

## Emergency Fire Service Operations

### IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

### Latest framework version?

For any previous versions of this framework: [www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)

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Skills for Justice (Justice, Community  
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# Emergency Fire Service Operations

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# Framework information

## Information on the Issuing Authority for this framework:

Skills for Justice (Justice, Community Safety and Legal Services)

The Apprenticeship sector for occupations in fire and rescue services, policing and law enforcement, custodial care, courts service, prosecution service, forensic science (also includes Legal Services, Youth Justice, Probation/Offender Management, Community Justice).

Issue number: 3	This framework includes:
Framework ID: FR04173	Level 2 <input type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: 31/09/2023	This framework is for use in: Wales

## Short description

This framework is for firefighters from a Fire and Rescue Service. Firefighters respond to emergency situations and rescue life and property from all types of incidents. They protect the environment from the effects of hazardous materials during fire and rescue incidents. They also make an area safer by minimising the risks, including the social and economic costs, caused by fire and other hazards. This is a Level 3 framework which will allow firefighters to build the knowledge and skills needed to perform their job role competently.

# Contact information

## Proposer of this framework

This framework is published by Skills for Justice on a non-statutory basis prior to the designation of Issuing Authorities for Wales. The three Fire and Rescue Services across Wales proposed this framework to promote high standards across the service.

### Developer of this framework

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Issued by: |Skills for Justice (Justice, Community Safety and Legal Services)|

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## Contact Details

Who is making this revision | Nanette Lane|

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# Revising a framework

## Why this framework is being revised

|This framework is being revised to updated the content of the framework and add in an additional combined qualification as requested and has been developed by the employers using this framework

## Summary of changes made to this framework

|To add a qualification as detailed below:

C00/1239/0 SFJ Awards Level 3 Diploma in Emergency Fire and Rescue Services

## Qualifications removed

|None|

## Qualifications added

|C00/1239/0 SFJ Awards Level 3 Diploma in Emergency Fire and Rescue Services

## Qualifications that have been extended

|None|

# Purpose of this framework

## Summary of the purpose of the framework

This framework is designed to develop an apprentice's skills, knowledge and understanding. Firefighters must be physically and mentally prepared as their role can, at times, be very demanding.

The purpose of this framework is to create a comprehensive package of training to ensure that trainees within the Fire Service have the required level of knowledge, understanding and skills to become competent in their role. This framework will address current and future workforce challenges, specifically serving to:

- improve transferability
- maintain high levels of motivation of staff
- retain talent and experience
- become more effective

The Fire and Rescue sector is committed to furthering equality of opportunity for all and is keen to attract more women and people from BME/LGBT groups into the sector. The aim of the sector is to achieve a workforce and workplace which is wholly inclusive and reflective of the communities in which we serve. Each Fire & Rescue Service in Wales work to the Equality Act (2010) and the Wales Specific Duties and has initiative to:

- ensure development opportunities are promoted to all staff
- explore meaningful ways to increase diverse representation in both staff and service delivery

The vision is for the Justice and Community Safety sectors to have frameworks of flexible qualifications for all staff that meet the skills priorities for the sectors, which adds value and offers opportunities for career progression and transfer to other roles across the sectors. This Apprenticeship has been updated with the help of employers in Fire and Rescue to include the new qualifications for Firefighters working in Fire and Rescue Services to meet their skills needs and professionalise the service.

This framework is set at Level 3 and is aimed at both new and existing Firefighters. Apprentices will be expected to carry out a variety of duties including working closely with the local community to increase their level of safety awareness in order to help prevent fires and other incidents occurring in the first place. Apprentices will promote fire safety and fire safety standards in the community, relevant to their role, relating to the protection of life and property from fire and other risks. Lectures, exercises, practice drills and other forms of training are an integral and ongoing part of their role.

This Apprenticeship will also contribute to meeting the skills priorities for Wales by:

- providing flexible access to a high quality Level 3 skills programme, as a real alternative to academic qualifications, for those who prefer this style of learning and achievement
- incorporating skills to improve the levels of general literacy, numeracy and Digital Literacy skill in Wales
- using technical and competence qualifications, valued by employers, to help their businesses grow
- developing apprentices' employability skills, making them more attractive to all employers whichever career they choose
- providing a career pathway into jobs and training at higher levels, to provide the skills which the economy needs to grow
- building on the existing quality learning provision for the Justice & Community Safety sector in Wales

## **Aims and objectives of this framework (Wales)**

To create a nationally approved Apprenticeship framework, combining skills and knowledge, that provides a work based route to competence in the Emergency Fire and Rescue Services. The framework will help to standardise the skills of firefighters, improving transferability between services.

### **Objectives:**

- to formally recognise learning and development
- to promote standardisation of learning and development
- to improve transferability opportunities of skills and staff
- to promote high standards of training

# Entry conditions for this framework

The following skills and attributes are essential to apprentices in this occupation:

- motivation to succeed
- willingness to learn and apply that learning in the workplace
- ability to communicate effectively with a range of people
- ability to work in a team environment
- ability to achieve operational physical fitness

Firefighters often work under a shift based system; so an apprentice must be prepared to work days, nights, weekends and bank holidays as required.

There are no formal entry conditions for this framework, however anyone wishing gain employment as a firefighter within any of the three Welsh Fire & Rescue services will have to go through a stringent recruitment process. Detailed below are some of the activities that will be undertaken as part of that process:

- Applicants will be put through a range of ability tests including psychological tests to assess their ability to process information, problem solve and work with numbers.
- There is a questionnaire to assess their personal qualities and attributes.
- Applicants also have to complete numerous physical tests which assess their physical competence and their confidence and ability to follow instructions.
- Applicants will undergo a medical that will include eyesight and hearing standards

Due to the high-risk nature of the work applicants to Fire and Rescue Services will be required to reach the age of 18 years or over before undertaking any physical tests and/or operational duties.

Applicants have to complete a declaration of any criminal convictions that are unspent (under the Rehabilitation of Offenders Act 1974).

## Rules to avoid repeating qualifications

Processes exist to make sure that applicants with prior knowledge, qualifications and experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. Refer to the on and off the job training section for guidance about prior attainment and achievement.

## Knowledge qualifications:



- If applicants have already achieved the Level 3 KNOWLEDGE qualification before starting their Apprenticeship, (see knowledge qualifications page in this framework) they can count this and do not have to redo the qualification, providing that they have achieved this qualification within five years of applying for the Apprenticeship certificate. For example, they may have already achieved the KNOWLEDGE element as part of the Welsh Baccalaureate. The hours they spent gaining this qualification will also count towards the minimum hours required for this framework

### **Competence qualifications:**

- If applicants have already achieved the Level 3 COMPETENCE qualification for the Apprenticeship they do not have to repeat this qualification, however, this qualification must have been achieved within five years of applying for the Apprenticeship certificate and they will still have to demonstrate competence in the workplace

### **Prior experience:**

- Applicants already working in the sector will be able to have their prior experience recognised by the Awarding Organisation and this will count towards the competence and the knowledge qualifications in this framework

### **Initial Assessment:**

- Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience

# Level 3

Title for this framework at level 3

## Apprenticeship in Emergency Fire Service Operations

Pathways for the framework at level 3:

Pathway 1:                      Emergency Fire Service Operations

# Level 3, Pathway 1: Emergency Fire Service Operations

## Description of this pathway

Emergency Fire Service Operations (in the Community)

The minimum number of credits that an apprentice must attain for the pathway is **45**. This is achieved through either completion of the Combined knowledge and skills qualification and the Transferable skills qualifications or by completing the separate Knowledge, Competence and Transferable Skills qualifications.

## Entry requirements for this pathway in addition to the framework entry requirements

There are no additional entry requirements for this pathway. General entry requirements are specified in the general entry conditions section

Job title(s)	Job role(s)
Firefighter	Respond to emergencies, rescue life and property from all types of incidents and protect the environment from the effects of hazardous materials during fire and rescue incidents. Work with the community, educating them to risks and hazards which will help prevent fires and other incidents occurring

# Qualifications

## Competence qualifications available to this pathway

### C1 – Level 3 NVQ Diploma in Emergency Fire Services Operations in the Community

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	501/2320/8	Edexcel	37	209	N/A
C1b	600/6450/X	SFJ Awards	37	209	N/A

## Knowledge qualifications available to this pathway

### K1 – BTEC Level 3 Diploma in Emergency Fire and Rescue Services Operations in the Community

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/0698/5	Edexcel	39	180	N/A
K1b	601/2603/6	SFJ Awards	39	180	N/A

## Combined qualifications available to this pathway

### B1 – Level 3 Diploma in Emergency Fire & Rescue Services

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	C00/1239/0	SFJ Awards	45	295	450

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## Relationship between competence and knowledge qualifications

K1 - Level 3 Diploma in Emergency Fire and Rescue Services Operations in the Community (knowledge) provides the underpinning knowledge and understanding for C1 - Level 3 NVQ Diploma in Fire Services Operations in the Community (competence)

B1 - Level 3 Diploma in Emergency Fire & Rescue Services is a combined qualification that includes both knowledge and competence requirements

Apprentices are required to achieve **either** a Competency AND Knowledge qualification **Or** the Combined qualification.

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    **YES**    ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    **YES**    ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☒ **NO** ☐

### Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.



# Progression routes into and from this pathway

## Progression into this pathway

Progression into this pathway can be from a variety of routes including:

- direct entry from a school, college or other training programme
- direct entry from another occupation
- direct entry from young firefighter schemes
- direct entry for existing firefighters
- those who are not currently in education, employment or training
- training and qualifications such as Welsh Baccalaureate with Principal Learning Qualification in Public Services or BTEC Level 2 Award/Certificate/Diploma in Fire and Rescue Services in the Community

## Progression from this pathway:

### *Jobs:*

Progression from this pathway, with further experience/training, may be into more senior roles within Fire and Rescue Services, for example:

- Crew Manager
- Watch Manager
- Station Manager
- Group Manager
- Area Manager
- Brigade Manager

Progression from this pathway may also be into other roles within the Justice and Community Safety sector, for example; Police Officer, Police Community Support Officer (PCSO).

### *Further training and qualifications:*

Progression within the Fire Service will involve firefighters expanding and extending their occupational knowledge into areas and qualifications such as:

- Leadership
- Management
- Command

Community Safety

Fire Safety

- Learning & Development
- Other professional qualifications

The achievement of the qualifications within the framework will offer entry opportunities into Higher Education.

### UCAS points for this pathway:

N/A

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?    **YES**    ☐    **NO**    ☒

## Delivery and assessment

Employee Rights and Responsibilities (ERR) is no longer a mandatory part of Apprenticeships, however it will remain an option for the respective Fire & Rescue Services in Wales to implement as it is felt this is an important aspect of their apprenticeship and agree that all apprentices should understand their rights and responsibilities with regards to equal opportunities and health and safety. It is important that all apprentices receive a thorough induction into their organisation and this can contribute towards meeting the requirements for ERR. The apprentice can gather evidence and complete the workbook under the supervision and guidance of their assessor/manager.

The course of training in ERR must be designed so that the apprentice:

- knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law. This should cover the apprentice's rights and responsibilities under the Employment Rights Act 1996, Equality Act 2010 and Health & Safety legislation, together with the responsibilities and duties of employers
- knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity
- training must be an integral part of the apprentice's learning programme knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme
- understands the role played by their occupation within their
- organisation and industry has an informed view of the types of career pathways that are open to them
- knows the types of representative bodies and understands their relevance to their skill, trade or occupation, and their

main roles and responsibilities

- knows where and how to get information and advice on their industry, occupation, training and career
- can describe and work within their organisation's principles of conduct and codes of practice
- recognises and can form a view on issues of public concern that affect their organisation and industry

#### **How to meet the requirements for ERR:**

A declaration must be signed and dated by the apprentice, learning provider and employer to confirm that the apprentice has covered the target areas and criteria. <https://acwcerts.co.uk/web/forms-documentation>

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# How equality and diversity will be met

A key concern of the sector is that it does not reflect the community it serves.

- Women, Black and Minority Ethnic (BME) groups, and those who identify as LGB or transgender are currently under represented within the operational workforce.
- Within the Fire and Rescue the workforce is predominantly white male. The general make up of the wider workforce in the Justice and Community Safety sectors is around 53% male and 95% white.
- Over half of the Justice and Community Safety Sectors workforce is between the age of 35 and 54 with around 10% aged over 55.
- Low staff turnover and high application rate (3,000 +) means it will take an extensively longer period of time to increase not just diversity of applications but also the diversity of successful applicants.

Likely reasons which have contributed to this imbalance include:

- a perception of the sector as high risk, and a perceived lack of career opportunities may be limiting the number of applicants
- people wishing to enter the sector are often unaware of the breadth of opportunity and different roles that the Justice and Community Safety sectors offer, as well as the scope of career pathways from these roles, in particular the ways in which they could enter one area of the Justice/Community Safety sector by transferring skills gained in another area
- lack of an Apprenticeship route which offers a high quality standardised programme of training and development within Fire and Rescue Services and across the wider Justice and Community Safety sectors
- stereotypical views of the Fire and Rescue Service as a white, male dominated workforce
- vacancies are sometimes advertised in areas where there are little or no BME communities

In order to address these issues, awareness of Fire and Rescue Services as a profession is being raised through:

- producing careers information, advice and guidance including, career progression pathways and case studies
- raising awareness to encourage people from under-represented

groups to consider the Fire and Rescue Service as a career

- development of Apprenticeships to create progression routes into and from occupations within Fire and Rescue Services
  - positive action initiatives have been set up to encourage an inclusive environment and positive culture within the workplace, such as promoting development opportunities to all staff, looking at new ways to increase representation in both staff and service delivery
- Apprenticeships are seen as a vital route to encourage a greater diversity of individuals into the sector, therefore entry conditions to this framework are extremely flexible.

Training providers and employers MUST comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to and promotion within, the industry, using the 9 protected characteristics of:

1. age
2. disability
3. gender reassignment
4. marriage and civil partnerships
5. pregnancy and maternity
6. race
7. religion and belief
8. sex
9. sexual orientation

Skills for Justice will monitor take up and achievement of all Apprenticeships in the Justice and Community Safety sectors. |

# On and off the job training

## Summary of on- and off-the-job training

Total on and off the job training hours for this framework

Emergency Fire Service Operations pathway - **667 hours** (minimum) if undertaking the combined qualifications

Emergency Fire Service Operations pathway - **606 hours** (minimum) if undertaking the separate knowledge and competence qualifications

### Off the job training:

Off the job training must be received whilst working under an Apprenticeship agreement. Training hours delivered under an Apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice.

The amount of off the job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of off the job hours for this framework can be verified for Apprenticeship certification.

#### *Previous attainment:*

Where a learner enters an Apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised through recording of exemptions for certificated learning, for example Principal Learning qualifications.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years of applying for the Apprenticeship certificate.

#### *Previous experience:*

Where a learner enters an Apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised. To count towards Apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's "Recognition of Prior Learning" procedures and the hours recorded may then count towards the off the job hours required to complete the Apprenticeship.

For apprentices with prior un-certificated learning experience, the off the job learning must have been acquired within 5 years of application for the Apprenticeship certificate or they must have been continuously employed in the relevant job role in the industry for 2 years.

### On the job training:

On the job training must be received whilst working under an Apprenticeship agreement.

#### *Previous attainment and experience:*

On the job training hours may vary depending on previous experience and attainment of the apprentice. Where a learner enters an Apprenticeship agreement having previously attained or

acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and documented using the relevant exemption or Recognition of Prior Learning (RPL procedures as off the job above). The amount of on the job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of on the job hours for this framework can be verified for Apprenticeship certification.

Apprentices who commence training under a new Apprenticeship agreement with a new employer may bring a range of prior experience with them. When an apprentice can claim towards the on the job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the apprentice's learning programme should include "customisation". Training providers are encouraged to identify additional on the job training programmes that customise the learning to the new workplace. Customisation programmes may include selecting appropriate additional qualification unit(s), or relevant units recognised as Quality Assured Lifelong Learning (QALL) through a Credit and Qualifications Framework for Wales (CQFW) recognised body, or follow Essential Skills at a level higher than that specified in the framework, include one or more Wider Key Skill or other competency-based qualifications/units relevant to the workplace. For apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years from the date of application for the Apprenticeship certificate or have been continuously employed in the industry for 2 years.

Firefighters require a thorough level of technical competence and knowledge, which will be undertaken through work-based training, practice and experience.

### **Certification:**

Providers will be responsible for ensuring that the minimum requirement for on the job training has been met when applying for Apprenticeship certificates. For more information on certification see the following link: <https://acwcerts.co.uk/web/>

## **Off-the-job training**

Off the job training is defined as time for learning activities away from normal work duties.

### **Off the job training hours for this framework:**

The total amount of off the job training required to complete this framework is as follows:

Emergency Fire Service Operations pathway - **512 hours** (minimum) if undertaking the combined qualifications

Emergency Fire Service Operations pathway - **397 hours** (minimum) if undertaking the separate knowledge and competence qualifications

### **How this requirement will be met**

#### **Emergency Fire Service Operations pathway:**

If undertaking the separate knowledge and competence qualifications, the requirement for off the job training is calculated as follows:



- 180 hours Level 3 BTEC Diploma in Emergency Fire and Rescue Services Operations in the Community
- 60 hours Level 2 Essential Application of Number Skills
- 60 hours Level 2 Essential Communication Skills
- 60 hours Level 2 Essential Digital Literacy Skills
- 10 hours appraisals related to this Apprenticeship programme
- 15 hours for ERR and Induction (to reflect the time for induction and ERR delivered/completed off the job)
- 12 hours minimum for mentoring

If undertaking the combined qualification, the requirement for off the job training is calculated as follows:

- 295 hours Level 3 Diploma in Emergency Fire and Rescue Services
- 60 hours Level 2 Essential Application of Number Skills
- 60 hours Level 2 Essential Communication Skills
- 60 hours Level 2 Essential Digital Literacy Skills
- 10 hours appraisals related to this Apprenticeship programme
- 15 hours for ERR and Induction (to reflect the time for induction and ERR delivered/completed off the job)
- 12 hours minimum for mentoring

### **Off the job training needs to:**

- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager
- be delivered during contracted working hours be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching; mentoring, feedback and assessment; collaborative/networked learning with peers, guided study and induction

### **Evidence of off the job training - Emergency Fire Service Operations pathway:**

- **Either:** Level 3 BTEC Diploma in Emergency Fire and Rescue Services Operations in the Community
- **Or:** Level 3 Diploma in Emergency Fire and Rescue Services
- Level 2 (or higher) Essential Skills Certificates for Application of Number, Communication and Digital Literacy
- Completion of the declaration which confirms that requirements for on and off the job training have been met (please see the section on ERR for more details about the workbook)
- Coaching and mentoring record, log or diary - not required at certification

## **On-the-job training**

On the job training is defined as skills, knowledge and competence gained within normal work duties.

### **On the job training hours for this framework:**

The total amount of on the job training required to complete this framework is as follows:

Emergency Fire Service Operations pathway - **155 hours** (minimum) if undertaking the combined qualifications

Emergency Fire Service Operations pathway - **209 hours** (minimum) if undertaking the separate knowledge and competence qualifications

## How this requirement will be met

### Emergency Fire Service Operations pathway:

The requirement for on the job training is calculated as:

#### Either

- 209 hours Level 3 NVQ Diploma in Emergency Fire Services Operations in the Community

#### Or

- 155 hours Level 3 Diploma in Emergency Fire and Rescue Services

### On the job training needs to:

- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager
- be delivered during contracted working hours
- be delivered through one or more of the following methods: individual and group teaching, e-learning, coaching; mentoring, feedback and assessment; collaborative/networked learning with peers
- be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by the assessor and employer. These records of hours may need to be submitted to the Certifying Authority when applying for an Apprenticeship completion certificate.

### Evidence for on the job training:

- **Either** Level 3 NVQ Diploma in Emergency Fire Service Operations in the Community **Or** Level 3 Diploma in Emergency Fire and Rescue Services
- Completion of the declaration which confirms that requirements for training hours have been met (please see the section on ERR for more details about the workbook)
- Record of on the job training, e.g. coaching and mentoring record, log or diary - not required at certification



# Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

Enter Qualification Names
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## Improving own learning and performance

Give examples - signpost to specific units in framework qualifications that would meet these requirements

## Working with others

Give examples - signpost to specific units in framework qualifications that would meet these requirements

## Problem solving

Give examples - signpost to specific units in framework qualifications that would meet these requirements

# apprenticeship FRAMEWORK

For more information visit-  
[www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)