



SHROPSHIRE

Fire and Rescue Service

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**BRIGADE ORDER
TRAINING
NO. 2**

PART 11

**ASSOCIATE
TRAINERS**

BRIGADE ORDER TRAINING NO 2

PART 11 – ASSOCIATE TRAINERS

PURPOSE

This Order details the selection, development and role of the Shropshire Fire and Rescue Service Associate Trainers.

STRATEGIC AIMS AND OBJECTIVES

This Order supports:

Strategic Aim 3

“Shropshire Fire and Rescue Service will secure the highest level of safety and welfare for all staff by providing effective supervision, training, equipment and systems of work” and associated Corporate Objectives.

ROLES, RESPONSIBILITIES AND REVIEW

The **Assistant Chief Officer** is responsible for ensuring this Order is implemented across the Brigade.

The **Training Delivery Manager** will be responsible for the day to day operation of the Order.

The **Training Delivery Manager** will review this Order biennially in *November* and as and when organisational change takes place.

INTRODUCTION

Training within the modern Fire Service has become more specialised and certainly more technical and not only in the operational field but also in community safety skills. This increase has not been matched by an increase in the amount of time that retained personnel spend on training. Additionally, retained staff, especially junior officers, require information technology, human resource and administration skills to meet the challenges of the twenty first century.

This Order details how Shropshire Fire and Rescue Service Associate Trainers deliver substantial benefits to staff and the Service in an attempt to improve on current training and development provision.

Currently the retained station management team of the Sub Officer or Station Officer, the District Officer and Flexible Duty Station Officers are committed to managing human resources, recruitment and other associated issues and cannot give as much time or commitment as they would wish to develop their staff.

To support the station management Associate Trainers will be available to deliver a wide range of training and development opportunities.

HOW IT WORKS

Following requests for training and development support from Junior Officers the Associate Trainers will visit stations or satellite training facilities, deliver and assess all training that they carry out and sign this off on the Individual Training Records.

Associate Trainers will be requested to attend retained stations when specialist training is timetabled, in accordance with the retained training and development calendar. Retained Junior Officers have the authority to request the support of Associate Trainers at any time, when it is judged by the Junior Officers that specialist support would enhance the programmed training on that occasion.

Associate Trainers will also help to develop training packages which will be accredited by Training staff prior to being delivered.

A number of Associate Trainers may be on a single station at any one time; perhaps delivering basic training to recruits, more advanced breathing apparatus training to firefighters and administration training, or information and communication technology, training to Junior Officers.

Associate Trainers may bring together new trainees from stations surrounding one of our satellite training centres to help them develop basic core skills more quickly than would otherwise be the case.

The training support provided by the Associate Trainers on stations will be undertaken following the approval of the retained Junior Officer in Charge at that time, who has overall responsibility for the construct of the training provided.

They may attend the Training Centre to support Training Centre instructors in delivering command or hot fire training to a number of stations.

They may bring together Junior Officers from two or three stations to help them with management development whilst another takes their staff in practical skills training.

Whatever they deliver will be linked to the Integrated Personal Development System by having each Training Associate competent to train staff in their specialist skills.

WHO CAN BECOME ASSOCIATE TRAINERS?

Anyone who has qualifications, skills or specialist knowledge of a subject that will develop/enhance the required level of knowledge/skills of the Retained Service can become an Associate Trainer competent to train staff in their specialist skills.

INTEGRATED PERSONAL DEVELOPMENT SYSTEM

The use of Associate Trainers is an effective method to ensure the competence of all retained personnel in core fire fighter skills, the additional specific skills relative to their turnout area and the required skills of community safety, personal development and management.

In order to ensure compliance with IPDS all training will involve confirmation exercises that check the individual's competence in the specific skill area. This confirmatory assessment will also ensure the effectiveness of the Associate Trainer's training methods.

WHAT DO THE ASSOCIATE TRAINERS DELIVER?

The Associate Trainers support staff in developing a wide range of competences. These areas include:

Line Safety	Manual Handling
Water Rescue	Community Fire Safety
Fire Investigation	Fire Safety Enforcement
Pumps	Radio Operation and Procedure
Ladders	Administration
Incident Command and Control	Supervision and Management
Breathing Apparatus	Microsoft™ software use
Road Traffic Accident Procedures	Health and Safety
Decontamination/Hazardous Materials	Agricultural Incident Procedures
Specialist Appliances	Personnel Issues including Equality & Fairness

BENEFITS FOR THE ORGANISATION

There are numerous benefits to the organisation, these are as follows:

- A safer, more competent and highly skilled workforce;
- Linkage to IPDS speeding up the assessed competence of staff against National Occupational Standards ;
- Improved people management competences for Junior Officers;
- Delivery of Microsoft™ software training in a cost effective way with ongoing support from competent users;
- Effective use of retained staff's drill nights; and
- Wholetime, retained and non-uniformed staff all working together;

BENEFITS FOR RETAINED EMPLOYEES

- Greater training and development support;
- Reduced need to attend central training courses;
- Effective use of drill night; and
- More safe, skilled, motivated, competent and professional Retained Service

BENEFITS FOR THE TRAINERS

- Development of Associate Trainers by working towards a relevant Trainer Awards, A1 Assessor Award and other role related NVQs thus improving their skill in their 'usual' workplace;
- Increased remuneration based on competence;

SELECTION OF ASSOCIATE TRAINERS

Vacancies for Associate Trainers will be placed in The Pink as and when they arise. The advertisement will indicate the area/s of skill or competence required and the timescale for application.

A standard Service application form together with a person specification and job description will be sent to the applicant. On receipt, the application form will be marked to identify those applicants that most closely meet the person specification and are most likely to fulfil the job description.

If short listed the applicant will be invited to attend the selection process.

The selection process will involve suitable tests that will give the applicant the opportunity to demonstrate the required competence to become an Associate Trainer. Once the individual has completed the selection process they will be debriefed on their performance and if successful will be issued with uniform (if required) and begin work as an Associate Trainer.

If development needs are identified, the individuals will be given the opportunity to further develop these competences before returning for the next selection process.

REWARDS FOR ASSOCIATE TRAINERS

Associate Trainers, who will be working on a separate Associate Trainer contract, are paid in accordance with a sessional rate structure set out below. The hourly rate on which the sessional rate is based is that of Watch Manager (Competent A).

You may be asked to work evenings, full or half days for which we pay the following ‘Sessional’ rates (subject to annual pay rise increases).

Session	Duration	Payment	Travel Claim
Evening	2 hours	£42.33	Casual car user rate*
Half day	3.5 hours	£63.49	Casual car user rate*
Full day	7.5 hours	£119.93	Casual car user rate*

- A qualified Firefighter’s rate (hourly calculated) for Point 1.
- A qualified Sub Officer rate (hourly calculated) for Point 3.
- For point 2 a midway pay point between 1 and 2 will apply.

*For all Associate Trainer travel where you reside within Shropshire, you are able to claim mileage from your home address. If you reside outside Shropshire, mileage can be claimed from the nearest Shrophire (retained) fire station and this will agreed with you individually before you undertake your first session.

DEVELOPMENT OF ASSOCIATE TRAINERS

Once individuals are employed as Associate Trainers they will be given every opportunity to develop further skills and competences. This may require further training and development or merely assessment of competence against NVQ standards by suitably qualified assessors. In this way the Associate Trainer will become more competent as well as having the opportunity to be rewarded for increased skill.

CONDITIONS OF SERVICE

Apart from the reward structure previously detailed, other conditions of service will be those specified by National Joint Council for Local Government Services, as from time to time adjusted by the Shropshire and Wrekin Fire Authority. Full details of which are available from the Human Resources department.

When attending stations, Associate Trainers must ensure that they wear the appropriate attire. Associate Trainer epaulettes are worn. These should be worn regardless of the role of the individual within the organisation as part of their day to day function.