



Introduction to Level 1 Incidents

Description	
<p>This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values. The unit applies to individuals who are making the transition from being a team member to taking responsibility for the work and performance of others and providing the first level of leadership within the organisation.</p> <p>As leaders develop, this unit will offer the skills and knowledge required to lead a defined functional unit within an Incident Management Team. The unit of competency addresses the leadership, management and communication skills required to lead a functional unit in an operational environment. It includes establishing a functional unit, leading, and managing a functional unit, communicating effectively within an incident environment and monitoring, and reviewing a functional unit.</p>	
Entry requirements	Prerequisites
Hold rank of A Class Firefighter or above VOL/AUX Firefighters based at FERG locations only.	Prerequisite units required for acceptance: None applicable
Program duration	Total in hours: 75 hours
Work is to be completed at own pace. Consideration to be given to the allowance of reading and research, along with the practical application of activities. Members should contact their OIC in the first instance, and the Station Officer also Training and Development Command for support as required.	
Program content	
Accredited Units of Competency RTO#0384	Organisational/Non-Accredited topics covered (NTFRS)
PUATEA006 Lead a functional unit at an incident BSBLDR411 Demonstrate leadership in the workplace	Not applicable
Administration and enrolment	
<p>Complete and submit your expression of interest via your chain of command. Seeking approval from your Senior Station Officer/OIC/Brigade Captain.</p> <p>Confirm USI and details are current</p> <p><i>NOTE: Learning materials will not be issued until all administrative requirements has been submitted and processed.</i></p>	
Credential type and recognition	Pathway and progression
Successful completion of this program will award learners: <ul style="list-style-type: none">Statement of Attainment that may contribute toPUA40319 Certificate IV in Public Safety (Firefighting Supervision) <p><i>NOTE: Certificates and Statements of Attainment issued under the RTO will be provided within 30 days of final completion sign off.</i></p>	<p>NTFRS Progression Pathway</p> <p>A Class Firefighter promotion to Senior Firefighter (NTFRS Enterprise Agreement 2021-2025 Section 79.1 & Schedule 2)</p> <p>Volunteer and Auxiliary Training and Development Pathway</p> <p>Volunteer/Auxiliary Firefighter (Level 3) Leadership</p> <p><i>NOTE: Promotional dates are as per date of issued certificate qualification on successful completion of the program.</i></p>

Additional Information for learners	
Delivery mode and methods	Assessment methods
<p>Training programs are designed in line with organisational and operational requirements.</p> <p>Trainers/Assessors will deliver your sessions and assess your learning. You should consult them if there is anything you do not understand and alert them if there is anything hindering your learning. They will assist with your individual needs, wherever possible. Trainers and Assessors are qualified to train. They hold relevant qualifications and experience to meet the ASQA requirements.</p> <p>Subject Matter Experts. Some will hold positions as trainers and others will come directly from their operational roles to assist with your training.</p> <p>Program Coordinators will help with matters that go across multiple courses or sessions and may refer you to any of several specialist roles for more specific assistance.</p> <p>Information based learning: Learner Guides (LGs) Programs are normally supported by LGs which may be provided electronically or in hard copy. Each guide will provide essential content and learning activities. To assist you, you are strongly encouraged to study these resources both during and outside of sessions. The guides provide a large portion of the learning which will be tested during assessment activities.</p> <p>Multi-media and other handouts During classes or as part of online learning, you may be provided with multimedia resources (video, DVD, animation, audio) or handouts that supplement the content covered in your LG. Presentations will be used in many classes to highlight key points and display graphics relevant to your learning.</p> <p>Practice based learning Drills and scenarios undertaken will function as both learning activities and evidence of competency. Drills will be reassessed holistically in the final practical assessments but the use of drills as evidence gathering will ensure that all learners can complete all roles and functions within their scope of operations per organisational expectations and policies.</p> <p>Workplace simulation are activities undertaken equivalent to those required in the workplace or operational environment under close supervision with opportunity to ask questions and be guided by the instructor.</p>	<p>Credit Transfer (CT) NTPFES also recognises Qualifications and/or Statements of Attainment issued by other Registered Training Organisations.</p> <p>In some cases, you may still be required to undergo organisational training and/or complete verification of competency assessment to confirm organisational competence.</p> <p>To be eligible for CT, you must provide evidence of original or certified copy of certificates, record of results or an USI academic transcript.</p> <p>Learners seeking CT should contact the Training and Development Team to discuss.</p> <p>Recognition of Prior Learning (RPL) RPL is an assessment process that verifies the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.</p> <p>Evidence of such experience is required to be submitted and validated as part of the RPL Application Process.</p> <p>For more information refer to the RPL Application Guide and RPL Application Form prior to contacting the Training and Development Team to discuss.</p> <p>Theory and practical based assessment methods To complete this program learners must successfully complete all assessments. The forms of assessment in this program may include a combination of:</p> <p>Workbooks are used as a self-study tool and teaching technique to ensure learners are reading through their learning materials and absorbing the information during taught theory sessions. Workbooks will be marked and collected as evidence towards competency.</p> <p>Written assessments are completed in-class, where learners will demonstrate theoretical knowledge.</p> <p>Practical assessments are where learners are observed demonstrating skills and knowledge as applied to real or simulated activities required by firefighters. Practical assessments, at times, include combined skills that apply across multiple units (clustered); at times, are to observe specific standalone skills, and are performed in teams and individually.</p>
Competency based assessment	

Additional Information for learners

Assessment process

The learner is to complete all assessment tasks. Each time you complete an assessment your assessor will provide you with feedback regarding the judgements they have made at that time about your performance on the set tasks. You should regard the result that you are provided with at that time as **provisional**.

The work will be checked for correctness and, if deemed incorrect or not sufficient, the learner will receive feedback and the workbook or assessment back and will be asked to make the required amendments. This may involve resits or further training may be required.

Assessment re-sits and remedial training

Where an assessment has been deemed 'Not Yet Competent' you may be required to undertake remedial training before repeating the assessment or completing a comparable assessment (the re-sit).

The nature of the remedial training, and the length of time until your re-sit, will be determined by the assessor with respect to your needs, and any assessment requirements.

Finalising assessment results

Before your result is confirmed, or any certificates or statements are awarded, additional administrative and processing activities are conducted. These can include, but are not limited to:

- assessment instruments including your work will undergo quality assurance moderation. This will either verify that everything has been done correctly and confirm the recorded result or identify things that need to be done before your result can be confirmed
- any concerns identified will need to be addressed before your result for that assessment is recorded. If you need to take any further action, you will be contacted
- the results from several different assessment activities may need to be finalised to demonstrate that you have met requirements so that an Assessment Summary Sheet can be generated
- all aspects of the assessment are completed, before resulting. This can include something as simple as signatures, dates, and confirmation of outcomes (ticks and crosses).

Should you be concerned about any delay in receiving your final program certification, contact your program coordinator, noting that the process can take up to 14 business days to complete.

Assessment appeal

If you do not agree that your results are a fair representation of your capabilities, you may appeal the result. Refer to the training Compliments, Complaints and Appeals details in the Training Handbook.

You will be asked to sign and date the assessment instrument to indicate that you have received this feedback, understand it, and agree to any remedial training that has been specified.

Further information

- RPL Handbook Application Guide | [PFES Intranet](#) | [NTFRS Volunteer Portal](#)
 - Application for Credit Transfer | Please discuss with your Course Coordinator
 - Training Handbook | [PFES Intranet](#) | [NTFRS Volunteer Portal](#)
- or contact Training and Development Command via email at fire.training@pfes.nt.gov.au