

# Civil Defence College



## Core and Compulsory Programmes Administration of Training

# **Administration of Training Core & Compulsory Training (Generic Overview)**

## **Contact Details**

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## Civil Defence College

### Information for Civil Defence Officers and A /CDOs

This circular provides clarification in respect of core and compulsory training requirements for Civil Defence Volunteers. It reiterates the role of the Civil Defence Volunteer instructors.

Finally, it clarifies the procedures required for administration of training courses locally and centrally.

#### 1. Core and Compulsory Training

**Core Requirements: All volunteers (new and existing) must complete the following:**

- Garda Vetting: Volunteers must maintain Garda Vetting – it is a requirement for re-vetting to be carried out every 5 years (note: there is no grace period accepted)
- Civil Defence Induction: Delivered by or on behalf of CDO or A/CDO
- TUSLA Children First programme\*: The programme is based on *Children First: National Guidance for the Protection and Welfare of Children* and the Children First Act 2015 (*link at end of this document*)

**Compulsory Training:** Core and compulsory training will be effective as outlined below. Volunteers who do not meet these criteria will not be approved to undertake any activity on behalf of Civil Defence.

From 1 September 2019, all volunteers must hold certification in the two courses (1 & 2) listed below. This is to ensure that each volunteer has an appreciation of the role of Civil Defence and has the basic skills to participate as part of a team during Civil Defence activities.

1. Cardiac First Response
2. Manual Handling Operator

Qualification includes any of the following:

- CFR Community
- CFR Advanced
- CFR Community Instructor
- CFR Advanced Instructor
- Manual Handling Operator
- Manual Handling Instructor
- People Handling Instructor

\*The TUSLA Children First Programme, is an online programme available on the TUSLA website. Other Children First/Child Protection Programmes provided through established agencies and approved by AP Policy Civil Defence College may also be accepted,

*Note: this document refers to training that is certified through the Civil Defence College. Local Authority Civil Defence Officers have an option to employ an external training provider to deliver, assess and certify volunteers; this training is recorded by the Local Authority CDO under Affiliated Training on the Volunteer Register*

## Volunteer Instructors

The Civil Defence College provides training and certification to national and international standards. The certifying agencies have criteria in place and regulatory/legislative requirements, for example; Garda Vetting, Child Protection, which volunteer instructors must meet to maintain their qualification.

### a) Instructor responsibilities

- Each instructor is recommended to maintain a copy of a training log; see *Appendix 1* for a copy of the training log. The log should include certified and uncertified training and will provide evidence of training provided and instructor activity.
- ‘Certified training’ refers to training provided during an actual course or a recertification course. ‘Uncertified training’ refers to refresher and regular training and exercises delivered by instructors on a weekly basis.
- Refresher training or ‘uncertified’ training, or assisting on delivery of a course for another instructor must be recorded and may be used as evidence of training delivery for CPD Points.

### Quality Assurance of Training delivery

As a Recognised Training Institution of PHECC, HAS, FSAI and R3 Europe the Civil Defence College are required to provide evidence of Quality Assurance of Training. We are required to demonstrate that we have observed instruction and are satisfied that the standard is being maintained. Quality Assurance of Civil Defence training will happen in two ways:

- Visits to Training Courses – College Instructors and Administrators will visit a number of training classes each year to observe and QA the training delivery and administration.
- Following certified training; courses and assessment returns are submitted to the College Administrator. The college, as evidence of quality assurance procedures will retain the records for inspection by the certifying agencies. All course paperwork is subject to internal verification.

### b) Instructor Qualifications

Volunteers, by their nature want to help and support others, however when a volunteer who holds instructor qualification in a number of disciplines is no longer available to instruct, the local unit is left with a big gap to fill.

- Volunteers should hold a maximum of two instructor qualifications\*. This is to ensure the instructor has time to deliver the required number of training courses. It also allows other volunteers become instructors.
- If a Local Authority has certified instructors for a specific discipline, those instructors **should be used** to deliver training rather than private providers being contracted to deliver training. This allows instructors experience and credit towards meeting recertification requirements.

- A list of instructors in each discipline certified to instruct on behalf of Civil Defence will be available through the Civil Defence College administrator.

c) Civil Defence Officers

The Civil Defence College recommends that Civil Defence Officers do not take on the additional role as Civil Defence instructors, as the role of the Civil Defence Officer is to:

- Manage the day-to-day running of Civil Defence within the Local Authority
- Manage volunteers
- Liaise and work with senior management in the Local Authority

In addition, by the CDO being an instructor – a volunteer may not be getting the opportunity of becoming an instructor

In the event of an issue or an appeal in relation to a course the CDO may be involved in the process. Where necessary, and there is no volunteer instructor available, the CDO may instruct.

d) Casualty Instructors

Civil Defence CFR, FAR and EFR Instructors must deliver a minimum of four courses during a two-year period. The four courses must include at least one course for each standard of qualification.

- A volunteer who holds instructor status in all three levels must deliver a minimum of one CFR, FAR and EFR course plus one of any of the three courses to be nominated for recertification.
- A volunteer who is an EFR Instructor (not FAR) must deliver a minimum of one EFR and one CFR plus two of either CFR or EFR.
- A volunteer who is a FAR Instructor must deliver a minimum of one CFR and one FAR course.
- A volunteer who is a CFR Instructor alone must deliver four CFR Courses

**2. Administration of Training Courses**

*Local Training – procedures attached (Appendix 3)*

*Central Training – procedures attached (Appendix 4)*

Application for training

- When a course number is applied for, the names of the students will be requested, the CDO may include two additional names of substitutes who may take a place if one or two of the original nominated volunteers are unable to attend training.
- Only students who meet the prerequisites should be nominated to undertake training
- The Civil Defence College administrators will confirm that the nominated volunteers meet the pre-requisites in advance of the commencement date of the course

- A course should not be delivered if there are less than three students available, instructor fees are not paid in such cases.
- All Course paperwork should be returned within two-weeks of the end of the course.

### **Administration of Courses**

- All students attending courses must sign in for the course.
- The CDO/Instructor/Course Director must ensure each student received the required information in advance of the course.
- The volunteer number of each student must be included, this allows the college administrator to identify students if there is difficulty in reading signatures
- Following successful completion of a course, the relevant course documents as required by the Civil Defence College, must be returned within 7 days.
- The paperwork must then be retained or scanned until the certification period has lapsed or until the college for quality assurance purposes, requests the paperwork.

**TUSLA Training** - *The introduction Video and the programme can be accessed via the TUSLA Website.*

**For the purpose of Instructor disciplines – each of the following are considered as one:**

- CFR/FAR/EFR Instructor
- Manual Handling /People Handling Instructor
- Radio Communications Instructor / Map YX
- Missing Person Search Instructor/ Map Reading Instructor/ Map YX
- Swiftwater Instructors (all levels)

### **Volunteer Training Records**

Training records of volunteers are recorded under three separate locations on the Volunteer Register, there is also a comment box – to allow relevant additional information be recorded:

1. Central Training: All training delivered and/or certified through the Civil Defence College
2. Affiliated Training: Local Authority CDOs add training, recognised by the College, but arranged by the CDO and delivered awarded by an external organisation
3. Local Training: Other training the CDO may decide to facilitate – this training may not be listed on the Civil Defence College Lists

Comment Box: this allows the CDO or the College add specific additional comments in respect of an individual in respect of a course.

## Record of Training delivered by Civil Defence Instructor



Instructor Name: \_\_\_\_\_ Local Authority: \_\_\_\_\_

Date: \_\_\_\_\_ Duration of Training: \_\_\_\_\_ hours

Discipline/Service: \_\_\_\_\_

Method of Instruction: *Theory*      *Practical Session*      (circle one or both as appropriate)

Students Names	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Any Comment /Issues arising (i.e. course content)	Incident Report ( if required)

<b>Instructor Signature</b>		<b>Date:</b>	
<b>CDO Signature</b>		<b>Date:</b>	

*This completed form should be returned to the college administrator within 3 months of the delivery of training, it may be scanned or posted. Forms may be returned quarterly for each volunteer instructor.*

## Sign In & Results Summary Sheet

**1. Sign-in Sheet**

Date: \_\_\_\_\_ LA: \_\_\_\_\_ Course Type: \_\_\_\_\_

Course No. \_\_\_\_\_

*The Department of Defence will treat personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation. Full details of the Department of Defence Data Protection Policy can be found on our website at [www.defence.ie](http://www.defence.ie); by email from [dataprotection@defence.ie](mailto:dataprotection@defence.ie) or in writing from Data Protection Office, Department of Defence, Station Road, Newbridge, Co. Kildare W12 AD93.*

	NAME Student MUST Sign below their ▼ name ▼	VOL NO.  Enter Here ▼▼	Presentations – Student must initial each module as they attend															
1	Joe Bloggs	T5678																
2	A.N.Other	T1234																
3																		
4																		
5																		
6																		
7																		
8																		



## 2. RESULTS SUMMARY

	NAME	VOL NO. Enter Here ▼▼	Result of Theory (If Applicable) <b>S=Successful</b> <b>NS=Unsuccessful</b>		Result of Practical Skills / Assessments (If Applicable) <b>S=Successful</b> <b>NS=Unsuccessful</b>		Comments
							Please comment on student performance during course or assessment  Please indicate if remediation was required
1	Joe Bloggs	T5678	S	NS	S	NS	
2	A.N.Other	T1234	S	NS	S	NS	
3			S	NS	S	NS	
4			S	NS	S	NS	
5			S	NS	S	NS	
6			S	NS	S	NS	
7			S	NS	S	NS	
8			S	NS	S	NS	

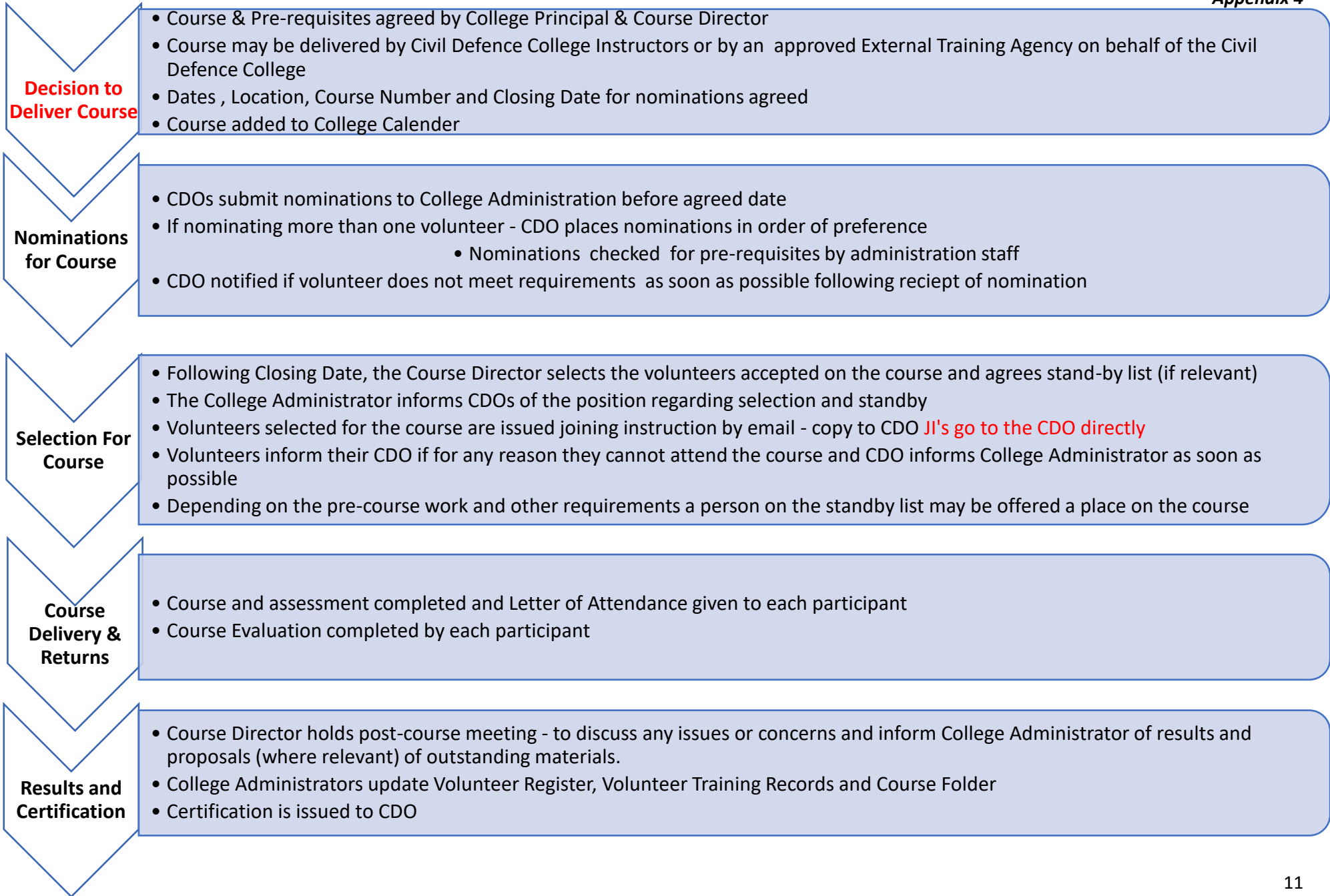
<b>INSTRUCTOR'S/CDO'S SIGNATURE AFFIRMS THAT ALL ASSESSMENTS WERE DONE ACCORDING TO APPROPRIATE GUIDELINES</b>	
Lead Instructor :	Signature:
Assisting Instructor (If applicable) :	Signature:
Examiner (If applicable) :	Signature
CDO :	Signature :
Date of Completion of Course :	

*This completed form must be submitted to the College Administrator within two-weeks following completion of the assessment.*

## Procedures and Processes for Local Training and issuing of Certification by Civil Defence College

<b>Decision to deliver Course</b> ↓			
Course Approved & Pre-requisites published by Civil Defence College	Civil Defence Officer & Instructors agree course requirements	Volunteers / Participants selected and notified. A minimum of two 'subs' may be selected to be available in the event of selected participants being unavailable	Dates and Location of Training agreed
<b>Pre Course Administration</b> ↓			
CDO applies to College Administrator for course number - stating the Instructor, Examiner and the list of students.	College Admin. confirms pre-requisites of students and certification status of proposed Instructors and Examiners	College Administrator issues to the CDO the Course Number, Course Paperwork and where relevant course manuals	CDO and Instructors ensure that all relevant paperwork has been received.
<b>Following the Course</b> ↓			
Course Instructor must ensure all sections of Course Administration and Examination documents are completed fully.	All paperwork should be signed by Instructor or Assessor as appropriate	The Instructor and Assessor collates all examination paperwork according to the returns checklist	The Instructor gives the paperwork to the CDO for signature and then returned to the Civil Defence College Administrator
<b>Course Returns</b> ↓			
Internal verification of results is undertaken by Administration / Instructors	College Administration checks returns and ensures all participants meet the course pre-requisites. If any errors are identified - all paperwork is returned to CDO indicating the errors	Clear paperwork - College Administrators update Volunteer Register, Volunteer Training Records and Course Folder	Certification is issued to CDO
<b>Courses not certified through Civil Defence College</b> ↓			
Courses approved but not certified by the Civil Defence College, such as Induction and ISA Courses, are managed by the Civil Defence Officer.	Following completion of such training, the Civil Defence Officer must update the Local Volunteer Training Record on the Volunteer Training Database to reflect such training. <i>Affiliated??</i>	Approved Courses appear on the 'drop-down' menu of courses on the Volunteer Training database	

CENTRAL TRAINING INFORMATION FOR CDO





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