



# **Training Commissioning and Alteration Process**

TCAP template: December 2012 version 2.0

**TCAP number: 0055 b)**

**Title: Ops News 24**

**Fire Survival Guidance Policy**

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Version Control			
Version	Date	Author	Comments/Changes made (including section numbers)
1.0	13/3/2013	NM/CK	

## STAGE 1: TCAP Development

### 1 Basic Information

*To be completed by Commissioning Officer*

#### 1.1 TCAP Title

Fire Survival Guidance Policy

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

AC Cotton (Ops Assurance)

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

AC Brown (OPR)

#### 1.4 TCAP Stakeholder Group Members

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

SM Utting

GM Reardon

#### 1.5 Subject Matter Expertise

N/A

#### 1.6 Background/Context

**This TCAP is to effect the changes that resulted from the overall review of training materials affected by Operational News 24.**

*1.7 For changes to delegate places only [state change in places required, course code, competency and criticality] then complete section 14*



## 2 Why is proposed training/change to training required?

*To be completed by Commissioning Officer*

### 2.1 Strategic Alignment

*(Delete as necessary)*

**Aim 1: Prevention.** Engaging with London's communities to inform and educate people in how to reduce the risk of fires and other emergencies

**Aim 2: Protection.** Influencing and regulating the built environment to protect people, property and the environment from harm

**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

**Aim 6: Principles.** Operating in accordance with our values and ensuring that safety, sustainability, partnership and diversity run through all our activities.

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

## 3 Impact analysis

*To be completed by Commissioning Officer*

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

## 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?**

N/A

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

N/A

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

N/A

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

N/A

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

YES ☐

Please explain why no refresher/ MOS is required

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

## STAGE 1: TCAP Development

**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]*

N/A

## 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*

This TCAP was agreed by stakeholders during the Operational News 24 process.

### 5.2 TSG Meeting Arranged

Date: N/A

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

N/A

### 6 Options for Delivery of Training

*To be completed by Babcock*

#### 6.1 Detail of training packages affected and amendments made to these packages following review.

No dedicated training delivered in this area; however, delegates receive inputs in IM courses. Fire Survival Guidance Policy is discussed with all delegates from Supervisory Management upwards as part of tactical decision exercises.

Incident Management training includes Fire Survival Guidance as an inject to about 50% of SM and GM Tactical Decision Exercises and within certain Incident Command exercises.

Supervisory Managers also receive emphasis on this subject area as part of their courses and the Control Information Form carried on appliances is also discussed.

All CU training includes discussion on Forward Information Boards

All IM Management development training includes discussion on Control Information Boards and multiple choice questions are used to test knowledge.

## 7 Review of Training Options

*A To be completed by CMG. \* to be completed by LDS*

<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>Option 2</b>
<b>Criticality*:</b>
<b>Competency*:</b>
<b>Indicative Training Units * :</b>
<b>Major or Operational Change?:</b>
<b>Comment:</b>
<b>Option 3</b>
<b>Criticality*:</b>
<b>Competency*:</b>
<b>Indicative Training Units * :</b>
<b>Major or Operational Change?:</b>
<b>Comment:</b>
<b>Recommended route for Approval:</b>

## STAGE 3: Training Options

### ***B Operations Prevention & Response/Training Release Team Comment***

*To be completed by OPR/TRT with regards to implications of options on release of staff if applicable*

<b>Option 1</b>
Comment: N/A
<b>Option 2</b>
Comment: N/A
<b>Option 3</b>
Comment: N/A

## 8 Option Selection

*To be completed by Learning and Development Strategy Team*

**8.1 Selected Option**

**8.2 Competency:N/A**

**8.3 Criticality:N/A**

**8.4 Indicative Training Units:N/A**

**8.5 Timescales**

**Training Design to be completed by:N/A**

**Training Development to be completed by:N/A**

**Pilot to be held on:N/A**

**TABR notified of pilot date? ☐**



## 9 Approval to Proceed

*To be completed by Learning and Development Strategy Team*

<b>9.1 Approval to Proceed</b>
<b>Nick Markwell</b> <b>Andy Worsam</b>

### 10 Approval of Training Content

*To be completed by Learning and Development Strategy Team*

#### 10.1 Training Design Approval

*(Please insert proof of approval from TSG members)*

#### 10.2 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.*

### 11 Approval of Training Materials

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

#### 11.1 Amendments required to Health and Safety Risk Assessment.

*Babcock to detail whether the development of this new training course/change to existing 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*

N/A

#### 11.2 Training Development Approval

*(Please insert proof of approval from TSG members)*

**Lesson Plan:** ☐

**Presentation:** ☐

**Exercises:** ☐

**Risk Assessment:** ☐

**TCAP TSG Signatures**

## 12 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](mailto:STEP@london-fire.gov.uk)**

<b>12.1 General information:</b>	
<b>Are you creating a new course?</b> <b>If Yes complete this section</b> <b>If No enter NA and move on to next section</b>	<b>This entire section is not applicable as this TCAP relates to changes to existing materials.</b>
By creating this new course, does another course need to be deactivated?	
If yes, please provide the Course code & course title:	

<b>12.2 Core Course Details:</b>	
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?	

<b>12.3 Attendance limits, Results and Watch Based Details:</b>		
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 7: 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:  <a href="http://hotwire/operations/ops_update/index.htm">http://hotwire/operations/ops_update/index.htm</a></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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<b>12.4 Trainer roles:</b>	
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)	

12.5 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>

<b>12.6 Joining Instructions:</b>
<p>Are there any course specific Joining Instructions, if so please detail below</p> <p>Examples:</p> <ul style="list-style-type: none"> <li><i>Prior to attending the course, you should familiarise yourself with the Merlin entry control board, telemetry simulator and related documentation.</i></li> <li><i>Full Brigade issue PPE (helmet, fire coat, leggings, boots, fire hood &amp; gloves) is required.</i></li> </ul>

<b>12.7 Course Requisition:</b>	
Can this course be requested by LFB Staff via Hotwire & Station Diary (Course Request List)?	

## STAGE 7: Pilot

<b>12.8 Administration:</b>	
Course Code:	
Date received:	
Ask TABR to add this course to CEMS <a href="mailto:TABR@london-fire.gov.uk">TABR@london-fire.gov.uk</a> <a href="#"><u>PROFORMA FROM TABR TO BE ADDED HERE</u></a>	

<b>12.9 Eligibility reports:</b>	
<i>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. <b>Please consult Training Release Team (TRT) prior to creating this report.</b></i>	
Following consultation with TRT team please request report by emailing: <a href="mailto:Reports2@london-fire.gov.uk">Reports2@london-fire.gov.uk</a>	
Please insert link to Eligibility Report	

<b>12.10 Qualifications:</b>	
A qualification may be required for mobilising purposes or to appear on an individuals ITR <i><b>Assigning a qualification that is used for mobilising must be approved by Operations Prevention and Response</b></i>	
If a qualification is required please contact Information Management by e-mailing the STEP Mailbox: <a href="mailto:STEP@london-fire.gov.uk">STEP@london-fire.gov.uk</a>	

<b>12.11 Course Recording:</b>	
<i>If we wish to record that staff have completed a training package, read a training note etc. you will need to contact Clive Eustice <a href="mailto:clive.eustice@london-fire.gov.uk">clive.eustice@london-fire.gov.uk</a> to discuss the most appropriate way of achieving this.</i>	

## 13 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 checked="" type="checkbox"/> <i>If NO please explain why a Pilot is not required</i> <b><i>This entire section is not applicable as this TCAP relates to changes to existing materials.</i></b>
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) <i>please refer to Pilot attendance information in TCAP guidance</i>	
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***

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



## ***C Results of the Training Course Pilot***

*To be completed by Training Assurance & Business Relationship Team*

### **13.2 Results of Pilot Session(s)**

## ***D Babcock Final Costing***

*To be completed by Babcock*

### **13.3 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 8: Final Approval

### 14 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&amp;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
<b>CONTRACUTAL INFORMATION</b>								
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)

## 15 Completed Course Checklist

*To be completed by Learning and Development Strategy Team*

<b>Confirm copy of final course materials received:</b>
<b>Lesson Plan:</b> <input type="checkbox"/>
<b>Presentation:</b> <input type="checkbox"/>
<b>Exercises:</b> <input type="checkbox"/>
<b>Risk Assessment:</b> <input type="checkbox"/>
<b>Insert for Course Guide</b>  Who can attend?  Course Location  Duration  Course Aims  Course Objectives
<b>Course Guide updated?</b> <input type="checkbox"/>
<b>Course Code Created?</b> <input type="checkbox"/>
<b>Course added to CEMS for Level 1 Evaluation?</b> <input type="checkbox"/>
<b>Is recording mechanism set up on Station Diary ?</b> <input type="checkbox"/>
<b>SoTR updated?</b> <input type="checkbox"/>

## 16 Approvals

*To be completed by Learning and Development Strategy Team*

### 16.1 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:

.....

### 16.2 Final sign off

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

## 17 Handover

*To be completed by Learning and Development Strategy Team*

E-mail sent [see template in TCAP Guidance] to confirm TCAP is now complete: ☐

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

This entire section is not applicable as this TCAP relates to changes to existing materials.