

Training Commissioning and Alteration Process

TCAP template: December 2012 version 2.0

TCAP number: xxxx

Title: High rise firefighting

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Version Control			
Version	Date	Author	Comments/Changes made (including section numbers)
0.1	4.7.13	Pat Utting	

STAGE 1: TCAP Development

1 Basic Information

To be completed by Commissioning Officer

1.1 TCAP Title

High rise firefighting

1.2 Name of Commissioning Officer and their department

Pat Utting, Incident Communications. NB The policy belongs to Operational tactics

1.3 Name of Client(s) and their department

Peter Cowup Head of Operational Procedures

1.4 TCAP Stakeholder Group Members

*TSG members **must** be able to make decisions on behalf of their departments behalf. It is the responsibility of the TSG members to feedback to their management to ensure agreement with the decisions that are made. TSG members must be the single point of contact to ensure swift progression, or provide a substitute should they be unable to attend meetings.*

1.5 Subject Matter Expertise

Pat Utting

1.6 Background/Context

Review of policy 633 High rise firefighting following new Generic risk assessment 3.2 – Firefighting – In high rise buildings and Rule 48 Lakanal inquiry.

1.7 For changes to delegate places only [state change in places required, course code, competency and criticality] then complete section 14

2 Why is proposed training/change to training required?

To be completed by Commissioning Officer

2.1 Strategic Alignment

(Delete as necessary)

Aim 3: Response. Planning and preparing for emergencies that may happen and making a high quality, effective and resilient response to them

Aim 4: Resources. Managing risk by using our resources flexibly, efficiently and effectively, continuously improving the way we use public money

Aim 5: People. Working together to deliver high quality services and to create a safe and positive environment for everyone in the organisation

Aim 6: Principles. Operating in accordance with our values and ensuring that safety, sustainability, partnership and diversity run through all our activities.

2.2 Corporate and/or Departmental Risks. Access PMF via this link: [PMF Risk Register](#)

3 Impact analysis

To be completed by Commissioning Officer

3.1 Identify the existing training packages affected by this TCAP

FFD Training note M4.65B – High rise Procedure

FFD Powerpoint M 4.65 Fixed Installations and High rise Procedure

CM &WM Incident command

SMIRC

NICS

ICE

ICO

POEX

4 What do you want this training to achieve?

To be completed by Commissioning Officer

4.1 What do you want this training to achieve? *What do staff need to be able to do following completion of this training?*

Staff will be able to;

- Explain the hazards associated with building height, layout and design.
- Explain the hazards associated with fire behaviour and development.
- Explain the hazards associated with firefighting and rescue operations.
- Describe the firefighting facilities and fixed installations available.
- Explain the need for planning.
- Describe the process of securing water supplies.
- Describe the process of securing and using a firefighting lift.
- Explain the process of establishing a bridgehead and fire sector.
- List the items of equipment to be taken to a bridgehead.
- Explain the safe systems of work that need to be in place in order to be able to send high rise implemented message.
- Describe control measures when committing crews, undertaking search and rescue, evacuation, fire survival guidance and ventilation.
- List the considerations when undertaking a 7(2)(d) visit.
- Demonstrate (where possible) applying high rise procedure.

4.2 Who do we need to train? *Include delegate numbers from each staff group*

All operational personnel

4.3 When do we need this training? *Please provide justification for any deadlines provided*

4.4 Are there any pre-requisite skills and/or training required by staff attending this training?

No

4.5 Is this a one off training intervention?

STAGE 1: TCAP Development

YES ☐

Please explain why no refresher/ MOS is required

NO ☒

If NO Please complete section 4.6

4.6 Detail the expectations relating to the frequency of refresher training or maintenance of skills.

Station staff to fit into DAMOP.

2 yearly for SM and above

4.7 Training Development Constraints *[please detail anything that Babcock should be of aware of prior to commencing development of training, for example there may be release issues associated with some staff groups]*

N/A

5 Training Stakeholder Group Meeting

To be completed by Learning and Development Strategy Team

5.1 Approval to submit TCAP to Babcock

Please record below that the TCAP has been approved by relevant GM/FRS F prior to submission to Babcock

5.2 TSG Meeting Arranged

Date:

5.3 Note of any key decisions made, issues raised, etc at TSG

6 Options for Delivery of Training

To be completed by Babcock

6.1 Options for delivery of training

6.2 Costings [*please cut and paste copy of financial costing template*]

6.3 Maintenance of Skills and Refresher training

7 Review of Training Options

A To be completed by CMG, to be completed by LDS*

Date completed:
Current in year change? <input type="checkbox"/>
Change to future baseline? <input type="checkbox"/>
Option 1
Criticality*:
Competency*:
Indicative Training Units* :
Major or Operational Change?:
Comment:
Option 2
Criticality*:
Competency*:
Indicative Training Units * :
Major or Operational Change?:
Comment:
Option 3
Criticality*:
Competency*:
Indicative Training Units * :
Major or Operational Change?:
Comment:
Recommended route for Approval:

STAGE 3: Training Options

B Operations Prevention & Response/Training Release Team Comment

To be completed by OPR/TRT with regards to implications of options on release of staff if applicable

Option 1
Comment:
Option 2
Comment:
Option 3
Comment:

8 Option Selection

To be completed by Learning and Development Strategy Team

8.1 Selected Option

8.2 Competency:

8.3 Criticality:

8.4 Indicative Training Units:

8.5 Timescales

Training Design to be completed by:

Training Development to be completed by:

Pilot to be held on:

TABR notified of pilot date? ☐

9 Approval to Proceed

To be completed by Learning and Development Strategy Team

9.1 Approval to Proceed

10 Approval of Training Content

To be completed by Learning and Development Strategy Team

10.1 Training Design Approval

(Please insert proof of approval from TSG members)

10.2 Subject Matter Expertise

If it is anticipated that LFB Subject Matter Experts will be required to contribute to the training delivery explain what this contribution will be and why it is necessary. Where known, include the name or role of the appropriate individual.

*The Commissioning Officer should sign **section 15.1** to confirm commitment to the SME involvement.*

11 Approval of Training Materials

To be completed by Learning and Development Strategy Team and Babcock

11.1 Amendments required to Health and Safety Risk Assessment.

Babcock to detail whether the development of this new training course/change to existing course will necessitate change to/or production of new risk assessments. If change to/creation of new risk assessment is required this must be provided by Babcock

11.2 Training Development Approval

(Please insert proof of approval from TSG members)

Lesson Plan: ☐

Presentation: ☐

Exercises: ☐

Risk Assessment: ☐

TCAP TSG Signatures

12 Course Details for STEP

To be completed by Learning and Development Strategy Team in conjunction with Babcock

ONCE THIS SECTION IS COMPLETE TCAP MUST BE SENT TO STEP MAILBOX:

STEP@london-fire.gov.uk

12.1 General information:	
Are you creating a new course? If Yes complete this section If No enter NA and move on to next section	
By creating this new course, does another course need to be deactivated?	
If yes, please provide the Course code & course title:	

12.2 Core Course Details:	
What is the title of this Course?	
What is the default training location?	
If a new location needs to be created please provide full address & map	
What is the default start time?	
What is the duration?	
Can this course be delivered over a weekend?	
Can this course be delivered over a Public Holiday?	

12.3 Attendance limits, Results and Watch Based Details:		
What are the Minimum and Maximum numbers of attendees for this course?	Minimum	
	Maximum	
Is there a course assessment that needs to be recorded? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES please define the possible results using the boxes to the right	Pass/ Fail	
	Exam	
	Pre-course score	
	Post-course score	
Will this course be delivered via PROP (Proposed Release of Personnel)?		

STAGE 7: Pilot

<p>Will this course be delivered by SR (Strategic Resource)?</p> <p>Provide Default watch based notes: Example listed below</p> <p>SR level = 1 (Green) For details see: http://hotwire/operations/ops_update/index.htm</p> <p>Watch Managers must ensure that the following items of equipment are available on the day: resuscitation mannequin, resuscitator, one box of face shields (POMS S2167), one box of latex gloves (POMS S1637), no.2 ambulance dressings (2 per person - S2063), no. 4 ambulance dressings (2 per person - POMS S2064).</p>	
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12.4 Trainer roles:	
How many trainer roles are required to deliver this course?	
Name of trainer role 1 (i.e. Lead Trainer)	
Name of trainer role 2 (i.e. Assistant Trainer)	
Name of trainer role 3 (i.e. Examiner)	

12.5 Lessons:				
Lesson Title	Class day	Start Time	Duration (Mins)	Trainer Role
<i>(Example) Day 1</i>	<i>1</i>	<i>09:00</i>	<i>480</i>	<i>Lead Trainer</i>
<i>(Example) Day 1</i>	<i>1</i>	<i>09:00</i>	<i>480</i>	<i>Assistant Trainer</i>

12.6 Joining Instructions:
<p>Are there any course specific Joining Instructions, if so please detail below</p> <p>Examples:</p> <ul style="list-style-type: none"> • <i>Prior to attending the course, you should familiarise yourself with the Merlin entry control board, telemetry simulator and related documentation.</i> • <i>Full Brigade issue PPE (helmet, fire coat, leggings, boots, fire hood & gloves) is required.</i>

12.7 Course Requisition:	
Can this course be requested by LFB Staff via Hotwire & Station Diary (Course Request List)?	

12.8 Administration:

STAGE 7: Pilot

Course Code:	
Date received:	
Ask TABR to add this course to CFMS TABR@london-fire.gov.uk PROFORMA FROM TABR TO BE ADDED HERE	

12.9 Eligibility reports:

*A report is created in order for the Course Administration team (Babcock) to allocate people to your course. This is essential if there is a refresher requirement. **Please consult Training Release Team (TRT) prior to creating this report.***

Following consultation with TRT team please request report by emailing: Reports2@london-fire.gov.uk	
Please insert link to Eligibility Report	

12.10 Qualifications:

A qualification may be required for mobilising purposes or to appear on an individuals ITR
Assigning a qualification that is used for mobilising must be approved by Operations Prevention and Response

If a qualification is required please contact Information Management by e-mailing the STEP Mailbox: STEP@london-fire.gov.uk

12.11 Course Recording:

If we wish to record that staff have completed a training package, read a training note etc. you will need to contact Clive Eustice clive.eustice@london-fire.gov.uk to discuss the most appropriate way of achieving this.

13 Pilot

To be completed by Learning and Development Strategy Team

A Course Pilot Check List

Will there be a Pilot for this course?	YES <input type="checkbox"/> <i>If YES please complete Pilot check list below</i> NO <input type="checkbox"/> <i>If NO please explain why a Pilot is not required</i>
Ensure that release is agreed by Training Release Team via Scheduling and Allocation Working Group <i>[See TCAP Guidance]</i>	
Check Availability of TABR and Commissioning Officer (SME) <i>please refer to Pilot attendance information in TCAP guidance</i>	
Date of Pilot	
Inform TABR and Commissioning Officer of Pilot Date	
If the Pilot is successful will it count as the first scheduled course?	YES <input type="checkbox"/> <i>If YES please complete actions below</i> NO <input type="checkbox"/>
Ensure Course is entered and marked as a Pilot on STEP via Scheduling and Allocation Working Group <i>[See TCAP Guidance]</i>	

B Pilot Attendees

13.1 Pilot Attendees (TABR and/or SME must attend the Pilot)	
TABR QA	
SME	
Delegates	

C Results of the Training Course Pilot

STAGE 7: Pilot

To be completed by Training Assurance & Business Relationship Team

13.2 Results of Pilot Session(s)

D Babcock Final Costing

To be completed by Babcock

<p>13.3 Confirmed Costing</p> <p><i>Babcock financial team to confirm final costing.</i></p>

E CMG Comment

*To be completed by CMG after Section 13D has been complete. Areas marked with a * to be completed by Learning and Development Strategy Team*

Date completed:
Current in year change? <input type="checkbox"/>
Change to future baseline? <input type="checkbox"/>
Criticality*:
Competency*:
Babcock Finance approved Training Units *:
Major or Operational Change?:
Comment:

14 Statement of Training Requirements (SoTR)(TDP)

To be completed by LDS and Babcock

Please complete insert below to enable the SOTR to be updated

Commissioning Officer	Course Name	Course Code	Delegate Numbers	Amended Delegate Numbers	Affects PROP/SR/N EITHER	Schedule Requirements	Delegates	Watch based (W)/from any watch (A) (PROP courses only)
HoS	Example	EG123	Complete for courses already on SoTR (e.g. for delegate place changes)by stating original requirement. For new courses fill in NA	Fill in for both new courses and delegate place changes	This answer should be agreed by TRT	From TRT or department lead if not watch based <i>E.g. Throughout the year on days 1&2 taking into account PROP variances</i>	From TRT or department lead if not watch based <i>E.g. Eligibility report. Priority is staff longest without training</i>	From TRT
CONTRACUTAL INFORMATION								
Training Units per course	Tradability	Babcock Competency	LFB Criticality	Internal /external provision	Babcock delegates per class	Min Delegates per class	Max Delegates per class	Level 2 Assessment
	(enter either T or NT)	(confirm the competency group)	(confirm the criticality group)	(confirm whether this is to be provided by Babcock or by an external provider)	(confirm the number of delegates that Babcock assumes per class)	(confirm the minimum number of delegates required per class and reason (H&S and/or learning objectives))	(confirm the maximum number of delegates required per class and reason (H&S and/or learning objectives))	(confirm whether this course has a level 2 assessment)

15 Completed Course Checklist

To be completed by Learning and Development Strategy Team

Confirm copy of final course materials received:
Lesson Plan: <input type="checkbox"/>
Presentation: <input type="checkbox"/>
Exercises: <input type="checkbox"/>
Risk Assessment: <input type="checkbox"/>
Insert for Course Guide Who can attend? Course Location Duration Course Aims Course Objectives
Course Guide updated? <input type="checkbox"/>
Course Code Created? <input type="checkbox"/>
Course added to CEMS for Level 1 Evaluation? <input type="checkbox"/>
Is recording mechanism set up on Station Diary ? <input type="checkbox"/>
SoTR updated? <input type="checkbox"/>

16 Approvals

To be completed by Learning and Development Strategy Team

16.1 Subject Matter Expertise

If Subject Matter Experts are to be utilised as part of the training solution, Heads of Service are to specify the contribution they will deliver to the learning outcomes and sign below to confirm commitment to their involvement

Signed by the SME's Head of Service:

16.2 Final sign off

Signatures required from all members of TCAP Stakeholder Group, the Head of LDS and Babcock Contract Director

17 Handover

To be completed by Learning and Development Strategy Team

E-mail sent [see template in TCAP Guidance] to confirm TCAP is now complete: ☐

Appendix I - Consultation with Representative Bodies

To be completed by Learning and Development Strategy Team.

Consultation with Representative Bodies (RB's)

LDS consults on new/change to training with RB's, please detail any comments received from RB's and any stage of the TCAP and how these have been addressed.