



ACT
Government



Training Information Book

2022

Recommended distribution

A copy to each brigade, plus
A copy to each trainer and assessor

A digital copy on the ACT Rural Fire Service website

Acknowledgements

Sections of this book have been adapted from the
NSW Rural Fire Services *Training Information Booklet*

Reviews

This book was last reviewed and updated December 2021.
Updates reviewed by ESA Training.

Contents

Abbreviations	i
Introduction	1
ACTRFS Qualifications	3
<i>Summary of Mainstream Qualifications</i>	3
<i>Summary of Specialist Qualifications</i>	3
<i>Summary of Incident Management Team Qualifications</i>	4
<i>Summary of Aviation Qualifications</i>	4
<i>ASB – Course in Asbestos Awareness</i>	5
<i>Brigade Induction</i>	6
<i>BF – Bush Firefighter</i>	7
<i>AF-T – Navigation</i>	9
<i>AF-T – Operate Pumps</i>	11
<i>VF – Village Firefighter</i>	13
<i>AF – Advanced Firefighter Principles</i>	15
<i>CL – Crew Leader</i>	17
<i>Div Com – Divisional Commander</i>	19
Mainstream Training Pathways	21
Specialist Programs	22
<i>4WD – Four Wheel Driving</i>	22
<i>Chainsaw Operation</i>	22
<i>WSA – Work Safely Around Aircraft</i>	23
<i>Helicopter Winch and Hover Exit (RAFT)</i>	23
<i>RAFT – Operate in Remote Environments (ORE)</i>	24
<i>PBS – Prescribed Burning Supervision and Planning</i>	25
<i>FA – First Aid</i>	25
<i>WFI – Wildfire Investigation</i>	25
Specialist Training Pathways	26
Aviation Programs	27
<i>ARO – Aviation Radio Operator</i>	27
<i>ABO – Air Base Operator</i>	27
<i>ABM – Air Base Manager</i>	27

<i>AOB – Air Observer</i>	27
<i>AAS – Air Attack Supervisor</i>	27
<i>AOF – Aircraft Officer</i>	28
<i>AOM – Air Operations Manager</i>	28
Aviation Training Pathways	29
Incident Management Team Qualifications	30
<i>AllIMS – Short Course</i>	30
<i>Functional Area Training (IC, Ops, Logs, Planning)</i>	31
<i>IC – Incident Controller</i>	31
<i>Ops – Operations Officer</i>	31
<i>Planning – Planning Officer</i>	31
<i>Logs – Logistics Officer</i>	31
<i>Sits – Situations Officer</i>	31
<i>ICON – ICON Operator</i>	31
IMT Training Pathway	32
Trainer and Assessor Qualifications	33
<i>TAESS00015 - Enterprise Trainer and Assessor Skill Set</i>	33
<i>TAE40116 Certificate IV in Training and Assessment</i>	34
National Qualifications	36
<i>PUA20719 Certificate II in Public Safety (Firefighting Operations)</i>	37
<i>PUA30719 Certificate III in Public Safety (Firefighting Operations)</i>	38
<i>PUA40319 Certificate IV in Public Safety (Firefighting Supervision)</i>	39
<i>PUA50519 Diploma of Public Safety (Firefighting Management)</i>	41

Abbreviations

AAW	Asbestos Awareness Workshop
ABM	Air Base Manager
AAS	Air Attack Supervisor
ABO	Air Base Operator
AFT	Advanced Firefighter Technical
AFP	Advanced Firefighter Principles
AIIMS	Australasian Inter-service Incident Management System
AOB	Air Observer
AOM	Air Operations Manager
AOF	Aircraft Officer
ARO	Aviation Radio Operator
AQTF	Australian Quality Training Framework
BF	Bush Firefighter
CL	Crew Leader
CBA	Competency Based Assessment
CBT	Competency Based Training
FAA	First Aid Application
Div Com	Divisional Commander
HWS	Helicopter Winch Skills
IC	Incident Controller
Logs	Logistics Officer
Ops	Operations Officer
Planning	Planning Officer
IMT	Incident Management Team
PBS	Prescribed Burning Supervision and Planning
RAF	Remote Area Fire fighting
4WD	Four Wheel Driving
RTO	Registered Training Organisation
Inter Fell	Tree Felling Intermediate
Adv Fell	Tree Felling Advanced
TCC	Trim and cross cut Felled Trees
VF	Village Firefighter
WFI	Wildfire Investigation
WSAA	Work Safely Around Aircraft

Introduction

Welcome to training with the ACT Emergency Services Agency (**RTO ID 88091**). No matter which operational or support service you work with, ESA Training supports members to provide the learning and development opportunities needed to perform roles well.

ACT ESA is an accredited Registered Training Organisation (RTO) under the *National Vocational Education and Training Regulator Act 2011*. Maintaining RTO registration allows the ESA to offer nationally recognised training to staff, members and external clients.

The ESA RTO operates as an enterprise RTO, meaning that training and assessment is developed and delivered primarily for employees and members of the ESA. In some circumstances the ESA delivers training to external clients; however, the key focus is on internal clients.

The Training Information Book is a tool to assist all ACT Rural Fire Service (ACTRFS) members and staff to understand the scope and requirements of training within the ACTRFS. The aim of this book is to provide a structured, overarching document with information relating to qualifications and associated training and assessment requirements for members of the ACT Rural Fire Service. This book is a 'live' document which will include revisions to training competencies as they occur.

All ACTRFS members (volunteers and staff) have responsibilities and personal obligations under the WHS Act 2011 and regulations to ensure safety at the workplace. For ACTRFS this includes the obligation to ensure that all members are suitably trained to safely perform their fire-fighting and related tasks/roles. It is an ACTRFS commitment that all members and staff be given the opportunity to gain skills necessary for the task/role they are assigned.

Training can be conducted in a variety of ways, including on and off the-job, formal/informal, mentoring and coaching. The ACTRFS offers members the opportunity to apply for RPL for all courses offered within this book. The ACTRFS has determined the most appropriate method of training for specific roles and tasks. All training is aligned to the Australian Qualification Framework (AQF) and Public Safety Training Package.

Training is delivered as either theory sessions or a combination of theory sessions and practical exercises. This is followed by post course and on-the-job based assessment.

All training is carried out in accordance with the specific Trainer's Guide for the course and the ACT Emergency Services Agency (ESA) Training Registered Training Organisation Operating Policy. This will ensure that all training delivery is conducted in a safe and professional manner.

Firefighter training is conducted using Competency Based Training (CBT) and Competency Based Assessment (CBA) methodologies. This means assessing a person's ability to perform a skill or a range of tasks to a certain standard within their normal working environment. The standards which the task/skills are measured against are referred to as competency standards. A competency standard can be described as the minimum standard to which a competent person performs a certain skill within the context of their work environment.

1. Confidentiality

As a registered training organisation (RTO), ACT ESA collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Data collected by the ACT ESA is also used for the management of your membership with the ACTRFS.

Under the Data Provision Requirements 2012, ACT Emergency Services Agency is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on enrolment forms and your training activity data) may be used or disclosed by ACT Emergency Services Agency for statistical, regulatory and research purposes. ACT Emergency Services Agency may disclose your personal information for these purposes to third

parties, including:

- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;

Personal information disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring, and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use, and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

The ACTRFS will not disclose the training details of its members except as they expressly permit, or to meet legislative or compliance standards set by regulatory authorities or other persons empowered under ESA training policy such as brigade training officers.

2. Access to Personal Records

ACTRFS members will have access to all their personal training information by request but will not be allowed to access any information that may breach the privacy of other persons. Where such a situation might occur, the details will be provided to the ACTRFS member requesting the information in a format (written, verbal, statistical) that meets their needs but ensures the privacy of other individuals is maintained.

3. Language, Literacy and Numeracy (LLN) standards

Throughout this book, references are made to Language, Literacy and Numeracy (LLN) standards relevant to course entry requirements. These standards are outlined in the [Australian Core Skills Framework](#), which is a tool that helps describe an individual's capability in the five core skills of learning, reading, writing, oral communication and numeracy. Where references are made to LLN skills required to complete training, this refers (at a high level) to the following summarised levels of performance. Care should be taken when interpreting these levels, as different units and contexts contain varying requirements of performance and they have been subjectively applied against the courses in this book.

- **Level one** – works alongside experts or mentors where support is readily available in a very restricted range of contexts. This relates to simple texts with limited vocabulary and concrete tasks of one or two steps.
- **Level two** – Support from mentors or experts may be available upon request while work is performed within a limited range of contexts. This includes simple texts, familiar vocabulary and explicit tasks containing a limited number of steps.
- **Level 3** – Works independently within a range of familiar contexts. This includes some specialised vocabulary and tasks that involve a number of steps.
- **Level 4** – works independently within some unfamiliar and unpredictable contexts. This includes complex texts, specialised vocabulary and complex task organisation involving numerous steps.
- **Level 5** – Autonomous learner who is adaptable across a range of contexts including specialisation. This includes highly complex texts with highly specialised language and symbolism. Work is conducted with sophisticated task conceptualisation, organisation and analysis.

ACTRFS Qualifications

Summary of Mainstream Qualifications

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

Role/qualification	Abr.	Training Overview	Entry Requirement
Asbestos	ASB	Asbestos Awareness	-
Brigade Induction		Pre-requisite Safety unit for BF	RFS membership
Bush Firefighter	BF	For fighting wildfires	ASB
Village Firefighter	VF	For structural, vehicle fires etc.	BF AF-Operate Pumps
Advanced Firefighter	AF	For firefighting without direct supervision	BF
Crew Leader	CL	For leading firefighting crews and resources	AF
Divisional Commander	Div Com	For leading multiple crews of firefighters and resources	CL

Summary of Specialist Qualifications

Specialist qualifications provide skills needed only by some specific members of the ACTRFS.

Role/qualification	Abr.	Training Overview	Entry Requirement
Prescribed Burn Plan Supervisor	PBS	For supervising and planning prescribed burns	CL
4WD	4WD	For driving RFS vehicles off road	AF
First Aid	FA	For providing (senior) first aid in the field	BF
Trim/Cross Cut Felled Trees	TCC	For trimming and cross-cutting felled trees	BF
Tree Felling - Intermediate	Inter Fell	For falling trees with no falling complications	TCC
Advanced Felling	Adv Fell	For falling trees on the fire line with complications	Inter Fell
Wildfire Investigation	WFI	Investigation of the cause of wildfires	CL
Hover entry exit	HEE	Deploying crews from an aircraft at hover	AF
Helicopter Winch Skills	HWS	Being winched in and out by helicopter	HEE

Summary of Incident Management Team Qualifications

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

Role/qualification	Abr.	Training Overview	Entry Requirement
AIIMS	AIIMS	There are two AIIMS courses available: an introductory course which is an organisational entry requirement for Crew Leader and a 2-day course that is an entry requirement for Div Com and IMT training.	-
Level 2 Incident Controller	IC	Level 2 Incident Controller	AIIMS, Ops Officer
Level 2 Logistics Officer	Logs	Level 2 Logistics Officer	AIIMS
Level 2 Operations	Ops	Level 2 Operations Officer	AIIMS, Div Com
Level 2 Planning Officer	Planning	Level 2 Planning Officer	AIIMS, CL

Summary of Aviation Qualifications

Aviation qualifications are for members who provide aviation related services in the ACTRFS.

Role/qualification	Abr.	Comments	Entry Requirement
Work Safely Around Aircraft	WSAA	Underpinning knowledge for other aviation qualifications	BF
Ground based Aviation Support			
Aviation Radio Operator	ARO	Radio communications with aircraft.	BF, WSAA
Air Base Operator	ABO	Ground support for aircraft.	BF, WSAA
Air Base Manager	ABM	Manage an airbase / helibase.	CL, ARO, ABO
Air based Aviation roles			
Air Observer	AOB	Gather incident intelligence from an aircraft.	CL, WSAA
Air Attack Supervisor	AAS	Supervises air attack operations.	CL, AOB
Aircraft Coordination			
Aircraft Officer	AOF	Coordinating aircraft operations.	CL, ABM
Air Operations Manager	AOM	Managing air operations in an IMT.	AOF

Mainstream Programs

ASB – Course in Asbestos Awareness

Competency

The 10675NAT Course in Asbestos Awareness provides learners with knowledge of the hazards and risks associated with asbestos exposure and inhalation. Learners will gain the necessary knowledge and skills to identify when and where asbestos and asbestos containing material (ACM) may be present, the precautions that need to be taken if it is present and reporting procedures.

The course also involves understanding everyone's general duty of care to ensure the health, safety and welfare of all workers, visitors, contractors, and others in the workplace.

Target Group

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

Entry requirements

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

- Be able to understand and speak the English language sufficiently well to work in a team (LLN Level 2)

Prerequisite Units of Competency

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

Units of Competency

The following accredited unit is aligned with this program:

- 10675NAT Course in Asbestos Awareness

Assessment and Certification

Participants are deemed competent to ASB level by being assessed. Assessment includes answering True/False, multiple choice and short answer questions relating to dealing with asbestos at an incident, listing key duties and identifying key areas of the incident scene. The theory assessment is completed following the completion of the theoretical component of the ASB workshop.

Brigade Induction

Competency

This course is to provide new staff and volunteers of the ACT Rural Fire Service with the knowledge and understanding of WHS policy and procedures when identifying common hazards and risks within an RFS brigade shed.

Target Group

The brigade induction program is targeted at all new brigade members of the ACTRFS with little or no previous experience or expertise fighting bushfires (i.e.) new members who want to become firefighters. It forms part of the minimum standard needed for members to actively participate in fighting bushfires.

Entry requirements

Before commencing training or assessment in the brigade induction, a member must:

- Be able to understand and speak the English language sufficiently well to work in a team (LLN Level 2)
- Be an active member of the ACT Rural Fire Service

Prerequisite Units of Competency

There are no national units of competency required as prerequisites for commencing the brigade induction.

Units of Competency

The following unit of competency is aligned with this program:

- PUAWHS001 – Follow defined work, health and safety policies and procedures

Assessment and Certification

Participants are deemed as competent within the brigade induction unit by being assessed. Assessment includes answering True/False, multiple choice and short answer questions relating to work health and safety. The theory assessment is completed following the completion of the theoretical component of the induction. Participants are also required to review several scenarios, identify hazards, and required controls. Finally, a senior member of the brigade will produce a third-party report on the conduct of the participant.

BF – Bush Firefighter

Competency

'Bush Firefighter (BF)' is the level of competency needed to fight bush and grass fires under direct supervision from a crew leader. It covers basic safety, an appreciation of fire behaviour, use and care of equipment, procedures, and communications, working in a team, and working as part of the Service.

Target Group

The BF program is targeted at suitable members with little or no previous experience or expertise fighting bushfires (i.e.) new members who want to become firefighters. It is the minimum standard needed for members to actively participate in fighting bushfires. It is also the minimum requirement for anyone working forward of the staging area at a fire incident.

Entry requirements

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

- Be able to understand and speak the English language sufficiently well to work in a team as a Bush Firefighter (BF) (LLN Level 2)
- Be accepted into the ACT RFS as a member.
- Have completed their Asbestos Awareness program if it is not integrated into the Bush Firefighter course.
- Have completed the brigade induction.
- Have successfully completed the ACTRFS approved fitness test at the Moderate level.

Prerequisite Units of Competency

The pre-requisite unit of competency should be completed as part of the brigade induction.

- *PUAWHS001 Follow Defined OHS Policy and Procedures*

Units of Competency

The following units of competency are aligned with this program:

- *PUAFIR210 Prevent Injury*
- *PUAFIR204 Respond to Wildfire*
- *PUAOPE013 Operate Communications Systems and Equipment*
- *PUATEA001 Work in a Team*
- *PUATEA004 Work Effectively in a Public Safety Organisation*
- *PUAEQU001 Prepare, Maintain and Test Response Equipment*

Training

BF training involves both theory sessions and practical activities. The face-to-face training normally takes around 40 hours to complete. The course is usually delivered over six weekday evening sessions, and four weekend days. Bridging training may be available if you already have some of the needed competencies (for example if you are a lateral recruit with interstate bush firefighting qualifications).

Participants are expected to attend every session. However, it is recognised that serious issues may arise that prevent attendance at a session. If this occurs the participant should contact the course coordinator as soon as possible to discuss how they can catch up.

The reference material used for training is the NSW RFS BF Manual or the equivalent national modules.

Assessment and Certification

Participants are deemed competent to BF level by being assessed. Assessment includes demonstrating practical bush firefighting skills and answering related theory questions. The theory assessments are completed following the delivery of the relevant theoretical components of the BF course. The practical assessment is scheduled as part of the course and is normally conducted after all the theoretical and practical elements have been delivered. The final assessment is completed at a planned hazard reduction burn, or in cases of poor weather, the hot props area at the ESA Hume training facility. The observations of trainers and/or officers of your brigade about your competency will also be considered.

Competency Maintenance

Regular attendance at brigade training sessions or participation in active firefighting are typically needed for you to maintain safe BF skills.

AF-T – Navigation

Competency

The Advanced Firefighter Technical -Navigation is the level of competency required to undertake navigation as part of a team attending an incident. Navigation may include using street directories, topographic maps and navigation aids such as GPS and compass. Although some of these subjects are introduced during BF, AF-T navigation covers the subject matter in much greater depth.

Target Group

This course is suitable for all RFS members volunteer or staff who have operational duties or may be called upon to perform operational duties in urban, rural, or remote locations or working in an Operations Centre.

Entry Requirements

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

- Be able to understand, speak and read the English language sufficiently well to work in a team with other RFS members.
- Have sufficient literacy and numeracy skills to participate in the navigation training program they will need to be able to calculate grid references, compass bearings pump pressures (given rules of thumb of magnetic variation and carry out and record equipment maintenance (using ACTRFS equipment maintenance registers, schedules, instructions, checklists, and records). Refer LLN Level 3.
- Have Approximately 6 months experience within the RFS

Prerequisite Units of Competency

Nil associated with this program

Units of competency

The following units of competency are aligned with these programs

- *PUAOPE014 Navigate to an Incident*

Training

AF-T Navigation training involves theory briefings and practical activities, and normally takes at least 15 hours to complete. The course is usually delivered over one weeknight and one weekend day or two weekend days.

The resource materials available for AF-T Navigation training include the ACT ESA Navigate to an Incident Manual for issue to each trainee.

Assessment and Certification

Participants are deemed competent to AF-T Navigation level by being assessed. Assessment includes demonstrating your practical skills and answering related questions. The theory assessments may be done any time after the 'face to face' course. The practical assessment should normally be conducted after sufficient post-course practice has also been completed to reach the required standard. The observation of trainers and/or officers of your brigade about your competency will also be considered.

Competency Maintenance

At least two (and preferably more) sessions of training or actual field navigation are typically needed each year for you to maintain safe and effective Navigation skills.

AF-T – Operate Pumps

Competency

The Advanced Firefighter Technical -Operate Pumps is the level of competency required to carry out pumping operations without the need for constant direct supervision. It is designed to enable suitable members to operate pumps, calculate and deliver adequate flow rates and pressure safely and effectively while working autonomously, under the direction of a crew leader. Although some of these subjects are introduced during BF and VF training, AF covers the subject matter in much greater depth.

Target Group

The AF programs are targeted at members with experience and applied expertise who wish to gain further skills and knowledge in pumping operations, as part of the development pathway within the organisation.

Entry Requirements

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

- Be able to understand, speak and read the English language sufficiently well to work in a team with other RFS members.
- Have sufficient literacy and numeracy skills to participate in the Pumping training program and operate safely and effectively as a pump operator, they will need to be able to calculate pump pressures (given rules of thumb for various nozzle pressures, friction loss, and height loss combinations), and carry out and record equipment maintenance (using ACTRFS equipment maintenance registers, schedules, instructions, checklists, and records). Refer LLN Level 3.
- Successfully complete the ACT RFS Bushfire Firefighter Program, or equivalent as deemed by the ACTRFS Learning and Development Coordinator.
- Have 12 months experience within the RFS

Prerequisite Units of Competency

- PUAEQU001 Prepare, maintain, and test response equipment
- PUAFIR204 Respond to wildfire

Units of competency

The following units of competency are aligned with these programs

- *PUAFIR309 Operate Pumps*

Training

AF-T Operate Pumps training involves theory briefings and practical activities, and normally takes at least 24 hours to complete. The course is usually delivered over three weeknights and one or two weekend days.

The resource materials available for AF-T Operate Pumps training include the NSW RFS Operate Pumps Manual for issue to each trainee

Assessment and Certification

Participants are deemed competent to AF-T Operate Pumps level by being assessed. Assessment includes demonstrating your practical skills and answering related questions. The theory assessments may be done any

time after the 'face to face' course. The practical assessment should normally be conducted after sufficient post-course practice has also been completed to reach the required standard. The observation of trainers and/or officers of your brigade about your competency will also be considered.

Competency Maintenance

At least two (and preferably more) sessions of training or actual firefighting are typically needed each year for you to maintain safe and effective Pumping skills.

VF – Village Firefighter

Competency

'Village Firefighter (VF)' is the level of competency needed to fight small structural, vehicle and similar fires, using defensive techniques. It covers fire behaviour, safety, use of equipment, teamwork, procedures, and fire protection systems. The entry requirements to commence VF are BF and AF-Operate Pumps.

Target Group

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

Members undertaking VF will be expected to have experience as bush firefighters and have the AF level qualification - Operate Pumps.

Entry Requirements

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

- Be able to understand and speak the English language sufficiently well to work in a team as a Village Firefighter (VF). LLN Level 3.
- Successfully complete 10675NAT Course in Asbestos Awareness or equivalent
- Successfully complete the ACT RFS Bushfire Firefighter Program, or equivalent as deemed by the ACTRFS Learning and Development Coordinator.
- Hold PUAFIR309 Operate Pumps or equivalent.
- Have approximately 18-24 months experience within the RFS.

Prerequisite Units of Competency

- *PUAFIR210 Prevent injury*

Unit of Competency

The following unit of competency is aligned with this program:

- *PUAFIR220 Respond to Isolated Structure Fire*

Training

VF training involves theory briefings and practical activities, and normally takes at least 40 hours to complete. The course is usually delivered over one weeknight and three weekend days.

The resource materials available for VF training include the NSW RFS Village Firefighter (VF) Manual for issue to each trainee. The training covers fire behaviour, safety, extinguishers, hoses and fittings, support equipment and firefighting procedures.

Assessment and Certification

Participants are deemed competent to VF level by being assessed. Assessment includes demonstrating practical village firefighting skills and answering related questions. The theory assessment may be done any time after the 'face to face' course has been completed. The practical assessment should normally be conducted after sufficient practice has also been completed to reach the required standard.

Competency Maintenance

At least two (and preferably more) sessions of brigade training or actual firefighting are typically needed each year for you to maintain safe and effective VF skills.

AF – Advanced Firefighter Principles

Competency

'Advanced Firefighter (AF)' is the level of competency needed to fight bush and grass fires without constant and direct supervision. AF training covers safety, fire weather, fire behaviour and fire prevention. Although some of these subjects are introduced during BF and VF training, AF covers the subject matter in much greater depth.

Target Group

The AF programs are targeted at members with the ability to perform as the senior firefighter of any crew within the ACT Rural Fire Service bushfire tanker. Participants will work with limited supervision of their crew leader, and in time of high workload support the crew leader or supervise other members of their crew.

Entry Requirements

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

- Be able to understand, speak and read the English language sufficiently well to work in a team with other RFS members.
- Successfully complete the ACT RFS AF-T Navigation Program, or equivalent as deemed by the ACTRFS Learning and Development Coordinator.
- Successfully complete the ACT RFS AF-T Operate Pumps Program, or equivalent as deemed by the ACTRFS Learning and Development Coordinator.

Prerequisite Units of Competency

- *PUAFIR210 Prevent Injury*
- *PUATEA001 Work in a team*

Units of competency

The following units of competency are aligned with this program

- *PUAOHS002B Maintain Safety at an Incident Site*
- *PUATEA002B Work Autonomously*
- *PUAFIR319 Take Local Weather Observations*

Training

AF-Principles training involves theory briefings and practical activities, and normally takes at least 24 hours to complete. The course is usually delivered over three weeknights and one weekend day.

The resource materials available for AF-Principles training include the NSW RFS Advanced Programs Introduction, Crew Safety and Welfare and Fire Behaviour Manual, as well as the ACT Fire Weather Manual for issue to each trainee.

Assessment and Certification

Participants are deemed competent to AF level by being assessed. Assessment includes demonstrating your practical skills and answering related questions. The theory assessments may be done any time after the 'face to face' course. The practical assessment should normally be conducted after sufficient post-course practice has also been completed to reach the required standard. The observation of trainers and/or officers of your brigade about your competency will also be considered.

Competency Maintenance

At least two (and preferably more) sessions of brigade training or actual firefighting are typically needed each year for you to maintain safe and effective AF skills.

CL – Crew Leader

Competency

'Crew Leader' or CL is the level of competency needed to lead a crew (or crews) and resources at a fire/incident. This course is designed to take a member with existing Advanced Firefighter (AF) competencies and enable them to lead a crew. CL is a pre-requisite for being appointed as a field officer within a brigade.

Leading a crew in this context includes being the Incident Controller of a small incident; or a Crew Leader, Strike Team Leader or Sector Leader within an incident management structure at a larger incident. It also includes controlling a rapidly expanding incident from the initial response until handing over control to a more senior officer.

Target Group

This program is designed for all ACT Rural Fire members. This course is designed as a career progression pathway and aimed at members who have been fire fighters for a period of at least five years.

Entry requirements

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

- Have sufficient literacy and numeracy skills to participate in the CL training program and operate safely and effectively as a Crew Leader. They will need to be able to read and interpret pre-incident planning information, standard operating procedures (SOPs), incident action plans, warning signs and labels, material safety data sheets and similar documents. They will also need to write sufficiently well to complete incident reports, accident reports and similar documents, and to accurately copy down radio messages and instructions so that they can be passed on to others. Refer LLN Level 4.
- Have undertaken a minimum of 60 hours firefighting either at fires, hazard reduction burns or other RFS incidents after completing the AF.
- Successfully complete the ACT RFS Bushfire Firefighter Program, or equivalent as deemed by the ACTRFS Learning and Development Coordinator.
- Hold PUAFIR309 Operate Pumps or equivalent.
- Hold PUAOPE014 Navigate to an Incident or equivalent.
- Successfully completed the ACT RFS Advanced Firefighter Program, or equivalent as deemed by the ACTRFS Learning and Development Coordinator.
- Have 24 months experience at the AF level including 60 hours of relevant experience.
- Successfully complete the AIIIMS awareness course
- Be endorsed by their brigade captain

Prerequisite Units of Competency

- *PUAFIR204 Respond to Wildfire*
- *PUAFIR303 Suppress Wildfire*

Note: PUAFIR303 Suppress Wildfire is assessed as part of the Crew Leader course and must be awarded prior to the assessment of PUAOPE012

Units of Competency

The following units of competency are aligned with CL:

- *PUAFIR303 Suppress Wildfire*
- *PUAOPE020 Lead a Crew*
- *PUAOPE015 Conduct Briefings and Debriefings*
- *PUAOPE012 Control a Level 1 Incident*

Training

The CL program involves about 5 days of face-to-face training, including a field scenario and practice post-course under supervision until competent. The resource materials available for CL training include a Crew Leader Manual, workbooks, and a post course workbook. Note that CL enables participants to command a single unit/crew, up to a small-scale incident (a few tankers), scale up such an operation to a larger size until a more senior officer arrives, and to command task forces, strike teams, small staging areas and small sectors if needed.

Assessment and Certification

Participants are deemed competent by being assessed. Assessment includes demonstrating leadership skills, applying firefighting tactics, and answering related questions. Each theory assessment may be done any time after each 'face to face' course. The practical assessment should normally be conducted after sufficient post-course practice has also been completed to reach the required standard. The observations of trainers and/or officers of your brigade about your competency will also be considered.

Competency Maintenance

At least two or more sessions of brigade training or actual firefighting are typically needed each year to retain safe and effective CL skills.

Div Com – Divisional Commander

'Divisional Commander (Div Com)' is the level of competency needed to lead multiple crews and resources at larger, more complex fires/incidents. It is designed to enable you to run a medium scale operation as the Incident Controller, or to be a Sector or Division Commander within a large incident. It covers advanced wildfire behaviour, advanced wildfire suppression, pre-incident planning and operational management using the AIIMS system.

Entry Requirements

Before commencing training or assessment in Div Com, a member must:

- Have sufficient literacy and numeracy skills to participate in the Div Com program and operate safely and effectively as a Divisional Commander. They will need to be able to read and interpret pre-incident planning information, Standard Operating Procedures (SOPs), Incident Action Plans (IAPs), warning signs and labels, material safety data sheets and similar documents. They will also need to write sufficiently well to complete incident reports, accident reports, and similar documents, to operate T-card resource training systems and to accurately copy down radio messages and instructions so that they can be passed on to others. Refer LLN level four.
- Have significant experience working at the CL level including 180 hours of incident time in the role, in the past three years
- Successfully complete the ACT RFS Crew Leader Program, or equivalent as deemed by the ACTRFS Learning and Development Coordinator.
- Successfully completed 22459VIC Course in the Australasian Inter-service Incident Management System (AIIMS) or equivalent.
- Have the endorsement of their brigade captain and chief officer.

Prerequisite Units of Competency

- *PUAFIR303 Suppress Wildfire*

Unit of Competency

The following unit of competency is aligned with this program

- *PUAOPE016 Manage a Multi-Team Sector*

Training

The Div Com training program is a four-day face to face training and assessment program, covering advanced wildfire behaviour and suppression, pre-incident planning and operational management. In addition to the course, practice is needed until the participant reaches the specified level of competency. Typically this includes acting as a Divisional Commander under supervision, or by assisting Divisional Commanders at incidents and other activities for 60 hours of post-course work.

Assessment and Certification

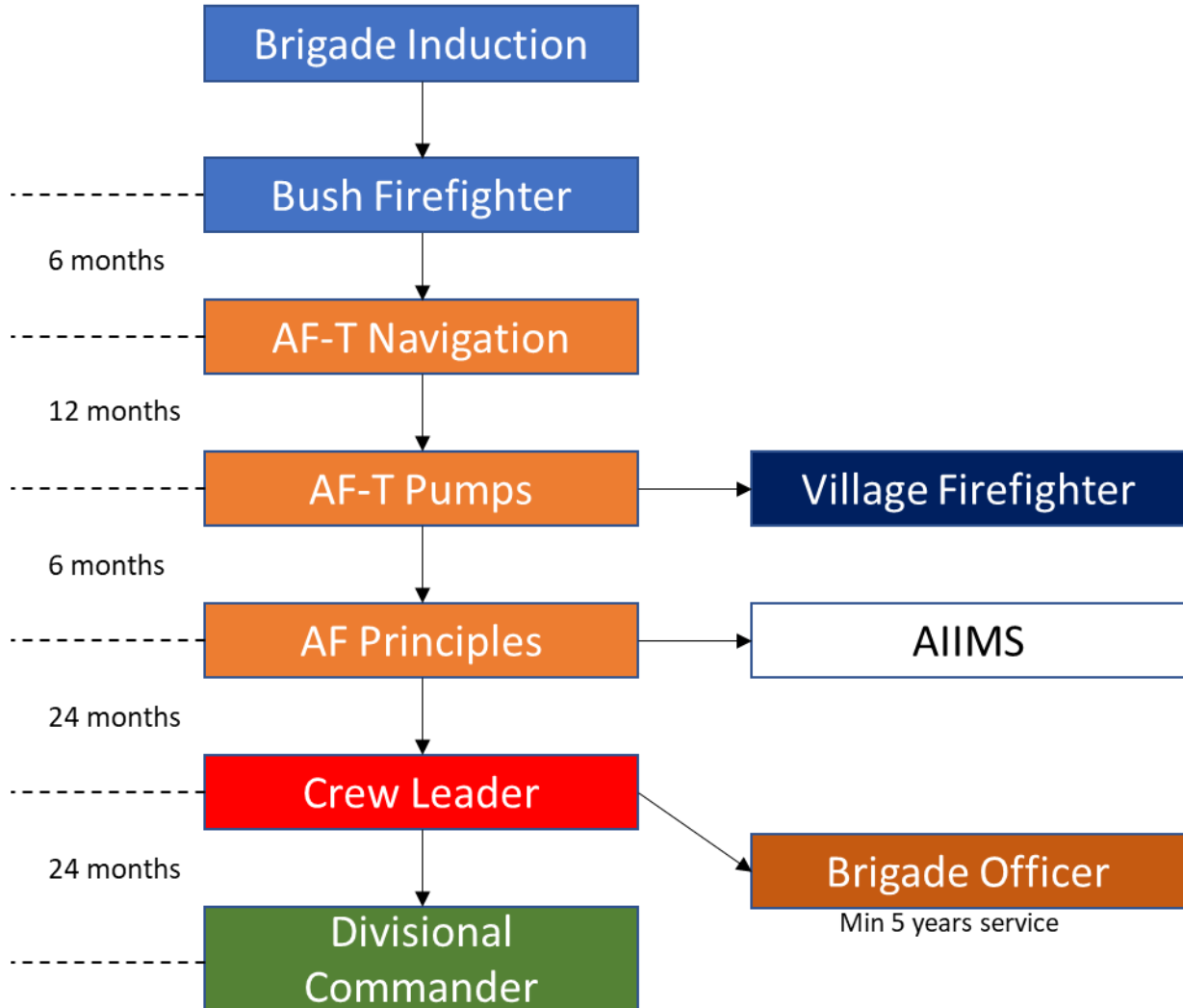
Participants are deemed competent by being assessed. Assessment is carried out at a local level. It typically involves theory questions, case studies and demonstrating fire ground management skills on a range of activities such as actual fires and hazard reductions. This evidence usually needs to be gathered through observation of performance over time at several activities. The opinions of trainers and/or officers of your brigades about your competency will also be considered.

Competency Maintenance

At least four sessions of training or actual incident management are typically needed each year for a person to maintain safe and effective Divisional Commander skills.

Mainstream Training Pathways

Recruit starts here



Specialist Programs

4WD – Four Wheel Driving

'Four Wheel Driving (4WD)' is the level of competency needed for members to drive an RFS vehicle in off-road situations. It is aligned with the national units of competence from the Forest and Wood Products Industry Training Package.

The appropriate driver's licence (held for at least 12 months) and completion of AFT Certification (equipment maintenance, pumps and pumping, and map reading) is the entry requirement for commencing 4WD training.

4WD training courses are provided in many areas and are typically run over two and a half days. This program has previously been delivered to the ACTRFS by an external provider. The future training delivery model is envisaged to incorporate the following national units of competency (or similar units):

- *FWPCOT3259 Operate a four-wheel drive on unsealed roads*
- *FWPFGM3215 Perform complex 4X4 operations*
- *FWPCOT3260 Recover four-wheel drive vehicles*

Participants are deemed competent by being assessed. Assessment includes answering questions and demonstrating driving skills under a variety of conditions.

Four-wheel drive courses are typically completed in small 4WD vehicles such as command vehicles. Once members gain experience and hold appropriate licensing to drive brigade heavy vehicles, your brigade may authorise you to drive them in 4WD situations. This would usually involve some brigade led driver training to demonstrate competence.

Chainsaw Operation

Chainsaw operation is divided into three distinct operator levels. These are based on the three different chainsaw qualifications; Trim and cross cut felled trees (TCC), Fell Trees Manual – Intermediate (Inter Fell) and Fell Trees Advanced (Adv Fell). They are aligned with the following national units of competency:

- *Maintain Chainsaws – FWPCOT2254 Maintain Chainsaws*
- *TCC - Trim and crosscut Felled Trees - FWPCOT2256 Trim and Cut Felled Trees*
- *Inter Felling - Tree Falling Intermediate - WFPFGM3216 Fall Trees Manually (Intermediate)*
- *Adv Felling - Tree Falling Advanced - WFPFGM3217 Fall Trees Manually (Advanced)*

Certification at BF level is the entry requirement for commencing chainsaw training. Chainsaw training is currently provided to the ACTRFS by a third-party provider.

Participants are deemed competent by being assessed. Assessment includes answering questions and demonstrating chainsaw skills under a variety of conditions. The opinions of trainers and/or other qualified chainsaw operators regarding your competency will also be considered.

To maintain competence in chainsaw operation you need to be regularly using the equipment under a variety of conditions. The RFS intends to implement a 3 year currency program for all chainsaw qualifications.

WSA – Work Safely Around Aircraft

WSA contains all the underpinning knowledge needed to commence any of the other entry level aviation training programs. It is offered as a 'face-to-face' course run by ACTRFS. Any member who may be transported by light aircraft to an incident should complete this course.

Entry Requirements

Before commencing training or assessment in Work Safely Around Aircraft, a member must:

- Have sufficient literacy and numeracy skills to participate in the program (LLN Level 3).

Prerequisite Units of Competency

- *Nil*

Unit of Competency

The following units of competency are aligned with this program:

- *PUAFIRO17 Work Safely Around Aircraft (note RFS are currently delivering PUAFIR209 until the training package is upgraded)*

WSA is assessed by questions, either oral or on a paper questionnaire and a practical assessment.

Helicopter Winch and Hover Exit (RAFT)

Helicopter Winch and Hover Exit is the qualification needed by selected members of Remote Area Firefighting (RAF) Teams to enable them to be winched into areas of operation from a helicopter. This program and refresher courses are organised and provided by the ACTRFS in the months leading up to each bushfire season.

Members are required to recertify within a 14-month window (annually) to demonstrate competence and maintain currency.

Entry Requirements

Before commencing training or assessment in Aviation skills, a member must:

- Have sufficient literacy and numeracy skills to participate in the program and operate safely and effectively as a RAFT crew member. (Refer LLN Level 3)
- Hold arduous fitness
- Have complete all AF competencies
- Have current first aid
- Gain endorsement from the ACTRFS RAFT Coordinator

Prerequisite Units of Competency

- *PUAFIRO17 Work Safely Around Aircraft*
- *Note: PUAFIRO17 Work Safely Around Aircraft is delivered and assessed stand alone or as part of the Helicopter Winch and hover exit course and must be awarded prior to the assessment of PUAFIRO16 and PUAFIRO15*

Unit of Competency

The following units of competency are aligned with this program:

- *PUAFIRO17 Work Safely Around Aircraft*
- *PUAFIRO16 Undertake Hover-Exit Operations from a Helicopter*
- *PUAFIRO15 Undertake Helicopter Winch Operations*

RAFT – Operate in Remote Environments (ORE)

Operate in Remote Environments (ORE) is an internal ACT RFS qualification to provide RAFT members with the level of competency needed to navigate and operate safely well away (e.g. a few kilometres) from any ground-based support. The program was run on a pilot basis in 2021 by an external provider. Materials are currently being developed to allow RFS to deliver this course internally.

This program is designed to take a member with existing advanced bush firefighting knowledge and skills and enable them to hike considerable distances through remote and trackless areas with appropriate equipment as part of a self-sustaining or air supported team.

Entry Requirements

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

- Have sufficient literacy and numeracy skills to participate in the program and operate safely and effectively as a RAFT crew member. Refer LLN Level 3.
- Hold arduous fitness
- Have complete AF qualification
- Have current first aid
- Gain endorsement from the ACTRFS RAFT Coordinator

Unit of Competency

The following units of competency are aligned with this program:

- *AHCWRK312 Operate in isolated and remote situations*
- *FWPCOT3202 Navigate in remote or trackless areas*

Competency Maintenance

At least two or more sessions of specific training relating to core navigation skills (e.g. use of a compass) or actual firefighting are typically needed each year to retain safe and effective ORE skills.

PBS – Prescribed Burning Supervision and Planning

This qualification is needed by officers who plan and supervise prescribed burns (i.e. they are the Incident Controller for the burn). It is aligned with four national Units of Competency:

- *PUAFIR402 Conduct Simple Prescribed burns*
- *PUAFIR406 Develop Simple Prescribed burn plans*
- *PUAFIR506 Conduct Complex Prescribed burns*
- *PUAFIR515 Develop Complex Prescribed burn plans*

Certification in CL is required before commencing training in PBS. This course is provided to the ACTRFS by external providers on a limited basis.

FA – First Aid

This course provides the skills to provide first aid to injured persons under operational conditions, i.e. at an incident, or in general community safety activity.

It is aligned with the following national Units of Competency:

- *HLTAID011 Provide First Aid*
- *HLTAID009 Provide Cardiopulmonary Resuscitation*
- *HLTAID010 Provide Basic Emergency Life Support*

This course is provided to the ACTRFS via ESA Training or external providers. The course dates are set out in the ESA Training First Aid Calendar which is released at the beginning of each calendar year.

Competency Maintenance

First Aid has a currency of 3 years and CPR should be refreshed annually.

WFI – Wildfire Investigation

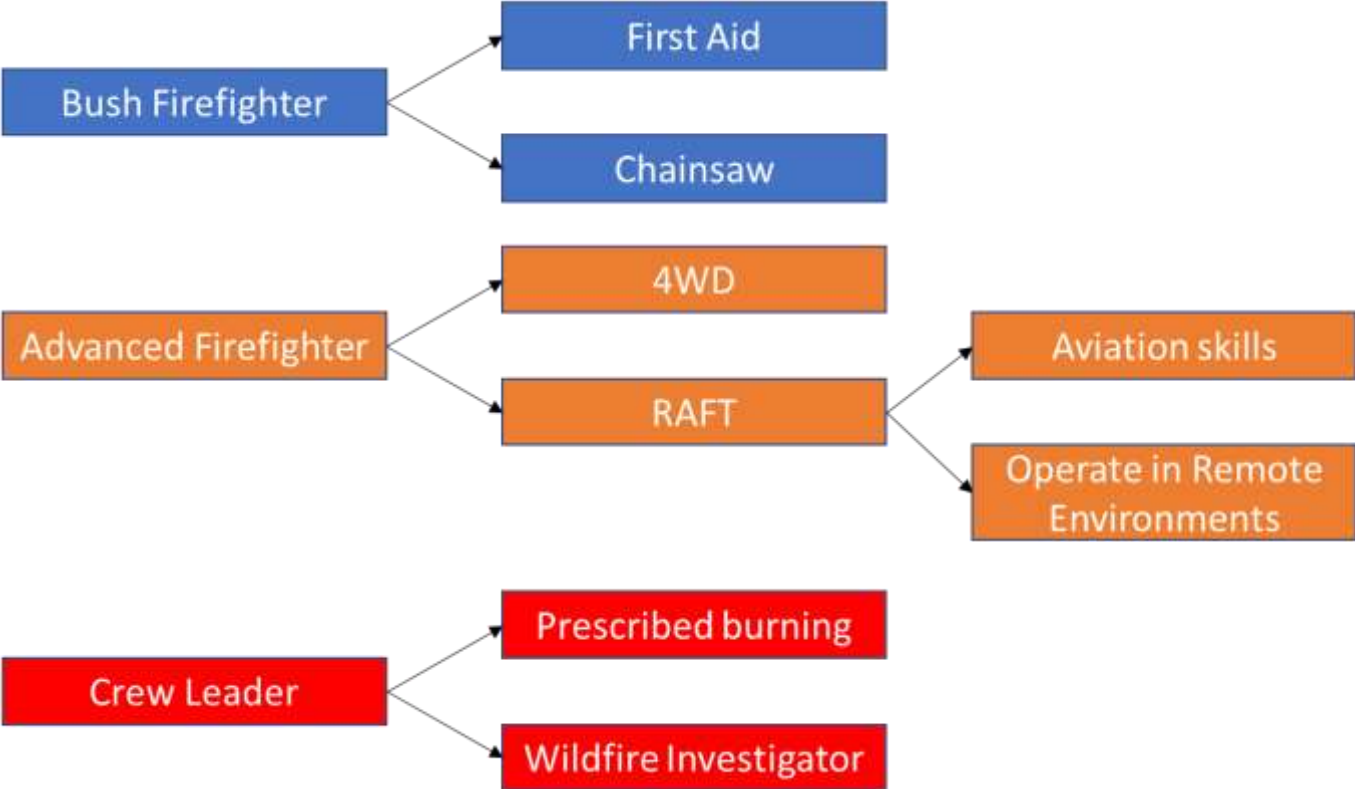
WFI provides selected members with the knowledge and skills to carry out wildfire investigation activities.

It is aligned with the following national Units of Competency:

- *PUAFIR501 Conduct fire investigation and analysis activities*
- *PUALAW003 Give evidence in a judicial or quasi-judicial setting*

It is provided by external trainers as a 40-hour course, plus post-course activities and assessment. Participants learn how to competently determine the origin and cause of bushfires while working unsupervised and using the relevant equipment and procedures. Participants need to have Crew Leader certification, or equivalent to commence this program. The unit PUALAW001 Protect and Preserve Incident Scene is a prerequisite to PUAFIR501.

Specialist Training Pathways



Aviation Programs

The following aviation programs are offered in the ACTRFS. Most are aligned with relevant units of competency from the Public Safety Training Package. In the ACTRFS only limited numbers of people are required to hold aviation qualifications as such there might be multiple applicants competing for a very limited number of positions on these programs. These programs are generally offered to members via participation in NSWRF's led training.

Note: Participants in aviation programs should be prepared to make a commitment to supporting aviation operations during large incidents rather than firefighting with their usual brigade.

ARO – Aviation Radio Operator

The ARO program is for personnel who provide radio communications and flight following services for aircraft engaged in ACTRFS operations. The entry requirements are BF and WSA. Participants are normally selected from personnel experienced in ACTRFS communications and/or operations.

Assessment consists of questions and practical activities that are integrated into the training program.

ABO – Air Base Operator

The ABO program is for personnel who operate aviation support equipment at ACTRFS air bases. It includes safe working around aircraft, marshalling and refuelling of aircraft, and mixing and loading fire retardants into aircraft. The entry requirements are WSA and BF. The program is typically run over two days, with one day also serving as a refresher and recertification event for previously qualified personnel, if applicable. Assessment consists of questions and participating in practical activities that are integrated into the training program.

ABM – Air Base Manager

The ABM program is for personnel who manage ACTRFS air bases. The entry requirements are ABO, and CL certification. Participants are usually selected from experienced ABOs. The program is typically integrated with Air Operations Manager (AOM) training. Assessment consists of questions and participating in practical activities that are integrated into the course and post-course practice. Relatively few people are needed for this role and the program is organised on an 'as needed' basis.

AOB – Air Observer

The AOB program is for personnel who observe and provide information about fires from aircraft. It includes navigating from an aircraft and intelligence gathering. The entry requirements are WSA, ARO and CL. The program is typically run over a week, followed by post-course practice until competent. Assessment consists of questions and participating in practical activities that are integrated into the course and post-course practice. Relatively few people are needed for this role and the program (or a refresher for already qualified personnel) is organised on an 'as needed' basis.

AAS – Air Attack Supervisor

The AAS program is for personnel who supervise air attack operations. It includes planning aircraft operations and directing air attack activities. The entry requirements are WSA, AOB and Div Com. The program is typically run over a week, followed by post-course practice until competent. Participants are usually selected from experienced AOBs. The program is typically integrated with Aircraft Officer (AOF) training. Assessment consists of questions and participating in practical activities that are integrated into the course and post-course practice. Relatively few people are needed for this role and the program is organised on an 'as needed' basis.

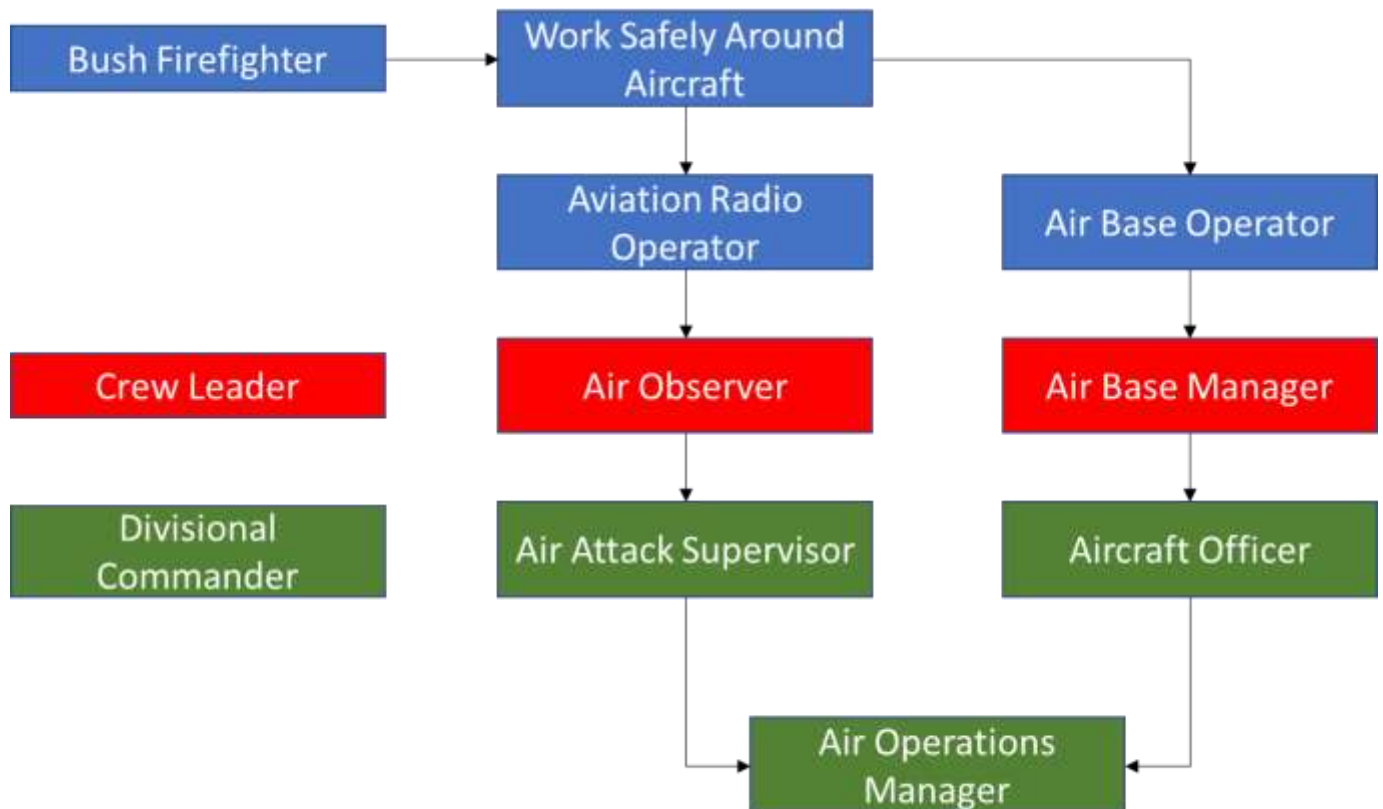
AOF – Aircraft Officer

The AOF program is for personnel who coordinate aircraft operations at incidents. Entry requirements are ABM and Div Com (Experienced ABOs with all the entry requirements for ABM can also be selected for AOF training). The program is typically integrated with AAS training. Assessment consists of questions and participating in practical activities that are integrated into the course and post-course practice. Relatively few people are needed for this role and the program is organised on an 'as needed' basis by the ACTRFS Aviation Section.

AOM – Air Operations Manager

The AOM program is for personnel who manage aircraft operations at large incidents as part of the incident management team. The entry requirement is AAS and most obtain skills in managing a multi-team response by having Div Com certification. Assessment consists of questions and participating in practical activities that are integrated into the course and post-course practice. Relatively few people are needed for this role and the program is organised on an 'as needed' basis.

Aviation Training Pathways



Incident Management Team Qualifications

Introduction

Incident Management Teams (IMTs) are groups of personnel who manage large scale firefighting operations using the Australasian Inter-service Incident management System (AIIMS). There are five main functions in AIIMS – Incident Control, Operations, Planning, Logistics and Public Information. At a large-scale incident there will be separate officers carrying out each of these functions. At a very large incident, each of those officers may have a team of people assisting them. Personnel undertaking formal training through the RFS Mainstream pathway will cover the AIIMS principles during this training.

RFS members trained in incident management roles are expected to make themselves available for IMTs. Participation in IMTs may be prioritised over other service roles to achieve a return on investment associated with IMT training.

Level 2 IMT courses – Level 2 IMT courses are function specific. They provide all the required skills and knowledge to work in and lead a functional cell within an IMT. Level 2 courses are provided for the functions of Control, Operations, Logistics, Planning, Intelligence, and Public Liaison. These courses are typically run 3 or 4 times a year by a combined group of instructors from Forestry, NPWS, DPI and RFS. Selection processes for these courses include an expression of interest, Chief Officer endorsement, ESA Training Management Team endorsement and ESA Executive Leadership Team endorsement.

Level 3 IMT courses – Level 3 IMT programs are function specific. It is anticipated that personnel attending these programs will already understand the roles and responsibilities of the specified function. This training will focus on additional skills and knowledge needed for large/complex incidents requiring more complex incident management structures and control facility requirements, greater public safety considerations, and liaison with external personnel/authorities.

Incident Management Exercises (IMX) – Incident Management Exercising will occur throughout the year. The focus of the IMX's will be for consolidation of IMT training, assessment of IMT qualifications, as well as currency and recertification opportunities for personnel with existing IMT qualifications. These exercises provide a good initial opportunity for untrained members to observe how an IMT functions and what the various roles need to do.

AIIMS – Short Course

The AIIMS short course *22459VIC - Course in Awareness of the Australasian Inter-service Incident Management System (AIIMS)* is designed for any personnel who may perform roles within an IMT. The course is the entry requirement for IMT programs. Participants who successfully complete this course with the understanding of the principals and processes which underpin AIIMS are eligible to receive a statement of attainment.

The Australasian Inter-Service Incident Management System (AIIMS) is a management framework for emergencies and incidents. AIIMS training provides underpinning knowledge for a range of competencies from the Public Safety Training Package. In addition to this course, persons holding senior roles in AIIMS will be required to hold specific competencies from the Public Safety Training Package, relating to the role that they perform. AIIMS is a required competency for anyone that performs a role in an IMT

Functional Area Training (IC, Ops, Logs, Planning)

IC – Incident Controller

This is the program to become qualified as an Incident Controller in an IMT for a large incident. The entry requirements are to complete the AIIMS program and Div Com certification. In addition to satisfying ACTRFS needs, its content also covers the competencies specified in national unit *PUAOPE018 Control a Level 2 Incident*. Participants are generally expected to hold significant experience in the IMT Operations role before training in the IC role.

Ops – Operations Officer

This is the program to become qualified as an Operations Officer in an IMT for a large incident. The entry requirements are to complete the AIIMS program and to have Div Com certification. In addition to satisfying ACTRFS needs, its content also covers the competencies specified in national unit *PUAOPE023 Manage Operations for a Level 2 Incident*. Participants are generally expected to have worked in various supporting roles in an IMT before training for the functional head role.

Planning – Planning Officer

This is the program to become qualified as a Planning Officer in an IMT for a large incident. The entry requirements are to complete the AIIMS program and to have CL certification. In addition to satisfying ACTRFS needs, its content also covers the competencies specified in national unit *PUAOPE025 Manage Planning for a Complex Incident* and *PUAFIR502 Develop Incident Control Strategies*. Participants are generally expected to have worked in various supporting roles in an IMT before training for the functional head role. The Situations Officer course offers an entry path into the Planning Officer role for fire incidents.

Logs – Logistics Officer

This is the program to become qualified as a Logistics Officer in an IMT for a large incident. The entry requirements are to complete the AIIMS program. Participants are generally expected to have worked in various supporting roles in an IMT before training for the functional head role. In addition to satisfying ACTRFS needs, its content also covers the competencies specified in national unit *PUAOPE022 Manage Logistics for a Complex Incident*.

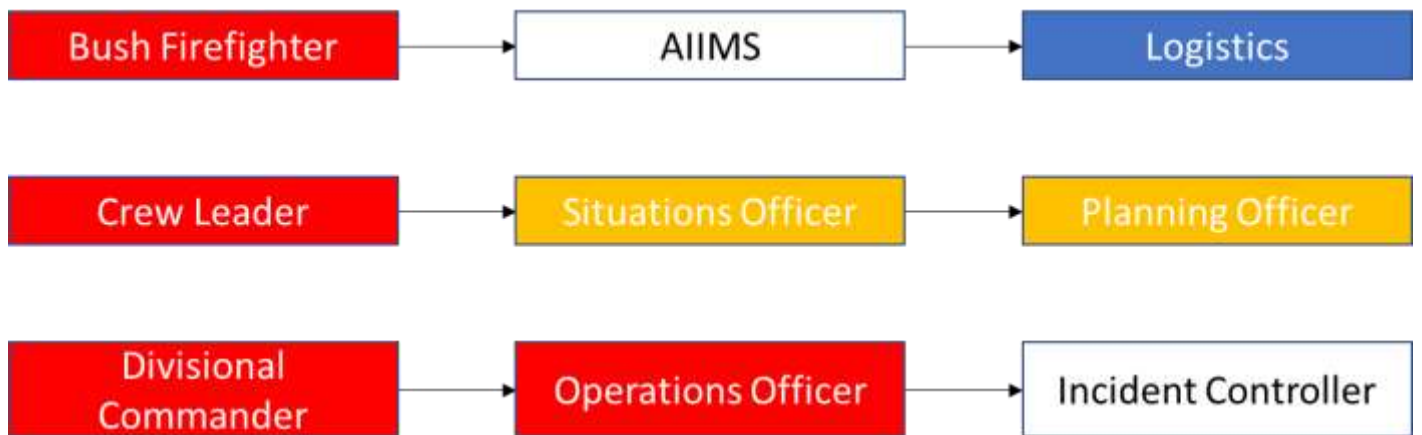
Sits – Situations Officer

This is the program to become qualified as a Situations Officer in an IMT working within the Planning cell for a large incident. The course is typically delivered by an external provider. The entry requirements are to complete the AIIMS program and hold Crew Leader certification. In addition to satisfying ACTRFS needs, its content also covers the competencies specified in national unit *PUAFIR502 Develop Incident Control Strategies*.

ICON – ICON Operator

This is a program that provides participants with the skills and knowledge to operate ICON (NSWRFS incident management software) within an IMT. An ICON operator's role is to support the Operations and Planning teams by capturing appropriate incident information and recording it in ICON. This can include entries in the incident log, creating new incidents, developing SitReps and adding documents such as maps to the incident. This is a non-accredited course run internally for ESA members. There are no formal entry requirements.

IMT Training Pathway



Key



Trainer and Assessor Qualifications

TAESS00015 - Enterprise Trainer and Assessor Skill Set

This skill set is designed for trainers and assessors who deliver non accredited training or work with other trainers in delivering nationally recognised training. Enterprise trainers and assessors working in an enterprise registered training organisation (RTO) or in an enterprise that works together with an RTO in an auspicing arrangement. Once the Skill Set is completed a member is considered for endorsement by the RFS Learning and Development officer and Chief Officer. Once endorsed the member is assigned the role of Authorised Instructor under the ESA RTO, this role permits the member to conduct training and gather assessment evidence using the approved training packages, under the supervision of an Authorised Trainer Assessor who holds a Certificate IV TAE qualification.

The endorsement process is annual and undertaken in accordance with the ESA RTO operating policy.

ESA outsources the delivery of this qualification to a third-party Registered Training Organisation.

Entry Requirements

Before commencing training or assessment in TAESS00015, a member must:

- Have sufficient literacy and numeracy skills to participate in the program and operate safely and effectively (LLN Level 4)
- Have sufficient industry expertise (experience) to effectively train other members
- Be willing to contribute time and effort towards the annual RFS training program each year – including:
 - Course delivery and assessment
 - Course co-ordination
- Have the endorsement of the RFS Learning and Development Coordinator and the RFS Chief Officer

Prerequisite Units of Competency

- *Nil*

Unit of Competency

The following units of competency are aligned with this program:

- *TAEASS402 Assess Competence*
- *TAEASS401 Plan assessment activities and processes*
- *TAEDEL301 Provide work skill instruction*
- *TAEASS403 Participate in assessment validation*

Training

The TAESS00015 Enterprise Trainer and Assessor Skill Set program involves about 5 days of face-to-face training, additional self-directed assignments and participation with an RTO is also required as part of your training and assessment for the qualification.

Assessment and Certification

Participants are deemed competent by being assessed. Assessment includes developing training plans, delivering short presentations and working with an RTO to undertake validation of assessment tools.

Competency Maintenance

Trainers and assessors must participate in professional development activities in accordance with the clause 1.16 of the Standards for RTO's and the ESA RTO Operating Policy (P010). Each individual trainer and assessor must maintain records of their involvement in training, assessment, and VET professional development activity.

Members who have had their TAE Skill Set sponsored by the Agency are encouraged to be involved in multiple training courses per year. This assists with maintaining currency in training and the vocational field of expertise and validates the agency investment.

TAE40116 Certificate IV in Training and Assessment

This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector. Once the qualification is completed a member is considered for endorsement by the RFS Learning and Development officer and Chief Officer. Once endorsed the member is assigned the role of Authorised Trainer Assessor under the ESA RTO, this role permits the member to conduct training and assessment using the approved training packages which RFS have endorsed the member to deliver. The endorsement process is annual and undertaken in accordance with the ESA RTO operating policy.

A Holder of a Certificate IV TAE can provide supervision of Subject Matter Experts (SMEs) and Authorised Instructors while delivering training and gathering assessment evidence.

ESA outsources the delivery of this qualification to a third-party Registered Training Organisation.

Entry Requirements

Training Package Requirement

Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification.

Organisational entry requirements

Before commencing training or assessment in TAE40116, a member must:

- Have sufficient literacy and numeracy skills to participate in the program and operate safely and effectively (LLN Level 4)
- Have sufficient industry expertise (experience) to effectively train other members
- Be willing to undertake Continuing Professional Development (CPD) each year
- Be willing to contribute time and effort towards the annual RFS training program each year – including:
 - Course delivery and assessment
 - Training material development and course validation
 - Course co-ordination
- Have the endorsement of the RFS Learning and Development Coordinator and the RFS Chief Officer

Prerequisite Units of Competency

- *Nil*

Unit of Competency

The following units of competency are aligned with this qualification:

Core units

- *TAEASS401 Plan assessment activities and processes*
- *TAEASS402 Assess competence*
- *TAEASS403 Participate in assessment validation*

- TAEASS502 Design and develop assessment tools
- TAEDEL401 Plan, organise and deliver group-based learning
- TAEDEL402 Plan, organise and facilitate learning in the workplace
- TAEDES401 Design and develop learning programs
- TAEDES402 Use training packages and accredited courses to meet client needs
- TAE LLN411 Address adult language, literacy, and numeracy skills

Elective unit

There are several elective unit options to complete the Certificate IV qualification, however ESA generally requests the third-party training provider to deliver the below unit as part of the qualification they are engaged to provide:

- BSBCMM411 Make Presentations

Training

The TAE40116 Certificate IV program involves about 10 days of face-to-face training, additional self-directed assignments and participation with an RTO is also required as part of your training and assessment for the qualification.

Assessment and Certification

Participants are deemed competent by being assessed. Assessment includes developing training plans, designing assessment instruments, delivering short presentations, and working with an RTO to undertake validation of assessment tools.

Competency Maintenance

Trainers and assessors must participate in professional development activities in accordance with the clause 1.16 of the Standards for RTO's and the ESA RTO Operating Policy (P010). Each individual trainer and assessor must maintain records of their involvement in training, assessment, and VET professional development activity.

Members who have had their Certificate IV TAE qualification sponsored by the Agency are encouraged to be involved in multiple training courses per year. This assists with maintaining currency in training and the vocational field of expertise and validates the agency investment.

Authorised Trainer/Assessor

Must hold a full Certificate IV in Training and Assessment

(TAE40116 or TAE40110 + LLN411/401 + ASS502)

- Can deliver training using approved Training Resource Kits (TRKs) unsupervised
- Can run assessment events using approved TRKs unsupervised
- Can assess candidates using approved TRKs unsupervised
- Can supervise Instructors

Subject Matter Expert/Guest Lecturer

Does not need to hold specific VET sector credentials

- Can assist with delivery of training by providing specialist instruction in their field of expertise
- Can assist with collecting evidence under the direct supervision of a Trainer/Assessor or Instructor
- Must be directly supervised (direct line of sight) by a Trainer/Assessor or Instructor

ESA Training and the RFS will support members who have the necessary desire and demonstrated skill to achieve qualifications in both the Enterprise Trainer skill sets and the full CertIV in Training and Assessment. This training is typically contracted to external delivery. As this training is expensive and time consuming, there is an expectation that members completing it will provide their services back to the agency over subsequent periods.

National Qualifications

Introduction

All ACTRFS qualifications (e.g. BF, VF, AF, CL, etc.) are aligned with units of competency from the Public Safety Training Package. ESA is registered to provide several nationally recognised qualifications, as detailed below. Through the course of their membership, ACTRFS members may be eligible for full qualifications.

Certificate II in Public Safety (Firefighting Operations)

Certificate II qualifications for firefighters in the national system. See the following pages for more details. It is aligned to the needs of most volunteer firefighters.

Certificate III in Public Safety (Firefighting Operations)

Certificate III qualifications for firefighters in the national system. See the following pages for more details. It is aligned to the needs of most volunteer firefighters.

Certificate IV in Public Safety (Firefighting Supervision)

This is aligned to the needs of first-line supervisors of firefighters in all types of fire services. See the following pages for more details.

Other National Units and Accredited Courses

A range of other national units and accredited courses is available through the ACTRFS, including selected units from the Diploma and Advanced Diploma of Public Safety (Firefighting Management).

PUA20719 Certificate II in Public Safety (Firefighting Operations)

The PUA20719 Certificate II in Public Safety (Firefighting Operations) is designed for introductory level firefighting professionals who respond to disasters and/or incidents that endanger life, property, and the environment, as a member of a firefighting team.

The role of a firefighter is to suppress and extinguish fires, to protect lives and to prevent the destruction of property and the environment. To prevent fires from starting and to improve community safety a firefighter's duties may include participating in community education programs about fire safety and contributing to fire inspections of locations to verify adherence to local fire regulations.

This qualification includes the units of competency required by firefighters to respond to wildfire incidents and to perform a range of other related activities. At this level, firefighters generally work under supervision and have limited discretion in selecting equipment and determining tactics.

Qualification requirement: 11 units - all four core units plus seven elective units (max 2 Group B units)

BF and any combination of RAFT/VF/Chainsaw or First Aid units will achieve the requirements for the Certificate II. You must have five elective units from the lists below, however only two units from the Group B electives can be used toward this certificate. If you have other VET sector certificates such as units from the Certificate III in Public Safety (Firefighting Operations) a maximum of two units from another qualification can be used to achieve the Certificate II requirements.

Note: Units not provided by the ACTRFS have been removed from the below list. If you wish to view the document in full, it can be located at <https://training.gov.au/Training/Details/PUA20719>

Code	Core Units	RFS Course
PUAEQU001	Prepare, maintain, and test response equipment └ PUAFIR210 Prevent injury (Fire sector specific)	BF
PUAFIR204	Respond to wildfire └ PUAFIR210 Prevent injury	BF
PUAFIR210	Prevent injury	BF
PUATEA001	Work in a team	BF
Group A General Elective Units		
PUAWHS001	Follow defined occupational health and safety policies and procedures	BF
PUAOPE013A	Operate communications systems and equipment	BF
PUATEA004	Work effectively in a public safety organisation	BF
PUAFIR220	Respond to isolated structure fire └ PUAFIR210 Prevent injury	VF
PUAFIR017	Work safely around aircraft	WSAA/RAFT
PUAFIR016	Undertake hover-exit operations from helicopter └ PUAFIR017 Work safely around aircraft	RAFT
PUAFIR015	Undertake helicopter winch operations └ PUAFIR017 Work safely around aircraft	RAFT
PUACOM001	Communicate in the workplace	
FWPCOT3259	Operate a four-wheel drive on unsealed roads	4WD
HLTAID003	Provide first aid	FA
Group B Chainsaw Electives		
AHCMOM213	Operate and maintain chainsaws	TCC
FWPICOT2254	Maintain chainsaws	TCC
FWPCOT2253	Fall trees manually (basic)	Inter fell
FWPCOT2256	Trim and cut felled trees	TCC

PUA30719 Certificate III in Public Safety (Firefighting Operations)

The PUA30719 Certificate III in Public Safety (Firefighting Operations) is designed for experienced firefighting professionals who respond to disasters or incidents endangering life, property, and the environment. This includes the use of firefighting assets and making informed, timely and confident decisions at an incident as a member of a firefighting team.

The role of a firefighter is to suppress and extinguish fires, to protect lives and to prevent the destruction of property and the environment. To prevent fires from starting, a firefighter's duties may include conducting community education programs about fire safety and undertaking fire inspections of locations to verify adherence to local fire regulations.

This qualification includes the units of competency required by firefighters to suppress wildfires or urban fires and to perform a range of other related activities. It typically involves some discretion in selecting equipment, services, and contingency measures.

Qualification requirement: 12 units – all three core units plus nine elective units.

Completing both sections of AF as well as CL, Chainsaw to at least Intermediate Felling, 4WD and First Aid courses will achieve the requirements for the Certificate III. You must have seven elective units from the lists below, however only one unit from the Group B Electives and two units from Group C can be used toward this certificate. If you have other VET sector certificates such as units from the Certificate IV in Public Safety (Fire-fighting Operations) a maximum of two units from another qualification can be used to achieve the Certificate III requirements.

Note: Units not provided by the ACTRFS have been removed from the below list, if you wish to view the document in full, it can be located at <https://training.gov.au/Training/Details/PUA30719>

Code	Core Units	RFS Course
PUAFIR309B	Operate pumps <ul style="list-style-type: none"> └ PUAEQU001 Prepare, maintain, and test response equipment └ PUAFIR204 Respond to wildfire 	AFT
PUAWHS002	Maintain safety at an incident scene <ul style="list-style-type: none"> └ PUAFIR210 Prevent injury 	AFP
PUATEA002	Work autonomously <ul style="list-style-type: none"> └ PUATEA001 Work in a team 	AFP
Elective Units Group A		
PUAFIR303	Suppress wildfire <ul style="list-style-type: none"> └ PUAFIR204 Respond to wildfire └ PUAFIR210 Prevent injury 	CL
Elective Units Group B		
HLTAID003	Provide first aid	
HLTAID005	Provide first aid in remote situations	
HLTAID007	Provide Advanced Resuscitation	
Elective Units Group C		
AHCOM213	Operate and maintain chainsaws	TCC
FWPFGM3216	Fall trees manually (intermediate)	Inter Fell
FWPFGM3217	Fall trees manually (advanced)	Adv Fell
FWPCOT2256	Trim and cut felled trees	TCC
Elective Units Group D		
PUAFIR323	Take local weather observations	AFP
PUALAW002B	Conduct initial investigation at incident scene	
PUAOPE014	Navigate to an incident	AFT
PUAOPE020A	Lead a crew	CL
PUAVEH001	Drive vehicles under operational conditions	
FWPFGM3215	Perform complex 4x4 operations	4WD

HLTFA311A	Apply first aid	FA
TAEDL301A	Provide work skill instruction	
PUAOPE020	Lead a crew	CL

PUA40319 Certificate IV in Public Safety (Firefighting Supervision)

The PUA40319 Certificate IV in Public Safety (Firefighting Supervision) is designed for firefighting professionals who lead firefighting teams. This will include the coordination of resources and the supervision of personnel at an incident.

The role of a firefighter at this level is to manage incidents, protect lives and prevent the destruction of property and the environment. To prevent incidents from occurring and to improve community safety a firefighter's duties may include conducting community education programs about fire and community safety and undertaking fire inspections of locations to verify adherence to local fire regulations.

This qualification includes the units of competency required by firefighters to control an incident and to perform a range of related activities. It typically involves some discretion in selecting equipment, services, and contingency measures.

Qualification requirement: 11 Units All three core units plus eight elective units. Only two of the seven TAE units can be counted towards this qualification. Max 1 unit from Group B. Max 2 units in total from groups B & C.

There is no clear training pathway within the ACTRFS that currently allows for the issuing of the Certificate IV Public Safety (Fire Fighting Supervision). Attendance at NSW RFS or other RTO's programs will be necessary to achieve the required units to complete this qualification.

Note: As this is a shared qualification, both urban and rural fire services access this qualification. Units not relevant to rural fire have been removed from the below list. If you wish to view the document in full, it can be located at <https://training.gov.au/Training/Details/PUA40319>

Code	Core Units	RFS Course
PUAOPE0015A	Conduct briefings and debriefings	CL
PUAOPE012	Control a Level 1 incident <ul style="list-style-type: none"> └ PUAFIR303 Suppress wildfire (Fire sector specific) └ PUAFIR204 Respond to wildfire └ PUAFIR210 Prevent injury 	CL
PUATEA003	Lead, manage and develop teams <ul style="list-style-type: none"> └ PUATEA002 Work autonomously └ PUATEA001 Work in a team 	
Elective Units Group A		
BSBCMM411	Make presentations	
PUACOM012	Liaise with media at a local level	
PUAEMR001	Establish context for emergency risk assessment	
PUAFIR401	Obtain incident intelligence	AOB
PUAFIR003	Manage aviation support operations at air base <ul style="list-style-type: none"> └ PUAFIR017 Work safely around aircraft └ PUAOPE013 Operate communications systems and equipment └ PUAOPE020 Lead a crew 	
PUAFIR005	Observe fire from an aircraft <ul style="list-style-type: none"> └ PUAFIR017 Work safely around aircraft └ PUAFIR303 Suppress wildfire └ PUAOPE013 Operate communications systems and equipment └ PUAOPE014 Navigate to an incident 	

PUAFIR408	Plan aircraft operations <ul style="list-style-type: none"> └ PUAOPE013 Operate communications systems and equipment └ PUAFIR209 Work safely around aircraft 	ABM, AOM
PUAFIR012	Supervise aerial firefighting operations <ul style="list-style-type: none"> └ PUAFIR408B Plan aircraft operations └ PUAOPE013A Operate communications systems and equipment └ PUAFIR209B Work safely around aircraft └ PUAOPE013A Operate communications systems and equipment 	AAS
PUAFIR402	Conduct simple prescribed burns <ul style="list-style-type: none"> └ PUAFIR303B Suppress wildfire └ PUAFIR204B Respond to wildfire └ PUAFIR215 Prevent injury 	PBS
PUAFIR406	Develop simple prescribed burn plans <ul style="list-style-type: none"> └ PUAFIR303 Suppress wildfire └ PUAFIR204 Respond to wildfire └ PUAFIR210 Prevent injury 	
PUAOPE016	Manage a multi-team sector <ul style="list-style-type: none"> └ PUAFIR303 Suppress wildfire └ PUAFIR204 Respond to wildfire └ PUAFIR210 Prevent injury 	Div-Com
Elective Units Group B		
TAEASS301	Contribute to assessment	
TAEASS402	Assess competence	
Elective Units Group C		
TAEASS401	Plan assessment activities and processes	
TAEASS403	Participate in assessment validation	
TAEDEL301	Provide work skill instruction	
TAEDEL401	Plan, organise and deliver group-based learning	
TAEDEL402	Plan, organise and facilitate learning in the workplace	
TAEDEL404	Mentor in the workplace	

PUA50519 Diploma of Public Safety (Firefighting Management)

The PUA50519 Diploma of Public Safety (Firefighting Management) is designed for firefighting professionals undertaking a diverse range of management responsibilities. This will include the management of resources, personnel, and stakeholders as well as the coordination of activities with other agencies.

The role of a firefighter at this level is to manage emergency incidents, protect lives and prevent the destruction of property and the environment. To prevent incidents from occurring and to improve community safety a firefighter's duties may include conducting community education programs about fire and community safety and undertaking fire inspections of locations to verify adherence to local fire regulations.

This qualification includes the units of competency required by firefighters to manage operations and a multi-team sector and to perform a range of related fire management activities. It typically involves the management of equipment, services, and contingency measures

Qualification requirement: 13 units

All seven core units plus six elective units. Only two Group B units can be counted towards this qualification.

There is no clear training pathway within the ACTRFS that currently allows for the issuing of the Diploma Public Safety (Fire Fighting Management). Attendance at NSW RFS or other RTO's programs will be necessary to achieve the required units to complete this qualification.

Note: As this is a shared qualification, both urban and rural fire services access this qualification, units not relevant to rural fire have been removed from the below list, if you wish to view the document in full, it can be located at <https://training.gov.au/Training/Details/PUA50519>

Code	Core Units
PUACOM007	Liaise with other organisations <ul style="list-style-type: none"> └ PUACOM005 Foster a positive organisational image in the community └ PUATEA004 Work effectively in a public safety organisation
PUAFIR502	Develop incident control strategies
PUAFIR509	Implement prevention strategies
PUAWHS003	Implement and monitor the organisation's occupational health and safety policies, procedures, and programs
PUAOPE016	Manage a multi-team sector <ul style="list-style-type: none"> └ PUAFIR303 Suppress wildfire (Fire sector specific) └ PUAFIR204 Respond to wildfire └ PUAFIR210 Prevent injury
PUAOPE023	Manage operations at a Level 2 incident <ul style="list-style-type: none"> └ PUAOPE015 Conduct briefing and debriefings └ PUAFIR303 Suppress wildfire └ PUAFIR204 Respond to wildfire └ PUAFIR210 Prevent injury
PUAPRO001	Promote a learning environment in the workplace
Group A General Elective Units	
PUACOM016	Manage media requirements at major incident
PUAEMR002	Assess emergency risk <ul style="list-style-type: none"> └ PUAEMR001 Establish context for emergency risk assessment
PUAFIR501B	Conduct fire investigation and analysis activities <ul style="list-style-type: none"> └ PUALAW001B Protect and preserve incident scene
PUAFIR002	Manage aviation resources for an incident <ul style="list-style-type: none"> └ PUAFIR003 Manage aviation support operations at an air base
PUAFIR012	Supervise aerial firefighting operations <ul style="list-style-type: none"> └ PUAFIR005 Observe fire from an aircraft

PUAFIR501	Conduct fire investigation and analysis activities └ PUALAW001 Protect and preserve incident scene
PUAFIR506	Conduct complex prescribed burns └ PUAFIR303 Suppress wildfire └ PUAFIR204 Respond to wildfire └ PUAFIR210 Prevent injury
PUAFIR508	Develop and analyse the behaviour and suppression options for a wildfire
PUAFIR515	Develop complex prescribed burn plans └ PUAFIR303 Suppress wildfire └ PUAFIR204 Respond to wildfire └ PUAFIR210 Prevent injury
PUAOPE018	Control a Level 2 incident └ PUAOPE012 Control a Level 1 incident └ PUAFIR303 Suppress wildfire └ PUAFIR204 Respond to wildfire └ PUAFIR210 Prevent injury
PUAOPE022	Manage logistics for a complex incident └ PUAOPE015 Conduct briefings and debriefings
PUAOPE023A	Manage operations for a Level 2 incident └ PUAOPE015 Conduct briefing and debriefings └ PUAOPE016 Manage a multi-team sector └ PUAFIR303 Suppress wildfire └ PUAFIR204 Respond to wildfire └ PUAFIR210 Prevent injury
PUAOPE025	Manage planning for a complex incident └ PUAFIR502 Develop incident control strategies (Fire sector specific) └ PUAOPE015 Conduct briefing and debriefings (Fire sector specific)
Elective Units Group B	
TAEDS502	Design and develop learning resources
TAEAS502	Design and develop assessment tools
TAETAS501	Undertake organisational training needs analysis

- Document ends -