



# SHROPSHIRE

## Fire and Rescue Service

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## PART 8 – JUNIOR OFFICER COACHING SCHEME

### PURPOSE

Shropshire Fire and Rescue Service is fully committed to ensure that training and development of all employees is carried out to fulfil both the individual's needs and the requirements of the Brigade. To ensure that every individual has equal opportunity to continually develop their skills the Brigade offers a number of development opportunities. Junior Officer coaching is one such scheme.

The scheme gives firefighters the opportunity, with support, to take responsibility in making decisions operationally and also gives them the skills, knowledge and understanding required for the role of watch manager under the supervision of a competent Junior Officer.

This Brigade Order outlines the eligibility and use of the coaching scheme.

### STRATEGIC AIMS AND OBJECTIVES

This order meets strategic Aim 3 in that it will ensure that employees are competent and able to perform their role.

### ROLES, RESPONSIBILITIES AND REVIEW

The **Personal Development Manager** is responsible for ensuring this Order is implemented across the Brigade.

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

**District Officers** will be responsible for the management of those staff who enter the scheme.

**Watch Junior Officers** will be responsible for implementation and the coaching of potential crew managers providing them with time and opportunities for them to practise skills and to ensure they develop in line with the scheme and its requirements fit to brigade service plan.

The **Vocational Training Manager** will review this order annually in *July* and as and when organisational changes take place.

## **THE COACHING SCHEME**

The purpose of the scheme is to give firefighters opportunities to help them to development into the role of Junior Managers both in operational and non-operational roles in line with the IPDS National Occupational Standard for a Crew Manager.

The development areas outlined in the scheme are based around the National Occupational Standards for Watch Management and therefore cover the role requirements for both crew and watch managers.

Each person entering the scheme will have a substantive Junior Officer from their watch or station assigned to them who will guide them through the requirements of the scheme as well as assess them on their ability to perform each task.

Individuals on the scheme will be provided with a development record which will guide them through the process and allow them to record their progress. The development record is also used for recording the competence of the potential Crew Manager when signed as competent by their coach.

## **ELIGIBILITY**

The scheme will be available to those fire-fighters who are qualified to the rank of leading firefighter or equivalent and have expressed a desire for promotion. (Retained Firefighter access to the scheme will be related to success on the Retained promotion assessment centre currently under development).

## **METHOD OF WORKING**

The potential crew manager will gain management experience by being shown the tasks and then given opportunity to practice the tasks before being assessed by their Junior Officer. As each stage is completed they will fill in the relevant section in the development record and once assessed as competent signed off as so by their Junior Officer.

To gain operational experience in charge of an incident, potential crew managers will, when crewing levels allow, ride in charge of the appliance and will have a substantive Junior Officer riding with them to oversee their decisions. The potential crew manager will be authorized to make operational decisions to successfully resolve the incident taking into consideration the necessary health and safety risk assessments to ensure their crews and the public's safety.

As a level 1 incident commander they will wear the appropriate incident commander tabard as well as an armband to identify them as being on the coaching scheme.

The substantive Junior Officer will remain the responsible officer throughout the incident and will advise where appropriate and if necessary take over the incident in the same way that a Level 2 Incident Commander would take over from a Level 1 Incident Commander.

## **INDIVIDUAL DEVELOPMENT RECORD**

The record is divided into two main sections covering operational and non-operational activities with each section being sub-divided into five broad areas covering the Junior Officers role with these being sub-divided further into separate tasks to cover the National Occupational Standards.

Each task is divided into three input sessions which cover the knowledge and skills needed to perform the task, three practice sessions where those on the scheme can demonstrate the required competencies to perform the tasks and two assessment sessions to confirm knowledge and understanding of the task.

Specific instructions for the completion of the records are contained within the records themselves and they should be kept on station and stored in a secure place.

## **NATIONAL VOCATIONAL QUALIFICATIONS**

Each aspect or function of the scheme is aligned with the National Occupational Standards (NOS) and as a result can be used to demonstrate the competence of the potential crew manager against these standards.

The NOS are correlated with the Emergency Fire Service Watch Management NVQ however completion of the coaching scheme on its own would not provide sufficient evidence to award the Watch Management qualification.

If at a later stage the potential crew manager wishes to embark on the Watch Management NVQ the development record can then be used as significant evidence to support the qualification.