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Forestry Industry Brigades

Training Specifications and Guidelines

These Training Specification and Guidelines aim to provide core information to Forestry Industry Brigade members, brigade training coordinators and CFA staff members on training requirements for forestry industry brigade officers and members.



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INTRODUCTION

Forestry Industry Fire Brigades are operated by the plantation company but come under the operational control of CFA during emergency events. Forestry Industry Brigades (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 Brigades (FIB) is empowered to operate outside their designated area.

Purpose

Training and development of Forestry Industry Brigades (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, brigade training coordinators and CFA staff members.

FIB Training Specification and Guidelines are designed to:

- Specify training requirements for Forestry Industry Brigades officers and members;
- Identify the national units of competency that are covered by the training specification;
- Explain how the training and assessment is to be implemented;
- Explain the skills development pathway, recognition and assessment process;
- Identify training resources that support FIB members to acquire the appropriate skills for their role;
- Support FIB training co-ordinators involved in planning, co-ordinating and conducting training and assessment;
- Promote consistency in process and equitable access to training resources for all FIB members

Chief Officer's requirements

The Chief Officer establishes the operational training requirements for Forestry Industry Brigades to address the core capability requirements as listed below:

- 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 Incident Management Teams (IMT);
- All Forestry Industry Brigade members must complete the following courses (or superseded equivalent) or an agreed equivalent:
- Members must, as a minimum, have successfully completed CFA General Firefighter course and Plantation Firefighter 1;
- Crew Leaders must, as a minimum, have successfully completed the skills profile for CFA Crew Leaders;
- Strike Team Leaders on the fireground must, as a minimum, have successfully completed the skills profile for Strike Team Leader;
- Employees and contractors likely to be deployed for non-combatant duties including the supervision of heavy machinery on the fireground, and deployment of bulk water carriers must as a minimum, have successfully completed the national unit of competency "PUAWHS002 Maintain Safety at an Incident Scene";
- Forestry Industry Brigade members, employees or contractors using Class "A" Foam must have successfully completed a CFA Class "A" Foam course;
- Plus, any additional training deemed necessary by the Chief Officer from time to time (For example COVID 19 Coordinator);

Each Forestry Industry Brigade or parent company is required to:

- Nominate a Brigade Training Coordinator whose tasks are to:
 - identify the training needs of the Forestry Industry Brigade,
 - consult with CFA about scheduling training, and
 - document competencies of brigade personnel and report same to CFA District Assistant Chief Fire Officer (ACFO) and/or L&D staff as required;
- Where possible, attendees at training courses are a mix of Forestry Industry Brigades and volunteer brigade personnel to ensure a rapport is established, ideas are shared, and a mutual understanding of teamwork 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 specified 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 website Training.gov Australia at: <http://training.gov.au/Organisation/Details/3739>

CFA delivers a range of courses containing nationally recognised competencies and CFA enterprise units. All courses are delivered by approved Trainers and Assessors holding current training qualifications.

General information about CFA Training is available on the CFA Members Online website along with training resources, course and Governance information and access to the CFA Learning Hub.

TRAINING REQUIREMENTS FOR FORESTRY INDUSTRY BRIGADES

All operational members of a forestry industry brigade must be registered with CFA in the state of Victoria before commencing any training.

FIB members must complete CFA General Firefighter Program and CFA Plantation Firefighter 1 training courses to become an operational member of that brigade.

FIB members must have successfully completed CFA Class “A” Foam qualification (CFA001) before using Class “A” Foam.

It is required that as a minimum at least one member of each forestry industry brigade crew attain the skill profile of CFA Crew Leader; complete the units of competency required for Crew Leadership.

These training requirements are designed to provide skills and knowledge to FIB members to safely combat fires and incidents resulting from the prescribed risk profile of the forest industry as per the table below.

In addition to these requirements, FIB operational members must comply with mandatory skills maintenance and Chief Officer seasonal focus conditions as detailed below and on the next page.

CLASSIFICATION AND RISK PROFILE FOR FIB

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 Brigade Training Profile

Forestry Industry Brigades (*Operational member minimum requirement*)

CFA General Firefighter Program

Competency Code	Competency Title
CFA467	Tree Hazard Awareness
CFA313D	Maintain Safety at CFA Incidents
GFF01D	General Firefighter Orientation
GFF02.1D	General Firefighter Foundation Knowledge - Module 1
GFF02.2D	General Firefighter Foundation Knowledge - Module 2
GFF02.3D	General Firefighter Foundation Knowledge - Module 3
GFF02.4D	General Firefighter Foundation Knowledge - Module 4
GFF02.5D	General Firefighter Foundation Knowledge - Module 5
GFFSD003	Brigade Action Checklist – Familiarisation – Foundation Skills Drills
PUAFIR210	Prevent injury
PUAWHS002	Maintain safety at an incident scene
PUAFIR204	Respond to wildfire
OPAPP034	Operate tanker generic (CFA)
PUATEA001	Work in a team
PUAOPE013	Operate communications system and equipment
Q0002A	Wildfire Firefighter Qualification

Additional requirements

CFA007	Plantation firefighting 1
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Specialist skills

CFA001	Class A foam
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Skills maintenance

BF009	Entrapment drill (annually)
CFA467	Tree hazard awareness (every three years)

Operational Leadership profiles (*Operational member leadership requirements*)

Crew Leader

PUAFIR30	Suppress wildfire
PUACOM001	Communication in the workplace
PUATEA002	Work autonomously
CFA065	Crew leadership (CFA)

Strike Team Leader

CFA001	Strike team leader (CFA)
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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:

- Q0002A CFA Wildfire Firefighter Qualification;
- Practice BF009 Entrapment Drill Procedure (*annually*) – [SOP 9.32](#); and [SOP 9.15](#);
- CFA467 [Tree Hazard Awareness Training](#) (*Every three years*) available via Learning Hub online.

Additional roles

Depending on additional risks identified for specific brigades, further 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.

CHIEF OFFICER'S SEASONAL FOCUS

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.

If a forestry Industry Brigade member cannot satisfactorily meet any of the above conditions, that member must not turn out to incidents until they can meet the conditions.

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

ROLES OF BRIGADE TRAINING COORDINATOR

CFA Chief Officer's Standard Operating Procedure (SOP) 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*". The role is now referred to as Brigade Training Coordinator.

Each Forestry Industry Brigade needs to have a member who is responsible for coordinating training within the brigade. The Brigade Training Coordinator (BTC) role helps facilitate the brigade's operational preparedness and development opportunities for individual members.

Potential duties of a BTC may include:



- Act as a point of contact for the brigade in regarding to training;
- 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 with District Learning & Development Coordinators;
- 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 to CFA.
- Promote and encourage members to attend group training exercises where possible;
- Attend group meetings where possible;
- Coordinate brigade training activities including liaison with District Learning & Development Coordinators to arrange course facilities, equipment and materials as required;
- A FIB must advise CFA District of the person nominated as BTC to ensure access to relevant tools and information for the role.

CFA LEARNING HUB

All CFA members training records and course occurrences are managed on CFA's Learning Management System (LMS), the **CFA Learning Hub**.

The Learning Hub is accessed through the Members Online site by selecting the Learning Hub icon.

All members can access their training records through the Learning Hub.

Members of the Brigade Management Team have additional access to the Learning Hub that allows them to view brigade members training records, nominated brigade members for courses, approve nominations and enter skills maintenance training.

District Training Coordinators can provide Learning Hub training and support.

To remain recognised in certain skills, it is important that skills maintenance activities are reported and recorded. It is preferred that Brigades enter skills maintenance activities onto the Learning Hub, however support is available through the District Coordinator Learning and Development and Forestry Industry Brigades Field Officer.

BRIGADE MEMBER TRAINING INFORMATION

All learners need to be aware of CFA's Learning Governance Statements (LGSs) and Learning Practice Notes (LPNs). LGS and LPN set out the way training is managed and delivered and can be accessed on CFA Members Online.

Learning Governance Statements

- [Access and Equity in Training](#)
- [Complaints and Appeals](#)



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- [Administration and Records management of Training and Learning Records](#)
- [Recognition of Qualifications issued by other RTOs](#)

Learning Practice Notes

- [Training Participant and Learner General Information](#)
- [Assessment in Training](#)
- [Plagiarism and Unauthorised Collaboration](#)
- [Recognition of Prior Learning](#)

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.

In addition to listing the competencies which each brigade needs 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 during the initial proposal to form a forestry industry brigade; targets are reviewed during S29 inspections and can be modified to adapt to changing circumstances.

BOSP targets are recorded in the Brigade Strength tool and administered by District Coordinator Learning and Development.

In order to have the Brigade Strength targets altered Training staff will require written instruction, including details of the changes to be made, from the Brigades Catchment Commander or District Assistant Chief Fire Officer (ACFO), 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

The Brigade Training Coordinator has access to a set of standard reports via Brigades Online. 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.

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

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.

A training calendar and course information 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 General Firefighting training and assessment 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 skills sets training and assessment that have been identified in the *Brigades Operational Skills Profile (BOSP)* is undertaken in consultation with the brigade and District Learning and Development Coordinator.

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

COURSE INFORMATION

The following is a list of course summaries for essential Forestry Industry Brigade (FIB) training. It does not list every CFA training course. If you require further information on CFA courses, please contact your District Learning and Development Coordinator.



If a course summary lists a national competency unit as a pre-requisite 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>



GENERAL FIREFIGHTER	
Description	The GFF program provides new members with an introduction to bushfire behaviour and suppression techniques, command and control concepts, basic operational communications and firefighting equipment and individual and team safety.
Digital Learning	<ul style="list-style-type: none"> • CFA467 Tree Hazard Awareness – 30 minutes • CFA313D Maintain safety at CFA incidents – 4 hours • GFF01D General Firefighter Orientation – 1 hour • GFF02.1D Foundation Knowledge Module 1 – 2.5 hours • GFF02.2D Foundation Knowledge Module 2 – 2 hours • GFF02.3D Foundation Knowledge Module 3 – 1 hour • GFF02.4D Foundation Knowledge Module 4 – 2.5 hours • GFF02.5D Foundation Knowledge Module 5 - 1 hour
Brigade Learning	<ul style="list-style-type: none"> • Brigade Action Check List <ul style="list-style-type: none"> ○ Brigade Familiarisation Tasks – 2 hours approx. ○ 9 Foundation Skills Drills – 4.5 hours approx.
Class Room Learning & Assessment	<ul style="list-style-type: none"> • Consolidation Session - 4 hours • Assessment Day – 8 hours
Competency Outcomes	<ul style="list-style-type: none"> • OPAPP034 Operate tanker generic (CFA) • PUAFIR215 Prevent injury • PUAFIR204 Respond to wildfire • PUAOHS002 Maintain safety at an incident • PUAOPE013 Operate communications systems and equipment • PUATEA001 Work in a team
Qualification Outcome	Q0002A Wildfire Firefighter (CFA)
PLANTATION FIREFIGHTER 1	
Descriptions	Provides underpinning knowledge and skills related to the management practices in plantations and equipment used in plantation fire suppression.
Pre-requisites	Q0002A Wildfire Firefighter (CFA)
Duration	12 hours approx. (Class Room Learning)
Competency outcomes	CFA007 Plantation Firefighter 1
CLASS A FOAM	
Descriptions	This program covers Class A foam properties, application, health and safety and environment impact of use and equipment maintenance.
Pre-requisites	Q0002A Wildfire Firefighter (CFA)
Duration	6 hours approx. (Class Room Learning)
Competency outcomes	CFA001 Class A foam <i>(Note: This course may be run in conjunction with CFA007 Plantation Firefighter 1)</i>



SUPPRESS WILDFIRE	
Descriptions	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	Q0002A Wildfire Firefighter (CFA)
Duration	20 hours. (Class Room Learning)
Competency outcomes	PUAFIR303 Suppress wildfire
CREW LEADER	
Descriptions	<p>This course covers the knowledge and skills required for a crew to lead and supervise a crew during the response to an incident.</p> <p>To task and supervise a crew in accordance with the fire control strategies, considering the safety and welfare of personnel as a priority.</p> <p>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.</p>
Pre-requisites	<p>Q0002A Wildfire Firefighter (CFA)</p> <p>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 it.</p>
Duration	2 days approx. (Class Room Learning)
Competency outcomes	<p>PUACOM001 Communication in the workplace</p> <p>PUATEA002 Work autonomously</p> <p>CFA065 Crew leadership</p>
Endorsement	Members must also complete PUAFIR303 Suppress wildfire and be endorsed by the District ACFO before undertaking the role of crew leader at an incident.
STRIKE TEAM LEADER	
Role description	This course provides 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 AIMS structure, communication and reporting and assembly briefing and deployment of Strike Team members.



Pre-requisites	<ul style="list-style-type: none">• Q0002A Wildfire Firefighter (CFA)• PUAFIR303 Suppress wildfire• PUATEA002 Work autonomously• CFA065 Crew leadership Members nominating for this course must be identified by their Captain as experienced fireground leaders capable of meeting the outcomes of the course.
Duration	8 hours approx. (Class Room Learning)
Competency outcomes	CFA011 Strike team leader
Endorsement	Members must be endorsed by the District ACFO before undertaking the role of Strike Team Leader at an incident.

DETAILED PROGRAM AND COURSE INFORMATION

Following is more detailed information about the CFA courses FIB members may attend.

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 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 member being qualified as a CFA Wildfire Firefighter.

Progression through the General Firefighter program pathway is dependent on completion of course components in the following sequence, for example learners must complete Foundation Safety Training before starting Foundation Knowledge and Skills Training etc.

General Firefighter Training Program Pathway	
1. Foundation Safety Training	Foundation safety Training provides a base level of CFA safety awareness through <ul style="list-style-type: none">• General Firefighter Orientation• CFA313 Maintain Safety at CFA Incidents• CFA467 Tree Hazard Awareness. These must be completed before starting 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 Modules, Foundation skill drills, and Brigade familiarisation.
3. Consolidation session	Learning Consolidation Session consists of a theory recap and two practical scenarios. This session brings all the training together and is designed to consolidate the theory and practical parts of the course for learners before assessment.
4. Assessment	Course assessment determines successful completion of the General Firefighter course. It includes a written theory (knowledge) assessment, a practical scenario and foundation skill drills.

Outcomes

On successful completion of the General Firefighter program participants will attain the following National units of competency and CFA unit of competency:

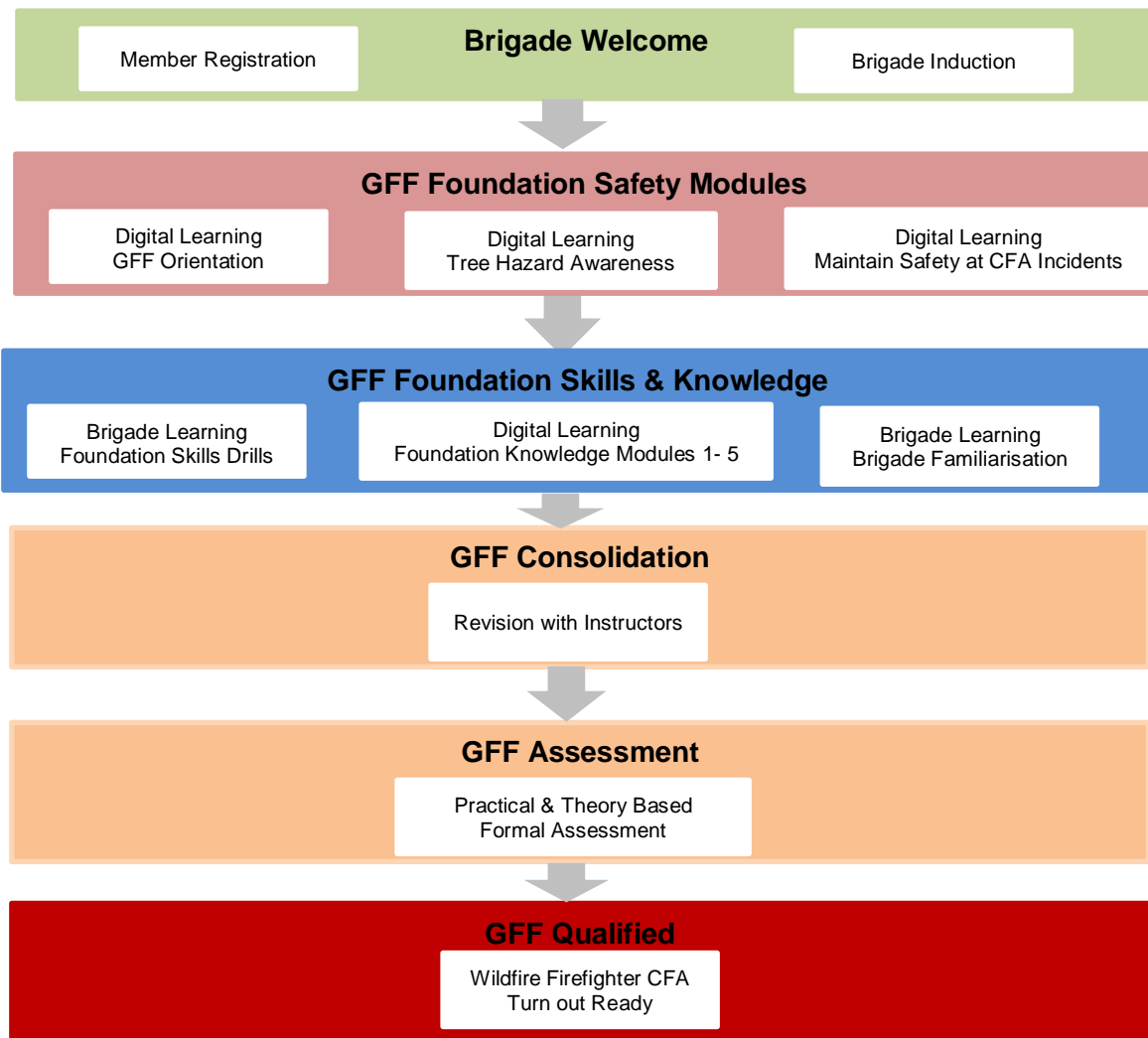
- PUAFIR210 Prevent injury
- PUAFIR204 Respond to wildfire
- PUATEA001 Work in a team
- PUAOPE013 Operate communications systems and equipment
- PUAWHA002 Maintain safety at an incident
- OPAPP034 Operate tanker generic (CFA)

CFA Enterprise Qualification attained:

- Q00002A Wildfire Firefighter (CFA)



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Foundation Safety Training

New members must complete Maintain Safety at CFA incidents and Tree Hazard Awareness as well as General Firefighter Orientation before being eligible to commence their formal General Firefighter Training. These courses are available as eLearning courses on the CFA Learning Hub.

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

Language Literacy Numeracy

It is vital for FIB brigade training coordinators to advise your district training coordinator of members who have LLN difficulties so additional support can be sourced to assist those members through the GFF program.

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. Participating in 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.

Members will be able to nominate for course components and track their progress through General Firefighter by viewing their “My Learning” menu on the Learning Hub.

Foundation knowledge – Theory

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

Learners can complete Foundation Knowledge Theory online using eLearning.

Foundation skill drills

Foundation skill drills are practical tasks; activities and actions members need to learn to become safe and effective firefighters. These are delivered by an experienced brigade member, referred to as the Brigade Coach. The General Firefighter Program has nine foundation skills drills with the following supporting material:

- Skill drills information sheets (For Learners)
- Skill drills training guide (For Brigades)
- Skill drills videos

Skill drill information sheets

Skill drill information sheets are resources that contain written and pictorial information about completing each drill.

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.



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

PLANTATION FIREFIGHTER TRAINING

The aim of the Plantation Firefighting 1 course is to train participants in the knowledge and skills required to fight fires in plantations. The Plantation Firefighting 1 course builds on previous learning gained in the GFF program and applies it to plantation fuels.

The course delivers knowledge and practical skills in plantation fire behaviour, plantation fire suppression techniques and safety at plantation fires. The course includes knowledge sessions conducted in a classroom and practical scenario/exercises in a plantation where the participant is required to demonstrate they can perform the required tasks.

Course pre-requisites:

Participants must have completed General Firefighter Program and attained Q0002A Wildfire Firefighter (CFA) qualification.



Course outcomes:

- Identify the fuel structure at each stage of the plantation's life cycle and explain the relationship between fuel components, fuel arrangements, fuel load and fuel moisture.
- Describe the management practices that have a significant impact on fuel characteristics in plantations.
- Identify the major threats at plantation fires and explain the precautions that firefighters should take to minimise risk.
- Select the equipment to complete a progressive hose-lay as part of a team
- Identify and demonstrate the tactics and equipment for fire suppression appropriate to the stage of growth

The total time required to complete this course is estimated to be 12 hours.

CLASS "A" FOAM TRAINING

This course covers the competency required to use class "A" foam to extinguish class "A" carbonaceous solid fires in wildfire operations and to operate and maintain the foam equipment required for its production.

Course pre-requisites

- PUAFIR204 Respond to wildfire

Course outcomes

- Properties of class "A" foam
- Health safety and environmental impact of class "A" foam
- Operate and maintain class "A" foam equipment
- Application of class "A" foam for a range of fire situations
- CFA001 Class A foam

The total time required is estimated to be approximately 6 hours

SKILLS MAINTENANCE REQUIREMENTS

For most people, retention of knowledge and skills declines quickly after initial training unless knowledge and skills are practiced. To ensure Forestry Industry Brigade members maintain a full range of knowledge and skills completion of skills maintenance activities is necessary.



Mandatory skills maintenance

Annual	
Entrapment drill	Entrapment drill procedure – refer to SOP 9.32 ; and SOP 9.15 and GFF Foundation Skill Drill FSD07 Safety and Entrapment Procedure.
Every three years	
Tree hazard awareness	CFA467 Tree hazard awareness training . E-Learning available via CFA Learning Hub.

Recording skills maintenance

All skills maintenance activities need to be recorded and documented on the Learning Hub. There are several forms and templates tools that can be used for this purpose including:

- CFA Learning Hub
- Skills drills attendance sheets
- Coaching and mentoring reports

Documentation related to skills maintenance training must be retained as hard copy (See appendix 1). It is important that records are filed in a secure location that enables records to be easily located should they be needed later.

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

ADDITIONAL TRAINING

Incident Management Training

Experienced Forestry Industry Brigade (FIB) personnel are encouraged to gain qualifications in Incident Management Team (MIT) roles. This can be included in the S29 inspection process.

Information about available IMT training is available via the Learning Hub (LMS): Members nominating for IMT courses must be approved by their District Assistant Chief Fire Officer (ACFO). (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 approximately
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	<ul style="list-style-type: none">• 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• CFAIMT022 Supervise Machinery/Coordinate Aircraft <p>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.</p>
Duration	2 days approximately
Competency outcome	PUAOPE0166 Manage a multi-team sector BSBRSK401 Identify risk and apply risk management processes CFAIMT007 Sector commander

STATE-WIDE INCIDENT MANAGEMENT (IMT) TRAINING

Level 2 IMT training offers incident management courses to members of all agencies including CFA (Including FIBs), DELWP, FRV, SES and EMV. The courses are designed to teach the technical skills to undertake certain roles in incident management. Following completion of the courses there are agency specific accreditation requirements that must be met to become fully accredited in a role.

For the latest updates to the IMT calendar, course descriptions and nomination form, view online at:

<http://cop.em.vic.gov.au> Register or login. Once open, select the 'Library' tab. On the left-hand side of the screen select 'Training-Exercising,' then choose 'Training-IMT,' then 'Welcome to IMT training.'

IMT NOMINATION PROCESSES

To nominate for a course from the state-wide IMT 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 IMT training calendar you need to complete the IMT training nomination form. The form must be authorised by your line manager and endorsed by your District ACFO.

Prior to nominating for a course, you should discuss your IMT development with your Line Manager and your District ACFO. If you wish to begin development towards any of these roles please check the pre-requisites for each course before discussing your interest with your Line Manager. Nominations should be endorsed by your District ACFO and submitted for prioritisation.

You will need to commence training in the course pre-requisites if you do not already have the required pre-requisites. Use the IMT training nomination form to nominate for pre-requisites and other courses within this calendar. All nomination must be authorised by your line manager and District ACFO.

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 fireground 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 fireground chain of command;
- Ensure replacement PTA in place for shift changes.

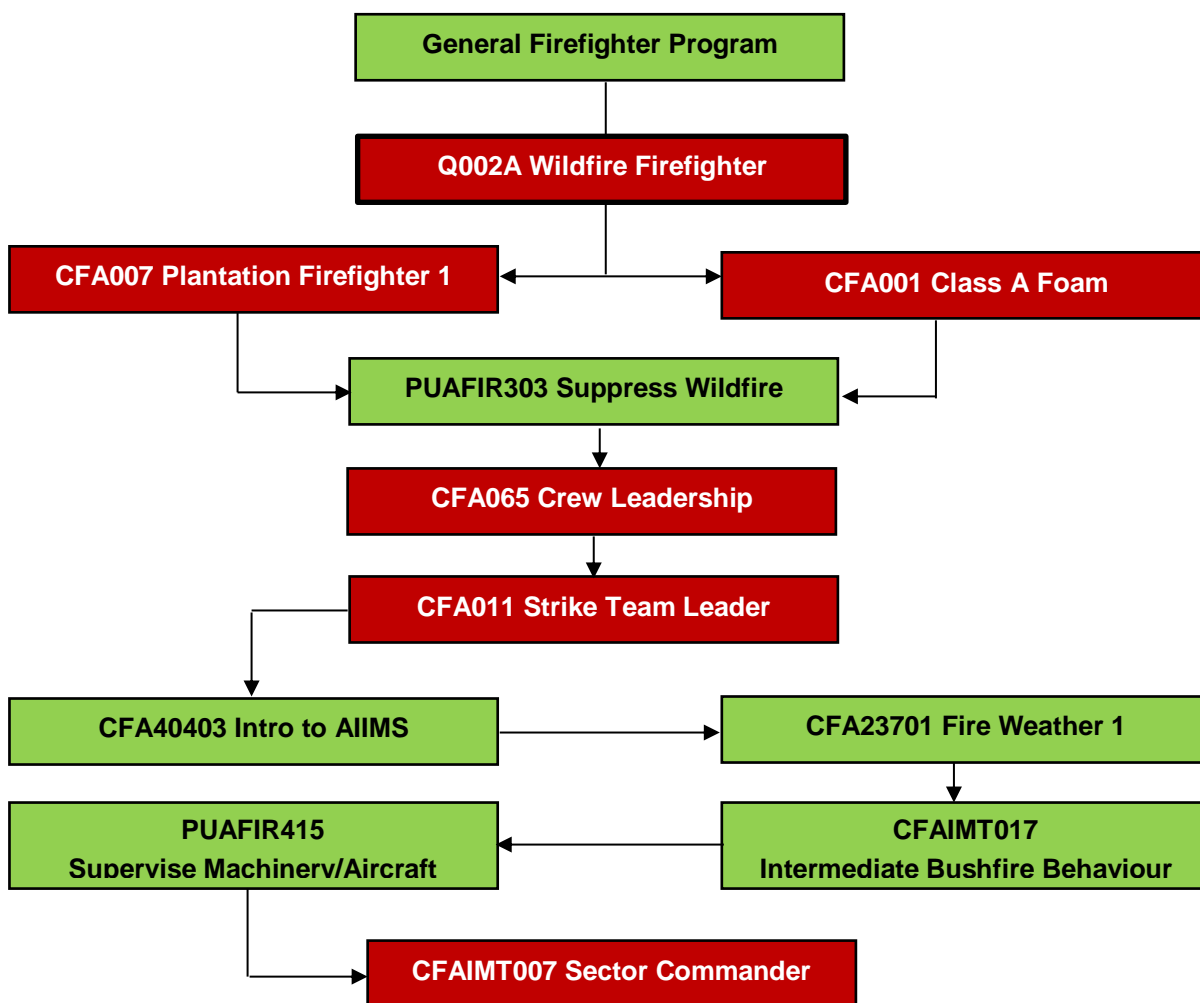


Plantation Technical Advisor Workshops

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 the course - Introduction to AIIMS.

ROLE PATHWAY (BUSHFIRE)

Forestry Industry Brigade Operational Role Flow Chart



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 above is an abbreviated version of CFA roles pathway map relate to just one primary functional area 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 a FIB member wishes to pursue roles listed on CFA pathways map, they should discuss with their line manager and District Learning and Development Coordinator before nominating for a course.

RECOGNISING EXISTING SKILLS

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

There are several 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 where a FIB member has successfully completed a nationally recognised qualification or a unit of competency through another training provider.

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 a Registered Training Organisation in Australia.

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

For more information on Credit Transfer, please see [Recognition of Qualifications issued by other RTOs](#) Learning Governance Statement or contact your district Coordinator Learning and Development.

Learning Governance Statement

Requirements for Recognising Qualifications and Competencies issued by other RTOs



When receiving a certificate or qualification from another RTO, the following pre-requisite check must be carried out:

- Confirm if there are any pre-requisites for the qualification and/or competency by checking www.training.gov.au Yes No
- If yes, obtain statements from the individual indicating they have gained all pre-requisites. Provided

When verifying the authenticity of a certificate or qualification, the following items must be present to ensure it is compliant.

- Sight and certify original certificate or statement of attainment (or a certified copy)
- Certification must include name printed, member number, signature and date. Using a 'certified true copy' stamp is preferable for this process.
- If the certificate contains a statement regarding online verification, checking this is sufficient for certification purposes.

Recognition of Qualifications Issued by Other RTOs

Documents must contain:	Qualifications	Records of results	Statements of attainment
<input type="checkbox"/> The legal name or trading name of the RTO as published on the National Register (www.training.gov.au)	✓	✓	✓
<input type="checkbox"/> RTO code and logo (including NRT logo –) 	✓	✓	✓
<input type="checkbox"/> Code and full title of qualification or competency exactly as written on the National Register. <input type="checkbox"/> Verify that the qualification or competency was listed on RTO's scope at time of issue	✓	✓	✓
<input type="checkbox"/> Unit details, results and date enrolled		✓	
<input type="checkbox"/> Name of recipient (sufficient information must be provided to authenticate the student)	✓	✓	✓
<input type="checkbox"/> Date (may be date of issue, award or conferral)	✓	✓	✓
<input type="checkbox"/> Name of Authorised Person issuing documentation	✓	✓	✓
<input type="checkbox"/> Unique document identifier (organisation's seal, unique watermark, corporate identifier and/or document number)	✓	✓	✓
<input type="checkbox"/> Mandatory statement that must be prominent to ensure the statement of attainment is not mistaken for a test amur: "A Statement of Attainment is issued by an RTO when an individual has completed one or more accredited units"			✓
<input type="checkbox"/> Mandatory statement that must be prominent on a qualification: "The Qualification is recognized within the Australian Qualifications Framework" (AQF logo may also be used) 	✓		

If there is any doubt about the authenticity or accuracy of a certificate, please email training@cfa.vic.gov.au



cfa.vic.gov.au

Training Attendance Record

Date:		Location:	
Activity:			
Start Time:		Supervisor/Coach:	

Name (Print)	Brigade	Signature

I confirm the above listed people completed this training activity as described above:

Name: _____ Signature: _____

Position: _____ Date: _____