



## Training Information Bulletin 1/2014

This Bulletin has been developed following feedback from personnel about the need for clear communication of key training and education matters. It is proposed to release these Bulletins on a regular basis to provide updates to all personnel on what is being planned in the training space. The Bulletins will be released via Circular, emailed to the Volunteer Associations and Unions and will be posted to Volunteer Brigades, Groups and Units to ensure that the message gets through. The Bulletin will also be placed onto the Professional Development site.

Following feedback from DFES staff and volunteers the first Bulletin provides detail around four key areas of training that are consistently raised. This information is provided to ensure that all personnel have an understanding of what is planned by Professional Development to provide them with the training required to undertake their role. More broadly the Professional Pathways project is close to releasing the final consultative draft of the volunteer pathways to personnel for comment. The four training matters raised in this communication should be considered in the context of the strategic intent of the pathways project and its current status.

**Darren Klemm**

**Assistant Commissioner Professional Development**

---

**Training Bulletin 1/2014** will be covering the following topics:

- Trainer & Assessor Competency Requirements
- First Aid training
- Driver Training
- DFES Educational Pathways – Brief Overview



## Trainer Assessor Competency Requirements

### Key Information

---

- DFES Trainers and Assessors were required to upgrade their qualifications to the TAESS00003.
- Online program developed to assist with qualification equivalency.
- DFES Assessment and Delivery course mapped to the TAE10 Training Package is due for release in April 2014.
- Existing DFES Trainer Assessors may consider applying for Recognition of Prior Learning (RPL) to attain the required competencies.

### Overview

---

DFES Trainers and Assessors were required to upgrade their qualifications to the TAESS00003 Enterprise Trainer and Assessor Skill Set by July 2013. An online program was developed to provide DFES staff holding BSZ or TAA Trainer and Assessor Skill Sets the ability to demonstrate equivalency. This equivalency allows DFES Trainers and Assessors to continue to operate in compliance with the National Skills Standards Council (NSSC) standards. Those Trainers and Assessors holding TAA competencies that completed the DFES Trainer/ DFES Assessor course post 1<sup>st</sup> January 2011 can be recognised as equivalent after providing evidence of current competency (documented training delivered and assessments conducted within the past 24 months).

It is acknowledged that there has been confusion surrounding this equivalency program as some personnel believed it would result in the national units of competency from the TAE Skill Set being awarded. The equivalency to TAE is not recognised outside of DFES and does not result in national certification.

As outlined in the Training Procedures Manual (*Training Courses – Role of Trainers and Assessors*), continuing professional development in training and assessment skills is a requirement of the Australian Quality Training Framework (AQTF) standards for Trainers and Assessors. To meet this requirement, all DFES Trainers and Assessors who have not yet attained the TAE competencies will be supported to attain national certification by completing the TAE Skill Set units of competency through a range of flexible delivery options and a series of professional development activities over the next 12-18 months. This includes all Trainers and Assessors who have undertaken the equivalency program.

The new DFES Assessment and Delivery course mapped to the TAE10 Training Package is due for release in April 2014. On release, courses will be made readily available at the Academy throughout the middle part of this year then systematically rolled out to country regions. For DFES Trainer and Assessors that currently hold the TAA Skill Set, the course will involve online pre course work and one day of class contact with a final assessment in the workplace. All other personnel will be required to complete the full course that involves an online pre-course component followed by four days of class contact and a final assessment in the workplace. This will provide DFES Trainers and Assessors with the TAESS00003 Enterprise Trainer and Assessor Skill Set. The full course does not need to be completed in one block of four days and can be split to accommodate those requiring a more flexible delivery option.

Existing DFES Trainer Assessors may consider applying for Recognition of Prior Learning (RPL) to attain the required competencies. This process will require the student to demonstrate that they have the required skills and knowledge and are “ready to be assessed”. More information about RPL will be provided when the program is rolled out in April.



To facilitate this renewed focus on the professional development of DFES Trainers and Assessors, a Trainer Assessor Development Coordinator position has been created within the Professional Development portfolio. Wade Isard has recently been appointed to the position and is currently developing strategies to provide professional development opportunities for DFES Trainers and Assessors including the new DFES Assessment and Delivery course. Wade can be contacted on 9454 0777 or [wade.isard@dfes.wa.gov.au](mailto:wade.isard@dfes.wa.gov.au) if you need to discuss your particular circumstances further.

The below table details the process for Trainer and Assessors to obtain the required qualifications:

	<b>ROLE:</b> <b>DFES Trainer and Assessor</b> <b>(including Station Officers)</b>	<b>ROLE:</b> <b>District Officers and Senior Assessors</b>
<b>Current qualifications held:</b>		
<b>BSZ Skill Set or full BSZ Certificate IV in Training and Assessment Qualification</b>	Need to complete DFES Assessment and Delivery Skill Sets*  Full course attendance involving: <ul style="list-style-type: none"> <li>• Online Pre Course</li> <li>• Four day Course Attendance</li> <li>• On the job assessments - Post Course</li> </ul>	Need to complete a TAE40110 Certificate IV in Training and Assessment course – through an external provider
<b>TAA Skill Set or full TAA Certificate IV in Training and Assessment Qualification</b>	Need to complete DFES Assessment and Delivery Skill Sets*  Upgrade process includes: <ul style="list-style-type: none"> <li>• Online Pre Course</li> <li>• One day Course Attendance</li> <li>• On the job assessments - Post Course</li> </ul>	Need to complete a TAE40110 Certificate IV in Training and Assessment upgrade course – through an external provider
<b>TAE Enterprise Trainer and Assessor Skill Set</b>	Nothing additional required	Need to complete a TAE40110 Certificate IV in Training and Assessment upgrade course – through an external provider
<b>Full TAE Certificate IV in Training and Assessment Qualification</b>	Nothing additional required	Nothing additional required

Additional notes:

- The equivalency program is not suitable for personnel who do not already hold the BSZ or TAA Trainer and Assessor Skill Sets. Those applying for endorsement as a Trainer and Assessor for the first time must complete the new DFES Assessment and Delivery course.



- The equivalency program is designed to recognise existing competency in training and assessment against the current TAE standard. Those who are unable to demonstrate the required competency through this process will be required to complete the new DFES Assessment and Delivery course to continue in a training and assessment role.
- Trainers and Assessors who need to upgrade their competencies from the BSZ or TAA are strongly encouraged to await roll out of the new DFES Assessment and Delivery course as this will result in the national certification and save you having to complete an RPL process or attend another course in the near future.
- In circumstances where there is an immediate need for these personnel without the TAE Skill Sets to deliver training and conduct assessment, the equivalency program is a suitable short term solution, however this does not provide any external recognition or certification and will still require personnel to undertake the NEW DFES Assessment and Delivery course over the next 12-18 months to attain the certification.

## First Aid

### *Key Information*

---

- In late 2013 a review into First Aid Training was conducted.
- Alternate delivery models include outsourcing of training were investigated.
- Outsourcing will allow DFES to service operational requirements Statewide.
- Opportunity for qualified personnel to deliver First Aid Training.

### *Overview*

---

The Emergency Service sector has rendered first aid services to the community of Western Australia for many decades. Organisational and community expectations are that both DFES career and volunteer responders will have the required skills to apply first aid services commensurate with their Brigade, Group, Unit or Station (BGUS) operational roles.

At this time, the delivery of Volunteer first aid competencies across DFES exists largely without clear guidelines or standards being applied.

Volunteer personnel (SES, BFS, VES, VMR and VFRS) have been provided with a range of courses that either achieve or partially achieve the skills required to perform their role. In some cases, this training has been provided for the sole reason of gaining a particular qualification. This disparity requires addressing.

In late 2013 a review of first aid training was conducted by Professional Development on the basis of identifying which competencies were required to perform the various roles when responding to DFES prescribed hazards. Alternate delivery models, including outsourcing, have been investigated.

Outsourcing will allow DFES to service operational requirements statewide and ensure that personnel are trained to contemporary standards for the role they are required to undertake.

The proposed First Aid training delivery model will provide opportunity for appropriately qualified volunteer and career personnel who hold the relevant competencies being able to deliver First Aid training in house by arrangement with the chosen service provider.

Outsourcing will also allow appointment of an external Registered Training Organisation to:

- Hold and maintain the currency of all First Aid Training Packages.



- Issue Statement of Attainments and manage records to ensure their accuracy and integrity.
- Provide DFES with Statement of Attainments, and where appropriate, participant records.

External first aid training providers are generally nationally or internationally recognised leaders in their field of expertise. Many providers have representation on national and technical advisory committees that authorise their course content. This process ensures their trainers teach the latest techniques and that course content is regularly revised to meet both international and Australian standards.

The Public Safety Training Package specifies nationally endorsed units of competency, qualifications frameworks and assessment guidelines required to perform effectively in the workplace. The First Aid Training review benchmarked the Public Safety Training Package to determine the units of competency required for personnel to undertake a role whilst responding to a particular DFES hazard.

Below is the proposed range of courses aligned with the Public Safety Training Package:

Certificate	Basic Emergency Life Support <sup>1</sup> HLTFA211A	Apply First Aid HLTFA311A <sup>2</sup>	Apply Advanced Resuscitation HLTFA404C <sup>3</sup>	Automatic External Defibrillator (AED) PUAOP010C	Oxygen Resuscitation (Oxy-Viva) PUAEME003C	Manage Injury PUAEME002C	Spinal Care PUAEME004A
PUA20613 Certificate II Public Safety ( <i>Firefighting and Emergency Operations</i> ) Release 2	Core unit	Elective unit		Stand alone course			
PUA 30142 Certificate III Public Safety ( <i>SES Rescue</i> ) Release 4	Elective unit	Core & elective unit	Elective unit	Stand alone course	Included in Advanced Resuscitation	Elective unit (Pre requisite unit for RCR)	Included in Manage Injuries
PUA 30613 Certificate III Public Safety ( <i>Firefighting and Emergency Operations</i> ) Release 2	Elective unit	Core & Elective unit	Core unit	Stand alone course	Included in Advanced Resuscitation	Elective unit (Pre requisite unit for RCR)	Included in Manage Injuries

<sup>1</sup> Now superseded by HLTAID002 but this is not included in the Certificates at this time

<sup>2</sup> Now superseded by HLTAID003 but this is not included in the Certificates at this time

<sup>3</sup> Now superseded by HLTAID007 but this is not included in the Certificates at this time



The First Aid Training proposal represents a move towards standardisation of competencies required per Hazard type.

It is acknowledged that some volunteers require certain units of competency to ensure that they can work towards achieving Certificate level qualifications. Flexibility within pathways will provide the opportunity for this to occur.

The DFES First Aid Training proposal will provide a clearly defined competency base line for all roles undertaken by personnel.

Professional Development will shortly be seeking approval of the DFES First Aid Strategy through Operations Command and, subject to approval, going to market for a suitable provider.

Updates will be provided as they occur, in the meantime courses currently available through St Johns Ambulance should be accessed. Further information can be obtained by contacting Superintendent Ross Delaney at the Academy on 9454 0777 or [ross.delaney@dfes.wa.gov.au](mailto:ross.delaney@dfes.wa.gov.au).

## Driver Training

### *Key Information*

---

- Professional Development is developing a Statewide Driver Training Strategy.
- Proposed Strategy to separate normal driving activities into four categories.
- In some circumstances, the essential on road driving pre-requisite for the off road driving course has been removed (e.g. SES land search).
- Operating a vehicle under Priority 1 and 2 conditions require the driver to have completed a DFES approved driving course.

### *Overview*

---

Like the DFES First Aid strategy Professional Development is developing a state wide Driver Training strategy which seeks to clearly define what training is required to be undertaken by personnel prior to them operating a DFES vehicle under normal road conditions, under operational conditions and off road.

It is proposed to separate the normal driving activities into the following four categories:

- Routine duties
- Priority 3 Incident Response - Non-emergency operational vehicles
- Priority 2 Incident Response – 1<sup>st</sup> response vehicles, secondary response vehicles and support vehicles.
- Priority 1 Incident Response - Calls involving threat to life, serious injury and significant property damage.

The Department of Transport sets standards for driver training for personnel who are operating vehicles fitted with all types and colours of warning lights. The Department of Transport places particular emphasis on the training requirements for drivers operating under emergency conditions (Lights and sirens). The strategy document is being developed with these standards in mind.



Professional Development is mindful of the varying roles that volunteers undertake. It is understood that volunteers don't always use DFES vehicles in a "lights and sirens" context to perform these roles e.g. SES Land search. With the SES land search context in mind, or where drivers respond and work under normal road conditions the requirement for the On Road Driving course as an essential prerequisite for the Off Road course has been removed.

Regardless of this concession it is still highly desirable that all drivers of DFES operational vehicles have both on and off road competencies. It should be noted that the strategy document proposes that to operate a vehicle under Priority 1 or 2 conditions then the driver must have completed a DFES approved driving course – currently this is the On Road driving course.

It is planned to have the Driver Training strategy submitted to Operations Command for approval in the next three months. In the meantime volunteers should continue to nominate for the two available courses;

- DFES On Road
- DFES Off Road.

Further information is available by contacting District Officer Paul Barker at the Academy on 9454 0777 or [paul.barker@dfes.wa.gov.au](mailto:paul.barker@dfes.wa.gov.au).

## DFES Educational Pathways

### *Brief Overview*

---

In principle approval has been granted by the Corporate Leadership Team for the development of an academic educational pathway for DFES officers and staff. This pathway will underpin leadership and management throughout the department and align DFES with other WA Government Departments. Options are being investigated for a pathway that will provide progression through the Advanced Diploma, Graduate and Post Graduate qualifications.

Whilst this project is in the early stages of research into funding, content coverage and structure it provides a positive future for career and personal development, previously unavailable to DFES officers and staff.

More information to be communicated as the project develops.