintain Safety at an Incident Site** – automatic recognition of part of AF certification – provided at a local level.
- **PUACOM005B – Foster a Positive Organisational Image in the Community** – RPL for current NSW RFS community safety facilitation or automatic recognition of CSF certification – provided by the Community Safety section.
- **PUACOM006B – Plan and Conduct a Public Awareness Program** – RPL for current RFS community safety coordination, or automatic recognition of forthcoming NSW RFS Community Safety Coordinator (CSC) certification – to be provided by the Community Safety section.
- **PUACOM011B – Develop Community Awareness Networks** – RPL for relevant, current RFS community safety coordination activities, or automatic recognition of forthcoming NSW RFS Community Safety Coordinator (CSC) certification – to be provided by the Community Safety section.
- **PUATEA001B – Work in a Team** – automatic recognition of part of BF certification. BF courses are provided at a local level.
- **PUATEA002B – Work Autonomously** – automatic recognition of API certification – provided at a local level.
- **PUAWER008AB Confine Small Workplace Emergencies** – automatic recognition of EXT certification or equivalent.
- **TAADEL301B – Provide Training through Instruction and Demonstration of Work Skills** - automatic recognition of RFI certification (pre 2011).

**Notes:** You can also count up to two units from another Certificate III as electives (provided they are not substantially similar in content to any of the above).

Some other units of competency not available through the NSW RFS have been deleted from this list.

## PUA40301: Certificate IV in Public Safety (Firefighting Supervision)

To obtain this certificate you first need to have a Certificate III in Public Safety (Firefighting Operations) or be an incumbent operational Superintendent or Inspector, or a volunteer qualified to CLS or equivalent level (e.g. CSF, CCL or CCO).

### Core Units - all 3 needed

- **PUAOPE001B – Supervise Response** – automatic recognition of CLS certification – CLS courses are provided at a local level.
- **PUAOPE004B – Conduct Briefings and Debriefings** – automatic recognition of CBD certification - provided at a local level.
- **PUATEA003B – Lead, Manage and Develop Teams** – obtained through the LDR course.

### Elective Units - minimum of 8 needed

- **PUAFIR401B – Obtain Incident Intelligence** – automatic recognition for part of AOB.
- **PUAFIR405B – Collect, Analyse and Provide Regulatory Information** – available from TAFE NSW OTEN.
- **PUAFIR406B – Develop Prescribed Burning Plans** – not yet currently available – automatic recognition for PBP program proposed to be developed through the NSW RFS Community Safety section.
- **PUAFIR407B – Conduct Prescribed Burns** – automatic recognition of PBS certification – provided at a local level.
- **PUAFIR408B – Plan Aircraft Operations** – automatic recognition of part of AAS or AOF certification.
- **PUAFIR409B – Develop Air Attack Strategies** – automatic recognition of part of AAS certification.
- **PUACOM011B – Develop Community Awareness Networks** – RPL for relevant, current NSW RFS community safety coordination activities, or automatic recognition of forthcoming NSW RFS Community Safety Coordinator (CSC) certification – to be provided by the Community Education section.
- **PUACOM012B – Liaise with the Media** – provided through the MLO program delivered by the NSW RFS Media Section.
- **PUAMAN002B – Administer Workgroup Resources** – automatic recognition as part of the IML program.
- **PUACOM006B – Plan and Conduct a Public Awareness Program** – RPL for successful current NSW RFS community safety coordination, or automatic recognition of forthcoming NSW RFS Community Safety Coordinator (CSC) certification – to be provided by the Community Education section.

You can also count up to two units from another Certificate IV, including TAA, as electives (provided they are not substantially similar in content to any of the above). E.g. you can count the following Business unit:

- **BSBOHS407A Monitor a Safe Workplace** – automatic RPL of SAF certification.

**Notes:** Some other units of competency not available through the NSW RFS have been deleted from this list.

## Other Units of Competency and Accredited Courses

A range of other national units of competency and nationally accredited courses are available through the NSW RFS. These include:

### Units from the Certificates II and III in Public Safety (SES Operations)

- **PUASES002B – Work in an Emergency Operations Centre** – automatic recognition of CCA certification – provided at a local level.
- **PUASES004B – Establish and Maintain a Communications Network** – automatic recognition of the forthcoming CCO certification – to be provided at a local level.

### Units from the Forest and Forest Products Training Package

- **FPICOT2221B – Trim and Cross Cut Felled Trees** – automatic recognition of TFT certification (formerly called CSO Cross Cutting certification) – provided at a local level.
- **FPIFGM3204A – Fall Trees Manually (Intermediate)** – automatic recognition of TFI certification (formerly called CSO intermediate certification) – provided at local level.
- **FPIFGM3205A – Fall Trees Manually (Advanced)** – automatic recognition of TFF certification (formerly called CSO advanced/problem tree falling certification) – provided at local level.

### Units from the Diploma of Public Safety (Firefighting Management)

- **PUACOM008B – Develop and Organise Public Safety Awareness Programs** – RPL for successful current NSW RFS community safety coordination, or automatic recognition of forthcoming NSW RFS Community Safety Coordinator (CSC) certification – to be provided by the Community Education section.
- **PUAFIR501B – Conduct Fire Investigation and Analysis Activities** – gained by automatic recognition of part of WFI certification - provided by the NSW RFS Fire Investigation section.
- **PUAFIR502B – Develop Incident Control Strategies** – gained by automatic recognition of IMP certification.
- **PUAFIR509B - Implement Prevention Strategies** – gained by automatic recognition of IPS certification – to be provided by the Community Safety section.
- **PUAFIR510B – Inspect for Legislative Compliance** – gained by automatic recognition of ILC certification – to be provided by the Community Safety section.
- **PUAOPE005B – Manage a Multi-Team Response** – gained by automatic recognition of GL or IMO certification.
- **PUAOPE007B – Command Agency Personnel within a Multi-Agency Emergency Response** – gained by automatic recognition of IMC certification.

### Unit from the Advanced Diploma of Public Safety (Firefighting Management)

- **PUAOPE006B – Control Multi-Agency Emergency Situations** – gained by automatic recognition of (2005 standard) S44 certification - (i.e. prerequisites include IMC & IMO certification).

### Units from the Training and Education (TAE) Training Package

- **TAEASS301A - Contribute to assessment-** automatic recognition of ASA certification.
- **TAEDL301A - Provide work skill instruction** – automatic recognition of RFI certification.

### Unit from the Resources and Infrastructure Industry Training Package

- **RIIOHS204A – Work Safely at Heights** – gained by automatic recognition of SWR certification.

### Accredited Courses

- **22023VIC Basic Wildfire Awareness** – equivalent to BFA certification.
- **22022VIC Australasian Inter-Service Incident Management System (AIIIMS)** – equivalent to ICS certification.

## Professional Development Programs

### Diploma of Management

### BSB51107

#### 1. Purpose

The Diploma of Management is offered by the NSW RFS in partnership with TAFE Riverina Institute and designed as a fast track program. The Diploma is offered on alternate years to the Advanced Diploma.

The fast track Diploma of Management program takes into account an individual's experience within the business management area. The programme recognised the roles performed and the positions held by an individual and allows them to achieve a formal qualification as well as developing a broad knowledge and expertise within the business functions of the organisation.

#### 2. Target Group

This program is for NSW RFS staff members and is designed to meet Service Standard 6.1.2. Priority for places on these courses are given to staff requiring the particular qualification for their RFS salary level.

#### 3. Entry Requirements

As per Service Standard 6.1.2, Diploma is required for NSW RFS level 8/9.

#### 4. Units of Competency

National Code	Title of unit of competency
BSBOHS509A	Ensure a Safe Workplace
BSBLED501A	Develop a Workplace Learning Environment
BSBMGT502B	Manage People Performance
BSBWOR502B	Ensure Team Effectiveness
BSBCUS501B	Manage Quality Customer Service
BSBMGT516C	Facilitate Continuous Improvement
BSBFIM501A	Manage Budgets and Financial Plans
BABMGT515A	Manage Operational Plan

#### 5. Prerequisites & Co-requisites

No prerequisite required.

#### 6. Delivery

The Diploma is delivered in either 3 or 4 day blocks.

All staff must apply for study leave and have study leave entitlements calculated and approved before any study leave can be taken. Forms are available on the intranet.

The Diploma of Management will be held at Katoomba Fire Control Centre, and if required, accommodation will be provided. All meals and materials will be provided.

Fast Track Blocks	Dates
Block 1	Tuesday 3 <sup>rd</sup> – Thursday 5 <sup>th</sup> May
Block 2	Tuesday 21 <sup>st</sup> – Thursday 23 <sup>rd</sup> June
Block 3	Tuesday 12 <sup>th</sup> – Friday 15 <sup>th</sup> July
Block 4	Tuesday 9 <sup>th</sup> – Friday 12 <sup>th</sup> August

For further information contact Stephen Glasscock, Manager, L&D Systems on 02 8741 5213. Nominations to [debbie.byernes@rfs.nsw.gov.au](mailto:debbie.byernes@rfs.nsw.gov.au)

## Breathing Apparatus Instructors New Instructors Workshop

### 1. Purpose

The Breathing Apparatus New Instructors Workshop is designed to provide the necessary skills and knowledge to instruct and assess on NSW RFS Breathing Apparatus Courses.

### 2. Target Group

The Breathing Apparatus *New Instructors Workshop* is targeted at current BAOs who wish to instruct and assess on BAO Courses and require district endorsement, as well a professional development in instructional and technical applications.

### 3. Entry Requirements

To attend these workshops a person must:

- Be endorsed as a candidate for the workshop by the relevant DTZ officer.
- Be a current BAO, with First Aid certification and be fit for operational duties.
- Be a Rural Fire Instructor (RFI).
- Be willing to travel and be accommodated away from home for up to three nights.

### 4. Units of Competency

There are no units of competency issued by attending this workshop.

### 5. Prerequisites & Co-requisites

As stated in section 3. RPL is not applicable.

### 6. Delivery

The Breathing Apparatus New Instructors Workshop will consist of a 16-hour workshop covering theory and practical components such as:

1. Structural fire behaviour and fire science.
2. Theory and practical delivery of a Flash Over / Backdraught simulator session (using what is commonly known as the Dolls House).
3. Advanced branch handling skills.
4. Tactical application of structural firefighting techniques.
5. Peer review in relation to the training and assessment of BAO courses.

The workshops will commence after lunch on the Friday and conclude at lunchtime on the Sunday.

The Workshop will be conducted at the following location.

Dates	Location
Friday 27 <sup>th</sup> – Sunday 29 <sup>th</sup> May	Nowra

Please contact Matthew Reeves, Learning and Development Officer on 02 8741 5210 for further information. Nominations to [debbie.byrnes@rfs.nsw.gov.au](mailto:debbie.byrnes@rfs.nsw.gov.au).

## Crew Leader Instructors Professional Development Workshop

### 1. Purpose

The Crew Leader Instructors Workshop is designed to enhance the technical and delivery skills of instructors and assessors who facilitate Crew Leader training, through group workshops and discussion.

### 2. Target Group

The Crew Leader Instructors Workshop is targeted at members who instruct or are willing to instruct Crew Leader training and are endorsed by their D/T/Z.

### 3. Entry Requirements

Members attending the workshop must be:

- Crew Leader qualified
- RFI qualified
- Endorsed by their relevant D/T/Z Officer
- Be willing to travel and be accommodated for up to three nights

### 4. Units of Competency

There are no units of competency issued by attending this workshop.

### 5. Prerequisites & Co-requisites

There are no pre-requisites or co-requisites for this workshop.

### 6. Delivery Details

The Crew Leader Instructors Workshop commences at lunch time Friday and concludes at lunchtime Sunday. The workshop is facilitated by staff and volunteers and will explore leadership, team building and instructional techniques. Participants will be sent pre-workshop reading material.

Workshops will be conducted at the following location.

Dates	Location
Friday 15 <sup>th</sup> April – Sunday 17 <sup>th</sup> April	Coffs Harbour
Friday 29 <sup>th</sup> April – Sunday 1 <sup>st</sup> May	Mudgee

Please contact Matthew Reeves, Learning and Development Officer on 02 8741 5210 for further information. Nominations to [debbie.byernes@rfs.nsw.gov.au](mailto:debbie.byernes@rfs.nsw.gov.au)

## Village Firefighter / Breathing Apparatus Operator Professional Development Workshop

### 1. Purpose

The VF/BAO workshop is designed to refresh, develop and enhance the skills of members who are involved in the delivery, assessment or validation of Village Firefighter and Breathing Apparatus Operator courses.

### 2. Target Group

The VF/BAO workshop is targeted at members who deliver, assess and validate VF/BAO programs, who wish to enhance their skills with the latest techniques so as to deliver professional development workshops for their district instructors.



### 3. Entry Requirements – VF Professional Development Workshop

- Have VF certification.

#### 3.1 Entry Requirements – BAO Professional Development Workshop

Before commencing training or assessment in BAO, a person must:

- Be able to understand, speak, read and write the English language sufficiently well to communicate effectively with other firefighters in a team, and operate CABA and the associated BA control system.
- Be certified as competent in VF or its equivalent PUAFIR202A Respond to Isolated/Remote Structure Fire.

Before commencing elements of the BAO training program involving either strenuous physical activity, or operating in smoke or fire conditions (actual or simulated), a person must:

- Have successfully passed the medical examination specified for BAO.

Before being granted BAO certification, a person must:

- Possess a current first aid certificate (e.g. a St John's or Red Cross first aid certificate, or RFS NSW FAA certification).

*Note: The BAO professional development workshop component is aimed at members who do not currently possess BAO but who are considering its implementation in their district, team or zone. It is also aimed at members who regularly coordinate, instruct or assess BAO courses or manage training in a district that runs BAO.*

### 4. Units of Competency – VF

The following unit of competency is aligned with this program:

National Code	Title of Unit of Competency	Comments
PUAFIR202B	Respond to Isolated/Remote Structure Fire	Covered by the VF program

The following units are also aligned with the VF program, but (apart from some VF-specific aspects) are usually covered in a prior or integrated BF program.

National Code	Title of Unit of Competency	Comments
PUAFIR201B	Prevent Injury (Fire specific)	Covered in the BF program or a combined BF/VF program
PUATEA001B	Work in a Team	

Note: The VF program also covers some types of situations not referred to specifically in PUAFIR202B Respond to Isolated/Remote Structure Fire (e.g. vehicle fires).

#### 4.1 Units of Competency - BAO

The following unit/s of competency are aligned with this program:

National Code	Title of Unit of Competency
PUAFIR203A	Respond to Urban Fire
PUAFIR207A	Operate Breathing Apparatus

## **5. Prerequisites & Co-requisites – BAO**

The prerequisite for PUAFIR207A Operate Breathing Apparatus is:

- PUAFIR201A Prevent Injury.

The prerequisites for PUAFIR203A Respond to Urban Fire are:

- PUAFIR201A Prevent Injury.
- PUAFIR207A Operate Breathing Apparatus.

The co-requisite for PUAFIR201A Respond to Urban Fire is:

- PUAEME001A Provide Emergency Care.

In the RFS, the above requirements are met by a member having BF and VF certification, and by obtaining FAA certification before completing BAO certification.

## **6. Delivery Details**

The VF/ BAO workshop will be run in two parts, allowing members the option of attending one or both workshops.

<b>Dates</b>	<b>Location</b>
Part 1 VF – Monday 22 <sup>nd</sup> – Wednesday 24 <sup>th</sup> August	Mogo
Part 2 BAO – Thursday 25 <sup>th</sup> – Sunday 28 <sup>th</sup> August	Mogo

Please contact Matthew Reeves, Learning and Development Officer on 02 8741 5210 for further information. Nominations to [debbie.byernes@rfs.nsw.gov.au](mailto:debbie.byernes@rfs.nsw.gov.au).

For additional information on the VF and BAO programs, please refer to the full training and assessment strategy for each program.

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In addition, through the NSW RFS Professional Development Committee (PDC) NSW RFS staff members can access to a range of professional development opportunities from one day workshops through to Advanced Diplomas.

These opportunities include, for example:

- AFAC Programs including study tours
- Lead Auditor Training
- Project Management training

For further information on the PDC contact Stephen Glassock, Manager, Learning and Development Systems, on 02 8741 5213 or [stephen.glassock@rfs.nsw.gov.au](mailto:stephen.glassock@rfs.nsw.gov.au) or visit the NSW RFS intranet.

## **Programs Under Development**

### **Introduction**

The Learning and Development Systems section, which is part of the Membership and Strategic Services Directorate, is currently developing a number of training programs based on the needs of the Service and its members. These are listed below.

Catering Officer (CAO)

Community Safety Coordinator (CSC)

Customer Service (CUS)

Legislation and the RFS (LEG)

Communications Centre Supervisor (CCS)

(General) Aviation Firefighting (GAF)

Machinery Supervision (MCS)

In addition to these new programs Learning and Development Systems also regularly updates the NSW RFS training programs to keep them current and relevant.

## **Training Resources**

### **Course Guides, Training Manuals and Workbooks**

To assist with training, the NSW RFS Learning and Development Systems Unit has developed a wide range of training resources and related materials, including on line programs.

In general, each program has a Course Guide, Manual and Workbook. Course Guides are used by trainers and assessors and contain information about the delivery of the course, session plans, unit/s of competency details and assessment information. Manuals are the "text books" that give detailed reference information about the subject. Workbooks are used by a trainee while undergoing training and they include key points, exercises, practical activities and information about assessment.

All requests for training resources should be made to your District L&D Officer.

District L&D Officers can order training materials on line, as required, from the NSW RFS Warehouse. Orders for supplies should be limited to those actually needed, so as to avoid wastage. A list of the materials available and their current editions is given below.

Learning and Development Systems maintain the current versions of NSW RFS training resources on the NSW RFS Intranet, which is accessible to L&D Officers. L&D Officers should regularly check the Learning and Development page of the intranet when preparing for the delivery of programs.

## Code of Practice

### For the delivery of training, assessment, and certification in the NSW RFS

This Code of Practice summarises many of the provisions of the NSW RFS Training standard operating procedures (SOPs). The word “training” shall be used throughout this code of practice to refer not only to training in itself, but to other forms of learning, and the processes of assessment, certification and gaining qualifications.

The NSW RFS system of training is competency based. Certification is awarded purely on the basis of a member showing they have sufficient, valid, current and authentic evidence of competency judged against specified, relevant, objective criteria. While training courses and experience are both ways of developing such competency, it is the evidence of actual competency that is assessed, not how that competency was obtained.

The NSW RFS provides two main types of training:

- Training for volunteer members leading to NSW RFS qualifications - Where possible these qualifications are aligned with nationally recognised units of competency, so that conversion to equivalent, nationally recognised qualifications, if needed, is relatively easy. Such training is largely conducted at a local level.
- Training for career staff members of the Service leading directly to nationally recognised qualifications. In some cases this training is in common with that provided for volunteers. It is largely conducted at a state or regional level, and sometimes in association with external providers such as NSW TAFE and the University of Ballarat.

### Selection, Admission and Enrolment of Participants

The NSW RFS provides training primarily in order to ensure members have the competencies they need to carry out the functions assigned to them in the organisation safely and effectively. Selection, admission and enrolment may take either one of two forms:

- Members may nominate to participate in training in which they have a particular interest, or in order to advance within the organisation. In this case, the member submits an application form via their D/T/Z Learning and Development (L&D) Officer or supervisor. They note the relative priority of the member to other applicants from their area on the application form, based on the benefit to that area or other equitable criteria (as agreed and promulgated by the relevant Training Team). If the course is over-subscribed, the course coordinator will select participants on the basis of the advised priority.
- Members may be required to participate in training in order to satisfy a particular need. In this case, the L&D Officer responsible will select participants on the basis of best satisfying the needs of the community, the Service and the individuals involved.

Members can only be refused participation in a course if they do not meet the prerequisites specified for it, or if a place is not available due to them already being filled by other members, selected to participate in the course by equitable means.

A grievance may be lodged if a member believes they have been refused from participation in training on other grounds. If such a refusal contradicts the Training Code of Conduct (Training SOP 2) or if it can be shown that an equitable system of selecting participants was not in use, then disciplinary action may be taken against those responsible.

The NSW RFS enrolls participants on a course/module/unit basis. No separate requirement exists to enrol a member in an overall Certificate or Diploma program. Such qualifications are awarded automatically when qualification requirements are met.

## Marketing of Services

The range of training activities provided, and the way in which they are provided and promoted, shall be consistent with NSW RFS and national guidelines. It shall be matched to training needs and resources, be consistent with Service priorities, and recognise the needs and preferences of participants.

Information about NSW RFS training, and how to participate in it, is detailed in the annual Training Information Booklet (TIB) produced by the NSW RFS Learning and Development Systems section. It is provided in hard copy form and on the Service's website.

In the NSW RFS, all nationally recognised qualifications are issued only by the (state) Learning and Development Systems section. Promotion of nationally recognised training shall be consistent with VETAB guidelines. In particular, 'nationally recognised training' statements and logos shall only refer to training within the scope of the Service's VETAB registration as a training organisation.

## Delivery of Training

Training will be delivered by a variety of methods matched to the characteristics of the subject matter. More than one option is to be provided where that is practicable. The options include face to face, online and blended delivery. Generally speaking, the amount of face-to-face training will be minimised and opportunities will be given to participants to use their normal brigade activities as post-course learning and/or assessment events.

Co-operative training arrangements may be made between different sections of the NSW RFS to make training more effective and convenient for participants. (Generally speaking, volunteer training is coordinated locally, Regional Offices coordinate training for local NSW RFS staff, and NSW RFS Learning and Development Systems coordinate training for Head Office and Regional staff.) Partnerships may be developed with external providers, particularly as regards the provision of training in generic subjects.

Delivery of training shall recognise literacy and numeracy issues among members. Training for the more basic levels shall not require participants to use reading and writing skills as the means of gaining or showing competency. If requested, literacy and numeracy support should be arranged for members needing to undergo training at levels where such skills are essential. This may include referral to literacy and numeracy support programs offered by TAFE and other providers.

## Assessment Practices and Procedures

Assessment procedures shall meet national assessment principles. That is, they shall be:

- Valid (assess what they claim to assess)
- Reliable (give consistent results)
- Flexible (allow for mutual convenience)
- Fair (not inappropriately disadvantage any member).

Evidence gathered for the purposes of assessment shall be:

- Valid (applicable to what is being assessed)
- Sufficient (enough to infer competency)
- Current (recent enough to infer current competency)
- Authentic (actually relate to the member being assessed).

Assessment shall be designed to confirm the applicant has:

- Task Skills (the needed competency for each task)
- Task Management Skills (can integrate related tasks together)
- Contingency Management Skills (can cope with non-routine events)
- Job/Role Environment Skills (can incorporate it into their brigade activities)
- Transfer Skills (can transfer their competencies to new or unique situations).

The form of assessment shall match the specific subject matter involved. It shall generally be spread over several events over a period of time and in a range of circumstances. It shall integrate competencies together so as to simulate, as far as possible, the normal situations in which the competencies would be used. Assessments are to be conducted by a certified ASR with the assistance of an ASA, if appropriate.

Assessments of volunteers should normally be validated by the D/T/Z L&D Officer. Validation means to confirm that the assessment process was carried out in a proper manner. Assessments for volunteers are to be recorded on a standard Assessment Declaration Form (Appendix to the NSW RFS Training SOPs). This form is used to authorise the issue of the appropriate qualification.

Assessments for nationally recognised qualifications are to be recorded on a standard Assessment Declaration Form, and should be forwarded to the L&D Systems Office (PO Box 701, Goulburn, NSW, 2580) for validation and issue of the appropriate qualification.

General assessment and certification processes are detailed in Training SOP #3. Recognition of prior learning (RPL) is detailed in Training SOP #4. Specific assessment processes for instructors, assessors, training coordinators, and job/subject experts are detailed in Training SOP #6.

Certificates and other qualifications issued validly by any Registered Training Organisation (RTO) shall be recognised by the NSW RFS.

### **Training Records**

Records of certification (including the relevant Assessment Declaration forms) are to be retained for a minimum of 30 years. Safeguards (e.g. an additional copy at a separate site) are to be provided against catastrophic loss of records. Records of specific training or assessment activities (other than certification) may be retained for as long as needed to facilitate the management of training records (e.g. assessment papers or checklists used by the assessor.)

Personal details of records (e.g. addresses) are not to be given out. Training, assessment and certification details about any participant, however, may be supplied to anyone having reasonable cause, with the approval of the NSW RFS District Manager or Manager, Learning and Development Systems. This might include supply of information in connection with job applications, legal proceedings, accident investigations, for example.

Summary information about overall training activity will be published in the annual Training Register. The names and home area of members qualified as instructors, assessors, training coordinators, and members qualified to provide special training services, may also be published in the Training Register.

### **Appeals Process and Grievance Procedures**

Participants may appeal to the assessment validating officer against assessment decisions under the provisions of Training SOP #3. This provides the option for a second assessment to be carried out if the first was not properly conducted.

Participants may appeal against an assessment made under recognition of prior learning (RPL) arrangements under Training SOP # 4. This provides the option for an alternative assessor/panel to consider the matter.

Only one appeal is possible against assessments. If this appeal is not upheld, a participant may use grievance procedures to pursue the matter further. Grievance procedures for the NSW RFS are defined in Service Standard 1.1.3. The same grievance procedures may also be used in other disputes or similar situations concerning training.

## **Fees and Charges**

NSW RFS training is to be provided at no personal direct cost to members. This includes course fees, purchase of required texts or aids, and additional travel and accommodation costs directly attributed to the training activity. Please note however, that in the case of Certificate IV in Business (Front Line Management) in which delivered by TAFE NSW, members are required to pay costs as indicated in this booklet.

Where the Service provides training to other organisations, an agreed fee may be charged to that organisation. This constitutes a contractual arrangement that must be evidenced in writing and include a refunds clause. The Service shall not provide training to individuals on a fee-for-service basis.

## **Participant Welfare and Guidance Services**

Support and guidance on local training matters is available from the local training team and local NSW RFS Manager. Participants in training have access to all the normal welfare and guidance services available to NSW RFS members including the Chaplain Service, Critical Incident Support Services, Volunteer Relations service, etc.

In addition to the information publications produced by the NSW RFS Learning and Development Systems section, information is available through the Service's website, intranet, and email contact. Guidance is also available from the head office and regional offices of the NSW RFS in matters outside the scope of the local district.

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**NSW RURAL FIRE SERVICE  
TRAINING PROGRAM NOMINATION FORM**  
*Submit this form to your District Learning and Development Officer*  
*NB: Photocopy before use and please print clearly*

<b>PROGRAM DETAILS</b>	
COURSE / WORKSHOP	
DATE / S	
LOCATION	
<b>APPLICANT'S DETAILS</b>	
NAME	<input type="checkbox"/> Male <input type="checkbox"/> Female Firezone Number.....
POSTAL ADDRESS	
CONTACT DETAILS	(W) ..... (H) ..... (M) ..... (Email) .....
BRIGADE DETAILS	Brigade ..... District ..... Region .....
NSW RFS RANK / ROLE (e.g. Volunteer, Captain, Zone Manager, Community Safety Officer, etc.)	..... Note: To apply for Certificate IV (Fire/Business) subjects, you need to be a volunteer member with either CLS, CCL, CSF or CCO; <u>or</u> be an NSW RFS staff member and have a professional development plan requiring them.
CURRENT CERTIFICATIONS (e.g. BF, AF, CL, national qualifications, etc.)	..... Note: You need to have any prerequisites specified for the course or workshop. See the relevant section of the current Training Information Booklet for details about prerequisites.
ACCOMMODATION REQUIREMENTS	Do you need accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you need it the night before the course? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you need it the night after the course? <input type="checkbox"/> Yes <input type="checkbox"/> No
FURTHER INFORMATION (e.g. dietary, smoker, etc.)	
SIGNATURE	Signature..... Date.....
NOMINATION APPROVAL <b>Note:</b> Program nomination and selection must be in accordance with the access and equity requirements in the Code of Practice for the delivery of training, assessment and certification in the NSW RFS. When there are multiple applicants, please indicate their order of priority for participation and state the criteria used to determine that priority.	Note: Approval is required from your District L&D Officer for volunteer members or your NSW RFS Manager for staff members. Name..... Location..... <i>Please print</i> Signature..... Date..... Priority No ..... Criteria ..... .....
<b>Office Use only:</b> Nomination submitted on Firezone TRAIN by: ..... Date: ..... Nomination Outcome: Accepted <input type="checkbox"/> Not Accepted <input type="checkbox"/> Reserve List <input type="checkbox"/>	



## **NSW RURAL FIRE SERVICE**

**Head office** 15 Carter Street, Lidcombe, NSW 2141

**Mail** Locked Mail Bag 17, Granville NSW 2142

**Learning and Development Systems**

**Phone** 02 8741 5555

**Fax** 02 8741 5195

**Web** [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)

**NSW RFS INFORMATION LINE 1800 679 737**