2023-25 DISTRICT TRAINING CALENDAR

Final Version 1 - 14/12/2022

Northern Beaches District

A - Assessment
R - Refresher
C - Cluster

Public Holiday / Special Occasion

BF	Bush Firefighter
VF	Village Firefighter
CAS	Crew Awareness & Safety
NAV	Navigation
HYD	Hydraulics
WFB	Wildfire Behaviour
CLW	Crew Leader Wildfire
CLV	Crew Leader Village
CLS	Crew Leader Supervision
CL Ass	Date to be advised
SWR	Safe Working on Roofs
FAA	First Aid Application
ART	Advanced Resuscitation Techniques
RFD	Rural Fire Driver
ORD	Off Road Driving
BAO	Breathing Apparatus Operator
SFF	Structural Fire Fighting
FBC	Fire Boat Crew
FBS	Fire Boat Skipper
CEW	Code of Conduct & Ethics
LDP	Leading People
LFW	Live Fire Workshop
GL	Group Leader
TFT	Trim & Cross Cut Felled Trees
TFI	Tree Felling Intermediate

January

Bush Fire Danger Period

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
						New Years Day
2	3	4	5	6	7	8
New Years Public Holiday						
9	10	11	12	13	14	15	
16	17	18	19	20	21	22
		VF 1			VF 1	VF 1
23	24	25	26	27	28	29
			Australia Day			
30	31					
	ORD/RFD 1					

February (Term 1)

Bush Fire Danger Period

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
			ORD/RFD 1 FAA 1		ORD/RFD 1 - FAA 1 - BF 1	ORD/RFD 1 - FAA 1 - BF 1
6	7	8	9	10	11	12
			CLS 1		VF 1	VF - 1
13	14	15	16	17	18	19
	BAO 1		CLS 1		BAO 1	CAS 1 BAO 1 - A
20	21	22	23	24	25	26
		SWR - R1	CLS 1		ART 1 SWR -R1	CLS 1 - P CAS 1 - A
27	28					

March (Term 1)

Bush Fire Danger Period

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
		SWR 1	FAA - R1		FAA - R1 SWR 1	VF 1 - A
6	7	8	9	10	11	12
	HYD 1				HYD 1 ORD - upgrade	HYD 1 BF 1 - A
13	14	15	16	17	18	19
			CLW 1		BF 2 CEW 1	BF 2
20	21	22	23	24	25	26
	BAO 2		CLW 1		BAO 2 NAV 1	NAV 1 BAO 2 - A
27	28	29	30			
		SWR - R2	CLW 1			

April (Term 1)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
					NB District Exercise	BF 2 - A CLW 1 - P SWR -R2
3	4	5	6	7	8	9
				Good Friday	Easter Saturday	Easter Sunday
10	11	12	13	14	15	16
Easter Monday		VF 2	WFB 1		WFB 1 VF 2	VF 2
17	18	19	20	21	22	23
			FAA 2		LFW FAA 2	LFW FAA 2
24	25	26	27	28	29	30
	Anzac Day				VF 2	VF 2

May (Term 2)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
	SFF 1	CLV 1	SFF 1		SFF 1	SFF 1
8	9	10	11	12	13	14
		SWR 2 CLV 1	FAA - R2		FAA - R2 SWR 2	Mothers Day
15	16	17	18	19	20	21
		CLV 1 FBS			SFF 1 - A FBS	CAS 2 CLV 1 - P
22	23	24	25	26	27	28
	FBS	FBS			ART 2 CBD	CBD VF 2 - A
29	30	31				
		FBS				

June (Term 2)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
			FBS		CAS 2 - A	
5	6	7	8	9	10	11
		FBS				
12	13	14	15	16	17	18
Royal Holiday						
19	20	21	22	23	24	25
	ORD/RFD 2		ORD/RFD 2		ORD/RFD 2	ORD/RFD 2
26	27	28	29	30		
	HYD 2					

July (Term 2)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
					HYD 2	HYD 2
3	4	5	6	7	8	9
	SFF 2		SFF 2		SFF 2	SFF 2
10	11	12	13	14	15	16
			FAA 3		NAV 2 FAA 3	NAV 2 FAA 3
17	18	19	20	21	22	23
					SFF 2 - A BF 3	BF 3
24	25	26	27	28	29	30
			WFB 2		WFB 2	CEW 2
31						

August (Term 2)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
	ORD/RFD 3		ORD/RFD 3		BF 3 - A ORD/RFD 3	ORD/RFD 3
7	8	9	10	11	12	13
		VF 3	FAA - R3		VF 3 FAA - R3	VF 3
14	15	16	17	18	19	20
	SFF 3		SFF 3		SFF 3	SFF 3
21	22	23	24	25	26	27
					ART 3 VF 3	VF 3
28	29	30	31			

September (Term 3)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
					SFF 3 - A	Fathers Day
4	5	6	7	8	9	10
			BF 4 FAA - R4		BF 4 FAA - R4	BF 4 VF 3 - A
11	12	13	14	15	16	17
				LDP	LDP	LDP
18	19	20	21	22	23	24
						BF 4 - A
25	26	27	28	29	30	
					CEW 3	

October (Term 3)

Bush Fire Danger Period

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
Labour Day	BAO 3				Group Leader BAO 3	Group Leader BAO 3 - A
9	10	11	12	13	14	15
			FAA 4		BF 5 FAA 4	BF 5 FAA 4
16	17	18	19	20	21	22
					Group Leader	Group Leader
23	24	25	26	27	28	29
	BAO 4				BAO 4	BF 5 - A BAO 4 - A
30	31					

November (Term 3)

Bush Fire Danger Period

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
		SWR - R3			ART 4 SWR - R3	
6	7	8	9	10	11	12
					Group Leader	Group Leader
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

Bush Fire Danger Period

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Christmas Day	Boxing Day	Chirstmas Public Holiday				

Qualification	Dates	Course Opens	Course Closing Date	Joining Instructions
BF - 1	4, 5 FEB, 12 MAR	19-Dec	4-Jan	12-Jan
ORD/RFD 1	31 JAN, 2, 4, 5 FEB	19-Dec	4-Jan	12-Jan
VF - 1	18, 21, 22 JAN, 11, 12 FEB, 5 MAR	19-Dec	4-Jan	12-Jan
CL Assessment	Date to be advised		5-Jan	
CLS	9, 16, 23, 26 FEB	19-Dec	5-Jan	13-Jan
CLV	3, 10,17, 21 MAY	19-Dec	5-Jan	13-Jan
CLW	16, 23, 30 MAR, 2 APR	19-Dec	5-Jan	13-Jan
FAA - 1	2, 4, 5 FEB	19-Dec	5-Jan	13-Jan
BAO -1	14, 18, 19 FEB	27-Dec	10-Jan	31-Jan
AF - CAS 1	19, 26 FEB	23-Dec	18-Jan	8-Feb
SWR - R1	22, 25, FEB	23-Dec	18-Jan	8-Feb
ART - 1	25, FEB	23-Dec	20-Jan	9-Feb
AF - HYD 1	7, 11, 12 MAR	3-Jan	24-Jan	14-Feb
SWR - 1	1, 4 MAR	3-Jan	25-Jan	15-Feb
FAA - R1	2, 5, MAR	6-Jan	27-Jan	15-Feb
ORD upgrade	11, MAR	12-Jan	2-Feb	16-Feb
BAO - 2	21, 25, 26 MAR	19-Jan	7-Feb	28-Feb
BF - 2	18,19 MAR, 2 APRIL	19-Jan	7-Feb	23-Feb
CEW - 1	18 , MAR	19-Jan	7-Feb	23-Feb
SWR - R2	29 MAR, 2 APRIL	1-Feb	22-Feb	8-Mar
AF - NAV 1	25, 26 MAR	19-Jan	2-Mar	2-Mar
VF - 2	12, 15, 16, 29, 30 APR, 21 MAY	15-Feb	8-Mar	22-Mar
AF - WFB 1	13, 15 APR	15-Feb	9-Mar	22-Mar
FAA - 2	20, 22, 23 APRIL	28-Feb	16-Mar	30-Mar
LFW	22, 23 APR	28-Feb	16-Mar	30-Mar
SFF - 1	2, 4, 6, 7, 20, MAY	7-Mar	28-Mar	11-Apr
SWR - 2	10, 13 MAY	15-Mar	5-Apr	19-Apr
FAA - R2	11, 13, MAY	15-Mar	6-Apr	19-Apr
FBS	17, 20, 23, 24, 31 MAY, 1, 7 JUNE	22-Mar	12-Apr	26-Apr
AF - CAS 2	21 MAY, 3 JUNE	22-Mar	14-Apr	26-Apr
CBD	27, 28 MAY	30-Mar	20-Apr	4-May
ART - 1	27, MAY	30-Mar	21-Apr	4-May
ORD/RFD 2	20, 22, 24, 25 JUNE	26-Apr	16-May	30-May
AF - HYD 2	27, JUNE, 1, 2 JULY	2-May	23-May	7-Jun
SFF - 2	4, 6, 8, 9, 22 JULY	9-May	30-May	14-Jun
FAA - 3	13, 15, 16 JULY	9-May	1-Jun	21-Jun
AF - NAV 2	15, 16 JULY	18-May	8-Jun	21-Jun
BF - 3	22,23 JULY, 5 AUG	25-May	16-Jun	28-Jul
AF - WFB 2	27, 29 JULY	1-Jun	22-Jun	5-Jul
CEW - 2	30, JULY	1-Jun	23-Jun	5-Jul
ORD/RFD 3	1, 3, 5, 6 AUG	1-Jun	27-Jun	12-Jul
VF - 3	9, 12, 13, 26, 27 AUG, 10 SEP	14-Jun	5-Jul	19-Jul
FAA - R3	10, 12 AUG	14-Jun	6-Jul	19-Jul
CEW - 3	30, SEP	27-Jun	11-Jul	6-Sep
SFF - 3	15, 17, 19, 20 AUG, 2 SEP	27-Jun	11-Jul	26-Jul

ART - 3	26, AUG	29-Jun	21-Jul	3-Aug
FAA - R4	7, 9 SEP	13-Jul	3-Aug	17-Aug
BF - 4	9, 10, 24 SEP	13-Jul	4-Aug	17-Aug
LDP	15, 16, 17, SEP	20-Jul	11-Aug	24-Aug
BAO - 3	3, 7, 8 OCT	8-Aug	29-Aug	13-Sep
GL	7, 8, 21, 22 OCT, 11, 12 NOV	9-Aug	30-Aug	13-Sep
BF - 5	14, 15, 29 OCT	17-Aug	8-Sep	20-Sep
BAO - 4	24, 28, 29 OCT	29-Aug	19-Sep	3-Oct
SWR - R3	1, 4 NOV	17-Oct	27-Sep	11-Oct
EXERCISE	1st APRIL 2022			
FBC	As required			
TFT - 1	TBA			
TFT - R1	TBA			
TFT - R2	TBA			
TFT - R3	TBA			

NSW GOVERNMENT

NSW RURAL FIRE SERVICE

TRAINING PLAN

(Training plan, overview and procedures for the Northern Beaches District)

NORTHERN BEACHES - 2023

Document control

Release history

Version	Date	Author	Summary of changes
V1.0	08/11/2022	Ugo Tolone	Document creation
V1.1	11/11/2022	Ugo Tolone	Final adjustments
V1.1	14/11/2022	Ugo Tolone	Final Version

Reviewed by

Name	Title	Date
Guy Baddock	District Manager, Northern Beaches	14/11/2022
Benjamin Albers	Operational Officer –GSA Capability	08/12/2022
Peter Marshall	Manager Capability – GSA	08/12/2022

Approved by

Name	Title	Date
Guy Baddock	District Manager	14/11/2022
Greg Wardle	Area Commander	09/12/2022

Related documents

Document name	Version
NSW RFS Service Standards	
NSWRFS Training & Assessment Strategies	
2023 Northern Beaches Training Calendar	V1.1
2023 Northern Beaches Training Courses	V1.0
2023 Northern Beaches TNA	V1.0

Contents

1. Northern Beaches Training Information – Training Needs Analysis
2. Training in the Northern Beaches District
    - 2.1. NSW RFS Service standards
    - 2.2. Training Circulars
3. Pre-requisites and Unique Student Identifiers
4. Course Nominations
5. Course notifications
6. Nomination deadlines
7. Planning training for your members
8. Training contacts
9. Online learning and the FUEL portal
10. 2022 Northern Beaches Training Calendar
11. Targeted courses and nominating members
12. Assisting with training
13. Group and Brigade based training
14. Training permissions
15. Delegations and Authorisations
16. PPC and Training
17. Training meetings/Training Coordinators committees
18. Templates and Quick links
19. Site Management Plans and Templates
20. Northern Beaches Training Program
21. Specialist training and accreditations
22. Arduous and Remote Area Operations/Training
23. Operational Exercising
24. On Boarding of New Members

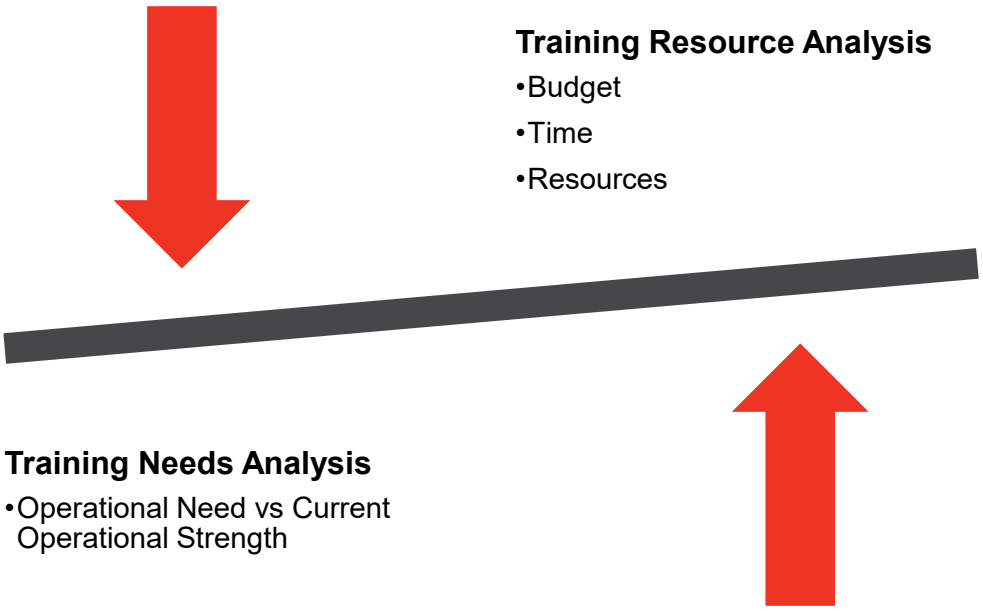
Appendices:

- NB – 2023 Training Calendar
- NB – 2023 Training Courses
- NB – 2023 TNA

1 Northern Beaches Training Information – Training Needs Analysis

Information within this training plan provides all members with an overview of how training and assessment is delivered within the district, in accordance with NSW RFS Service Standards, section 2.1. The training schedule is derived from data collated from brigades who submitted a Training Needs Analysis at the end of each calendar year, in addition to being distributed as a draft for comment, enabling adjustments to training needs.

The Training Plan provides a comprehensive plan for addressing strength deficits and succession planning for the volunteer workforce within the district and brigades. It has been prepared based on a comparative analysis of operational need and current operational strength and consideration of what is achievable with the resources available.



2 Northern Beaches District

The Northern Beaches is a very diverse area of Sydney, combining ocean and harbour beaches with expansive areas of bushland, mixed in with low, medium and high-density development and national parks.

The training needs of members, brigades, groups and the district is predominantly determined by the type and range of incidents our brigades attend. The Northern Beaches Training Team (Team) has a number of specialist groups, such as aviation, community safety, marine, arduous and the formation of a RAFT in 2022. The training programs for some of these groups are determined at State level and Area Command level; however, we encourage and schedule Competency Maintenance Training for these groups.

The Northern Beaches District covers a total area of (24,030 ha) hectares north of Sydney, of which approximately half is bushland. The district is bounded on the south by Middle Harbour and the suburb of Roseville, in the west by Middle Harbour Creek and Garigal National Park, in the east by the Tasman Sea and in the north by the Hawkesbury River and Broken Bay. The predominant vegetation types on the Northern Beaches are dry sclerophyll

forests, woodlands and patches of sclerophyll scrub, with some large areas of heath present along some ridgelines. Strips of wet sclerophyll forest and closed forest (rainforest) also occur on southerly slopes and sheltered gullies. Mangrove communities and sedge lands are located along coastal fringes of the district.

The Northern Beaches has a diverse population from young individuals and families to retirees. The incidence of young families across the area is increasing, as evidenced by the growing numbers of primary school children. Much of the development on the Northern Beaches exists, with land releases occurring infrequently. The notable exceptions being the Warriewood land release and the planned release in Ingleside in the future. Due to very high property prices, it is harder and harder for young people who grew up in the area to buy property and remain, meaning they move to other parts of Sydney and surrounds.

Tourists visiting the many beaches, national parks and other icons also frequent the area.

The most common incidents are automatic fire alarms, motor vehicle accidents and bush fires. Less common incidents are structure fires, medical assistance calls and search and rescue incidents. The area typically experiences significant bush fires every 7-10 years.

Since the onset of COVID during 2020/2021, there has been a significant increase in Waterway operations including Boat Fires and more broadly medical assistance calls and patient recovery.

The District has a Community First Responder (CFU), located at Scotland Island. This has been a NSW Ambulance controlled initiative; however, NSW RFS resourcing and personnel quite often assist and enhance service delivery in this regard

The district is characterised by the following unique and emerging risks:

- very large urban interface – one of the largest in NSW
- restricted community egress (roads) in Duffys Forest, Ingleside and Cottage Point. Many areas with one (1) road in and out
- arterial roads through flame zones (Wakehurst Parkway and Mona Vale Road)
- major road works in Bush Fire Prone (BFP) areas (Wakehurst Parkway, Warringah Road, Forestway and Mona Vale Road)
- large number of schools in BFP areas (flame zone) in Terrey Hills, Belrose, Duffys Forest, Ingleside)
- significant commercial property in BFP areas (flame zone) in Terrey Hills, Belrose and Warriewood)
- significant isolated foreshore and island communities (fire trial and/or water access only)
- Northern Beaches Hospital development and associated housing density increase
- increasing number of aged care facilities in BFP areas, particularly in Terrey Hills
- increasing housing density in BFP areas, particularly in Belrose, Terrey Hills and Ingleside

The following emerging risks have been identified because of anticipated development within the district:

- Ralston Avenue residential development (circa 176 new homes, 100% in BFP area)
- Ingleside residential land release (3,500+ low, medium and high density dwellings, many in BFP areas)
- Increasing housing density and aged care development in Terrey Hills in BFP areas
- Expanding Warriewood residential and commercial development in BFP areas

- Northern Beaches Hospital development and an increase in the number and density of residential and commercial property within and around the hospital precinct

Brigades and groups are relatively well equipped to coordinate, run and assess approved training programs under the authority of the Team and in accordance with Service Standards.

A number of service standards, policies and overriding acts, governs training in the NSW RFS. Nothing in this guide to training can contradict national training legislation, NSW RFS service standards or policies. Where it is identified that a contradiction has occurred, the District Services coordinator, Training and Membership will make a determination in consultation with Area Command and State learning and development sections.

2.1 NSW RFS Service Standards

The NSW RFS Service Standards that primarily apply to training are:

- 6.1.2 Qualifications for NSW RFS members
- 6.1.3 Training in the NSW Rural Fire Service
- 6.1.5 Live Fire Training

You can view the current service standards on **ONE.RFS.**

2.2 Training Circulars

The NSW RFS issues training circulars to update members on new training resources, initiatives and other matters. The district also releases training circulars to keep members abreast of training matters within the district.

3 Pre-requisites and Unique Student Identifiers

NSW RFS courses/qualifications often have pre-requisites. These mostly relate to national units of competency that must already be held prior to obtaining another unit. Some courses have internal pre-requisites that are determined by the organisation. Districts and brigades cannot impose additional pre-requisites on courses. This includes waiting periods prior to a member being allowed to nominate for a course.

Any member that holds the necessary pre-requisite can nominate for a training course. It is however important to note that nomination for a course does not automatically guarantee a position on the course. Positions on courses are determined based on a combination of district and brigade operational requirements and are determined in consultation with brigade operational management teams.

All members undertaking training **must** have a UNIQUE STUDENT IDENTIFIER (USI) entered into their RFS member profile. This is a national requirement for which the transition period has ended. Obtaining a USI is free and simple, as is updating your member profile. You can obtain your USI here: https://www.usi.gov.au/ and enter the data in your member profile on **ONE.RFS.**

Without a USI, you will not be able to participate in training that leads to a national unit of competency.

4 Course Nominations

Members can nominate for NSW RFS provided courses through their Brigade. Regardless of whether the course is delivered locally, in another district or at Command/State level, members must either complete an individual or brigade nomination form.
Nominations for courses are prioritised at a brigade level by brigade Operational Management Teams and training officers in consultation with members. As there is only a certain amount of capacity on training courses, each nomination must be given a priority by the brigade management team when being submitted.

Priorities are to be based on a combination of factors, including brigade operational needs; length of service and activity within the brigade/ district; ability and willingness of the member to utilise the skill set with the brigade (i.e. if a member lives 30mins away from the station and rarely makes the first response there may be a member living closer who is better situated to use the skill set when required i.e. Breathing Apparatus Operator (BAO) training).

Nominations are submitted to the district by brigades using the district's online nomination portal:

https://forms.office.com/Pages/ResponsePage.aspx?id=Z-Nn5hRtYUmOtmFBdmN2FabP5NNxTTdMp84soaliHSBUNDMyNkdYSVA3N0QzQUtVTkxNSUZXSjdJTiQlQCN0PWcu

Brigades may manage their internal nomination process as they see fit, such as paper based or electronic nomination forms for their members to express an interest in a training course. Whatever system a brigade chooses to use, they must ensure that it is fair and equitable for their members and those internal priorities are communicated to their members.

5 Course Notifications

Members placed onto courses will be emailed joining instructions at least 3 – weeks prior to the course (providing they have submitted nominations within the identified timeframe or unless exceptional circumstances occur) which include the course dates, locations, session times, catering/welfare arrangements, recognition of prior learning details, language-literacy-numeracy information, course contacts and any other information.

Members need to ensure that their personal details are up to date in **ONE.RFS** as the email and contacts used for dissemination of information is extracted from there.

Brigade captains/training officers will be emailed course attendance lists so they know which members are on a particular course (and can notify others who were unsuccessful) and they can ensure that the members are as best prepared as possible to successfully complete the training.

If members are placed on a course and can no longer attend, they must contact the District Services coordinator responsible for Training and Membership on 02 9450 3000 or via email northernbeaches@rfs.nsw.gov.au so members on the reserve list can be notified and have time to prepare for the training.

Members must RSVP for the course once they have received their joining instructions. Failure to do so will result in their removal from the course and the position being offered to members on the reserve list.

6 Nomination Deadlines

Nominations for all local courses must be submitted by the published nominations closure date, to ensure that course attendance can be finalised in a timely manner.

Nominations for the Northern Beaches will open in the following sequence;

1. Nominations open – **8 weeks** before commencement of course
2. Nominations close – **5 weeks** before commencement of course
3. Nominations accepted and joining instructions sent out – **3 weeks** before commencement of course

Training delivered at a Command and State level will list their nomination closure dates on their associated training calendars. It is however recommended that nominations for Command and State courses be submitted no less than 10 weeks prior to the course date, to allow time for relevant administrative processes.

Nominations for some courses close up to 12 weeks prior to the course date. This is to allow time for medicals and other processes, such as finalising pre-requisites. The most common course an early nomination deadline is for the Breathing Apparatus Operator.

7 Planning Training for Your Members

We encourage brigades to plan the training and development of its members. Rather than ad hoc nominations, we suggest that you look at the development pathway for members and consider the most appropriate courses they need to complete in order to achieve their goals.

A ‘kick off’ meeting for the year is an example of how brigades might promote training pathways, courses and operational options for members. This will assist brigades with determining nomination priorities and help members map out their future with the RFS. The Northern Beaches Training team is available to help. They can provide examples of yearly brigade training calendars, advice on training courses and resources to help deliver training.

Brigades are welcome to contact the District Services coordinator, Training and Membership to seek authority to run training and assessment where you believe you can do so according to the appropriate NSW RFS guides. Brigades should also liaise with their Group Officer for advice and support on training matters.

8 Training Contacts

Members should first make contact with their nominated brigade officer in relation to training queries. If they are unable to assist, they can 'tap' into the knowledge of Group Training Coordinators, the Northern Beaches Training team and course instructors. Members are always welcome to call the district office with enquiries, however, more often than not; your training officer will have the skills and knowledge to assist you.

9 Online Learning and the FUEL Portal

The RFS has a number of courses and training publications available online through the FUEL portal (https://fuel.rfs.nsw.gov.au). Members can log into FUEL with their **ONE.RFS** credentials.

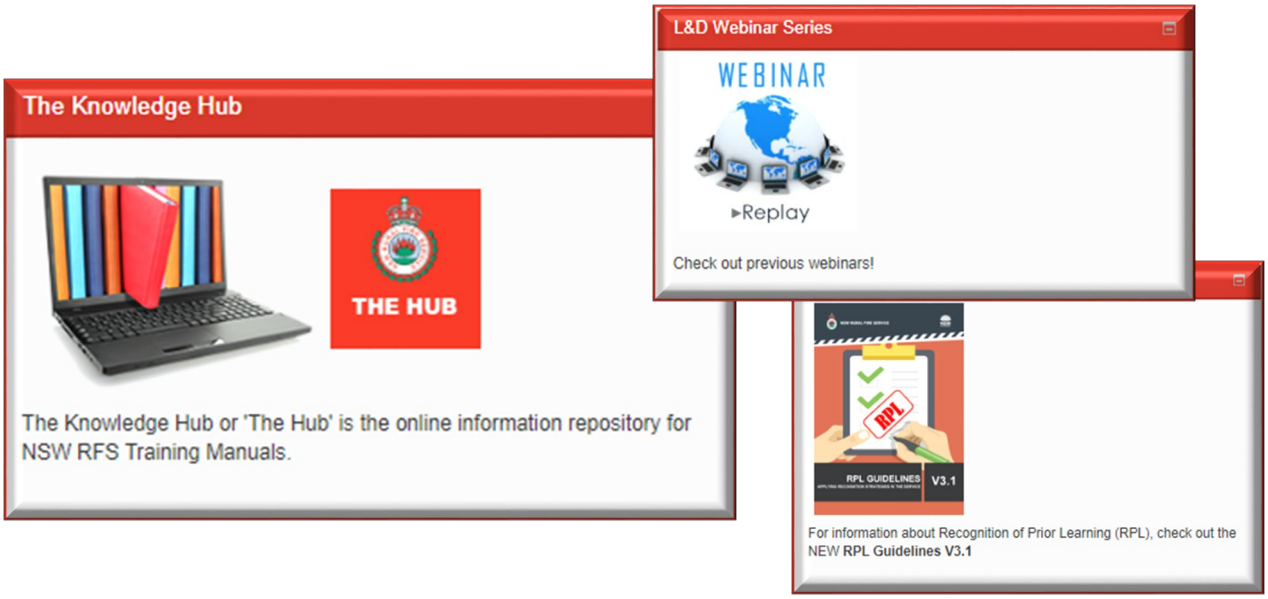
More courses are coming online with a variety of assessment modes available including online, face-to-face and a blend of the two. Members **DO NOT** need to nominate to do training online. They can access any module and learn new information.

To undertake any associated assessments and be issued with a qualification or unit of competency members must have any necessary pre-requisites and may need to submit a nomination to attend an assessment event. We encourage members to familiarise themselves with the FUEL portal and the courses that are loaded.

FUEL contains other information outlined below.

- The RFS training information book
  - This is a training directly that outlines all of the training courses conducted in the RFS, pre-requisites, national units of competency and all associated training information for members
- FUEL user guide
  - The user guide will assist you in making sure that you have the correct settings turned on so as to optimise your FUEL experience
- Recognition of Prior Learning (RPL) guide
  - The RPL guide offers information and access to templates so you can utilise the RPL opportunities that may match your current skills and experience
- Access links to RFS training WEBINARS
- The RFS Blended Learning Tool Kit
  - Designed to assist trainers and training officers to navigate and implement a range of learning methods to best suit the learner
- The RFS Language, Literacy and Numeracy Guide
  - For both trainers and learners, this guide provides information on how to and where to access assistance for learners with LLN difficulties
- The Knowledge Hub

- A number of RSF learning manuals are available online with a search function. The Knowledge Hub can be accessed by all members and is an excellent tool for learning, revision and referencing



10 Northern Beaches 2023 District Training Calendar

The 2023 Northern Beaches Training Calendar is attached – Appendix 1.

Course abbreviations:

MI = Member induction		FAA = First Aid Application
BFS = Bush Fire Support		RFD = Rural Fire Driver
BF = Bush Firefighter		ORD = Off Road Driving
VF = Village Firefighter		BAS = Breathing Apparatus Support
WFB = Wild Fire Behaviour		BAO = Breathing Apparatus Operator
NAV = Navigation		SFF = Structural Fire Fighting
CAS = Crew Awareness and Safety		TFT = Trim felled Trees
HYD = Hydraulics		SWR = Safe Work on Roofs
CLW = Crew Leader Wildfire		CCA = Communications Centre Assistant
CLV = Crew Leader Village		CEW = Code of Conduct and Ethics
CLS = Crew Leader Supervision		PDW = Professional Development Workshop
GL = Group Leader		CBD = Conduct Briefing and Debriefing
LDP = Leading People		LFW = Live Fire Workshop
FBC = Fire Boat Crew		FBS = Fire Boat Skipper

11 Targeted Courses and Nominating Members

Training nomination put forward by brigades should be considered in relation to the ability of the member to best utilise the skill-set/ qualification. We also encourage brigades to develop a progression plan and develop a training pathway for members. This allows the brigade to plan and implement any necessary mentoring sessions, such as those needed for Crew Leader training.

The Leading People Workshop (LDP) and the Code of Conduct and Ethics Workshop (CEW) is targeted at senior leaders of brigades and district. We request that you nominate for one or the other so that across the two positions each of you will have attended one of the workshops.

12 Assisting with Training

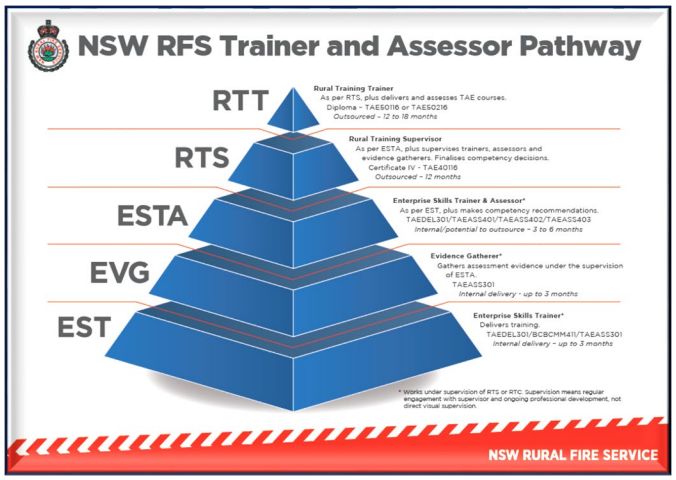
We welcome all members who would like to assist with district-based training. There is a range of roles involved in ensuring that training is delivered safely and effectively.

Training roles include:

- **Course Assistant (CA):** Assists with logistics, course set up, resources, safety and general training needs. No formal qualifications are required, just the right aptitude to help new learners and instructor teams so the course can be delivered in a timely manner.

- **Skills Trainer (EST):** Working under the supervision of a rural training supervisor or rural training trainer, Skills Trainers deliver training that leads to qualifications and national units of competency. To become a Skills Trainer, you undertake formal training via the RFS Enterprise Skills Trainer program, where you will be awarded national units of competency. Skills Trainers assist at Brigade, Group and District level and are given authorisation to instruct on nominated programs by the Team Learning and Development Coordinator.

- **Evidence Gatherer (EVG**): Evidence gatherers are an important piece of the training and assessment system. They gather evidence towards assessment under the supervision of a Skills Trainer/Assessor. They do not make holistic decisions about competency but do gather evidence and present assessment reports for Trainer/Assessors to review and validate. To become a Evidence Gatherer, you undertake formal training via the RFS Evidence Gatherer program. Evidence gatherers are extremely helpful during brigade based assessment events, Group and District training programs and courses where progressive assessment evidence is gathered.



- **Skills Trainer/ Assessor (ESTA):** The combination of skills trainer and evidence gatherer, along with additional knowledge

blends together to become a Skills Trainer/ Assessor. As an Enterprise Skills Trainer/Assessor you deliver training and gather evidence; you also make competency recommendations to the assigned Rural Training Supervisor.

- **Rural Training Supervisor (RTS):** When members have the appropriate units of competency and a Certificate, IV in Training and Education (TAE) they may be assigned the qualification of Rural Training Supervisor. The RTS oversees training from both the perspective of trainees and instructors. An RTS is assigned to each training event, but does not have to be physically present. During assessments, the RTS may be present to make assessment decisions based on their direct observations or based on the observations of ESTA's and EVG's who collate and present evidence from the activity.

- **Rural Training Trainer (RTT):** An RTT holds a Diploma in TAE and may be assigned to train and assess members in TAE units of competency. A RTT conducts all activities covered in each of the role descriptions below.

Where members are keen to assist in training, we will develop a training pathway for these members including prioritisation for associated courses such as EST, ESTA and RTS.

Members interested in assisting with training at any level should contact the Team Coordinator for training or one of the Learning and Development team.

13 Group and Brigade Based Training

Courses such as Basic Life Support, First Aid, Advanced Resuscitation and Breathing Apparatus Support will be planned and facilitated at a district level. Brigades can apply to coordinate and facilitate this training if they demonstrate the capacity to do so.

All training at this level will be supported by the district with resources, planning and logistical support. All training and assessment, regardless of the level at which it is being delivered must conform to RFS standards and oversight always remains at the Team level.

Brigades may seek permission to plan and facilitate mainstream courses, such as Village Fighter and Advanced Fire Fighter, modules where there is a demonstrated need to do so and they can demonstrate capacity/ capability to meet the training and assessment strategies for that course. In authorising such a course, the district will then support it by way of resources, course materials and ensuring compliance with course instruction and assessment needs.

To seek authorisation, brigades should first submit the training notification/request/approval form to the district.

14 Training Permissions

These authorisations **are not** designed to prohibit but rather encourage well-planned, outcome-focussed training activities by ensuring members are informed of training regulations.

Obtaining permission to access areas, which are not ordinarily open to the public, even where the RFS has keys to access the area is important for several reasons including, but not limited to:

- Maintaining relationships with the public and other agencies
- Ensuring any environmental or other necessary approvals are obtained
- Ensuring that the activity scope is understood
- Ensuring that any hazards and associated risks are identified

Training Permissions

Most training that brigades undertake is pre-authorised by the District, however some caveats apply. As per service standard 6.1.3 Training in the NSW Rural Fire Service, the District provides the following information in relation to RFS training activities.

1. All training published in the District training calendar is confirmed as authorised by the District manager
   All brigade training activities consistent with RFS mainstream training include, specialist training where the member is undertaking competency maintenance or is enrolled in a specialist course and is working under the supervision of an appropriate instructor, non-live fire training activities and brigade training activities associated with the functions of the service are deemed authorised and do not require individual activity authorisation from the District
2. Brigades may be authorised to conduct any range of training and assessment activities under the administrative umbrella of the District. These activities must be authorised and are subject to compliance requirements which are outlined when brigades seek authorisation to conduct the activity
3. Pre-authorised live fire training activities, which still require Live Fire Plans and must comply with service standards, do not require approval for individual events. Brigades may seek pre-approval for a range of live fire activities.
4. Where training activities are conducted on private or enclosed lands (not owned or under the control of the NSW RFS) documented permission is required from the land owner or authorised agent (permission to access council enclosed lands, National Park, Catchment or other land managed by a public authority must be obtained by calling the Fire Control office). The attached form is for use where private property is being used
5. All interagency training and exercising activities must be authorised by the District Services coordinator, Training and Membership – whether on an ongoing basis or ad hoc basis
6. Brigades conducting training should where possible remain available for response. This can be achieved by using spare hoses and equipment for brigade based training activities and leaving the primary appliance stocked and ready for response

15 Delegations and Authorisations

The District manager has assigned responsibility for the management of training to the District Services Coordinator, Training and Membership.

Other staff may also authorise training activities where required.

Brigades may also **seek ongoing** authorisation to conduct live fire training activities, interagency training activities and regular activities on enclosed lands, where permissions are obtained.

Brigades seeking such authorisation should contact the District Services Coordinator, Training and Membership for information.

It is the intent of the district to ensure that all training activities can occur with as little intervention as possible and in accordance with service standards, such as service standard 6.1.3 and 6.1.5. This requires both brigades and the district to work together to develop effective training sessions and to ensure the health and safety of all persons participating.

16 Personal Protective Clothing (PPC) and Training

Training course joining instructions often request that members bring a range of PPC and Equipment (PPE) to courses based on the types of activities being undertaken. In some circumstances, you may be asked to wear casual attire (no uniforms) or to bring a change of clothing so you are not wearing dirty/contaminated or wet clothing inside our training rooms.

To request PPC, brigades should first submit the PPC request to the District.
This is done by using this link:

https://form.jotform.com/northernbeaches/ppc-request-form

All PPC/E should be washed and cleaned after any use, which results in contamination, by fire or other means. Bushfire PPC/E, which is worn to or brought to training sessions and smells of fire contaminants, will not be permitted to be worn inside training rooms. As such, members should always bring a change of clothing to the course/activity when they will be undertaking activities that are likely to result in PPC/E getting dirty or wet as mentioned above.

Where members are asked to bring structural fire PPC/E they should always bring a change of clothing, as this level of PPC should not be worn in the training room for theory sessions. The alternate clothing can be RFS drill pants, drill shirt, spare boots or casual clothing to be worn during theory sessions.

If you are traveling in an RFS PC to a training course with a casual dress code, you do not have to wear RFS PPC or uniform when driving or as a passenger.

- ***You must however have RFS PPC with you, in case you come across or are called to an incident***

17 Training Meetings/ Training Consultative Committees

The district has a **Training Consultative Committee** consisting of the following positions:

- Brigade Training Officer
- District Training Officer
- Group Officer (one GO representative)
- Designated District Course Coordinators (one per course)

The Consultative Committee will meet no less than four (4) times annually and discuss training matters within the district, contributing to its development through discussion, sharing of skills and knowledge and where necessary by making recommendations to the District Services coordinator, Training and Membership.

The Consultative Committee are not authorised to make training decisions, however will make recommendations to and work closely with the District Services coordinator, Training and Membership delegated to make training and assessment decisions. The district Training Consultative Committee have established an Executive consisting of the following positions:

- District Training Coordinator (one per group)
- Group Officer (one GO representative)

The Consultative Committee Executive will meet no less than four (4) times annually and discuss training within the district, contributing to its development through discussion, sharing of skills and knowledge. They will chair district-training meetings, assist with the dissemination of training information and through the collective discussion of the training consultative committee make recommendations to the District Services coordinator, Training and Membership.

The Consultative Committee executive is not authorised to make training decisions, however will make recommendations to and work closely with the District Services coordinator, Training and Membership delegated to make training and assessment decisions.

18 Templates and Quick Links Related to Learning and Development

Attached are the following links and templates:

- Quick links – QR codes for training related documents
- Brigade station induction form (Site Induction Checklist Form 10)
- Request to enter lands for training template
- Training risk assessment templates

NORTHERN BEACHES DISTRICT FORMS

FORM	DESCRIPTION AND LINK	QR CODE
2023 District Training Nomination	To nominate for District Training Courses in 2023. https://forms.office.com/Pages/ResponsePage.aspx?id=Z-Nn5hRtYUmOtmFBdmN2FabP5NNxTTdMp84soaliHSBUNDMyNkdYSVA3N0QzQUtVTkxNSUZXSjdJTiQlQCN0PWcu	
Training Notification / Request / Approval	To notify and request approval for a Training activity. https://form.jotform.com/northernbeaches/training-request-approval	
Operational Competency Activity Report	To provide evidence of an Operational or Competency activity. https://form.jotform.com/northernbeaches/Operational-Activity-Report--NB2023	
PPC Form	To order additional or replacement PPC https://form.jotform.com/northernbeaches/ppc-request-form	

19 Site Management Plans and Templates (SMP's)

The purpose of the site management plan is to provide all NSW RFS Members, new and current, with an outline of the process involved within the implementation of a Site Induction and Risk assessment process in identifying Health and Safety hazards in and around the facility. Please see the attached.

NSW RURAL FIRE SERVICE

SITE MANAGEMENT PLAN (SMP)

Site Induction Checklist Form F10

INDUCTEE NAME:	**Signature:**
☐ **Volunteer** ☐ **Staff** ☐ **Contractor**	
Induction conducted by:	**Signature:**
Date of induction:	

PERSON HAS BEEN MADE AWARE OF:	STATUS	COMMENTS
NSW RFS Health & Safety requirements. (e.g. Health and Safety Policy, Smoking in the Workplace Policy etc.)	☐ Yes ☐ No ☐ NA	
Site hazards, hazard register and controls	☐ Yes ☐ No ☐ NA	
Site rules	☐ Yes ☐ No ☐ NA	
Consultation arrangements including issue resolution	☐ Yes ☐ No ☐ NA	
First aid facilities and First Aid Officer(s)	☐ Yes ☐ No ☐ NA	
Emergency plan and evacuation procedures, including emergency assembly area	☐ Yes ☐ No ☐ NA	
Facilities management/security and access arrangements including after hours procedures	☐ Yes ☐ No ☐ NA	
The location of washrooms and other amenities	☐ Yes ☐ No ☐ NA	
Housekeeping and storage requirements	☐ Yes ☐ No ☐ NA	
The location of hazardous areas, machinery, SDS sheets, materials, equipment and no go zones	☐ Yes ☐ No ☐ NA	
Presence of asbestos/asbestos containing materials on site and procedure for issues	☐ Yes ☐ No ☐ NA	
Designated PPE areas and requirements	☐ Yes ☐ No ☐ NA	
The requirements for the issue of work permits for high risk work	☐ Yes ☐ No ☐ NA	
Parking requirements and speed limits	☐ Yes ☐ No ☐ NA	
Visitor access requirements	☐ Yes ☐ No ☐ NA	

Forward the completed form to the Group Manager/District Manager/Manager as per the chain of command for placing on the records for the SMP

Received By: (Name and Position)	**Date received and verified:**

Request to enter private lands for the purpose of training

The NSW Rural Fire Service (**the RFS**) is requesting permission to enter and use your property for the proposes of training.

The training request relates to:

	Simulated firefighting activities with live fire		Training using class A or B foam *3
	Simulated firefighting activities not using live fire		Training with the use of fire retardant *4
	Driver training		Training involving bush walking / navigation activities
	Chainsaw training using fallen timber *1		Training involving the use of structures on your property
	Chainsaw training felling trees *2		Training whereby egress through your property is required
	Enter other training description		Enter other training description
*1, *2 = environmental approval may be required / *3, *4 RFS suppressants are not classed as a dangerous good when used in suitable quantities			

The RFS will where necessary obtain environmental approvals and undertake any notifications that are required. We will also comply with any conditions that you place on its use.

Conditions	

Please sign, date this consent, and return to the RFS member coordinating training.

RFS member _____ contact: _____

*If you would like any further information or wish to discuss this request please contact the Learning and Development Officer, NSW RFS Northern Beaches office on (02) **9450 3000**.*

***RFS member to return this form to illawarra.zone@rfs.nsw.gov.au for district approval*

CONSENT

I _____ of (address) _____

tel: _____ / email: _____ being the authorised

owner/occupier/agent/representative of the land located at:

_____

consent to members of the RFS and agencies working with them entering the aforementioned property for the purposes of training as set out above.

Consent is valid until: _____

Signature: _____ Date: _____

All personal information provided will be used by the RFS solely for the purposes of confirming access. All personal information will be dealt with in accordance with the Privacy and Personal Information Protection A

SAMPLE ONLY

NSW RURAL FIRE SERVICE TRAINING SAFETY CHECKLIST
Hazard Identification and Risk Assessment

Site name: …… **Date:** ……

Brief description of training: ……

HAZARD IDENTIFICATION – Common hazards to be checked with suggested controls

Item	Group	Hazard identification	Risk identified associated with hazards	Risk rating	Risk Eliminatio	Control of risk	Who	Date	Revised risk rating
1	PEOPLE	Vehicle movements	Death/Injury	H	C, E	Clearly mark training area, advise vehicle drivers, monitor area			
2		Slippery surface in training area	Slip/fall/injury	H	A, C, E	Remove or isolate hazard. Identify to trainees if part of the activity			
3		Not trained in actions to be undertaken	Injury/poor learning outcomes	H	A, B	Train to competency reqd./plan activity to experience levels			
4		Sharp edges on furniture of areas where training will occur	Injury	H	C, D, F	Use another area, cover sharp edges, ensure suitable PPE/PPC			
5		Fatigue	Injury and equipment damage	H	E	Schedule breaks and reduce training time where excess travel is involved			
6		Unstable ground for ladder work	Death/injury	H	A, E, F	Render the area stable, adapt the training, ensure suitable PPE/PPC			
7		Electrical hazards if using water	Death/injury	H	A, C, E	Isolate power, train in different location, do not use water			
8		Ill-health and poor welfare	Injury/illness	M	E	IMSAFE/ sufficient water and food available to workload and duration			

A = Eliminate
B = Substitute
C = Isolate
D = Engineered
E = Administration
F = PPE/C

NSW RURA

ONLY DATE THE RELEVANT HAZARDS THAT APPLY TO THE EXERCISE.
IF THE TRAINING CANNOT BE CARRIED OUT SAFELY… DO NOT PROCEED!

Other Hazard Identification and Risk Assessment

HAZARD IDENTIFICATION – Please enter and address any other identified hazards

Item	Group	Hazard identification	Risk identified associated with hazards	Risk rating	Risk Elimination	Control of risk	Who	Date	Revised risk rating

A = Eliminate
B = Substitute
C = Isolate
D = Engineered
E = Administration
F = PPE

ONLY DATE THE RELEVANT HAZARDS THAT APPLY TO THE EXERCISE.
IF THE TRAINING CANNOT BE CARRIED OUT SAFELY… DO NOT PROCEED!

NSW RURAL FIRE SERVICE TRAINING SAFETY CHECKLIST
Hazard Identification and Risk Assessment

HAZARD IDENTIFICATION – Common hazards to be checked with suggested controls

Item	Group	Hazard identification	Risk identified associated with hazards	Risk rating	Risk Elimination	Control of risk	Who	Date	Revised risk ratir
1	ENV.	Signs of smoke issuing from training area	Concerns by public/calls to triple zero	M	E	Notification to RFS FireCom and where necessary to FRNSW Signage at training centre			
1	EQUIPMENT	Equipment failure	Injury	H	E, F	Test equipment prior to training/ service according			
2		Damage to training area due to activities	Excessive costs	H	E	Only conduct training that is appropriate for the environment			
3		Incorrect use of equipment	Death/injury/excessive costs/ poor training outcomes	H	E	Train and induct members in correct use of equipment			
4		PPE/ PPC damage	Death/injury/excessive costs	H	E	Inspect and maintain PPE/PPC and use only for intended purpose			

A = Eliminate
B = Substitute
C = Isolate
D = Engineered
E = Administration
F = PPE/C

ONLY DATE THE RELEVANT HAZARDS THAT APPLY TO THE EXERCISE.
IF THE TRAINING CANNOT BE CARRIED OUT SAFELY… DO NOT PROCEED!

	Task	OK to proceed	Not OK to proceed	Comments
1	Walk and inspect the training area			
2	Inspect access and egress pathways including staging area			
3	Inspect training props and equipment/ ensure they are suitable for the task			
4	Underpinning knowledge in activities to be undertaken has been delivered			
5	First aid equipment checked and treatment area identified			
6	Instructors and assistants briefed			
7	Participants briefed			
8	Site hazards identified and control measures in place			

Position	Position duties and responsibilities	Qualification required for position
Lead instructor		Qualified to level training. Endorsed by D/T/Z:
Safety Advisor		Qualified to level training. Endorsed by D/T/Z:
Safety Team (first aid)		Recognised First Aid / Advanced Resuscitation where required
Safety Team (general)		Qualified to level of training -

Declaration:

Name (Print)	Position	For this training I: • Understand the scope of the training and have a session plan • Have contributed to identifying and controlling hazards for this session • Understand my responsibility in on-going dynamic risk assessment (Signature)
	Facilitator	
	Safety Officer	

20 Northern Beaches Training Program

NORTHERN BEACHES TRAINING PROGRAM

(In alphabetical order)

ADVANCED RESUSCITATION TECHNIQUES – Pre requisite is HLTAID011 Provide First Aid

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
ART 20 (1)	25 February	Belrose RFS	**20 January**
ART 20 (2)	27 May	Belrose RFS	**21 April**
ART 20 (3)	26 August	Belrose RFS	**21 July**

FIRST AID APPLICATION – Pre requisite is Member Induction

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
FAA 20 (1)	2, 4, 5 Feb	HQ RFS	**5 January**
FAA 20 (2)	20, 22, 23 April	Beacon Hills RFS	**16 March**
FAA 20 (3)	13, 15, 16 July	Terrey Hills RFS	**1 June**
FAA 20 (R1)	2, 5 March	Beacon Hill RFS	**27 January**
FAA 20 (R2)	11, 13 May	Coal and Candle	**6 April**
FAA 20 (R3	10, 12 August	Davidson	**6 July**
FAA 20 (R4	7, 9 September	Belrose	**3 August**

BUSH FIRE FIGHTER – Pre requisite is Member induction

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
BF (1)	4, 5, March, 12 April	NB – FCC/HQ Compound	**4 January**
BF (2)	18, 19 March, 2 April	NB – FCC/HQ Compound	**7 February**
BF (3)	22, 23 July, 5 August	NB – FCC/HQ Compound	**16 June**
BF (4)	9, 10, 24 September	NB – FCC/HQ Compound	**4 August**
BF (5)	14, 15, 29 October	NB – FCC/HQ Compound	**8 September**

BREATHING APPARATUS OPERATOR – Pre requisite is VF and FAA

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
BAO19 (1)	14, 18, 19 February	NB – FCC/HQ Compound	**10 January**
BAO19 (2)	21, 25, 26 March	NB – FCC/HQ Compound	**14 February**
BAO19 (3)	3, 7, 8 October	NB – FCC/HQ Compound	**29 August**
BAO19 (4)	24, 28, 29 October	NB – FCC/HQ Compound	**19 September**

STRUCTURAL FIRE FIGHTING – Pre requisite is VF and BAO

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
SFF (1)	2, 4, 6, 7, 20 May	NB – FCC/HQ Compound	**28 March**
SFF (2)	4, 6, 8, 9, 22 July	NB – FCC/HQ Compound	**30 May**
SFF (3)	15, 17, 19, 20 August, 2 September	NB – FCC/HQ Compound	**11 July**

CODE OF CONDUCT AND ETHICS

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
CEW(1)	18 March	NB – FCC/HQ Compound	**10 February**
CEW(2)	30 July	NB – FCC/HQ Compound	**23 June**
CEW(3)	30 September	NB – FCC/HQ Compound	**25 August**

ADVANCED FIREFIGHTER MODULES

CREW AWARENESS AND SAFETY – Pre requisite is MI, BFS or BF

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
CAS19 (1)	19, 26 February	Tumble RFS	**15 January**
CAS19 (2)	21 May, 3 June	Tumble RFS	**14 April**

WILDFIRE BEHAVIOUR – Pre requisite is MI, BFS or BF

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
WFB19 (1)	13, 15 April	Beacon Hill RFS	**9 March**
WFB19 (2)	27, 29 July	Beacon Hill RFS	**22 June**

HYDRAULICS – Pre requisite is MI, BFS or BF

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
HYD19 (1)	7, 11, 12 March	TH Station/NB – FCC Compound	**24 January**
HYD19 (2)	27, June, 1, 2 July	TH Station/NB – FCC Compound	**23 May**

NAVIGATION – Pre requisite is MI, BFS or BF

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
NAV19 (1)	25, 26 March	Davidson RFS	**16 February**
NAV19 (2)	15, 16 July	Davidson RFS	**8 June**

CREW LEADER MODULES

CREW LEADER SUPERVISION – Pre requisite is AF and CLW

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
CLS 19 (1)	9, 16, 23, 26 February	Ingleside RFS	**5 January**

CREW LEADER WILDFIRE– Pre requisite is AF

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
CLW 19 (1)	16, 23, 30 March, 2 April	Coal & Candle RFS	**5 January**

CREW LEADER VILLAGE – Pre requisite is VF and AF

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
CLV 19 (1)	3, 10, 17, 21 May	Davidson RFS	**5 January**

FIRE BOAT QUALIFICATIONS – Pre requisite is MI, FAA, NAV, WFB, FBC and Rec Boat licence

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
FBS (1)	17, 20, 23, 24, 31 May, 1, 7 June	West Pittwater and surrounds	**12 April**
FBC (1)	As required		

RURAL FIRE DRIVER / ON ROAD DRIVING – Pre requisite is MI and BF

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
ORD/RFD (1)	31 January, 2, 4, 5 February	NB - FCC	**4 January**
ORD/RFD (2)	20, 22, 24, 25 June	NB – FCC	**16 May**
ORD/RFD (3)	1, 3, 5, 6 August	NB - FCC	**27 June**
ORD Upgrade	11 March	NB - FCC	**4 February**

TRIM FELLED TREES – RECERTIFICATION & UPGRADE TO TFT 2020 STANDARD – Pre requisite is MI, BFS or BF – Currency must be within 3 years

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
TFT (1) Full Course	TBA	TBC	
TFT (R1)	TBA	TBC	
TFT (R2)	TBA	TBC	
TFT (R3)	TBA	TBC	

VILLAGE FIRE FIGHTER – Pre requisite is MI, BFS or BF

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
VF (1)	18, 21, 22, January, 11, 12 February, 5 March	NB – FCC/HQ Compound	**4 January**
VF (2)	12, 15, 16, 29, 30 April, 21 May	NB – FCC/HQ Compound	**8 March**
VF (3)	9, 12, 13, 26, 27 August, 10 September	NB – FCC/HQ Compound	**5 July**

SAFE WORK ON ROOFS – Pre requisite is MI, BFS or BF

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
SWR(1)	1, 4 March	NB – FCC/HQ Compound	**25 January**
SWR (2)	10, 13 May	NB – FCC/HQ Compound	**5 April**
SWR (R1)	22, 25 February	NB – FCC/HQ Compound	**18 January**
SWR (R2)	29 March, 2 April	NB – FCC/HQ Compound	**22 February**
SWR (R3)	1, 4 November	NB – FCC/HQ Compound	**27 September**

CONDUCT BRIEFINGS AND DEBRIEFINGS - Pre requisite is MI, CL/CCS, CBD, and ICS for IMT

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
CBD	27, 28 May	NB – FCC	**20 April**

GROUP LEADER - Pre requisite is MI, CL, CBD, and ICS for IMT

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
GL19(1)	7, 8, 21, 22 October, 11, 12 November	NB – FCC	**30 August**

LEADING PEOPLE – Pre requisite is MI and CAS

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
LDP	15, 16, 17 September	NB – FCC	**11 August**

LIVE FIRE WORKSHOP – Pre requisite is MI and VF

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
LFW	22, 23 April	NB – FCC/HQ Compound	**16 March**

OFFICER DEVELOPMENT SERIES – Programs that should be considered for future

LOCAL COURSE REFERENCE	DATES	LOCATION	NOMINATIONS CLOSE
GATHERING EVIDENCE FOR ONGOING COMPTENCY			
DECISION MAKING UNDER STRESS – *HELPING TO MAKE THE RIGHT LEADERSHIP DECISIONS*			
TACTICAL - COMMAND CONTROL COMMUNICATIONS			

21 Specialist Training and Accreditations

The district administers a series of specialist/non-mainstream programs including:

- Fire Boat Crew (FBC)
- Fire Boat Skipper (FBS)
- Swim Test for boat crew/ skippers
- Arduous Pack Test (APT)

We also work with various RFS sections to nominate members for specialist field roles, these include:

- Air Base Operator (ABO)
- Air Base Manager (ABM)
- Air Operations Manager (AOM)
- Air Observer (AOB)
- Air Attack Supervisor (AAS)
- Operate Remote Environment (ORE)
- Helicopter Winch Skills (HWS)

In **2023,** the District will run a FBS course to meet the needs of our boat-based brigades. The District will evaluate the need to run a FBC if required.

22 Arduous and Remote Area Operations/ Training

The district has well established teams of arduous accredited firefighters. The district is training members in Remote Area Firefighters (RAFT) with a range of skills.

The pathway to becoming a remote area firefighter is:

CAS/NAV/WFB >> APT >> ORE *with the option then of undertaking HWS*.

It is from our pool of arduous accredited firefighters that we will nominate members to move into remote area operations. Participation in local arduous and remote training session and operations is essential in order to maintain your accreditation.

The district will review participation/ engagement levels of members when considering nomination priorities for courses such as ORE and HWS.

Where we have a need that exceeds capacity on State ORE courses, we will consider running a local course. Dates for this program will be announced at a future time and priority will be given to members who have engaged in on-going skills maintenance.

Arduous – Pack Test Calendar

DATE	LOCATION	SESSION TIME
7th January	TBA	0800 - 0930
27th January	TBA	0800 – 0930
10th June	TBA	0800 – 0930
24th September	TBA	0800 – 0930
3rd November	TBA	0800 - 0930

23 Operational Exercising

It is the districts intent to develop and execute an Operational District Exercise in 2023. Work has already commenced on the Exercise.

Once finalised we will release the pre-exercise workshop session dates and the proposed exercise date and take expressions of interest to participate.

The operational district exercises will focus on brigades working in an interface fire environment and will focus on sectors, strike teams, staging and incident management.

We encourage groups to develop small-scale exercises using the skills and knowledge of members and RFS training doctrine as the basis for the activity. The district training team is here to help with the creation of these exercises and validation of the activities.

24 On Boarding of New Members

STEP 1:

Member interviews and completes eMembership application/member completes eMembership application and then interviews.

STEP 2:

Once e-membership application is endorsed by, the District member may commence participation in RFS activities:

1. First mandatory activity is the RFS Brigade Site Induction
2. Second mandatory activity is Member Induction (conducted on-line in FUEL)
3. Third mandatory activity is Member Induction Practical task – which is assessment task 1 from the BF19 package

STEP 3:

Forward member induction assessment package (assessment declaration and BF assessment task 1) to district office for processing.

STEP 4:

Complete training notification/request form (see link on previous pages) to advise the following:

- That you are commencing BF or BFS training
- The proposed commencement date
- The proposed assessment date
- The name of the supervising instructor (EST)
- The name of the supervising assessor for assessment (ESTA)
- How many trainees are participating
- The trainees names and member numbers (if issued)
- Indicate which resources if any are required from the pick list

STEP 5:

Upon receipt of the training approval commence your training and be sure to advise us if the dates change for any reason.

STEP 6:

Ensure that the assessment documents for each candidate are collated by candidate, attached and either scanned to the relevant team member or dropped to the FCC in an envelope with 'ASSESSMENT DOCS' on it.

Once received and validated allow up to 14 days to be processed and certificates issued. The member will be OK to attend incidents from the day they are assessed, unless advised otherwise due to assessment validation issues.

CHECKLIST – ONBOARDING NEW MEMBERS

Member name: _____

TASK	ACTION	COMPLETED	COMMENTS
1	Member completes e-membership application and then interviews		
2	Once e-membership application endorsed by District member may commence participation in RFS activities – • First mandatory activity is the RFS Brigade Site Induction • Second mandatory activity is Member Induction (conducted on-line in FUEL) • Third mandatory activity is Member Induction Practical task – which is assessment task 1 from the BF 19 package		
3	Forward member induction assessment package (assessment declaration and BF assessment task 1) to district office for processing		
4	Complete training notification/ request form (see link on previous pages) to advise the following – • That you are commencing BF or BFS training • The proposed commencement date • The proposed assessment date • The name of the supervising instructor (EST) • The name of the supervising assessor for assessment (ESTA) • How many trainees are participating • The trainees names and member numbers (if issued) • Indicate which resources if any are required from the pick list		
5	Upon receipt of the training approval commence your training and be sure to advise us if the dates change for any reason.		
6	Ensure that the assessment documents for each candidate are collated by candidate, attached and either scanned to the relevant team member or dropped to the FCC in an envelope with 'ASSESSMENT DOCS' on it. ***ONCE RECEIVED AND VALIDATED ALLOW UP TO 14 DAYS TO BE PROCESSED AND CERTIFICATES ISSUED. THE MEMBER WILL BE OK TO ATTEND INCIDENTS FROM THE DAY THEY ARE ASSESSED, UNLESS ADVISED OTHERWISE DUE TO ASSESSMENT VALIDATION ISSUES.***		

Appendices:

NBRFD Master Qualification 2022 - A

2023 NB Training Calendar_Final_16122(

2023 Training courses_16122022.pd