



Training Commissioning and Alteration Process Form 1

New Training

TCAP template: June 2013 version 4.0

TCAP number: TCAP 0219

Title: Level 2 Incident Command Booster Course

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Version Control			
Version	Date	Author	Comments/Changes made (including section numbers)
1.0	11/12/15	Laurie Kenny	First draft
0.2	14/12/15	S. McLeggan	Amendments made
1.0	14/12/15	S. McLeggan	Submitted to Babcock

1 Basic Information

To be completed by Commissioning Officer

1.1 TCAP Title
Level 2 Incident Command Booster

1.2 Name of Commissioning Officer and their department
DAC Sabrina Cohen-Hatton/ GM Lee Drawbridge Ops Assurance/Incident management

1.3 Name of Client(s) and their department
Dany Cotton- Ops Assurance
Dave Brown- Director of Operations

1.4 TCAP Stakeholder Group Members
<i>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.</i>
Sabrina Cohen-Hatton – Personal Development
Sarah McLeggan – Personal Development
Lee Drawbridge – Operations Review Team
XXXX – Training Release Team (TBC)
XXXX – Central Operations (TBC)
Babcock Stakeholders TBC

1.5 Subject Matter Expertise
Sabrina Cohen-Hatton – Personal Development
Lee Drawbridge – Operations Review Team

1.6 Background/Context
<i>Currently if a Station Manager or Group Manager has a training need identified at an operational incident the local line manager supports the officer by carrying out some training. This leads to varying levels of support across the organisation. It has been highlighted that a standards course to assist this development will increase the uniform standard and reduce the impact on local line management teams.</i>

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

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

CRR1 A death or serious injury occurs as a result of our staff not operating a safe system of work

3 Impact analysis

To be completed by Commissioning Officer

3.1 Identify the existing training packages affected by this TCAP

There is no training currently in place for SM's and GM's who have been identified as having an operational training need.

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?*

To support Station Managers and Crew Managers who have been identified as having a training need at operational incidents. The course will formalise support which is currently managed locally by line managers.

4.2 Who do we need to train?

Station Managers and Group Managers who have identified training needs.

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

As part of the course review of incident command the expected time for delivery of this course is from April 2016 onwards.

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

Identified training need.

4.5 Is this a one off training intervention?

YES ☒

Please explain why no refresher/ MOS is required

Attendance will be required only if an identified training need has been highlighted. Once the candidate is successful there will be no requirement to re-attend unless a subsequent training need is identified.

NO ☐

If NO Please complete section 4.6

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

N/A as detailed 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]*

Release of staff will be discussed as part of the design process.

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

GML Kenny 11/12/15

5.2 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 ☒

5.3 TSG Meeting Arranged

Date: To be Arranged

STAGE 3: Training Options

5.4 Agreed Training Solution Completion date [use Training Development Tariff below]		
Predicted length of training session/course		
Hours (If less than 1 day)/Days		
Training Development/Delivery ratios		
All Trainer led training e.g. <ul style="list-style-type: none"> Practical skills sessions Knowledge sessions 	4:1	
All Non -Trainer led training e.g. <ul style="list-style-type: none"> Watch Officer led PowerPoint (including training guidance notes) Interactive Watch Officer led CBT package (including training guidance notes) Distance learning pack (for individual learning) Distance learning pack (for Watch Officer led practical skills session) E-learning package for Senior Officers 	6:1	
Total no. of development hours/days.		
If hours, convert to days (divide by 7 and round up to whole business day)		
Interim Flexibility factor (x3)*		
*Refer to reducing scale on associated Training Development Tariff document		
Total Business days.		
Are there exceptional circumstances that will affect development schedules? e.g. additional research required. If yes record time taken.		
To be provisionally agreed by FRS F or GM and approved at TDPWG.		
Identification of Training Options (Internal or External)		
Internal (5 Business days)		
External (10 Business days)		
CMG Approval		
(CMG agreed turnaround time)		5 Business days
Total time from commission to completion (Business days)		
Date TCAP received by Babcock		
+ Total business days from commission to completion		
= Completion Date		

STAGE 3: Training Options

5.5 Agree Criticality Rating using table below

Criticality Risk Rating	A	B	C	D	E	F
Reasons	1 & 2	2	4	5	7	8
	1 & 3	3				
	1, 2 & 3					
	2 & 3					
	6					
Key to Criticality Risk Rating Reasons						
1	Organisational Priority (i.e. due to low skill level, corporate project or organisational risk).					
2	Organisational Readiness (i.e. skills required to maintain ridership levels).					
3	Legal Requirement					
4	Development Programmes/ Non critical Operational Impact					
5	Development Programmes/ Soft Skills					
6	Financial					
7	Personal Skills					
8	Computer Based Training (CBT)					
AGREED CRITICALITY:	A					

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

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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 Training Release Team Comment

To be completed by 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:

STAGE 3: Training Options

Task	Completion Date

9 Approval of Training Materials

To be completed by Learning and Development Strategy Team and Babcock

9.1 Amendments required to Health and Safety Risk Assessment.

Babcock to detail whether the development of this new training 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

9.2 Training Development Approval

(Please insert proof of approval from TSG members)

Trainer Guidance Document (to include Lesson Plan): ☐

Presentation: ☐

Exercises: ☐

Risk Assessment: ☐

TCAP TSG Signatures

9.3 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.*

10 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

10.1 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:	

10.2 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?	

10.3 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 6: 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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10.4 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)	

10.5 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>

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

NOW SEND TO STEP MAILBOX TO ENABLE CREATION OF COURSE CODE	
STEP@london-fire.gov.uk	
Course Code:	
Date received:	

10.7 Joining Instructions:
<p>Please create the JIs for this course using the templates available in SharePoint: http://edms/docs/hr/lds/TCAP/0000%20TCAP%20Form/Forms/AllItems.aspx</p> <p>Please ensure you amend these templates to reflect the specific course you are creating the</p>

STAGE 6: Pilot

code for. Save this JI in your TCAP folder, using the course code as the file name .

NOW SEND TO STEP MAILBOX AND ASK FOR JIs TO BE UPLOADED TO ENABLE CREATION OF JIs: STEP@london-fire.gov.uk

10.8 ADD THIS COURSE TO CEMS

Course Name:

Course Code:

Is there any pre-course learning associated with this course? YES ☐ NO ☐

Is this course to be delivered on Strategic Resource? YES ☐ NO ☐

If YES is the training to be done at an LFB Station? YES ☐ NO ☐

Copy this box and paste into an e-mail to TABR

TABR@london-fire.gov.uk

10.9 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

10.10 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

10.11 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.

11 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) please refer to Pilot attendance information in TCAP guidance	
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

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

STAGE 6: Pilot

C Results of the Training Course Pilot

To be completed by Training Assurance & Business Relationship Team

11.2 Results of Pilot Session(s)

D Babcock Final Costing

To be completed by Babcock

11.3 Confirmed Costing

Babcock financial team to confirm final costing.

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? ☐

Change to future baseline? ☐

Criticality*:

Competency*:

Babcock Finance approved Training Units *:

Major or Operational Change?:

Comment:

STAGE 7: Final Approval

12 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/NEITHER	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)

13 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"/>
Provide link to where materials can be found in SharePoint:
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"/>

14 Approvals

To be completed by Learning and Development Strategy Team

14.1 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:

.....

14.2 Final sign off

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

14.3 Signed TCAP scanned, saved to SharePoint and then attached to an e-mail and sent to TSG, TRT, TABR and Babcock to confirm that TCAP is now complete: ☐

14.4 Contents of TCAP SharePoint folder Archived? ☐

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 training with RB's, please detail any comments received from RB's and any stage of the TCAP and how these have been addressed.