



# Training Commissioning and Alteration Process Form 1

New Training

TCAP template: March 2014 version 5.0

**TCAP number: 0271**

**Title: Strategic Command Skills Training MoS:  
Level 3 Advanced Incident Command (Maintenance)**

# **Contents**

## **Stage One Submission of TCAP**

1. Milestone one Training request form
2. Milestone two Kick off meeting, Objectives confirmed

## **Stage Two Training options**

3. Milestone Three Training stakeholder group meeting/Options
4. Milestone Four Submission to C.S.T.

## **Stage Three Training preparation**

5. Milestone Five Training development

## **Stage Four Pilot**

6. Milestone Six Training piloted
7. Milestone Seven Post pilot meeting

## **Stage Five Final sign off**

8. Milestone Eight Final sign off

Version Control			
Version	Date	Author	Comments/Changes made (including section numbers)
0.1	6/12/16	David Scott	1 <sup>st</sup> draft
2.0	10/03/17	S.McLeggan	TCAP copied over onto new form & updated
3.0	13/03/18	S.McLeggan	Update to TCAP prior to TCAP WG 14/03/18

## STAGE 1: Submission of TCAP

### Milestone 1

*To be completed by PD project manager( from T.R. form)*

#### 1.1 TCAP Title

Strategic Command Skills Training:  
Level 3 Advanced Incident Command (Maintenance)

#### 1.2 Name of Commissioning Officer and their department

Peter Critchell - ORT

#### 1.3 Name of Client(s) and their department

Steve Apter – Director

#### 1.4 TCAP Stakeholder Group Members

*TSG members **must** be able to make decisions on 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.*

Peter Critchell - ORT  
Richard Mills – Operational Policy  
Craig Carter - Training Release Team  
Sarah McLeggan  
Doug Massey &- Babcock  
Hannah Burak – Babcock  
Cara Kelly – Babcock

#### 1.5 Subject Matter Expertise( LFB SMPA and Babcock SME)

Peter Critchell  
Richard Mills

## STAGE 1: Submission of TCAP

### 1.6 Background/Context

Subsequent to the Initial Programme Course Review for Incident Management Training (July 2013) it was agreed by LFB that new incident command training is required for operational officers at the Deputy Assistant Commissioner role and above (Level 3 Advanced Incident Command). This course is primarily for Level 3 incident commanders or for individuals nominated to attend by LFB to support their personal development.

*To be completed by Commissioning Officer*

### 1.7 Identify the existing training packages affected by this TCAP

A single incident command exercise (OIPOEX) had been identified as part of the incident management review process (July 2013). This exercise is not specific to Level 3 advanced incident command and therefore new training is required specific to Level 3 and therefore OIPOEX becomes obsolete.

### 1.8 Approval to submit TCAP to Babcock

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

N/A Babcock submitted this to LFB as part of the Course Review of Incident Command

### 1.9 Milestone 1 sign off

GM Kenny

12 /03/18 Angela Hale

## Milestone 2

*To be updated by PD Project Manager from Training request form*

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

### Proposal

Course aims:

Confirmation of Level 3 Advanced Incident Command skills through incident simulation

Course objectives:

To:

- Demonstrate the role of incident commander
- Demonstrate functional command support roles
- Demonstrate effective incident command skills

Performance Criteria:

- EFSM2: Lead monitor and support people to resolve operational incidents
- Level 3 Incident Command knowledge profile

The Level 3 Advanced Incident Command maintenance course supports ongoing development and maintenance of incident command skills primarily for the Deputy Assistant Commissioner role and above or for individuals nominated to attend by LFB to support their personal development.

**2.2 Who do we need to train?**

Deputy Assistant Commissioner (and above) who are/will be notified/mobilised as monitoring officer and/or incident commander (in accordance with Mobilising Policy 412) and individuals nominated to attend by LFB to support their personal development.

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

2018/19

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

Delegates nominated by LFB. Individuals who are required to carry out Level 3 advanced incident command roles and/or functions.

**2.5 Policy Consultation via Brigade joint committee for health and safety at work (BJCHSW)**

*For those TCAPs initiated as a result of the creation of new/significant change to existing policy, please record below that the policy has been consulted on via BJCHSW. This consultation process **MUST** been*

## STAGE 1: Submission of TCAP

*completed prior to any TCAP being passed to Babcock.*

YES

NO ☒

### 2.6 Is this a one off training intervention?

YES

NO ☒

If NO Please complete section 2.7

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

Attendance on an annual basis, this course is primarily for Level 3 incident commanders or for individuals nominated to attend by LFB to support their personal development.

Please note: separate TCAPS for:

1. Strategic Command Skills Training (Development) – Level 3
2. Strategic Command Skills Training (Assistant Commissioner) – frequency as required by LFB
3. Revalidation (every 2 years) Previously discussed as a requirement but not yet formally requested by LFB

**2.8 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]*

### 2.9 Milestone 2 sign off

12/03/18 Angela Hale



## Milestone 3

### Training Stakeholder Group Meeting

*To be completed by Personal Development Team*

<b>3.1 Kick off meeting arranged</b>
Date: 21/03/17

<b>3.2 Options received from Babcock and sent to stakeholder group</b>
Yes

<b>3.3 Details shared with Representative bodies</b>
Date: Opportunity to discuss this course is formally can be raised at the brigades Mothing Training Liaison Meetings.

<b>3.4 Comments received prior to TSG</b>
N/A

<b>3.5 Note of any key decisions made, issues raised, etc at TSG</b>



## 3.5 CMG Options report

*Full details of options will be available on request/held on SharePoint*

### Part 1 Options received (D&T)

Outline proposal:

Duration: 1 day.

Training to be aimed at individuals whom LFB deem competent in role. (There is no individual confirmation of skills as part of the maintenance course.)

Attendance at an annual 1 day training course where the application of Level 3 command skills is coached and mentored through Command Unit based Incident Command Team exercises and technical workshops as prioritised by LFB.

To support maintenance of skills, on-going delegate led access to on-line bespoke technical knowledge digest and e-learning is available at all times for those in L3 / 4 roles.

### Part 2 Three options received (D&T)

Yes/No if no complete rationale in opt 3

### Part 3 Rationale ( D&T)

Free text box

### Part 4 TSG preferred option (D&T)

Free text box

### Part 5 CMG comment/ recommendation (CMG)

Free text box

### 3.6 Preferred option sent to PCB for approval

## Scheduling

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

<b>Core Course Details:</b>	
Course Name	Strategic Fire Command Skills Training – Maintenance
Course Code	SFCSTM
Class Minimum	
Class Maximum	
TU per course	7 TUs for 3 delegates
Tradability	
Course Duration	½ day
Start and Finish Times	
Venue/s	Beckton/Harrow
Number of delegates to be trained in current financial year	
How often training refresher is required?	
Is course “On Demand”?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the course delivered via PROP,SR or Neither (N)?	
Provide the details of the class allocation rules	
Level 1 Evaluation	YES <input type="checkbox"/> NO <input type="checkbox"/>
Level 2 Assessment?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is there an eligibility Report?	

<b>3.7 Milestone 3 sign off</b>

## Milestone 4

*To be completed by Learning and Development Team and Babcock*

<b>4.1 Option approval received from CSB</b>

<b>4.2 Approved option communicated to Babcock for design</b>

<b>4.3 Milestone 4 sign off</b>

## STAGE 3: Training Preparation

### Milestone 5

#### 5.1 Story board received

Date

#### 5.2 Storyboard TSG arranged

Date

#### 5.3 Fit to train requirement

Received from Babcock Date:

Approved by TSG date:

#### 5.4 Storyboard/ Training materials Approval TSG

Yes

If No details of alteration required and date amendments expected:

#### Additional Storyboard/ course materials approval TSG ( if required)

#### 5.5 Course resource template

Completed Date:

Sent to Scheduling working group:

## STAGE 3: Training Preparation

### 5.6 Milestone 5 sign off

## STAGE 4: Pilot

### Milestone 6

#### 6.1 Pilot date

Identified date:

Confirmed:

#### 6.2 Quality assurers

Booked:

#### 6.3 Milestone 6 sign off

## STAGE 4: Pilot

### Milestone 7

#### 7.1 Pilot feedback collated

--

#### 7.2 Post pilot meeting confirmed

--

#### 7.3 Post pilot meeting outcome

--

#### 7.4 Pilot successful

Yes

No    if no do the amendments require the course to be re-piloted? Yes/no



## Milestone 8

### 8.1 Confirmation of post pilot amendments

### 8.2 Publication on LMS confirmed

### 8.3 Course guide updated

### 8.4 TRT eligibility reports completed

### 8.5 Final sign off

## **Appendix I - Consultation with Representative Bodies**

*To be completed by PD Project Manager*