

# **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  
Maintenance of Skills**

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Version Control			
Version	Date	Author	Comments/Changes made (including section numbers)
0.1	12/03/18	S.McLeggan	Details for TCAP 0222 copied onto new form to relate to Level 4 Maintenance only (0222b)

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## STAGE 1: Submission of TCAP

### Milestone 1

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

<b>1.1 TCAP Title</b>
Level 4 Strategic Fire Command Skills Training - Maintenance of Skills

<b>1.2 Name of Commissioning Officer and their department</b>
DAC Peter Critchell Incident Management

<b>1.3 Name of Client(s) and their department</b>
Steve Apter - Director

<b>1.4 TCAP Stakeholder Group Members</b>
<i>TSG members <b>must</b> 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>
Peter Critchell - ORT Richard Mills – Operational Policy Craig Carter - Training Release Team Sarah McLeggan Doug Massey &- Babcock Hannah Burak – Babcock Cara Kelly – Babcock

<b>1.5 Subject Matter Expertise( LFB SMPA and Babcock SME)</b>
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

## STAGE 1: Submission of TCAP

### 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*

*I.E.S.I.P*

*Strategic Response arrangements.*

*London Resilience arrangements*

*Confirmation of understanding will be via TDE's and exercising*

**2.2 Who do we need to train?** *Include delegate numbers from each staff group*

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

### Milestone 3

#### Training Stakeholder Group Meeting

*To be completed by Personal Development Team*

##### 3.1 Kick off meeting arranged

Date: 21/03/17. Various Discussions 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)

Outline proposal:

##### **Maintenance Course - Level 4 Strategic Incident Command training**

Duration: 1 day.

Attendance at an annual 1 day training course where LFB prioritise the 2 workshops delegates attend.

Note: Level 4 workshops will be reviewed and refreshed to ensure delegates do not needlessly repeat attend the same four workshops.

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)

N/A

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

2 available options

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

TBC

## STAGE 2: Training Options

<b>Part 5 CMG comment/ recommendation (CMG)</b>
<b>Date completed:</b>
<b>Current in year change?</b> <input type="checkbox"/>
<b>Change to future baseline?</b> <input type="checkbox"/>
<b>Option 1</b>
<b>Criticality*:</b>
<b>Competency*:</b>
<b>Indicative Training Units* :</b>
<b>Major or Operational Change?:</b>
<b>Comment:</b>

<b>3.6 Preferred option sent to CSB for approval</b>

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

## STAGE 3: Training Preparation

### Milestone 4

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

**4.1 Option approval received from CSB**

**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

<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>	
<b>Course Name</b>	Level 4 Strategic Fire Command Skills Training – Development  Level 4 Strategic Fire Command Skills Training - Development
<b>Course Code</b>	SFCSTD4  SFCSTML4
<b>Class Minimum</b>	
<b>Class Maximum</b>	
<b>TU per course</b>	SFCSTD4 42 TUs for 3 delegates SFCSTML4 21 TUs for 3 delegates
<b>Tradability</b>	
<b>Course Duration</b>	SFCSTD4 3 days SFCSTML4 1 day
<b>Start and Finish Times</b>	09:30-17:30
<b>Venue/s</b>	Beckton/Harrow & TA Centre West Ham/Ilford
<b>Number of delegates to be trained in current financial year</b>	
<b>How often training refresher is required?</b>	
<b>Is course “On Demand”?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Is the course delivered via PROP,SR or Neither (N)?</b>	
<b>Provide the details of the class allocation rules</b>	
<b>Level 1 Evaluation</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Level 2 Assessment?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Is there an eligibility Report?</b>	

## 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*