



An Roinn Tithíochta,
Pleanála agus Rialtais Áitiúil
Department of Housing,
Planning and Local Government



An Stiúirthóireacht Náisiúnta um Bainistíocht Dóiteáin agus Éigeandála
National Directorate for Fire and Emergency Management

Fire Service Central Training Programme

Course: Fire Service Instructor

Ennis Fire Station - 7th of November (Orientation day) and 19th to the 23rd of November, 2018)

6th of September, 2018

To Each Director of Services (Fire) and Each Chief Fire Officer

Arrangements have been made for the following fire service training course:-

Fire Service Instructor Course

Location: Ennis Fire Station

Dates: 7th of November (**Orientation**) and 19th to 23rd of November (**Course**), 2018

The Course Details accompany this notification.

Fire authorities who wish to nominate candidates for this course should forward nomination(s) to arrive with the Management Support Unit of the National Directorate for Fire and Emergency Management **not later than Friday the 28th of September, 2018**. Nominations will not be considered unless a completed nomination form and relevant documentation (see Section 5.2 of the Course Details) has been received in the Management Support Unit by the closing date.

Fire authorities may wish to provide notice of nominations to the by Telephone (01 – 888 2334 or 2460) or e-mail with the completed nomination form and relevant documentation in time for the closing date.

The appropriate e-mail address is: **fire-service-training@housing.gov.ie**

The appropriate postal address is: **Management Support Unit, National Directorate for Fire and Emergency Management, Room G59, Custom House, Dublin 1.**

If the fire authority does not propose to nominate personnel for the course, it would be appreciated if the Management Support Unit could be notified immediately.

Yours sincerely,

Linda Cullen
Management Support Unit
National Directorate for Fire and Emergency Management



Fire Service Instructor Course

Ennis Fire Station 7th of November (Orientation), 19th to 23rd of November (Course), 2018

1. Course Aim

The aim of the course is to enhance the training capabilities of fire authorities. The course is designed to provide fire service officers with the skills and knowledge to enable them to plan, prepare and deliver fire service training. The course is also intended to develop the participant's attitude in the discharge of his/her training role. Participants who reach a satisfactory standard on the course are deemed competent to undertake appropriate fire service instructional duties as determined by their fire authority.

2. Course Objectives

At the end of the course successful participants will have performed fire-fighting skills appropriate to the training activities and be able to:

- (a) describe the key elements of training in fire service operations;
- (b) describe the principles of adult learning;
- (c) plan, prepare and deliver the following types of training activities;
 - Facts and Skills Lessons
 - Fire Service Drills
 - Practical Exercises

3. Course Dates / Venue / Capacity

3.1 The course will be held at Ennis Fire Station, Co. Ennis as follows:

- 1-day orientation on Wednesday the 7th of November, 2018
- The 5-day course is scheduled to run from the 19th to the 23rd of November, 2018.

3.2 There are 12 places on the course.

4. Eligibility

4.1 The course is open to fire service officers who are considered by their authority to have an aptitude as fire service instructors. *Priority will be given to those who have completed the Sub Officer Course and/or are currently undertaking instruction within their authority.*

4.2 Nominees for the course are required to be qualified breathing apparatus wearers and also received training in the Incident Command System.

4.3 Nominees for the course should have received training in manual handling techniques appropriate to fire service operations and each participant will be required to confirm this in writing as per the nominee form on page 4.

4.4 Nominees for the course should be in good physical condition, as the course programme contains a substantial number of practical exercises. Nominees will be required to confirm in writing, as per the nominee form on page 4.

4.5 In addition, for the nominees allocated a place on the course, the fire authorities should satisfy themselves that they are medically fit to attend the course and the medical fitness certification should be submitted as outlined in section 5.3.



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5. Nominations

- 5.1 The nomination form is attached and a separate form should be completed in respect of each nominee. Completed nomination forms should be sent to arrive with the Management Support Unit **not later than Friday the 28th of September, 2018.** Nominations will not be considered unless the fully completed nomination and nominee confirmation forms are received by the closing date.
- 5.2 **Checklist:** A nomination for each nominee for the course must include:
- Completed nomination form;
 - Completed nominee confirmation form with the manual handling training and physical fitness confirmations signed by the nominee.
- 5.3 Medical fitness certification *for nominees allocated a place* on the course are to be received in the Management Support Unit by Wednesday the 24th of October, 2018. The certification should be provided in either of two formats: -
- (a) Where medical fitness certification is effected using the Occupational Health Scheme for Members of the Retained Fire Service, a copy of the final page of the examination documentation should be provided, showing the local authority name, the nominee's name and rank and the doctor's medical decision – expressed in the range (*a) to (*e), confirmed by the doctor's signature and date of examination, or
- (b) A medical certificate, bearing a current date, provided by a doctor and confirming that the nominee is medically fit to participate in the specific training course.

6. Participation

- 6.1 The personnel who are allocated a place on the course will be notified through their fire authorities and joining instructions (with notification of the requirements for preparation for the orientation day) will also issue at that time.

7. Pre-Course Preparation

- 7.1 Prospective nominees should be made aware that the course is intensive and is demanding of time and application both in the pre-course work and during the course. Personnel who are allocated a place on the course will be required to undertake pre-course preparation and local consultation.
- 7.2 Personnel who are allocated places should, in advance of the course;-
- Familiarise themselves with Sections 3 & 4 of the Fire-Fighter Handbook covering Safety, Health & Welfare, Words of Command and Fire Service Standard Drills;
 - Familiarise themselves with the contents of Section 6 of the Junior Officer Handbook which deals with general Training and Instruction matters and is of relevance to the course activities - in particular Sections 6.2.2.3 and 6.3.6 which provide Lesson Plan templates for class-room lessons and fire service drills.
- 7.3 The Joining Instructions will include details of the fire service standard drill (either a Ladder, Pump or Hydrant Drill) and a class-room presentation, each of 10 minutes duration, both of which are required for delivery on the orientation day. **The officer should fully prepare for the drill and lesson in advance.**
- 7.4 As a focus and orientation for the officer's participation for the course, he/she should discuss with an appropriate supervising officer, the proposed structure, format and lesson plans for Drills and Lessons. At the conclusion of the consultation, both the



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supervising officer and the officer concerned should agree that the consultation has been satisfactorily carried out and confirm this by signing the consultation form. The consultation form will be forwarded with the Joining Instructions and should be provided to the Management Support Unit by Wednesday the 31st of October, 2018.

8. Assessments

- 8.1 The Fire Service Instructor Course is designed to train, develop and qualify participants to undertake specific tasks for which there are clearly defined levels of skill and knowledge.
- 8.2 Participants will be subject to continuous assessment by their instructors during the course and, for successful completion of the course, will be required to demonstrate appropriate skills and knowledge through participation in practical lessons and exercises. An assessment of individual performance, including grades for specific skills and knowledge, will be provided to the course participants and their employing fire authority.

9. Freedom of Information Act

- 9.1 The Freedom of Information Act contains obligations to disclose certain information if it is requested. Any decision to release information will be in compliance with the Act and will have due regard to the sensitivity of the information.

10. Insurance

- 10.1 The Department of Housing, Planning and Local Government and the fire authorities at whose training centres courses are being provided, hereby notify that they will not be responsible in the event of injuries or accident to participants during the course. Fire authorities whose nominations are accepted will, accordingly, be required to make whatever arrangements they consider appropriate against such an eventuality, and inter alia, extend their public liability and employers' liability insurance policies to indemnify the Department and Clare County Council (at whose centre the course is being held) against claims in the event of injuries or accidents on this course involving the participating personnel of the authority.

11. Course Content – Fire Service Instructor

- Facts and Skills Instruction
- Drill Instruction and Supervision
- Operational Training
- Exercise Planning and Staging
- Adult Learning
- Presentation Techniques
- Identification of Training Needs
- Evaluation and Assessment
- Feedback and Coaching



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NOMINEE CONFIRMATION FORM

This form should be completed by each nominee and returned to the National Directorate Management Support Unit with the completed nomination form.

Name of Nominee : _____
(BLOCK CAPITALS PLEASE)

Manual Handling Training Confirmation

I confirm that I have received training in manual handling of loads appropriate to fire service operations.

Signed : _____

Date : _____

Physical Fitness Confirmation

I am not aware of any reason that would prevent me from taking part in practical and physical work of the nature expected of a fire service trainee.

Signed : _____

Date : _____

**Fire Service Instructor Course**Ennis Fire Station 7th of November (Orientation), 19th to 23rd of November (Course), 2018**NOMINATION FORM**

1. Fire Authority : _____
2. Name of Nominee : _____ 3. Fire Station : _____
4. Rank : _____ Date Appointed to Present Rank : / /
5. Date of Birth : ____ / ____ /19____ Date of Entry to the Fire Service : / /
6. Previous Courses: Fire Service Sub Officer Course Year: _____
 Fire Service Station Officer Course Year: _____
Other: _____

7. Confirmation of qualification as a Breathing Apparatus Wearer.

Breathing Apparatus Wearer Training	Course	Dates	Qualifying Authority
	Most Recent Refresher Course		

8. Confirmation of Manual Handling Training appropriate to fire service operations.

Manual Handling Training	Course	Dates	Qualifying Authority
	Most Recent Refresher Course		

9. Is the Nominee qualified as a First Responder? Yes No

First Responder Training	Course	Dates	Qualifying Authority
	Initial Training Course		
	Most Recent Refresher Course		

10. Is the nominee qualified to drive a fire appliance? Yes No Licence Class _____

11. Current Instructional Activity:

Has the Nominee: Delivered class-room Lessons? Yes No
Taken charge at Drills? Yes No

Comment in Support of the Nomination: _____

12. Home Address : _____
(for issue of assessment)
- BLOCK CAPITALS
PLEASE

Contact Telephone Number or E-Mail Address: _____

13. The above-named officer is nominated to attend the course. I confirm that he/she satisfies the eligibility conditions for the course and that the information supplied above in respect of the nominee is correct.

14. Signed : _____ Rank : _____
(On behalf of Fire Authority) Date: _____