

MOU on fit to train (F2T) checks whilst the V13 matrix is still in place.

1. This MOU is an agreed operating framework between LFB Training and Development department who carry out the checks and the Babcock fit to train team who supply the evidence and addresses some of the evidencing issues identified in the V13 document. When the V14 document is adopted this MOU will become redundant.
2. Babcock and LFB accepts that where a competency requirement or qualification defined in the matrix is certificated it should be submitted as evidence on an F2T check.
3. Where the competency requirement or qualification is not certificated, the relevant line manager will submit documentation at the FTT check confirming that they have verified attendance and achievement of the necessary competency requirement or qualification, date achieved, course/qualification provide and method of confirmation attaching any appropriate evidence of confirmation.
4. Where the matrix states that a trainer is required to have attended, role played, shadowed or delivered a course as part of their development leading to an assessment to confirm competency to deliver the course, the following will apply for existing trainers only to meet the competency requirements:
 - Ideally the relevant line manager will assess the trainer in the delivery of the specific course being evidenced and submit evidence of this assessment at the FTT check before the trainer delivers the course.

Where the above assessment cannot be achieved within a reasonable timeframe and/or has a significant impact on course planning and/or delivery the following will apply:

- Trainer provides information to their line manager regarding their relative experience regarding the specific course in being evidenced e.g. Designed, piloted, delivered or assessed as competent to deliver course (including dates).
- Trainer provides information regarding witnesses who can confirm the above experience and standard achieved.
- Relevant line manager verifies the historic experience and witness testimonies confirming that the trainer has satisfactorily met and evidenced the competency requirements.
- The above verification will be validated by the next LFB and Babcock quality assurance audits of the specific course when delivered by the individual trainer and the audit record will be added to the individual FTT portfolio.

Where historical information cannot be verified due to a lack of information and/or witnesses the trainer must be assessed for competency by a suitably qualified line manager, the next time they deliver the course, before they will be considered as meeting this competency requirement.

5. Qualifications stated in competency requirement are the minimum standard required, evidence demonstrating an agreed higher qualification in same field will be accepted as meeting the competency requirement.
6. Where Babcock wish to appeal any 'Fit To Train' restriction placed on a trainer the LFB will, upon request, use best endeavour to discuss the case within 48 hours of a trainer being restricted .