



TRAINING
SPECIFICATIONS
&
GUIDELINES

*FORESTRY
INDUSTRY
BRIGADES*

APPENDIX 3



CONTENTS

INTRODUCTION.....	2
<i>Purpose.....</i>	2
<i>Chief Officer’s Requirements.....</i>	3
REGISTERED TRAINING ORGANISATION STATUS.....	4
<i>Public Safety Training Package.....</i>	4
<i>CFA Competencies.....</i>	4
BRIGADE CLASSIFICATION & RISK PROFILE.....	4
<i>Forestry Industry Brigade Training Profile.....</i>	4
BRIGADE TRAINING MINIMUM REQUIREMENTS.....	5
<i>General Firefighter Training Program.....</i>	5
<i>Skills Maintenance Requirements.....</i>	8
<i>Pre-Season Readiness.....</i>	9
<i>Chief Officers Seasonal Focus.....</i>	9
<i>Brigade Training Officer.....</i>	9
BRIGADE OPERATIONAL SKILLS PROFILE (BOSP).....	10
<i>BOSP Target Numbers.....</i>	10
<i>BOSP Reports.....</i>	10
<i>Privacy and Appropriate use of Information.....</i>	10
PLANNING TRAINING FOR FORESTRY INDUSTRY BRIGADES.....	11
<i>Training Plan vs. Training Calendar.....</i>	11
<i>Planning Process.....</i>	11
<i>Training Course Funding.....</i>	11
<i>Statewide Incident Management Training Calendar.....</i>	11
CONDUCTING EXERCISES.....	12
<i>Exercise Types.....</i>	12
<i>Exercise Design and Conduct Resources.....</i>	12
COORDINATING TRAINING.....	12
<i>Course Information.....</i>	13
<i>Required Training.....</i>	13
<i>Additional Training.....</i>	13
<i>Incident Management Training.....</i>	14
PLANTATION TECHNICAL ADVISOR.....	17
<i>Plantation Technical Advisor Workshops.....</i>	17
ROLE PATHWAYS.....	17
<i>Fire and Emergency Management Roles Pathways Map.....</i>	17
<i>Forestry industry brigade role Flow Chart.....</i>	18
RECOGNISING EXISTING SKILLS.....	19
<i>Credit transfer.....</i>	20
<i>Recognition of prior learning.....</i>	20
<i>Assessment only pathway.....</i>	21

INTRODUCTION

Purpose

Training and development of Forestry Industry Brigade (FIB) members is a vital component in ensuring consistent operational service delivery and safety of all members.

Regulation 71 of the Country Fire Authority Regulations 2014:

- 1) The minimum training requirements for officers and members of Forestry Industry Brigades are the training requirements determined by the Authority under regulation 43 for members operating in forest areas.
- 2) An officer or member of a Forestry Industry Brigade must comply with the training requirements applicable to that officer or member.

These *Training Specification and Guidelines* aim to provide core information to Forestry Industry Brigade members and training officers. The Forestry Industry Brigades *Training*

FIB Training Specification and Guidelines is designed to;

- Identify training requirements for Forestry Industry Brigades officers and members;
- Put these requirements into context with regard to national accreditation;
- Explain how training is to be implemented;
- Explain the skills development pathway, recognition and assessment process;
- Identify learning materials that support FIB members to acquire the appropriate skills for their role.
- Support FIB members involved in planning, coordinating and conducting training; and
- Promote process consistency and equitable access to training resources for all FIB members.

Chief Officer's Requirements

The Chief Officer sets the requirements for Forestry Industry Brigades operational training to address the core capability requirements of a Forestry Industry Brigade.

- Forestry Industry Brigade officers and members maintain appropriate plantation firefighting skills at a level commensurate with the roles expected of them on the Fire Ground and in an Incident Management Teams (IMT);
- All operational Forestry Industry Brigade members must as a minimum, have successfully completed the units of competency identified in CFA General Firefighter profile in addition to Plantation Firefighter 1 qualification;
- All Forestry Industry Brigade Crew Leaders on the fire ground must, as a minimum, be assessed as satisfactorily meeting the skills profile for CFA Wildfire - Crew Leader qualification (CFA065);
- All Forestry Industry Brigade members identified as Strike Team Leaders on the fire ground must, as a minimum, be assessed as satisfactorily meeting the skills profile for Wildfire - Strike Team Leader qualification;
- All employees and contractors likely to be deployed for non-combatant duties including the supervision of heavy machinery on the fire ground must, as a minimum, have successfully completed the Public Safety Training Package unit "Maintain Safety at an Incident Scene" (PUAOHS002) or agreed equivalent;
- All Forestry Industry Brigade members, employees or contractors using Class "A" Foam must have successfully completed CFA Class "A" Foam qualification;
- Each Forestry Industry Brigade or parent company is to nominate a Training Officer who's tasks are to identify the training needs of the Forestry Industry Brigade, consult with CFA about scheduling training, document competencies of brigade personnel and report same to District Operations Managers and/or Training Staff as required;
- Where possible, attendees at training courses are a mix of Forestry Industry Brigades and volunteer brigade's personnel to ensure a rapport is established, ideas are shared and a mutual understanding of team work is fostered.



REGISTERED TRAINING ORGANISATION STATUS

CFA is a Registered Training Organisation (RTO #3739). This means CFA is recognised as an approved training provider for a specified set of nationally recognised qualifications and units of competency. The qualifications and units of competency CFA can deliver and assess are detailed in our scope of registration.



The most current version of CFA scope of registration can be accessed via the National Register on VET in Australia at: <http://training.gov.au/Organisation/Details/3739>

Public Safety Training Package

Endorsed training packages contain sets of nationally endorsed standards and qualifications for training, assessing and recognising people’s skills within a certain industry. The majority of CFA’s nationally recognised training is delivered from the Public Safety Training Package (PSTP) which defines competencies, standards and qualifications for the following sector organisations:

- Australian Police Forces
- State Emergency Services
- Aquatic Search and Rescue
- Emergency Management and
- Australian Fire Services

Other emergency services in Victoria such as Coast Guard and Surf Life Saving use the Public Safety Training Package.



The current version of the PSTP can be found at: <http://training.gov.au/Home/Tga>

Public Safety Training Package competencies can be easily identified as their unit codes will commence with “PUA” for example PUAOHS002 Maintain safety at an incident scene. The Public Safety Training Package qualifications may use a combination of Public Safety units and units from other training packages.



Detailed information on any of these units of competency is publically available by entering the unit code into the National Register on VET search function at: <http://training.gov.au/Home/Tga>

CFA Competencies

CFA also designs and conducts training and development programs based on equipment, procedures and risks that are not aligned to a nationally endorsed unit of competency. These programs are not nationally recognised. An example of a CFA competency is CFA007 Plantation Firefighting 1.

FORESTRY INDUSTRY BRIGADE CLASSIFICATION AND RISK PROFILE

Brigade Classification	Role Description	Training Profile
1	<ul style="list-style-type: none"> ▪ Risks are predominately bush, grass, scrub, private plantations. ▪ Structures are isolated; there is no township or collection of community buildings. ▪ Frequency of turnouts is low. 	Bushfire

Forestry industry fire brigades are operated by the plantation company but come under the operational control of CFA during emergency events. Forestry Industry Brigade (FIB) is only required to service the company’s plantation assets for bushfire response and fire management

planning. However, if the parent plantation company desires, the Forestry industry Brigade (FIB) is empowered to operate outside their designated area.

Forestry Industry Brigade Training Profile

Forestry Industry Brigades (operational member minimum requirement)	
Brigade Classification 1: Bushfire	
CFA General Firefighter	
PUAFIR215	Prevent injury
PUAOHS002	Maintain safety at an incident scene
PUAFIR204	Respond to wildfire
OPAPP034	Operate Tanker Generic (CFA)
PUATEA001	Work in a team
PUAOPE002	Operate communications system and equipment
Additional Requirements	
CFA007	Plantation firefighting 1
CFA001	Class A Foam
Contractors	
PUAOHS002	Maintain safety at an incident scene
	<i>For contractors (for example plant operators) who are not FIB members but may be required to enter the fireground</i>

BRIGADE MEMBER TRAINING MINIMUM REQUIREMENTS

It is a requirement that all Forestry Industry Brigade members complete General Firefighter Program and CFA Plantation Firefighter 1.

Formal training cannot occur prior to completion of new member registration process (completed [Member Application Form](#) and provide a copy of a photo ID (i.e. drivers licence) and returned to your home district office or CFA FIB Field Officer.

Members whose registration process is complete can be identified by the fact that they are listed on CFA Resource Management System (RMS) and have a CFA member number.



Note: Registration of Forestry Industry Brigades members are not required to undergo Police record checks or a medical declaration under current legislation. Regulation 73 of the Country Fire Authority Regulations 2014 states; Parts 3 and 4 of the Regulations do not apply to forestry industry brigades, except where otherwise specified in Part 5.

General Firefighter Training Program

CFA General Firefighter Training Program is designed to equip new FIB operational members with the capability to respond to a fire in their designated area in a firefighting role as part of a team. It provides foundation level safety, knowledge and skills training that enable members to maintain personal safety and to work in teams to protect lives and property.

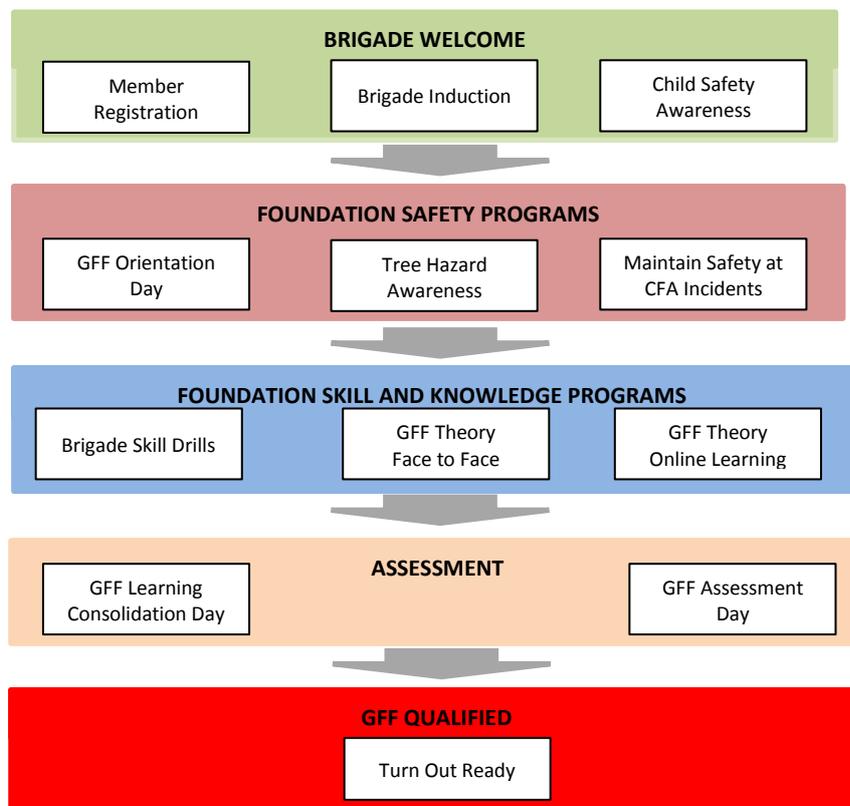
General Firefighter Program is a competency based training program that requires all members to provide evidence of underpinning knowledge; and demonstration of skills through formal assessment activities.

General Firefighter is assessed against units of competency from the Public Safety Training Package and CFA competencies. Successful completion of all components leads to the attainment of CFA General Firefighter qualification.

The General Firefighter program pathway contains three separate components:

1. Foundation Safety Training.	Foundation Safety Training provides a base level of CFA safety awareness through attendance at a General Firefighter Orientation session and completion of CFA313 Maintain Safety at CFA Incidents and CFA467 Tree Hazard Awareness as a prerequisite to General Firefighter skills and knowledge training.
2. Foundation Knowledge and Skills.	Foundation knowledge and skills builds essential skills and knowledge to attend fires as a member of a team through successful completion of General Firefighter Foundation Knowledge, Foundation Skill Drills, Brigade Activity Checklist and Consolidation training, followed by comprehensive skill, knowledge and scenario based assessment.
3. Further safety awareness training.	Commits new members to a pathway of safety awareness through ongoing completion of online and face to face awareness sessions post General Firefighter course.

NEW MEMBER - GENERAL FIREFIGHTER PROGRAM PATHWAY



Outcomes

On completion of the General Firefighter program participants will attain the following Units of Competency:

- *PUAFIR210 Prevent injury*
- *PUAFIR204 Respond to wildfire*
- *PUATEA001 Work in a team*
- *PUOPE013 Operate communications systems and equipment*
- *PUAWHS002 Maintain Safety at an incident*
- *OPAPP034 Operate Tanker Generic (CFA)*

Qualification:

- *CFA General Firefighter*

Foundation Safety Training

New members must complete Maintain Safety at CFA incidents and Tree Hazard Awareness as well as attend General Firefighter Orientation before being eligible to commence their formal General Firefighter training.

Foundation Safety Training provides essential safety awareness and an understanding of course requirements before commencing General Firefighter Foundation Knowledge and Skills training.

Orientation

General Firefighter Orientation Session provides opportunity to engage new FIB members and set consistent expectations and standards about how and what members need to learn to become firefighters. Providing a face to face orientation ensures members are welcomed and have the information they need to access training and resources they need to commence their CFA FIB member career.

At orientation new members are:

- Welcomed by a CFA representative
- Given an overview of the General Firefighter Program content and requirements, including training and assessment processes
- Able to elect for a written or verbal theory assessment
- Given a learning satchel containing Foundation Skill Drill Info Sheets, Brigade Activity Checklist, Bushfire Reference Manual and orientation materials
- Measured for Bushfire Personal Protective Clothing (PPC)
- Have ID photos taken and Members Online access checked and set up if necessary
- Receive a short Learning Hub demonstration to guide access to online learning.

Orientation is conducted by an endorsed CFA educator

Foundation Knowledge - Theory

General Firefighter Foundation knowledge units cover theoretical components of firefighter safety, basic fire science, bushfire behaviour, response and communication.

Learners can complete Foundation knowledge theory online using the eLearning course, as a face to face course, or by completing components of both. Online and face to face sessions will have the same format and content and 'mirror' each other, they take approximately 6-8 hours to complete. The Bushfire Firefighter Reference Manual continues to be the foundation textbook for the program.

Foundation Skill Drills

Foundation Skill Drills contain practical tasks; activities and actions firefighters need to be able to work safely and effectively on the fire ground. The General Firefighter Program has nine Foundation Skill Drills with the following supporting material:

- Skill Drills Info Sheets
- Skill Drills Training Guide
- Skill Drills Videos

Skill Drill info Sheets

Skill Drill info sheets are resources that contain written and pictorial information about completing each drill. The sheets provide additional tips and links to other resources for learners to reference during their drill practice.

Skill Drill Training Guide

The Skill Drill Training Guide is a practical guide with information and tips to help Drill Coaches effectively prepare for and deliver each drill.

Skill Drill Videos

Skill Drill Videos are short videos that provide step by step information and tips to help build members' confidence and capability. Each drill shows operational members 'what success looks like'. There are eleven drill videos.



Further information on General Firefighter can be found on CFA Learning Hub > Catalogues > [General Firefighter](#)

Skills Maintenance Requirements

Skills maintenance is an ongoing process, for most people, retention of knowledge and skills declines quickly after initial training unless knowledge and skills are used. Additional practice may be required to ensure Forestry Industry Brigade members maintain competency across the full range of knowledge and skills sets for their risk profile. Skill Drills developed for the General Firefighter Program are good tools to use to maintain skills.

Recording Skills Maintenance

Maintaining brigade records for skills maintenance requires all skills maintenance activities to be documented. There are a number of forms and templates that can be used for this purpose including:

- Skills Drills Attendance Sheet
- Skills Drills sheets
- Coaching and mentoring Reports

Whatever method is used, it is important that records are filed in a secure location that enables records to be easily located should they be needed at a later date. Skills maintenance records must be retained as hardcopy (see appendix 1) and entered directly in to CFA Learning Management System (LMS) via the Learning Hub on [Brigades Online](#) (BOL) website. The brigade Training Officer (and any other officer) can be provided with access to CFA Learning Management System (LMS) on request to the District Learning and Development team. Alternatively applications can be made by sending your request to training@cfa.vic.gov.au

Brigades should maintain records of all skills maintenance activities undertaken by members. How this information is collected and stored locally is determined by the brigade or parent company according to the resources they have available.

Minimum content for skills maintenance activity records should include:

- Date
- Time/duration of activity
- Activity supervisor/coach
- Activity description (providing enough detail to identify the type and extent of skills being maintained)
- Name of members participating

CFA keeps track of member's skills maintenance through a central training records system Learning Management System (LMS). In order to remain recognised in certain skills it is important that skills maintenance activities are reported. Skills maintenance reports can be submitted in hard copy to your district Learning & Development Coordinator.

Pre-Season Readiness

Every Forestry Industry Brigade Firefighter must be able to demonstrate that they are able to protect themselves from potential risks while fighting fires by:

- Wearing the correct Personal Protective Clothing for bushfire;

- Selecting and using appropriate equipment for bushfire;
- Using water as protection from radiant heat and fire;
- Dealing with unexpected events, including impacts of wind change;
- Recognising **WATCHOUT** situations and responding accordingly;
- Applying appropriate firefighting techniques using brigade equipment for bushfire;
- Understanding basic bushfire behaviour, including risk from extreme bushfire
- Starting the pump and delivering water from an outlet;

Chief Officers Seasonal Focus

CFA Chief Officer requires that prior to the Fire Danger Period (FDP) each year operational members must have completed the following before responding to a fire;

- CFA General Firefighter Qualification (*previously Wildfire Minimum Skills*);
- Practice Entrapment Drill Procedure (*annually*) – refer to [SOP 9.32](#); & [SOP 9.15](#);
- CFA467 [Tree Hazard Awareness Training](#) (*every three years*) available via Learning Hub online.

Records of Chief Officers Requirements must be recorded and forwarded to your district Learning & Development Coordinator for recording on CFA Learning Management System (LMS).

Refer to [Chief Officers Seasonal focus](#) available online for further information.

If a Forestry Industry Brigade member cannot satisfactorily meet any of the above conditions, that member must be reassessed as competent prior to responding to a fire.

Brigade Training Officer

CFA Chief Officer's Standing Operating Procedure 6.04 states: *Each brigade shall appoint an appropriate member to be the Brigade Training Officer who shall be a member of the brigade management team.*"

Each Forestry industry Brigade needs to have a member who is responsible for training within the brigade. The Brigade Training Officer (BTO) role helps facilitate the brigade's operational preparedness and development opportunities for individual members. To ensure the brigade has appropriately skilled members to meet the requirements for a forestry industry brigade in the state of Victoria and to coordinate the delivery of training to all brigade members.

Potential duties of a BTO may include:

- Disseminate and promote information on training opportunities to all brigade members;
- Manage course nomination process for brigade members including submission of nominations and confirmation of course placements;
- Coordinate skills maintenance training including management of brigade compliance with CFA skills maintenance requirements for a forestry industry brigade;
- Ensure brigade training records are maintained including recording and reporting of brigade training activities;
- Act as a point of contact for the brigade in regards to training;
- Promote and encourage members to attend group training exercises;
- Attend Group meetings where possible;
- Coordinate brigade training activities including liaison with trainers and assessors and acquisition of course facilities, equipment and materials as required;

BRIGADE OPERATIONAL SKILLS PROFILE (BOSP)

CFA Brigade Operational Skills Profile policy requires all brigades to have an appropriate mix of skills and experience for operational activities the brigade is likely to undertake. Therefore in addition to the Brigade Classification Training Profile, *Forestry Industry Brigades (FIB's)* will have a requirement for other skills such as Crew Leaders and Strike Team Leaders. Additional

to this, other knowledge and skill requirements may include specialist IMT roles such as Plantation Technical Advisor (PTA), Planning Officer or Operations Officer etc.? These additional roles will be determined by the number of FIB resources registered with CFA, available experienced qualified personnel for the role, risk environment of designated area and the need identified by CFA operational staff.

BOSP target numbers

In addition to listing the competencies which each brigade need to maintain, the BOSP includes target numbers against each competency to provide brigades with guidance on minimum number of members that should be trained against each unit of competence to support operational effectiveness. These targets are set in consultation with the brigade; targets are set and reviewed during S29 inspections

BOSP targets are recorded in Learning Management System(LMS) and administered by District training staff. In order to have the brigade's BOSP targets altered training staff will require written instruction, including details of the changes to be made, from the Brigades Catchment Operations Officer or District Operations Manager. This can be done as an action item during Section 29 inspection or whenever the operational requirements of the brigade change; *for Forestry Industry Brigades this may occur whenever the FIB's designated area changes.*

BOSP reports

A set of standard reports are available via Learning Management System (LMS) on Brigades Online "Learning Hub". These reports show members competencies cross-referenced with brigade capability targets. These reports are collectively referred to as "BOSP Reports".

A BOSP report for a brigade contains the following information:

1. A list of required competencies for the identified brigade
2. A list of brigade members who hold the required competencies
3. Expiry date for certain competencies
4. Turnout information for brigade members
5. Allocation of target numbers including how many brigade members a brigade should aim to maintain in each skill set.



The BOSP Reports and User Guide for generating BOSP Reports are available via Members Online:
[CFA SQL Server Reporting Services](#)

Privacy and appropriate use of information

The BOSP is a tool to plan Forestry Industry Brigade training and assist with S29 inspection processes. These reports are to be used only for their intended purpose as CFA privacy policies apply.

Planning Training for Forestry Industry Brigades

Training Plan vs. Training Calendar

A training plan provides information on a brigades training needs. It provides information on how the brigade will address questions such as:

- What Skills and Knowledge need to be acquired?
- How many people need to acquire those skills and knowledge?
- What work needs to be done to maintain this level of capability?

Training plans are typically linked to the brigade's annual inspection and covers a 12 month period.

A training calendar or program sets out details of activities that will help meet training plan objectives. Training calendars typically includes a mix of skills maintenance activities, skills acquisition activities, team base training activities and practical drills or exercises.



CFA Chief Officer's Standard Operating Procedure 6.04 states that each brigade: "Shall develop a training program based on a training needs analysis and the Brigade Operational Skills profile."

Planning Process

CFA plans to offer forestry industry brigade minimum skills training requirement assessment days to coincide with seasonal forest industry contractor intake (*usually October / November*) each year. This is done to ensure new firefighting personnel acquire the necessary knowledge and skills to meet the forestry industry brigade classification training profile as required.

Planning of additional skill sets training and assessment that have been identified in the *Brigades Operational Skills Profile (BOSP)* is done in consultation with the brigade and CFA District training staff.

CFA Forestry Industry Brigades Field Officer is available to assist the appointed FIB Training Officer in planning and coordinating training plans based on needs and requirements and act as liaison between FIB and District training staff.

STATEWIDE INCIDENT MANAGEMENT TRAINING CALENDAR

This Calendar offers Incident Management courses to members of all agencies including CFA (including FIBs), DELWP, MFB, SES and EMV. The courses are designed to teach the technical skills to undertake certain roles. Following completion of the courses there are agency specific accreditation requirements that must be met in order to become fully accredited in a role.

Nomination Processes

To nominate for a course from the statewide incident management training calendar please follow the nomination process noted below. Nomination forms will not be acknowledged until invitation for nominations close.

If you have been identified by your brigade for any of the courses listed in the statewide training calendar you need to complete the IMT Training Nomination Form and have the form authorised by your District Operations Manager.

If you wish to begin development towards any of the roles listed in the statewide training calendar please check the pre-requisites for each course before discussing your interest with your Line Manager. If they believe that you are suitable for the role they will take your expression of interest forward to the Operations Manager from your District.

If they agree to you undertaking the development in the role, you will need to commence training in the course pre-requisites if you do not already have these qualifications. Use the IMT Training nomination form to nominate for pre-requisites and other courses within this calendar. All nominations must be authorised by your District Operations Manager.

CONDUCTING EXERCISES

An exercise is a controlled, objective-driven activity used for testing, practising or evaluating processes or capabilities. Exercises can be useful for validating training and developing competence, for identifying gaps in process or skills, for evaluating plans; and practising interoperability.

Exercises at all levels can require significant expertise in their planning and conduct. Within CFA, the typical hierarchy of exercising is made up of the following:

- Discussion
- Functional
- Field

EXERCISE TYPES

Discussion Exercise

These exercises are ideal to generate a discussion about a specific scenario. The participants can explore issues in depth and provide a verbal response to situations as they arise.

Examples of possible discussion exercises include:

- Workshops
- Seminars
- Facilitated discussion
- Presentations
- Hypothetical
- Conferences
- Tactical Exercise Without Troops (TWET)

Functional Exercise

Functional exercises are an enhanced form of discussion exercise. They may take place in an operational facility such as an Incident Control Centre (ICC) or a Local Command Facility (LCF) using IMT personnel and resources. They are designed to test or practice a particular function, work flow and information flow. Testing of functions are conducted as if a real event were happening and are generally run in real time.

Field Exercise

Field exercises involve the deployment of personnel to a simulated incident. These exercises may involve elements of functional exercises, and often test control arrangements and fire ground skills. The field exercise may be used as the major exercise following a lead-in discussion and/or functional exercise. Personnel may be used in tactical activities including drills.

Exercise Design and Conduct Resources

Australian Emergency Management Handbook Series, *Handbook 3: Managing Exercises*, provide detailed information on all aspects of exercising including planning, design, conducting and evaluating exercises. The handbook also has a range of useful templates which can support exercise planning and conduct. Managing exercises is available through the Australian Emergency Management Institute website at: www.em.gov.au/publications/

COORDINATING TRAINING

Course Information

The following is a list of course summaries common for Forestry Industry Brigade (FIB) training. It does not list every CFA training course. If you require further information on a CFA course not listed, please contact your district training staff.



If a course summary lists a national competency unit as a prerequisite or course outcome, the full competency can be accessed by entering the competency code into the search function on the National Register of VET website at: <http://training.gov.au/Home/Tga>

Required Training (all members)

All operational members of a forestry industry brigade registered with CFA in the state of Victoria must be a registered member of that brigade and must complete CFA General Firefighter Program and CFA Plantation Firefighter 1 training courses to become an operational member of that brigade.



All Forestry Industry Brigade members, employees or contractors using Class “A” Foam must have successfully completed CFA Class “A” Foam qualification (CFA001).

It is required that as a minimum at least one member of each forestry industry brigade crew complete the units of competency required for CFA065 Crew Leadership

GENERAL FIREFIGHTER

Description	Provides new members with an introduction to CFA operations, command and control concepts, basic operational communications and firefighting equipment and individual and team safety.
Pre-requisites	Child Safety Awareness Briefing
Duration	Variable depending on delivery method
Competency Outcome	OPAPP034 Operate Tanker Generic (CFA) PUAFIR215 Prevent Injury PUAFIR204 Respond to Wildfire PUAOHS002 Maintain Safety at an Incident PUAOPE002 Operate Communications Systems and Equipment PUATEA001 Work in a Team CFA467 Tree Hazard Awareness CFA General Firefighter

PLANTATION FIREFIGHTER 1

Description	Provides underpinning knowledge and skills related to the management practices in plantations and equipment used in plantation fire suppression.
Pre-requisites	CFA General Firefighter
Duration	4 hours approx.
Competency Outcome	CFA007 Plantation Firefighter 1

CLASS A FOAM

Description	This program covers Class A foam properties, application, health and safety and environmental impact of use and equipment maintenance.
Pre-requisites	CFA General Firefighter
Duration	6 hours approx.
Competency Outcome	CFA001 Class A Foam <i>(Note: This course may be run in conjunction with CFA007 Plantation Firefighter 1)</i>

SUPPRESS WILDFIRE

Description	This course provides members of a crew with the competency required to apply appropriate fire control strategies and safe work practices to extinguish a wildfire and participate in mop-up and patrol operations.
Pre-requisites	CFA General Firefighter
Duration	20 hours
Competency Outcome	PUAFIR303 Suppress Wildfire

CREW LEADER / INCIDENT CONTROLLER 1

Description	This course covers the knowledge and skills required for a Crew Leader / Incident Controller 1 to lead and supervise a crew during the response to an incident. To tasks and supervise a crew in accordance with the fire control strategies, considering the safety and welfare of personnel as a first priority. To continually evaluate and report on the current and future situation during an incident, monitor and review the effectiveness of tasks and tactics, and communicate up and down the chain of command.
Pre-requisites	CFA General Firefighter PUAFIR303 Suppress Wildfire It is desirable that members have a minimum of approximately 5 years’ experience as Bushfire Firefighter to be considered for the Crew Leader role, although consideration is also given to the number of fires a member has responded to.
Duration	2 days approx.
Competency Outcome	PUACOM001 Communication in the Workplace PUATEA002 Work Autonomously



	PUAOPE012 Control a level 1 incident PUAOPE020 Lead a crew CFA065 Crew Leadership (Note: role endorsement is required following successful achievement of this competency)
STRIKE TEAM LEADER	
Role Description	This course provide members with the knowledge and skills to effectively lead a Strike Team/Task Force in performing duties outlined in an incident control plan including Strike team Leader responsibilities within the AIIMS structure, communication and reporting and assembly, briefing and deployment of Strike Team members.
Pre-requisites	CFA General Firefighter CFA40403 Introduction to AIIMS PUAFIR303 Suppress Wildfire CFA065 Crew Leadership Members nominating for this course must be identified by their OM as experienced fireground leaders capable of meeting the outcomes of this course.
Duration	1 day approx.
Competency Outcome	CFA011 Strike Team Leader (Note: role endorsement is required following successful achievement of this competency)

Additional Training (identified members)

Additional training will be required by certain Forestry Industry Brigade (FIB) members including officers of the FIB appointed by their parent company, and members identified as crew leaders. Subject to the size of the FIB and availability of brigade officers, it is preferred that officers of the brigade should have a plan in place to acquire necessary skills/qualifications to the level commensurate to the position they hold.

Incident Management Training

Experienced Forestry Industry Brigade (FIB) personnel are encouraged to gain qualifications in Incident Management Team (IMT) roles. The following is a list of some IMT courses that are relevant to Forestry Industry Brigades that are available: Members nominating for IMT courses must be identified by their District Assistant Chief Fire Officer (ACFO) as experienced fireground leaders capable of meeting the outcomes of IMT roles. (Note: role endorsement is required following successful achievement of IMT role competency)

INTRODUCTION TO AIIMS

Description	The unit VU22320- 'Prepare to work within the Australasian Inter-service Incident Management System' applies to personnel required to work in a team-based incident management structure established using the principles and process of the Australasian Inter-service Incident Management System (AIIMS). It provides personnel with a working knowledge of the principles of command and control, and the structure and process of AIIMS.
Pre-requisites	Nil
Duration	2 days approx.
Competency Outcome	CFA40403 Introduction to AIIMS 22459VIC Course in Australasian Inter-service Incident Management System

SECTOR COMMANDER

Description	This course prepares members to perform the Sector Commander role, including tasking and application of resources, in accordance with AIIMS structure and organisational doctrine, policies, procedures and legal requirements.
Pre-requisites	CFA General Firefighter CFA065 Crew Leadership CFA40403 Introduction to AIIMS CFA011 Strike Team Leader PUAFIR414 Interpret and Analyse Fire Weather Information - Fire Weather 1 CFAIMT017 Intermediate Bushfire Behaviour PUAFIR415 Supervise Machinery use in Wildfire Operations It is expected a person performing the role of Sector Commander will have performed the role of Strike Team Leader on three occasions at a minimum of two events.



Duration	2 days approx.
Competency Outcome	PUAOPE016 Manage a Multi-Team Sector BSBRK401 Identify Risk and Apply Risk Management Processes CFAIMT007 Sector Commander
OPERATIONS OFFICER LEVEL 2	
Description	The aim of this training is to provide participants with essential knowledge and skills required to perform as an operations officer Level 2 in accordance with the AIIMS structure and CFA policy, procedures and legal requirements.
Pre-requisites	CFA General Firefighter CFA065 Crew Leadership CFA011 Strike Team Leader CFA40403 Introduction to AIIMS CFAIMT007 Sector Commander It is expected a person performing the role of Operations Officer 2 will have performed the role of Sector Commander on three occasions at a minimum of two events. Able to use Fireweb, MS Word and Excel, Internet Browser and EM Webmail
Duration	5 days
Competency Outcome	PUAOPE023 Manage Operations for a Level 2 Incident BSBRK401 Identify risk and Apply Risk Management processes CFAIMT009 Operations Officer Level 2 Training
SITUATION & ANALYSIS OFFICER	
Description	This course covers the roles and responsibilities of a Situation Officer working in an IMT and the knowledge and skills required to prepare maps, incident summaries, predictions and strategies, to prepare options analyses, situation reports and components of the Incident Action Plan (IAP).
Pre-requisites	CFA General Firefighter; or PUAOHS002 maintain Safety at an Incident Scene; and CFA40403 Introduction to AIIMS To be considered for the role members are required to have experience shadowing a Crew Leader / Controller at Small Incident on four occasions at a minimum of two events.
Duration	4 days
Competency Outcome	PUACOM003 Manage Information CFAIMT004 Situation & Analysis Officer
PLANNING OFFICER LEVEL 2	
Description	This course provides participants with the opportunity to acquire and demonstrate the knowledge and skills required to coordinate information, activate and oversee management of Planning Section functional units and provide strategic advice and support to the IMT.
Pre-requisites	CFA40403 Introduction to AIIMS CFAIMT017 Intermediate Bushfire Behaviour CFAIMT004 Situation Officer It is expected a person performing the role of Planning Officer Level 2 will have performed the Situation Officer role on three occasions at a minimum of two events. Able to use Fireweb, MS Word and Excel, Internet Browser and EM Webmail
Duration	5 days
Competency Outcome	PUAFIR502 Develop Incident Control Strategies PUAOPE025 Manage planning for a complex incident PUAOPE015 Conduct Briefings and Debriefings CFAIMT011 Planning Officer Level 2
MAPPING OFFICER	
Description	This course covers the knowledge and skills required for the production of a range of mapping products used to support incident planning and operations.
Pre-requisites	CFA40403 Introduction to AIIMS CFA General Firefighter; or PUAOHS002 Maintain Safety at an Incident Scene
Duration	2 days
Competency Outcome	CFAIMT010 Mapping Officer Trained



FIRE BEHAVIOUR ANALYST

Description	This course covers the knowledge and skills required to undertake analysis of data, preparation of fire behaviour predictions and communication of fire behaviour outlook while working as a Fire Behaviour Analyst in an AIIMS structure.
Pre-requisites	CFA065 Crew Leadership Demonstrated experience as an incident controller Level 1/Crew Leader
Duration	5 days
Competency Outcome	PUAFIR512 Develop and Analyse the Behaviour and Suppression Options for a Level 2 Wildfire CFAIMT002 Fire Behaviour Analyst

GROUND OBSERVER

Description	This program covers the acquiring, recording and communicating of incident intelligence from ground bases platform.
Pre-requisites	CFA40403 Introduction to AIIMS PUAFIR414 Interpret and Analyse Fire Weather Information - Fire Weather 1 PUAFIR303 Suppress wildfire PUAOPE014 Navigate to an incident Appropriate bushfire operational experience Grassland and Curing – professional development online course
Duration	2 days
Competency Outcome	CFA196 Ground Observer Qualified PUAFIR401 Obtain Incident Intelligence



More information on courses and nomination process can be obtained from your District Learning & Development Coordinator

PLANTATION TECHNICAL ADVISOR

The Plantation Technical Advisor (PTA) role is a unique IMT role that sits within the Planning Section. The Plantation Technical Advisor reports to the Planning Officer and provides specific information and advice to the Planning Section, Operations and Incident Controller on plantation industry matters including:

- Provide access to plantation mapping products including assistance with interpretation of plantation maps and preparation of fire maps;
- Advice on potential fire behaviour in plantation fuels, potential rate of spread, recognising differences in species and age class;
- Advice on firefighting capacity and availability of FIB resources, including contacts and capability of equipment;
- Ownership and contact details of plantations that may be threatened;
- Advice relating to asset values of plantations that may be threatened by fire. This advice should include loss of harvest value, salvage costs, loss of income and replanting costs;
- Assist in the development of objectives, strategies, tactics and Incident Shift Plans (ISP) for fire that involves or threaten plantations;
- Advise on FIB personnel for key fire ground management roles such as Divisional Commanders, Sector Commanders, and Strike Team Leaders, where appropriate qualified FIB personnel are available;
- Act as liaison between plantation owners and IMT by maintaining fire ground chain of command;
- Ensure replacement PTA in place for shift changes.

Plantation Technical Advisor Workshops

Plantation Technical Advisor workshops are awareness sessions that have been designed to provide an overview of the PTA role and where the PTA sits within the AIIMS structure. The workshop does not require formal training qualifications, however it is desired that Plantation Technical Advisors (PTA) complete Introduction to AIIMS.



PTA workshops are coordinated through CFA FIB Field Officer. For more information on Plantation Technical Advisor workshops please contact CFA Forestry Industry Brigades Field Officer.

ROLE PATHWAYS

Fire and Emergency Management Roles Pathways Map

CFA has developed a pathways map for fire and emergency management roles. This pathway map can aid members and their FIB training officers to develop individual learning plans for FIB members identified for further development.

The flow chart provided below is an abbreviated version of CFA roles pathway map related to just two primary functional areas FIB members can perform. The full CFA pathway map is available on Members Online including a brief description of the role, common pathways to and from the role; details of relevant skills, training and experience requirements.

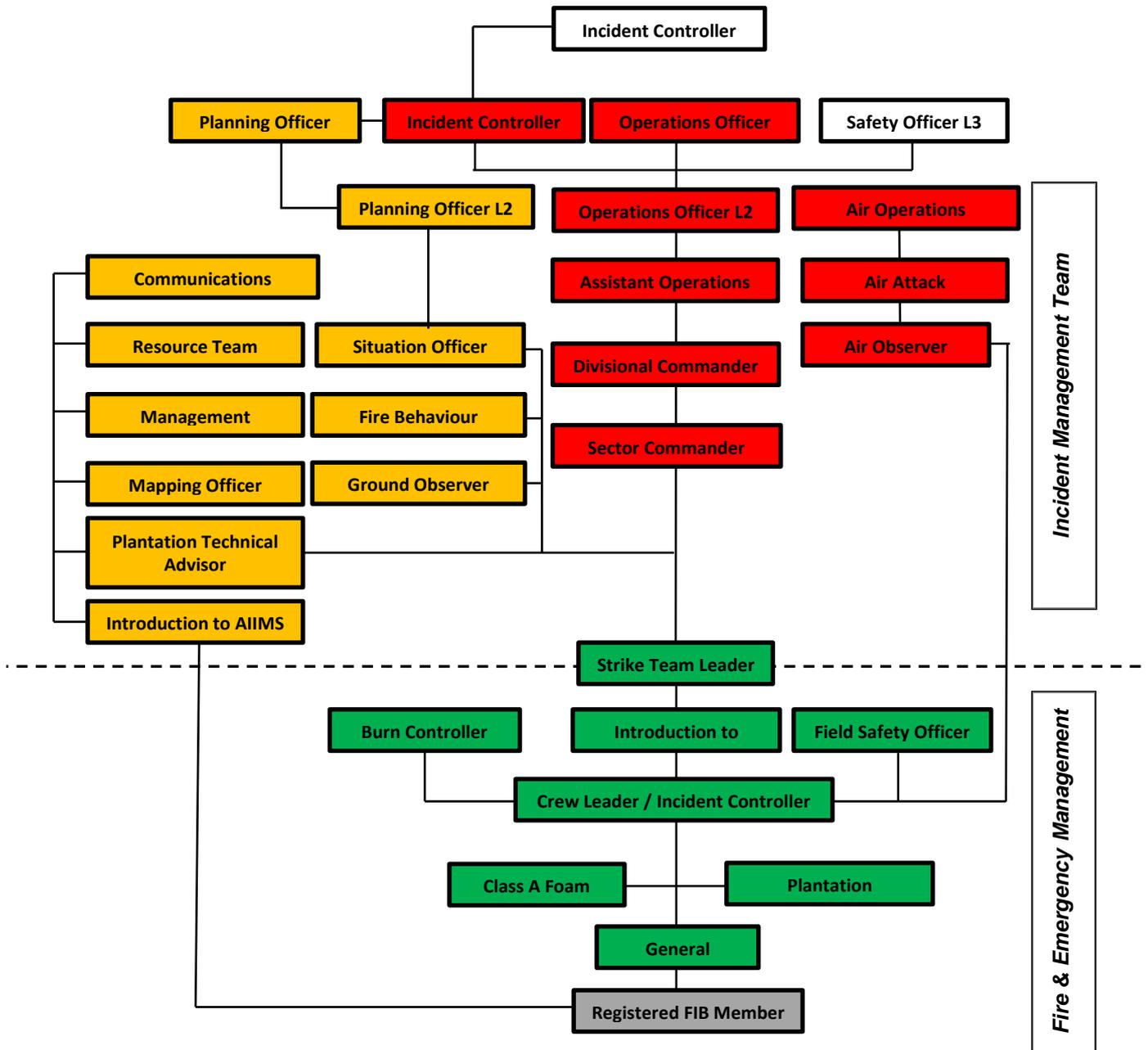
If an FIB member wishes to pursue roles listed on CFA pathways map they should discuss with their line manager and District Learning & Development Coordinator before nominating for a course.



This information appears when you access the map via Members Online at: Members Online > Training > Skills and Profiles > [Roles & Pathways](#)



Forestry Industry Brigade Role Flow Chart



RECOGNISING EXISTING SKILLS

The forestry industry provides a diverse range of people from across the country and overseas to perform firefighting roles; interstate and overseas qualifications may be recognised by CFA where certain criteria for recognition have been met.

There are a number of ways FIB members can seek recognition for their existing knowledge, skills and experience. These include:

- Credit transfer
- Recognition of prior learning (RPL)
- Assessment only pathways

Credit transfer

Credit transfer recognises that a FIB member has successfully completed a nationally recognised qualification or a unit of competency.

Credit transfer is a process that provides FIB members with agreed and consistent credit based on equivalence in the content and outcomes of a qualification or unit of competency. The provision of credit through the credit transfer process only applies to nationally recognised qualifications and/or units of competency gained through an RTO.

Credit transfer does not automatically imply any endorsement or approval to undertake operational duties. FIB members requesting credit transfer may be required to provide a demonstration of currency and knowledge of CFA procedures and equipment.

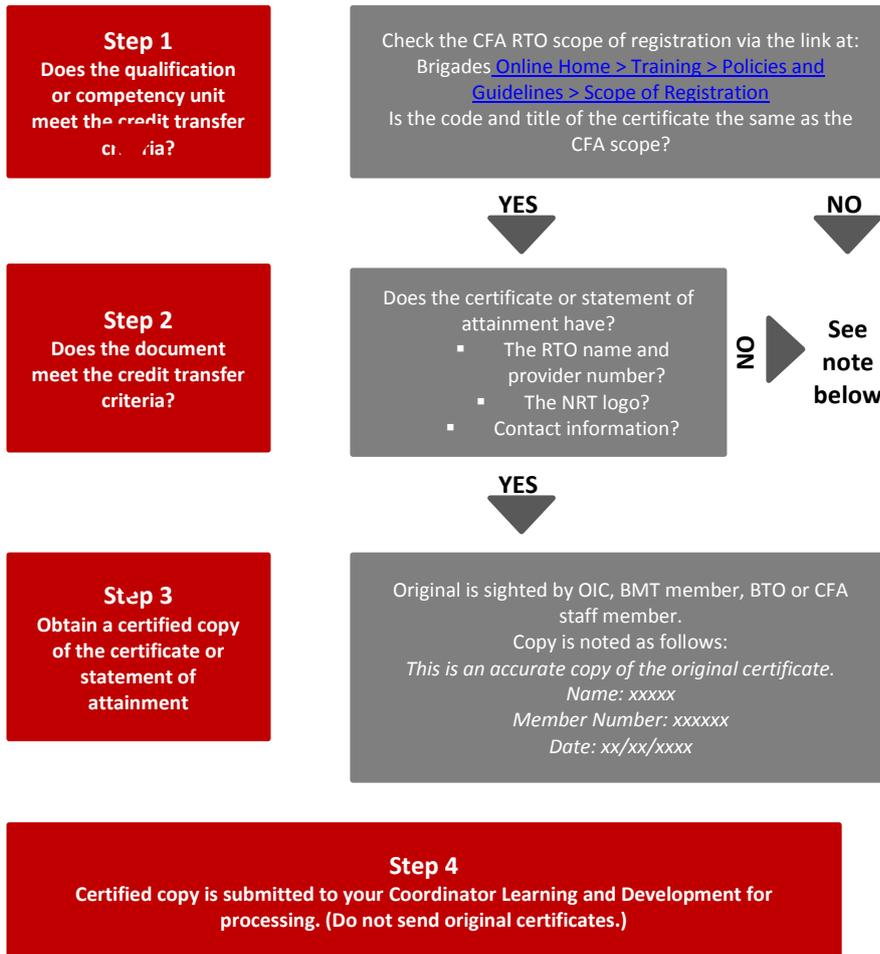
Credit transfer criteria

CFA will recognise qualifications and units of competency gained outside of CFA if they meet the following criteria.

- Qualification or unit of competency is covered by CFA RTO scope of registration
- Qualifications or unit of competency is issued by an RTO listed on the <http://training.gov.au> website; the issued qualification or unit of competency must be listed on the issuing RTO's scope of registration.
- Certification or statement of attainment shows the RTO name, number and contact details and displays the Nationally Recognised Training logo.



Credit transfer process



Note: If the certificate has a different code to CFA's RTO scope of registration or the qualification or unit of competency was not gained through an RTO, recognition may still be granted through the RPL process.

Recognition of prior learning

Recognition of prior learning (RPL) is an assessment only pathway suitable for members who have gained knowledge and skills through experience or other study and can provide documented evidence of their knowledge, skills and currency.

The RPL process is designed to give members support throughout the process by putting members in touch with an RPL assessor early in the application process, your assessor will assist you in identifying what evidence is required and help members decide if the RPL process is the correct pathway to pursue.

RPL Assessors

RPL assessments are undertaken by an endorsed CFA Assessor who has received training in CFA's RPL process and who has been inducted into the requirements for evidence in the units of competency they assess.

The RPL Process



 RPL tools are available on Brigades Online at: *Brigades Online Home > Training > Resources > Recognition of Prior Learning.*

Assessment only pathway

Assessment only activities apply the same assessment criteria and standards as assessment activities that form part of formal training courses. CFA offers FIB members a number of ways of undertaking an assessment only pathway.

The options available may vary depending on the unit of competency being sought and the resources available to support the assessment process.

FIB members wishing to undertake recognition of existing skills through an assessment only pathway should make a request in writing to their Learning and Development Coordinator stating:

- Name, Brigade and member number
- unit of competency or qualification for which they want to be assessed
- Brief description of how they have acquired the knowledge and skills applicable to the unit of competency or qualification.