



HUMBERSIDE FIRE AND RESCUE SERVICE

People & Development

Training Policy

Owner	Executive Director of People and Development
Responsible Person	Head of Training
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**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 and Inclusion
3. Aim and Objectives
 - Aim
 - Objectives
4. Associated Documents
 - Equality Impact Analysis
 - Legal References
 - National Guidance
5. Training Plan
6. Training Needs Analysis
 - Operational TNA
 - Service TNA
7. Training Section Responsibilities
8. Competence
9. Training Delivery
10. Quality Assurance

1. INTRODUCTION

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

The HFRS Training Policy is aligned to the [National Operational Guidance for competence and training](#). It provides details of how the HFRS Training Section and Organisational Development (OD) will deliver its obligations regarding the education and training of its staff, specifically:

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

The HFRS Training and OD teams will:

- Provide a safe and inclusive learning environment so that staff are engaged in their development and motivated to continuously improve to be their best.
- Support staff with a high standard of education and training through the provision of excellent training delivery and learning support materials, as a result staff should feel both competent and confident in their ability.
- Provide a flexible and innovative approach to the delivery of training and education to ensure that all staff groups have equal access.
- Carry out the effective assessment of learning styles to ensure that training and education is cognisant of staffs learning preferences.

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 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

- Ensure that the provision of training and education meets the requirements of the Strategic Plan, Community Risk Management Plan (CRMP) and Reasonable Worst-Case Scenario Planning (RWCS).

Objectives

- Assure that staff training meets the competence requirements of the Strategic Plan, CRMP and Reasonable Worst-Case Scenario (RWCS).
- Training and education are aligned to appropriate standards e.g. National Operational Guidance.
- Training and education are assured and evaluated to ensure that training is delivered to a high standard.
- Training and education are recorded accurately and appropriately for all staff.
- To provide a safe and inclusive environment so that staff are engaged in their development and that they are motivated to continuously improve to be their best.
- Ensure all staff have equal access to training and education to meet their role specific competence requirements.

4. ASSOCIATED DOCUMENTS

- [Equality Impact Analysis](#)
- [Competence Policy](#)
- Legal References
 - [The Fire Service Act 2004](#) - places a duty on HFRS to maintain a training centre for providing education and training.
 - [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](#)
- National Guidance

This policy is aligned to [National Operational Guidance: Corporate Guidance for Operational Activity – Competence and Training](#).

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):

- 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 \(PSED\)](#)
- Competence Policy

5. TRAINING PLAN

The Training Section will be responsible for the provision of an annual Training Plan to meet the requirements of the Service.

To ensure that the annual Training Plan meets Service need it will be cognisant of the following:

- CRMP
- Strategic Plan
- Operational Training Needs Analysis
- Service Training Needs Analysis
- Service Improvement Plan
- Operational Learning
- Equality Impact Analysis
- Staff Evaluation

The Training Delivery Program outlines the schedule of training for the following year, it will be completed by October each year to provide sufficient time to support the planning of the minimum staffing arrangements of operational establishments.

6. TRAINING NEEDS ANALYSIS (TNA)

To ensure that all staff training needs are identified two TNAs will be completed annually:

- Operational TNA (specific)
- Service TNA

Operational TNA

An operational TNA will be completed annually by the Training Section and Service Delivery and be cognisant of:

- Operational Risk

- Operational Establishment Requirements
- Operational Competence
- Operational Learning.

Service TNA

The Service wide TNA will be compiled by Organisational Development. It will be informed by data gathered from the Operational TNA and during the annual Personal Development Review (PDR) process and mapped against the Service Core Skills Framework, career ladders and Role Specific Training Outlines.

7. TRAINING SECTION RESPONSIBILITIES

Training Section responsibilities (not exhaustive):

- The provision of training and education to support:
 - Acquisition of knowledge
 - Acquisition of skills
 - Consolidation and enhancement of job-related expertise
 - Maintenance of competence
- The Provision of a Training Plan (revised annually).
- The provision of an annual Operational TNA (with support from Service Delivery).
- The planning and coordination of all staff training.
- The management and maintenance of the Service competency recording system (currently PDR Pro).
- Assessment and quality assurance of training delivery.
- The provision of advice and the formulation of reports where appropriate.
- The provision and development of eLearning and other learning support materials.
- Establishing and maintaining relationships with other training providers.
- Representation at local, regional, and national levels, where appropriate.

8. COMPETENCE

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

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

The Competence Policy provides more specific detail with regard to:

- Knowledge and skills required to demonstrate competence.
- How, and to what level, the required knowledge and skills will be assessed.
- How to identify staff who have not used their skills during a set period, indicating the need for refresher training or retesting.
- How to confirm that employees have received appropriate and sufficient training.
- The ways in which employees who have failed to demonstrate occupational competence will be managed.

9. TRAINING DELIVERY

To support Service training requirements, effective training will be developed and delivered by suitably qualified staff, or by an external training provider with appropriate credentials.

10. QUALITY ASSURANCE

The Training Section will monitor the quality of training and education through the use of electronic evaluation forms, which will be reviewed on a monthly basis. The following areas will be evaluated as a minimum standard:

- Training Event/Course
- Learning Materials/eLearning

A live link to the performance of Training Event/Course and Learning Materials/eLearning evaluations will be available on the [Training SharePoint site](#).

To provide a greater level of assurance, the Training Section will also be assured annually by the Organisational Learning Team.

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