



National Rural Fire Authority

Minimum Training Standard

Version 2B
1 September 2014

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1 Introduction

1.1 Purpose of this Document

The purpose of this document is to define the National Rural Fire Authority (NRFA) Minimum Training Standard (the Standard).

The document provides an overview of how the Standard aligns with existing processes, and a description of the key requirements of the Standard and the Standard audit requirements.

1.2 Overview

The NRFA Minimum Training Standard provides information to assist a Rural Fire Authority (RFA) to manage readiness and response to forest and rural fires, primarily in terms of having a minimum requirement for Fireground Entry, Firefighters, Pump Operators and Crew Leaders.

The diagram below shows the relationship between the Standard and the RFA Fire Plan and fire control activities.

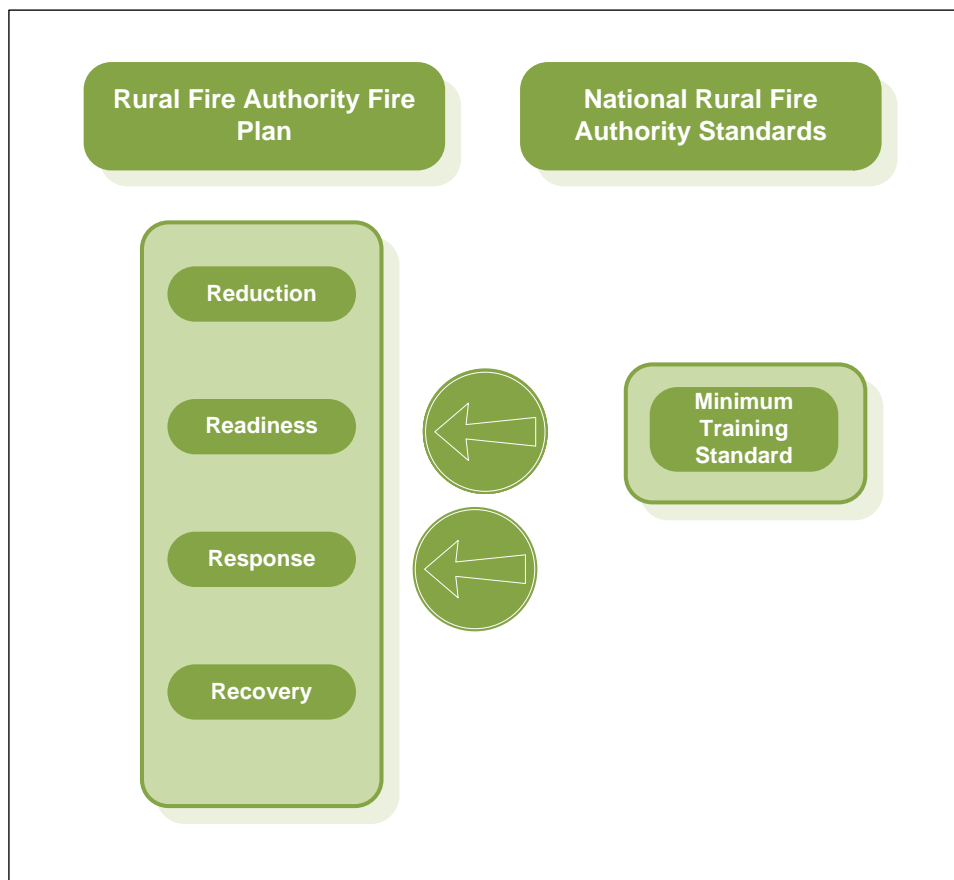


Diagram 1: relationship between the Standard and the Fire Plan

1.3 Key Definitions

The table below lists and defines key terms relevant to this Standard.

Term	Definition
RFA	Rural Fire Authority
NRFA	National Rural Fire Authority
Fireground	Any area of ground, vegetation or property where the fire is burning or has burnt or is threatening, in the opinion of the Fire Officer
MRF	Manager Rural Fire
NRFA Auditor	Typically a NRFA, Manager Rural Fire

1.4 Important Dates

The table below lists important dates relating to this Standard.

Condition	Implementation Date
Effective date of this standard	1 September 2014

2 Standard

2.1 How to Interpret the Standard

The Standard is described in three parts:

1. Scope - explains the purpose and high level objectives of the Standard.
2. Key requirements - explains the key actions or deliverables that a RFA must undertake or produce.
3. Compliance - explains the outputs or results that the NRFA will check for during Standards Audits of a RFA.

2.2 Scope

The Standard specifies the NRFA Minimum Training Standard for Fireground Entry, Firefighter, Pump Operator and Crew Leader.

The purpose of the Standard is to ensure that:

- a) The Rural Fire Authority (RFA) has met the NRFA Minimum Training Standard for personnel for Fireground Entry, Firefighters, Pump Operators and Crew Leaders.
- b) For audit purposes, personnel to be included in an RFA Training audit are to be agreed between the Auditor and PRFO prior to audit but will include all core firefighter personnel from the key stakeholder groups that form the RFA. The audit will not include resources that are a primary resource of an adjoining RFA.
- c) The National Rural Fire Authority has adequate information to make a determination on whether or not the RFA has meet this standard.
- d) The RFA has meet the required currency for the duties required of personnel in these these positions is maintained.
- e) The RFA maintains a training program to meet the requirements of this Standard.
- f) The RFA monitors and records the training, assessment of competence and currency of personnel involved.

2.3 Key Requirements

2.3.1 The Standard requirements are:

National Rural Fire Authority - Minimum Training Standard for Fireground Entry, Firefighter, Pump Operator, and Crew Leader	
Position	Competency Requirements
<p>NRFA TS1</p> <p>Fireground Entry</p> <p>Note: A firefighter has up to 12 months to achieve unit standard 3285</p> <p>Personnel who are not dedicated firefighters may stay within TS1 category indefinitely</p> <p>See Auditors Guide section 3.1 for requirements</p>	<p>NZQA Unit Standard:</p> <p>3285 – Demonstrate knowledge of protection of personal safety at vegetation fires</p> <ul style="list-style-type: none"> • Or be under the close supervision of a person with competency in unit 3285 and • Persons not having unit 3285 shall have received a general fire related safety briefing, before entering the fireground and shall be within standard span of control.
<p>NRFA TS2</p> <p>Firefighter</p> <p>A firefighter has up to 24 months to achieve additional unit standards 3286 and 3287 and be qualified as TS2</p>	<p>NZQA Unit Standards:</p> <p>3285 - Demonstrate knowledge of protection of personal safety at vegetation fires</p> <p>3286 – Control vegetation fires using dry fire fighting techniques</p> <p>3287 – Suppress vegetation fires with water and water with additives</p> <p>Currency period</p> <ul style="list-style-type: none"> • 2yrs from training. Updated by attending fire incident, simulated exercise, under training, or prescribed burns. <p>Teamwork skills</p> <ul style="list-style-type: none"> • Communication and relationship skills

<p>NRFA TS2A</p> <p>Pump Operator</p>	<p>NZQA Unit Standards:</p> <p>As per TS2 – 3285, 3286 & 3287</p> <p>Prerequisite 3270 – Establish & deliver water supplies for fire fighting (Prerequisite 21417)</p> <p>21417 – Operate light portable pumps in a vegetation fire environment or previous version 3268 – Operate light pumps for fire & rescue purposes</p> <p>20386 – Operate portable pumps for fire fighting or previous version 10620 – Operate medium pumps for fire & rescue purposes or previous version 10612 – Operate heavy pumps for fire & rescue purposes</p> <hr/> <p>Currency period</p> <ul style="list-style-type: none"> • 2yrs from training. Updated by attending fire incident, simulated exercise, under training, or prescribed burns. <hr/> <p>Teamwork skills</p> <ul style="list-style-type: none"> • Communication and relationship skills
<p>NRFA TS3</p> <p>Crew Leader</p>	<p>NZQA Unit Standards:</p> <p>As per TS2 – 3285, 3286 & 3287, and TS2A – 21417 (or 3268) & 20386</p> <p>497 - Demonstrate knowledge of workplace health and safety requirements</p> <p>4573 - Communicate in the outdoors using two-way radio</p> <p>20388 - Work safely with aircraft at emergency incidents (prerequisite 3288)</p> <p>3288 - Load water and additives for aerial operations at vegetation fires</p>

<p>Crew Leader cont.</p>	<p>3291 - Lead a vegetation fire crew</p> <p>14564 - Demonstrate knowledge of the fire environment on vegetation fire behaviour</p> <p>17279 - Demonstrate knowledge of the coordinated incident management system (CIMS)</p> <p>17593 - Apply safe work practices in the workplace</p> <p>26551 - Provide first aid for life threatening conditions</p> <p>and</p> <p>26552 - Demonstrate knowledge of common first aid conditions and how to respond to them</p> <p>or</p> <p>Previous 6400 - Manage first aid in emergency situations, 6401 - Provide first aid & 6402 - Provide resuscitation level 2</p>
	<p>Currency period</p> <ul style="list-style-type: none"> • 2yrs from training. Updated by attending fire incident, simulated exercise, under training, or at prescribed burns. <p>Management/teamwork skills</p> <ul style="list-style-type: none"> • Leadership skills • Communication and relationship skills • Problem solving skills

2.3.2 The RFA to provide the following documentation to assist the NRFA Auditor to evaluate RFA compliance with the Standard:

No.	Condition
1	An up to date and complete training register listing all of the RFA fire fighting personnel identified against the positions covered by this Standard
2	An up to date register of unit standard achievement, and record of training and fire attendance to verify currency for each fire fighter.
3	The listed individual fire fighting personnel available within the RFA District / Area and may only be listed for one Rural Fire Authority
4	The overall number of personnel is based on a span of control not exceeding 1:5 ratio. Example: A six person crew of 4 firefighters, 1 pump operator and a Crew Leader. Variation of Crew Composition to be noted in Auditor Report.
5	Individuals can only be listed under one of the four positions
6	In the absence of having a unit standard then the measure of competency shall be by an equivalent or more stringent assessment document. (Note: An attestation only is not sufficient evidence)
7	To achieve currency, personnel have either carried out their specified role at a fire(s) or have undertaken training or have participated in simulated exercises within the last 2 years
8	Each fire fighter may only have one name for the records of training. I.e. multiple and different names on different training records for the same person are not acceptable.

2.4 Compliance

Compliance with this Standard will be achieved when:

No.	Requirement
1	Documentation, reference section 2.3.2 Condition of the Standard, are presented to the Auditor prior to date of audit.
2	Requirements, as per Section 3.1 Requirements of the Minimum Training Standard - Auditors Guide, have been meet.
3	Compliance is set at a minimum of 70% of the audited numbers providing that the appropriate ratio for the number of Crew Leaders for firefighters is met.
4	Audit result to be calculated using the PMEF score input for the Standard.

Appendix 1 - Document Control

The table below lists the version history of this document.

Version	Date	Author	Reviewed by	Notes
Version 1	January 2008	NRFA Circular 2008/1		
Version 2	June 2008	NRFA Circular 2008/8		Inclusion of Pump Operator
Version 2A	September 2013	Ian Millman	Managers Rural Fire	New format, update of unit standards, and clarification of requirements
Version 2B	September 2014	Ian Millman	Managers Rural Fire	Increased allowance for training period for firefighters

Appendix 2 - Associated Documents

The table below lists documents related to this document.

Document name	Ref.	Description	Author	Version, date
NRFA Guideline – Minimum Training Standards – NRFA Auditors Guide			NRFA	Version 2B 1 Sept 2014
NRFA – Guidelines for Forest and Rural Fire Management Positions			NRFA	Version 1 March 2014
NZQA Unit Standards		As listed under section 2.3.1 of the Standard	NZQA	2013
EMQUAL assessment documents for above Unit Standards		As listed under section 2.3.1 of the Standard	EMQUAL	2013