



Training Commissioning and Alteration Process Form 1

New Training

TCAP template: March 2014 version 5.0

TCAP number: 0222

**Title: Strategic Fire Command Skills Training
Development and Maintenance of Skills**

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8. Milestone Eight Final sign off

| Version Control | | | |
|-----------------|------------|--------------|--|
| Version | Date | Author | Comments/Changes made (including section numbers) |
| 1.0 | 20/11/15 | Laurie Kenny | First draft |
| 2.0 | 10/03/17 | S.McLeggan | Copied onto New Form and Updated. |
| 3.0 | 12/03/18 | S.McLeggan | Updates to TCAP prior to TCAP WG for seat on the bus/prioritisation list |
| 4.0 | 08/01/2019 | M Remedios | Updated with new proposal for Level 4 course |
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STAGE 1: Submission of TCAP

Milestone 1

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

1.1 TCAP Title

Level 4 Strategic Fire Command Skills Training - Development

1.2 Name of Commissioning Officer and their department

DAC Peter Critchell - Incident Management

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 – Development & Training

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

In 2015 the National Operational Guidance project published two documents relating to incident Command: The Foundation for Incident Command and Incident Command. The project is supported by The Local Government Association, CFOA (Chief Fire Officers Association) and London Fire Brigade. The project introduced four levels of incident command. Strategic Command is Level Four. Within the Incident Command Course review it has been identified that a specific course is required to cover the Level Four Incident command role. The course will support officers working in a multi agency environment covering:

Strategic Coordination Group

JESIP principles

LESLP

Strategic Response arrangements

London Resilience arrangements

To be completed by Commissioning Officer

1.7 Identify the existing training packages affected by this TCAP

No current formal training

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

Angela Hale

1.9 Milestone 1 sign off

Yes

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?*

To develop skills required to carry out a strategic command role at a major or complex incident. The course will develop the delegates understanding of the key areas associated with strategic command, including (but not limited to):

Strategic Coordination Group

JESIP principles

IESIP

Strategic Response arrangements.

London Resilience arrangements

Confirmation of understanding will be via TDE's and exercising

2.2 Who do we need to train?

All Operational Strategic Managers

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?

Staff who are carrying out or supporting a strategic command role (in line with CFOA level 4 Incident Command)

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 completed prior to any TCAP being passed to Babcock.*

YES

NO ☒

STAGE 1: Submission of TCAP

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.

Skills will be maintained by a new course that is being designed following the Course Review.

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]*

Releasing officers from operational rotas will need to be considered

2.9 Milestone 2 sign off

Angela Hale 12/03/18

Milestone 3

Training Stakeholder Group Meeting

To be completed by Personal Development Team

3.1 Kick off meeting arranged

Date: 21/03/17.

Date: 21/03/17. Various Discussion have taken place at Incident Command TCAP Project Board.

Development of proposals are to commence March 2018 onwards.

3.2 Options received from Babcock and sent to stakeholder group

Yes

3.3 Details shared with Representative bodies

Date: RBs have been informed of developments at monthly Training Liaison Meetings.

3.4 Comments received prior to TSG

N/A

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

3.5 CMG Options report

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

Part 1 Options received (D&T)

Development Course - Level 4 Strategic Incident Command training

Duration: 2 days.

The development course consists of 2 key elements:

1. Pre and post course access to delegate led on-line bespoke technical knowledge digest and e-learning
2. 2 days training (facilitated learning)

On-line learning

Delegate led access to on-line bespoke technical knowledge digest and e-learning.

Training – Facilitated Learning

Over a 2 day period, delegates will attend the following workshops

Workshop 1

Duty Brigade Manager (Duty AC/DAC)

Workshop 2

Strategic Response Arrangements (SRA)

Workshop 3

Strategic Coordinating Group (SCG)

Workshop 4

London Resilience Partnership (LRP)

Including strategic coordination arrangements, London Local Authority Coordination Centre (LLACC), London Local Authority Gold (LLAG), Mayor's Advisory Group (MAG) & National Coordination and Advisory Framework (NCAF)

Note:

- The anticipated duration for each of the workshops is half a day (4 hours)
- Access to technical knowledge and workshops can be tailored to individual need. For example, LFB may decide that an FRS principal manager may only need to attend workshop 2 and workshop 4 along with access to the appropriate technical knowledge support.
- The course duration for the development course will be a maximum of 2 days if delegates attend all workshops
- The course duration will reduce pro rata according to the number of workshops delegates are required to attend for their role

STAGE 2: Training Options

STAGE 2: Training Options

Part 1 Options received (D&T) Provided 08/01/2019

Development Course - Level 4 Strategic Incident Command training

IC TCAP Project Board Briefing Paper & Training Proposal – Level 4 Strategic Command Skills

1. Introduction

This paper lays out proposals for the provision of Level 4 – Strategic Command Skills training. This proposal builds on the briefing paper and landscape document previously considered and consulted upon by project board and more recently from the experience gained in the piloting of the new Level 3 Advanced Incident Command Skills (Consolidation) training course (SCSL3C).

2. Training Requirement

As previously agreed at project board, the key purpose of Level 4 Strategic Incident Command Skills training is for officers and senior LFB FRS staff to:

- Understand the strategic response arrangements at local, regional and national level and the roles and responsibilities of the people and organisations involved.
- To demonstrate strategic command skills within the context of local, regional and national level response.

3. Training Outcomes

The training outcomes are as follows:

- a. To operate effectively in a multi-agency strategic environment:
 - to have an understanding of a multi-agency strategic environment
 - to be able to identify strategic priorities
 - understand strategic risk assessment
 - to be able to set strategy
 - to have an understanding of the strategic needs of others
 - to understand strategic negotiation with partners
 - to have an understanding of collective strategy within its setting
 - the ability to pass on key information effectively
- b. To maintain an overview of the strategic environment:
 - to be able to identify of key strategic partners
 - to be able to understand the impact of decisions on the wider strategic environment
 - to be able to understand the impact of decisions on the legislative environment
 - maintain an over-view of issues within London and beyond
 - to have an understanding of the need for upwards briefings and how best to achieve them

STAGE 2: Training Options

- to have an understanding of the London Partnership's political environment

4. Training Delivery

Training delivery will be facilitated by a knowledgeable and experienced (LFB approved) strategic manager. The format of the training will be similar to that used for the Level 3 consolidation course, which received overwhelmingly positive feedback from both delegates and facilitators: i.e. scenario driven environments that develop understanding, promote discussion and tease out practicalities at the strategic level.

5. Scenarios

Babcock considers the following scenarios suitable to use to pilot courses at Level 4:

- The Kenley Flooding 2014
- The London Snowfall 2009

These scenarios are challenging because they involved:

- Long term and complex responses with long-term consequences
- The involvement of LFB resources beyond London
- Long term involvement by the LFB in the Strategic Coordination Group
- The response to both was not blue light lead
- London's wider-strategic partnership as key partners,
- A high level of political interest,
- The need for the activation of business continuity plans by LFB and other agencies.

6. Outline Proposed Training Programme

| Serial | Event | Content | Comments | Timing |
|--------|--|---|--|---------|
| 1. | Background to London Resilience and Strategic Coordination Group | London Resilience Group Strategic/major incidents co-ordination Strategic Coordination Group | Refresh of arrangements | 60 mins |
| 2. | Exercise Scenario (Session 1 considerations) | Explain scenario Consider incident Consider Strategic Coordination Group Consider setting strategy for Partnership/LFB Deliver briefing 1 | Declaration of Major Incident – criteria and criteria for closure/return to Business As Usual Strategic Coordination Group Chair – who and why? Consider strategy for LFB Give briefing | 90 mins |

STAGE 2: Training Options

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|----|---|--|---|---------|--|
| 3. | Exercise Scenario (Session 2 considerations) | Identify key issues for LFB/Partnership Consider who are your key partners/why? Understand the politics of the Strategic Coordination Group Deliver briefing 2 | Resource implications Staffing Partner expectations Political environment Communications Strategy change Briefing | 90 mins | |
| 4. | Exercise Scenario (Session 3 considerations) | Consider long-term issues for LFB/Partnership Consider involvement in LRG Consider withdrawal from Strategic Coordination Group and return to Business As Usual – consequences The need for briefings – to whom and why | Resource implications Staffing Managing partner expectations Dis-engagement from the Strategic Coordination Group Communications Briefings Strategy change Learning by and from whom | 90 mins | |
| 5. | Conclude | Debrief | 360 Feedback | | |

Part 2 Three options received (D&T)

No

Part 3 Rationale (D&T)

N/A

Part 4 TSG preferred option (D&T)

N/A

STAGE 2: Training Options

STAGE 2: Training Options

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|--|
| Part 5 CMG comment/ recommendation (CMG) |
| 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: |

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| 3.6 Preferred option sent to CSB for approval |
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| 3.7 Milestone 3 sign off |
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STAGE 3: Training Preparation

Milestone 4

To be completed by Learning and Development Team and Babcock

4.1 Option approval received from TCAP Working group

Awaiting approval from commissioning department on the direction of the Level 4 course.

4.2 Approved option communicated to Babcock for design

4.3 Milestone 4 sign off

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

Scheduling

| | |
|--|-----|
| General information: | |
| 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 |

| | |
|--|--|
| Core Course Details: | |
| Course Name | Level 4 Strategic Fire Command Skills Training – Development Level 4 Strategic Fire Command Skills Training - Development |
| Course Code | SFCSTD4 SFCSTML4 |
| Class Minimum | |
| Class Maximum | |
| TU per course | SFCSTD4 42 TUs for 3 delegates SFCSTML4 21 TUs for 3 delegates |
| Tradability | |
| Course Duration | SFCSTD4 3 days SFCSTML4 1 day |
| Start and Finish Times | 09:30-17:30 |
| Venue/s | Beckton/Harrow & TA Centre West Ham/Ilford |
| 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? | |

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

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7.2 Post pilot meeting confirmed

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7.3 Post pilot meeting outcome

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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