
From: Training Centre Helpdesk [REDACTED]

Sent: 07 March 2023 12:32

To: [REDACTED]
[REDACTED]

Cc: Training Centre Helpdesk [REDACTED]

Subject: Significant Delay/Essential Training (SDET1)

Hi All,

To support the Operational Crewing Hub and to maximise our availability across the Service when planning courses, can I please ask that you spend the time to read this email and the attached guides which may be relevant to you and your department. The aim of the guidance is to:

- Refresh our procedures and actions when booking courses
- Maintain professional competence through training and essential courses whilst balancing the availability for operational incidents

Both areas are key priorities for the Service. Ultimately it's important to remember when attending certain initial or refresher courses, we are an available resource for emergency response. This is not to denigrate the importance of training, merely guidance to help prioritise our actions with people and time.

Through the Course Management System (CMS) Monthly Schedule Calendar we have a facility to view all the courses which have been booked on a daily basis. Any course which is registered and booked through the CMS will be highlighted on the calendar, such as NEBOSH, Fire Safety, BA refresher etc.

The first quick 'how to' guide will explain how to use this function and includes how to identify what course has been booked and who has been nominated to attend. Could I please ask that we start to utilise this system as an organisation, and in particular if you are responsible for planning, organising and booking courses. If we review the calendar before organising a course, we can avoid multiple bookings which will assist the Operational Crewing Hub with availability.

The calendar also highlights the number of appliances booked on a delayed turn out for training. As a Service we can book no more than two appliances at any one time on a significant delay for essential training. Examples of essential training would be events such as a CFBT refresher, or SRT training (log book day) at Symonds Yat and a significant delay would be 1 hour. **The only exception to this rule where by a significant delay would not be suitable, is when attending a Water Course at Cardiff when utilising a resource. In this particular instance the resource would be unavailable during the duration of the course but you may be requested to attend a major incident when travelling to and from the venue.** In all of the above instances, the calendar

should be utilised. Please remember if a major incident occurred within the Service any resources on a significant delay may be utilised for operational use.

Stations are no longer required to email the TC helpdesk if they need to book an appliance on a significant delay as we have created a course each day titled “**Significant Delay/Essential Training (SDET1)**”. Station JO’s can now allocate a resource as per a refresher. When using this facility JO’s **must** ensure they check the monthly schedule first to ensure no more than two resources have been allocated to a specific day.

The second quick ‘how to’ guide explains how to add a resource to a course and is also utilised the same way for adding appliances to the CMS for essential training. **This must be completed by the JO** where the intention is to utilise the appliance for transport to the course or when carrying out essential training.

Any local station based training such as an RTC drill in the yard or a BA drill off site does not need to be added to the calendar, but you may wish to inform Control as a 5 minute delay might be appropriate to allow crews time to stow equipment away in the event of a Fire Call. The delay should be agreed by control, based on operational cover in the county. If any other training events fall outside these categories where a delay is required, please contact your Station Commander or the District Group Commander to discuss the requirements.

In all instances **Fire Control should always be contacted** prior to the training event, this is to ensure operational cover is suitable across the Service. If we can please start to utilise this centralised system as an organisation, we can equally plan courses throughout the year without having a detrimental effect on our crewing.

This may be a refresher for many but it might also capture a few where it is unknown and could help others when booking local events which are not registered on the CMS.

If you do not have access to the CTR/CMS please contact WC [REDACTED] who will create you a user account.

I have only emailed the people who I think this may be of use to, if you feel others may benefit from this information please forward it on.

Many thanks for spending the time to read this information.

Kind regards

[REDACTED]

[REDACTED] | Station Commander | Training Centre

