



HUMBERSIDE FIRE AND RESCUE SERVICE

# People & Development

---

## Competence Policy

Owner	Executive Director of People and Development
Responsible Person	Head of Training
Date Written	May 2021
Date of Last Review	May 2024
Date of next review	May 2025
EIA Completed	May 2021 – Under Review



What we must  
do well



How we support our  
communities



We value and support  
the people we employ



We efficiently manage  
the Service

## CONTENTS

1. Introduction
  - Core Code of Ethics
  - National Guidance
2. Equality, Diversity and Inclusion
3. Aims and Objectives
  - Aim
  - Objectives
4. Associated Documents
  - Equality Impact Assessment
  - Legal References
  - National Guidance
5. Staff Competence
  - Core Skills Framework (CSF)
  - Role Specific Training Outlines (RSTO)
  - Training Framework (TF)
6. Training Recording
7. Assessment and Confirmation of Competence
  - Workplace Assessment
  - Simulation Assessment
8. Failure to Demonstrate Competence

## **1. INTRODUCTION**

HFRS values and supports its staff and aims to ensure that it develops and cultivates a highly trained and competent workforce.

Occupational competence is defined as the ability to consistently apply knowledge, skills and attributes to achieve the proficient performance of workplace tasks.

The HFRS Competence Policy is aligned to the [National Operational Guidance for competence and training](#), and applies to all staff, specifically:

- Full-Time
- On-Call
- Contingency
- Control
- Non-Operational support staff

This policy outlines how HFRS will support, manage and assess occupational competence.

### **Core Code of Ethics**

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

### **National Guidance**

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

## **2. EQUALITY, DIVERSITY AND INCLUSION**

HFRS has a legal responsibility under the [Equality Act 2010](#), and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

## **3. AIM AND OBJECTIVES**

### **Aim**

HFRS will support all staff in meeting the skills and knowledge required to demonstrate occupational competence in their role

## Objectives

Assure that staff are provided with appropriate training opportunities and support to meet the competency for their roles and consequently have the necessary skills and knowledge to meet the requirements of the Strategic Plan, Community Risk Management Plan (CRMP) and Reasonable Worst-Case Scenario (RWCS).

## 4. ASSOCIATED DOCUMENTS

- [Equality Impact Assessment](#)
- [Performance and Capability Policy](#).
- [Training Policy](#)
- [Exercise Policy](#)
- [Training Needs Analysis](#)
- [Role Specific Training Outlines](#)
- [Core Skills Framework](#)
- [Maintenance of Training and Proficiency Programme](#)
- [JEC Training Framework](#)
- [Breathing Apparatus Training Framework](#)
- [Incident command Training Framework](#)
- [Water Flood Training Framework](#)
- [RTC Training Framework](#)
- [Fire Control Training Framework](#)
  
- Legal References

Training and education will be provided by the HFRS Training Section and will be aligned to National Operational Guidance and cognisant of the following (not exhaustive):

- Civil Contingencies Act 2004
- Human Rights Act 1998
- Health and Safety at Work Act 1974
- Road Safety Act 2006
- Management of Health and Safety at Work Regulations 1999
- Working at Height Regulations 2005
- NFCC – Staff Training & Development
- Fire and Rescue National Framework for England
- Joint Emergency Service Interoperability Program (JESIP).
- Operational Learning
- Equality Act 2010

- Public Sector Equality Duty (PSED)
- Performance and Capability Policy
- National Guidance
  - [National Operational Guidance: Corporate Guidance for Operational Activity – Competence and Training.](#)

## **5. STAFF COMPETENCE**

Whilst it is the responsibility of HFRS to provide suitable training and education to meet individual role requirements, it is the individual responsibility of staff to maintain their own competence.

Staff competence is based on the skills and knowledge required for individual role maps and relates to the relevant benchmark standards that define competence.

HFRS staff role specific competence are outlined through:

### **Core Skills Framework (CSF)**

HFRS provide a CSF that outlines the knowledge and skills requirements for specific roles within the organisation.

### **Role Specific Training Outlines (RSTO)**

RSTO provides clear definition of the individual knowledge and skills required to demonstrate competence in specific roles within the organisation.

### **Training Frameworks**

Training Frameworks provide detail with regard to how the role specific requirements for acquisition, maintenance of competence and confirmation of competence for specific training is met within the organisation.

## **6. TRAINING RECORDING**

All staff Training will be recorded on the Service Training Recording System (STRS) (currently PDR Pro).

The STRS will.

- Identify the required competencies and associated training frequencies to perform specific roles.
- Record role specific training activities.
- Identify staff who have not used their skills during a set period, indicating the need for refresher training or retesting.

Confirm if staff have received appropriate and sufficient training specific to their role.

The Service Competency Dashboards will provide a Service overview of staff training and competence using data provided by the STRS.

## **7. ASSESSMENT AND CONFIRMATION OF OPERATIONAL COMPETENCE**

Due to the hazards that may be encountered, it is important to be able to identify, at an early stage, operational staff in need of additional support and development.

The assessment and confirmation of competence in HFRS is achieved through:

### **Workplace Assessment**

Conducted at operational incidents through line managers, or as part of the Organisational Learning process. Workplace assessments provide an important contribution to building a profile of an individual's development by comparing a practical demonstration of underpinning skills, knowledge and understanding of operational response against their role map.

### **Simulation Assessment**

Conducted at training events or exercises, simulated role related activities are used to ensure operational competence is met within specific criteria and required frequencies. The criteria and frequencies for operational staff are aligned to NOG and are set out within the Training Frameworks for the following Core Skills:

- Incident Command
- Breathing Apparatus
- Driving
- Water Rescue and Flooding
- Working at Height

All assessments will be conducted by suitably qualified staff, or by an external training provider with appropriate credentials.

## **8. FAILURE TO DEMONSTRATE COMPETENCE**

Staff who do not attain or maintain the required competency required for their role may be removed from specific competence related activities until a suitable demonstration of underpinning knowledge and skills has been demonstrated.

Failure to maintain competence should be managed by line managers using the framework outlined in the [Performance and Capability Policy](#).

Training Frameworks provide more specific detail with regard to removal from specific areas of competence e.g. Breathing Apparatus, Incident Command.

Staff will be supported to meet the required level of competence through:

- Individual Development Plans

- Coaching and Mentoring

**For further guidance / information relating to this document, please  
contact the Training Section**