Service Policy: PODPOL04 Training Policy

This is an unpublished work, the Copyright in which vests in Merseyside Fire & Rescue Service. All rights reserved. The information contained herein is the property of Merseyside Fire & Rescue Service, and is supplied without liability for errors or omissions. No part may be reproduced or used except as authorised by Contract or other written permission. The Copyright and the foregoing restriction on reproduction and use extend to all media in which information may be embodied ©

Document Control:

Active date	Review date	Author	Editor	Publisher
April 2014	April 2027	[redacted]	[redacted]	[redacted]

Amendment History:

Version	Date	Author	Reasons for Change
1.0	Oct 15	[redacted]	Annual Review
1.1	Apr 17	[redacted]	Annual Review
1.2	Apr 18	[redacted]	Annual Review
1.3	Oct 18	[redacted]	Reviewed in line with People Strategy
1.4	Apr 19	[redacted]	Annual Review
1.5	JULY 2020	[redacted]	Annual Review
1.6	April 2021	[redacted]	ANNUAL REVIEW
1.7	April 2022	[redacted]	Annual Review
1.8	April 2023	[redacted]	Annual Review
1.9	April 2024	[redacted]	Annual Review
1.10	April 2024	[redacted]	Annual Review
1.11	May 2025	[redacted]	Annual Review
1.12	May 2026	[redacted]	Annual Review

Equalities Impact Assessment:

Initial	Full	Date	Reviewed by	Comments
	X		ED&I TEAM	LOCATED ON PORTAL

Civil Contingencies Impact Assessment:

Date	Reviewed by	Comments

Related Documents:

Doc. Type	Ref No.	Title	Location
SI	0664	Training, Learning & Development	PORTAL
SI	0496	Day Release College Courses	PORTAL
SI	0613	Education & Personal Development	PORTAL
Policy	PODPOL10	People Strategy	PORTAL

Distribution List:

Name	Position	Department

Sign-Off List:

Name	Position

Target Audience:

All MFRS	Principal Officers	Senior Officers	Operational Crews	Fire Safety	Community Fire Safety	Support Staff
X						

Ownership:

FOI exemption required?	Yes		URL	
	No	X	Reason	

Legislation:

Title	

Contact:

Department	Email	Telephone ext.
POD	[redacted]	[redacted]

POLICY

PODPOL04 Training Policy

1. Policy Introduction and Background:

The aim of this Policy is to ensure that Merseyside Fire and Rescue Authority achieves its vision to be the best Fire & Rescue Service in the UK through the continuous development of the workforce.

This aim will accord with the need for the Authority to ensure safe systems of work as required by the Health and Safety at Work Act 1974, and service delivery as required by the Fire and Rescue Services Act 2004, the Service Plan, People Plan and the Community Risk Management Plan (CRMP).

2. Policy Explanation:

Training Needs Analysis

Workforce training, learning and development (TLD) needs may be identified in a number of ways:

1) Individual TLD requirements that will enhance the employee's performance should be identified via the Values Based Appraisal System, Probation Process, and through continuous workplace assessment in accordance with National Occupational Standards and/or job descriptions.

2) An annual Training Needs Analysis will be carried out jointly by the People & Organisational Development (POD) and Directorates throughout the Service.:

- Need to introduce new equipment or methods of working
- Requirement to reduce risk identified in the Service Plan/CRMP
- Achievement of Service objectives
- Statistical data available that will indicate Service wide TLD, e.g., health and safety, complaints, grievances
- Requirement to comply with new or existing legislation
- Need to recruit and develop personnel to ensure continuity of service provision
- Succession Planning considerations
- Analyse how TLD provision will ensure continuous improvement

Training Evaluation

The Authority is committed to evaluating the effectiveness of learning and development provision to ensure a return on investment through:

POLICY

1) On course evaluation
2) Annual Values Based Appraisal and Development meetings
3) Continuous workplace assessment
4) Managers and learner's feedback following training/learning event.
5) The annual Training Needs Analysis, e.g., how the previous year's TLD has impacted on Service provision and risk

Equality and Diversity

The Authority is committed to ensuring that any adverse impact on groups protected by equality and diversity legislation resulting from the implementation of this policy will be minimised, and/or justifiable following a full equality impact assessment.

Data Protection

In accordance with General Data Protection Regulation, any data collected and stored for the purposes of ensuring that the Authority's workforce is properly trained and developed will only be released to personnel who have a specific need to access such data. For example, Service Instructors, Supervisory Managers who carry out Performance Appraisal and Development meetings, and external service providers who may need to have access to personal information that will identify employees for the purpose of awarding certificates of qualification.

Data relating to TLD may be stored by the Authority following retirement or resignation until any risk of litigation has been deemed negligible.

POD and Operational Training Directors/Managers are responsible for ensuring that:

- The Annual Training Needs Analysis is completed
- Directors of Functions and Departmental managers are assisted in the identification of individual TLD needs
- Appropriate and timely TLD provision is made available, e.g., electronic, on-the job learning, courses provided by the Training and Development Academy or external providers

Directors of Authority Functions and managers are responsible for:

- Assisting with the identification of individual and Service wide TLD needs to ensure risk reduction and service provision.
- Undertaking annual Appraisal Meetings to identify individual training needs.
- Ensuring that the acquisition and maintenance of skills and knowledge involves regular assessment and recording of personal performance
- Assisting with the evaluation of all learning and development activities to ensure that learning objectives and value for money is achieved

POLICY

- Ensuring that personnel attend formal TLD courses once nominated
- All personnel employed by the Authority have a duty to:
- Ensure that they participate fully in Values Based Appraisal and Development meetings
- and workplace assessment by identifying their own TLD needs
- Fully participate in all TLD, and complete courses and associated qualifications

Further information regarding the responsibilities of Directors and Managers for the training, learning, development and assessment of their personnel is provided at Appendix 1.

Reimbursement

The Authority reserves the right to seek reimbursement from employees for training, learning and development costs where they resign before two years from the completion of courses/qualifications, or from the new Authority where personnel have transferred to another Fire and Rescue Authority, as follows:

1) The full cost where employees resign within 12 months of completion
2) Fifty per cent of the cost where employees resign after one year and within two years of completion

POLICY

3. Policy Implementation:

TRAINING, LEARNING & ORGANISATIONAL DEVELOPMENT INSTRUCTIONS:

TRA 00	Instruction Title
	Practical Skills Assessment
	Service Training Need Specification
	Crew Based Training
	Performance Appraisal and Development Scheme
	Assessment of Crew and Watch Managers in Development
	Supervisory and Middle Manager Operational Assessments

Training for Operational Competence
Detection, Identification and Monitoring
People Management Organisational Development
Firefighter Development Programme
Service Driver Procedures
Vehicle Loading and Securing
CAFS Training SFU
Attendance on Training Courses
Breathing Apparatus Courses
Water Rescue Response
Driver Courses
Use of Fire Station Gyms
Fire Behavior Training Strategy
Residential Training Courses – Grey Book Expenses
Foam - Training in Hi Expansion Foam
BA Obscuration Visor Masks
Off Station Tactical Exercises
Temporary Promotion to the role of Crew/Watch Manager
Decontamination Following Water Incidents
Road Traffic Collisions Training & Development
Rope Access and Rope Rescue Training & Development
USAR Training and Development
Mass Decontamination Training and Development
Hazmats Training and Development
USAR Training and Development
Mass Decontamination Training and Development
Hazmats Training and Development
Education and Personal Development
Day Release
Service, Department & Individual Training Requests

All Policies can be found on the Website

POLICY