

# Who can Train and Assess?

We all have a responsibility to pass on knowledge and wisdom to our future generations. Whilst CFA recognises the Australian Qualifications Framework, it is important to distinguish the formal competency training and assessment process from the process of learning and acquiring skills through teaching and coaching. It is very important to stress that there is a huge amount of training that can be undertaken at a local, group or brigade level. Local training can (and should) be delivered by competent and experienced operational firefighters. In other words, **volunteers can train volunteers**; not all training has to be delivered by CFA staff. Brigade level and local training delivery can and should be delivered, as much as possibly can, by local people. If there is a need for formal competency training and assessment – then this can be undertaken by suitably qualified and experienced brigade personnel.

The information below provides an overview of who can train and assess in CFA. If you are in doubt as to who can train or assess contact your Manager Training and Development.

## Formal Competency Training

Formal competency training is that training which leads to a formal assessment of knowledge and skills against a CFA or national standard.

This training usually involves the delivery of a series of formal sessions: in your brigade, another brigade, at group level, a field training ground, or other location.

Trainers who deliver formal competency training may be selected by the Brigade Management Team or Manager Training and Development dependant on the skills being taught. Regardless they must as a minimum:

- be supervised by a trainer who holds the TAE40110 Certificate IV in Training and Assessment or equivalent (ie. BSZ or TAA)\*;
- holds the TAE10 Enterprise Trainer skill set or equivalent\*\* (this is preferable although not essential at this time);
- be qualified and have significant workplace experience in the skill being taught;
- have access to the current training package;
- have been briefed on the requirements of the training package;
- be comfortable to deliver the training package; and
- be aware of the additional support that is available to support their training delivery.

To assist trainers in the delivery of sessions standard packages are available on Brigade Online and include: reference materials, delivery guide, presentation materials.

## Formal Competency Assessment

Formal competency assessment is a process undertaken by a qualified workplace assessor and involves the collection of evidence for the purposes of determining a member's competence against a CFA or national standard.

Formal assessment activities can occur in your brigade, another brigade, a field training ground or other location.

Formal competency assessment must be carried out or supervised by a qualified endorsed assessor who holds all of the following:

- holds the TAE10 Enterprise Assessor skill set or equivalent\*\*;
- holds the appropriate workplace competencies being assessed;
- is fully conversant with the CFA Assessment Guidelines;
- be qualified and have significant workplace experience in the skill being assessed; and
- is endorsed by their Manager Training and Development.

*\* Supervision is the provision of regular and ongoing guidance, direction and leadership from a person holding the TAE40110 Certificate IV in Training and Assessment or equivalent. The supervising person monitors and is accountable for the training delivery.*

*\*\* Transition arrangements for current workplace trainers and assessors who have continued to train and/or assess since gaining their qualification will be provided with opportunities to upgrade their training and assessment units by July 2013.*

## Brigade Training

Brigade training covers many activities including but not limited to:

- Skills maintenance;
- One-on-one practice;
- Crew/Team practice;
- Familiarisation sessions;
- Awareness sessions; and
- On-the-job coaching.

Brigade Training, such as skills maintenance drills, (exclusive of acquiring formal certificated CFA or national qualifications) can be carried out by any brigade member who is recognised by the Brigade Management Team (BMT) as an experienced member who has the knowledge, skills and attributes required to teach what needs to be taught.



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To protect lives and property