



# **Training Commissioning and Alteration Process Form 1**

New Training

TCAP template: March 2014 version 5.0

**TCAP number: 0268B**

**Title: Tactical Command Skills Training  
Maintenance – Level 2**

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Version Control			
Version	Date	Author	Comments/Changes made (including section numbers)
1.0	14/11/2016	David Scott	1st Draft (this has been copied over to a new TCAP Form 10/03/17)
2.0	10/03/17	S.McLeggan	Copied over to a new form with updates
3.0	16/03/17	D. Massey	Updates provided by Babcock
4.0	15/05/17	S.McLeggan	Post pilot/pre sign off amendments.
5.0	16/05/17	S.McLeggan	TCAP complete pending LFB signatures
6.0	29/08/17	S. McLeggan	Amendments to page 16 – Scheduling

## Milestone 1

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

### 1.1 TCAP Title

Tactical Command Skills Training:

Level 2 Intermediate Incident Command (Maintenance)

### 1.2 Name of Commissioning Officer and their department

David Scott - Babcock Design Operations

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

Alistair Cumming – Babcock Design and Development

### 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.*

David Scott – Babcock

Alistair Lawson – Babcock

Doug Massey – Babcock

Angela Hale – LFB

Sarah McLeggan – LFB

Lee Drawbridge – LFB

Laurie Kenny – LFB

Claire Stockley/ Natalie Holmes – T&RT

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

Babcock - Douglas Massey, Mark Gurney

LFB - Laurie Kenny, Lee Drawbridge



## 1.6 Background/Context

### Current training:

Duration: 3 separate courses

2 days – National Incident Command System (NICS)

1 day - Incident Command Exercise (ICE)

½ day – Incident Command Observation (ICOBs)

Venue: DTF Beckton or RFT Harrow

Min/Max figures: 4/8 depending on course

### Outline Proposal:

Tactical Command Skills Training, Level 2 Intermediate Incident Command (Maintenance)

Pre-course delegate led learning consisting of:

- Level 2 incident command digest (technical knowledge)
- Level 2 incident command e-learning (to aid context and understanding)

Attendance at Babcock incident command training suite to undertake:

- Level 2 Command Unit based Command Team exercise (covering MO, IC & SCCS roles)
- Level 2 Technical workshops (covering functional roles, eg. Sector Commander, Safety Officer, Water Officer etc.)

Duration:

- Delegate led pre-course learning - 25 hours (Level 2 Incident Command digest and e-learning)
- 1 day (8 hours) attendance at DTF Beckton or RFT Harrow for facilitator led Command Team exercise and Technical workshops

Class size - Multiples of 3 - minimum 6, maximum 12.

Start/Finish times: 09:00 – 17:00

Following a review of Incident Command training, it has been jointly agreed between LFB/Babcock that the National Incident Command System (NICS), Incident Command Exercise (ICE) and Incident Command Observations (ICOPB) will be replaced with a new course Tactical Command Skills Training: Level 2 Intermediate Incident Command (Maintenance) (TFCSTM).

The new course will be of 1 day's duration, comprising of CU exercises and XVR virtual simulation and theory, replacing the current two year training cycle from 3 ½ days to 2 days. Increasing the service delivery availability and reducing delegate travel. Pre-course e-learning will be available to support delegates in acquiring and maintaining their incident command knowledge base.

The Tactical Command Skills Training: Level 2 Intermediate Incident Command (Maintenance) (TFCSTM) course is designed to support individuals in maintaining competency and generate evidence of performance in undertaking the level 2 incident commander role in a simulated incident environment.

The underpinning philosophy is one of introduction, good practice demonstration by incident command

## STAGE 1: Submission of TCAP

trainers followed by delegate participation.

The role of the incident command trainer is to provide delegate coaching and mentoring whilst creating and maintaining a relaxed and non-threatening learning environment.

Focused on London Fire Brigade's prioritised incident types, the training will take delegates through an intensive and comprehensive trainer facilitated programme of simulated incident command experiences.

The aim is to provide delegates with a range of incidents where they can demonstrate their ability to undertake the incident commander role. The emphasis is on command skills and the cognitive and interpersonal qualities that are critical incident commanders possess to underpin their judgements, decisions and behaviours. Specifically, delegates will have the opportunity to demonstrate their ability to understand the incident situation as it unfolds, identifying and prioritising problems and developing a plan to resolve the incident.

Key skills, including, situational awareness, decision making, safety management and incident ground organisation are scrutinised throughout all incident simulations.

Delegates within a syndicate will one at a time undertake the incident commander and functional support roles. When not carrying out the incident commander role, delegates will observe and evaluate (peer review) the performance of the incident commander.

Learning will be facilitated by continuous coaching and mentoring. Command decisions and actions will be reflected back and delegates encouraged to explore decisions, share ideas and discuss operational options to resolve the incident.

Good practice will be reinforced as incident scenarios are worked through. Underperformance will be skilfully challenged by the facilitator and constructively fed back where appropriate, to bring about a common understanding that meets the performance standard for the role.

### ***To be completed by Commissioning Officer***

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

OISEOT (2 day) - National Incident Command System (NICS)

OIMICE (1 day) - Incident Command Exercise (ICE)

OIICAS (0.5 day) - Incident Command Observation(IC OBS)

#### **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*

GM Kenny

#### **1.9 Milestone 1 sign off**

7/11/16 GM Kenny



## 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?**

This is outlined in the proposals as part of section 1.6

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

SM-GMs

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

Go Live – January 2017

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

This course is designed to support individuals in maintaining competency and generate evidence of performance in undertaking the level 2 incident commander role in a simulated incident environment

**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 ☒

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

YES

NO ☒

If NO Please complete section 2.7

## STAGE 1: Submission of TCAP

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

Annual maintenance of skills TFCSTM/C for SM-GMs

### 2.8 Training Development Constraints *[please detail anything that Babcock should be 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

7/11/16 GM Kenny



### Milestone 3

#### Training Stakeholder Group Meeting

*To be completed by Personal Development Team*

##### 3.1 Kick off meeting arranged

Date: This phase has been completed up until this point (February 2017) at the course review board and project board. Decisions have been made to bring this Back to TSG to complete the process.

TSG Arranged 21/03/17 (post pilot meeting)

##### 3.2 Options received from Babcock and sent to stakeholder group

Only 1 option as set out in the proposals (1.6)

##### 3.3 Details shared with Representative bodies

This suite of training has been discussed as part of the Training Liaison meetings of which Gareth Beeton attends (FBU Rep).

##### 3.4 Comments received prior to TSG

This phase has been completed up until this point (February 2017) at the course review board and project board. Decisions have been made to bring this Back to TSG to complete the process.

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

See comment 3.4

## STAGE 2: Training Options

### 3.5 CMG Options report

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

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

Date: Only 1 option proposed and agreed at Course Review Board.

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

Yes/No if no complete rationale in opt 3

NO

#### Part 3 Rationale ( D&T)

Only 1 option proposed and agreed at Course Review Board

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

N/A Only 1 option

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

Only 1 option proposed and agreed at Course Review Board.

**Date completed:**

**Current in year change?** ☐

**Change to future baseline?** ☐

**Option 1**

**Criticality\*:**

**Competency\*:**

**Indicative Training Units\*:**

**Major or Operational Change?:**

**Comment:** AB informed SM that this course is covered by training equivalence and therefore TUs only need to be approved via CSB.



## STAGE 2: Training Options

### 3.6 Preferred option sent to CSB for approval

TUs approved at CSB 11/04/17.

### 3.7 Milestone 3 sign off

11/04/17

## STAGE 2: Training Options

### Milestone 4

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

#### 4.1 Option approval received from CSB

11/04/17

#### 4.2 Approved option communicated to Babcock for design

11/04/17

#### 4.3 Milestone 4 sign off

11/04/17



## STAGE 3: Training Preparation

### Milestone 5

#### 5.1 Story board received

SMEs have been involved in the development of packages.

#### 5.2 Storyboard TSG arranged

SMEs have attended numerous meetings to discuss the development of training

#### 5.3 Fit to train requirement

Received from Babcock Date:

Approved by TSG date: This is being discussed at Project board and future TSGs

#### 5.4 Storyboard/ Training materials Approval TSG

N/A – SMPA's have been liaising with course developers

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

N/A

#### 5.5 Course resource template

Complete

## STAGE 3: Training Preparation

### 5.6 Milestone 5 sign off - Course material Approval

*Please sign, print name, add job title and date*



DAE LEE DHABAL.DC.  
INCIDENT COMMAND POLICY

3/5/17.

MARC AHTALE - PERSONAL DEVELOPMENT 1/6/17  
MRC DET DEPT

## Milestone 6

### 6.1 Pilot date

11/01/17

16/01/17

18/01/17

### 6.2 Quality assurers

Booked: N/A

GM Newman (TA) cancelled their attendance due to their level of expertise being lower than required. TA QA are both WMs and they would not be able to assess the learning of SM-GMs.

SMEs observed the sessions.

### 6.3 Milestone 6 sign off

21/03/17 – post pilot meeting



## STAGE 4: Pilot

### Scheduling

<b>General information:</b>	
<b>Are you creating a new course? If Yes complete this section If No enter NA and move on to next section</b>	<b>Yes</b>
By creating this new course, does another course need to be deactivated?	Yes
If yes, please provide the Course code & course title:	OISEOT (NICS), OIMICE (ICE), OICAS (ICOB).S).

<b>Core Course Details:</b>	
Course Name	Tactical Command Skills Training Maintenance
Course Code	TFCSTM
Class Minimum	6
Class Maximum	12
TU per course	28 TUs for 12 delegates
Tradability	Tradeable
Course Duration	1 day
Start and Finish Times	09:00-17:00
Venue/s	Beckton/Harrow
Number of delegates to be trained in current financial year	958 – Provided by EPT
How often training refresher is required?	Annually
Is course "On Demand"?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Is the course delivered via PROP,SR or Neither?	PROP
Provide the details of the class allocation rules	-
Level 1 Evaluation	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Level 2 Assessment?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Is there an eligibility Report?	Yes – Sent to TRT for QA and building 17/05/17
Criticality	C
Competency	B

## STAGE 4: Pilot

### Milestone 7

#### 7.1 Pilot feedback collated

21/03/17 – post pilot meeting

#### 7.2 Post pilot meeting confirmed

21/03/17 – post pilot meeting

#### 7.3 Post pilot meeting outcome

Overall this was a successful pilot. Babcock have put steps in place with their scheduling team to ensure delegates are enrolled to Big Learning upon JIs being sent. While pre-course learning was highlighted as a concern, delegate feedback was extremely positive in relation to Training Materials, Overall standard of training delivery and Trainers. On average delegates rated these with a maximum score of 5 out of 5.

It was agreed at Incident Command TCAP Project Board 11/05/17 that this TCAP can be signed off. This is with the caveat that new materials (scenarios) will continue to be updated on an ongoing basis.

#### 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

Babcock design have ensured that course allocation team are now fully aware of the requirement to enrol delegates onto Big Learning profile upon sending JIs.

### 8.2 Publication on LMS confirmed

Yes

### 8.3 Course guide updated

Yes

### 8.4 TRT eligibility reports completed

Yes 10/05/17 (eligibility reports sent to TRT for review and creation).




## STAGE 5: Final Approval

### 8.5 Final sign off

Please sign, print name, add job title and date

Lee Drawbridge was DAC of O&T at Time of TCAP completion. SM 01/06/17 (Project Manager).

 DAC LEE DRAWBRIDGE 31/5/17.  
INCIDENT COMMAND PROJECT

Attale - ATTALE PERSONAL DEVELOPMENT 1/6/17  
MRC O&T DEPT

## Appendix I - Consultation with Representative Bodies

*To be completed by PD Project Manager*

RBs were kept aware of development by LK as per monthly training liaison meetings.