
Annex 1 – Survey Results

RETAINED IPDS IMPLEMENTATION RESEARCH QUESTIONNAIRE

Introduction

This questionnaire has been designed to establish how brigades currently conduct the development of their staff within the retained service. The information obtained from the questionnaire will be used to highlight areas of 'good practice' and areas within the existing systems that require further work to ensure a robust Integrated Personal Development System (IPDS) is in place. Where areas of good practice are identified by the project team participating brigades will be required to produce a short case study. This will enable us to share both current working practices and ideas for the future implementation of the Integrated Personal Development System. Where brigades feel that they currently have no systems to comply with IPDS advice will be issued, which can be used to assist them.

Section 1: Cover Sheet (Contact & Background Information)

Brigade _____

Named contact & Address _____

Telephone _____

Mobile Telephone _____

E-mail address _____

No. of retained stations _____

No. of retained personnel _____

Average No. of new retained personnel per year _____

No. auxiliary/volunteer stations _____

No. of auxiliary/volunteer personnel _____

Average No. of new auxiliary/volunteer personnel per year _____

Section 2: Questionnaire

Introduction

This section looks at the systems and procedures you have in place. It is important that you provide information on what you do now, however you should also include information on any future development plans or changes. You may find it appropriate to attach additional documentation to supplement the responses to the questions.

Note: For those brigades with retained, volunteers or auxiliaries a separate section 2 questionnaire must be completed for each group.

Please tick relevant box for this questionnaire

Retained

Volunteers

Auxiliaries

Point of entry selection

1 What criteria do you use for selection?

2 How is the selection carried out?

3 Who is involved in selection and administration of the process?

Induction of employees

4 Do you carry out any specific induction training for new employees? Yes No

Note: If no go to question 11

5 What does it involve?

6 What is its duration?

7 When and where is it carried out?

8 Who is involved?

9 Do you measure the learning /outcomes? Yes No

Note: If yes please give a brief explanation

10 What feedback methods do you have in place?

Initial Training

11 Do you run an initial training course? Yes No

Note: If no please give a brief explanation of training provided

12 Do personnel attend station for training before attending an initial training course? Yes No

Note: If yes, please give a brief explanation of training provided

13 How is the initial training course delivered (duration)?

14 Is your course linked to the new National Occupational Standards?

15 What does it include? (Please attach a syllabus)

16 Are personnel allowed to ride before attending an initial training course? Yes No

Note: If yes, please give a brief explanation of training provided, and are they restricted in their role.

17 Do you identify existing skills prior to initial training?

18 What methods of assessment are in place?

19 What feedback methods do you have in place?

Developing into the role (probation)

20 Do you have a development programme? Yes No

Note: If yes please give a brief explanation and / or attach copy

21 Does the programme contain key milestones or targets? If so, what are they? Yes No

22 Are there any differences in the training provided between the auxiliary/volunteer, retained and the wholetime firefighter? If so, what are they?

23 How is the training measured/ assessed?

24 Is it linked to the National Occupational Standards? Yes No

25 What feedback mechanisms do you have in place?

Role of retained firefighters within the brigade?

- 26 Do you have a clearly defined role for the firefighters in terms of what they are expected to do or contribute? Yes No

Note: Please refer to the National Occupational Standards as a guide

- 27 Do you restrict activities if compared with wholetime firefighters in the same brigade? Yes No

Note: If yes, please give a brief explanation

- 28 Do your retained personnel crew special appliances Yes No

Note: If yes, please give a brief explanation of training provided

Continuation training (Maintenance of your skills)

- 29 How do you determine what training needs to be done?

Note: Please give a brief explanation of your process

- 30 Do you differentiate between the firefighters that have a high call rate from those who turn out less frequently? Yes No

Note: If yes, please give a brief explanation of the procedures

- 31 Do you have a frequency programme for specific skills or tasks?
-

- 32 What arrangements do you have for:
a) Continuation training on station?
b) Centralised training?
-

- 33 How do you:
a) Assess the outcomes?
b) Record the results?
-

- 34 Do you have a debrief/ performance review process Yes No

Note: If yes, please give a brief explanation of the system.

- 35 Do you accept operational experience as a demonstration of competence? Yes No

Note: If yes, please give a brief explanation of the recording system.

Selection for promotion

36 How do you select people for promotion?

37 What criteria are used to determine the right person for the post?

38 Is it matched to the National Occupational Standard? Yes No

Note: If yes, please give a brief explanation of the recording system.

39 Is there an assessment centre for retained junior officers? Yes No

Note: If yes, please give a brief explanation of the system.

Development following promotion to a new role?

40 Do you have an induction programme? Yes No

Note: If yes, please give a brief explanation of the system.

41 Is the role in clearly defined terms? (Job description or role map) Yes No

Note: If yes, please give details or attach

42 How do you determine people's knowledge?

43 What education/ development programmes are in place for your Junior Officers?

Please complete by 11 October and forward all electronic responses to:

martin.smart@notts-fire.gov.uk

Or post to:

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Main Street
South Muskham
Newark Notts
NG23 6EE

Integrating the Personal Development of Retained Firefighters

Brigade	Grampian	Norfolk	Hampshire	Notts	Cambs	Shropshire	Dorset	Hereford & Worc	Dumfries & Galloway	Mid & West Wales	West Yorkshire
Retained Units	36	38	46	21	20	20	23	27	16	49	14
Retained Personnel	398	452	700	365	362	300	350	350	193	750	164
New employees PA (Ret)	30	35	50	40	52	15-20	40	30-45	20	90	9
Aux/Volunteer	27	0	0	0	1	0	0	0	1	2	0
Aux/Volunteer Units	1	0	0	0	19	0	0	0	10	10	0
New employees PA (Aux/Vol)	10	0	0	0	2	0	0	0	0	1	0
Induction Training (4)	Yes	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes
Contents (5)	Competency to Ride	Pre basic events	Attached	N/A	See note	N/A	Details Given	H&S/Training Programme	Attached	Attached	See note
Duration (6)	Not specific	8 Weeks prior	6 weekly modules	N/A	During Basic Training	N/A	1 day	2 days	1day	2 days	Depending on individual
Venue (7)	Retained Station	Retained Station	Retained Station	N/A	BTC	N/A	HQ (6-8 weeks prior to basic)	BTC (2 weeks prior to basic)	HQ	BTC	On station
Who Facilitates (8)	Retained Oic	Oic & Supervisory	Station/ Divisional	N/A	HR, Welfare & Training	N/A	Area officers	BC Trainers	St O Training	HR & Training Staff	Stn Commander
Measured Outcomes (9)	Yes	Yes	Yes	N/A	No	N/A	Yes	Yes	No	Yes	Yes
Feedback in place (10)	Informal	verbal & written	Yes	N/A	No	N/A	None	Via Retained Officer	None	Daily documented	Debrief
Course (11)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No (Central @ SSTs)	Yes	Yes Attached
Attend St before course (12)	Yes	Not Answered	Yes (attached)	Yes	Yes	Yes	Yes	No	Yes	No	Attached
Duration (13)	4 days	5 day	3 weekends	5 days +10 days BA	See note	4 days + 2 days	19 days	12 days	10 days	9 days	One week
Linked to NOS (14)	No	No	To NVQ's	No	No	No	No (Dorset comp used)	No	No	No but working towards	Yes
Contents attached (15)	Yes	Yes	Yes	Yes	Syllabus attached	No	No information	Yes (attached)	Details @ SFSTS	Yes (attached)	Yes
Allowed to ride before basic (16)	Yes	No	No	No	No	No	No	No	No	No	?
Existing skills ID (17)	No	Yes (other Firefighter)	No	No	Yes 1st Aid	No	transferees only	Yes	No	No	Yes
Assessment covered (18)	Yes	Written & Practical	Yes	No	Yes (obs+oral)	Yes	Yes	Yes (continuous)	Details @ SFSTS	Observation & Written	Continual Assessment
Feedback in place (19)	Informal	Formal & informal	Yes	Informal	Formal	Informal	Formal	Formal	Link Officer	Range of methods	Formative Feedback

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Brigade	Grampian	Norfolk	Hampshire	Notts	Cambs	Shropshire	Dorset	Hereford & Worc	Dumfries & Galloway	Mid & West Wales	West Yorkshire
Development Programme (20)	Yes	Yes	Yes	Yes	Yes (attached)	Yes	Yes	Yes	Yes	No	No
Milestones / Targets (21)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes (attached)	Yes	N/A	No
Differences (22)	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Timescale	Yes (note comment)	Same
Measured / Assessed (23)	Yes	Yes	Yes (see note)	Yes	Yes (on station JO)	Yes	Yes(details given)	assessed on stn	Observation/ Questions	Portfolio	Workplaced Assessment
Linked to NOS (24)	No	No	Yes	No	No	No	No	Yes	No	Soon	Yes
Feedback in place (25)	Informal	Yes Formal	Formal	Informal	Yes JO's	No	Formal records	Meetings Retained Officer	None	Six monthly	debriefs/ reviews/ assessments
Role defined (26)	No	Yes	No	No	Yes	No	No	No	No	No	Yes
Restricted activities (27)	Yes	No	No	No	No	No	No	No	No	No	No
Special Appliances (28)	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No
Determine training needs (29)	Station ground	TNA Stn	1/4ly Training Programme	None specific	No answer	Not specified	1/4ly Trg Developing (new)	TNA (attached)	GRA Vol3/ Core skills	Station profile	Annual Trg. Programme
Call rate difference (30)	No	Yes (TNA)	Yes	No	No	No	No	No	No	No	No
Frequency Programme (31)	M.O.S	Yes	Yes	TAPS	Yes	Yes	BA only	Yes	No	Training Portfolio	Yes
Continuation Trg (32a)	M.O.S	Scenario/ Continuation	1/4ly Training Programme	TAPS	Progression	Yes	1/4ly Trg	Yes	1/4ly Trg Programme	Station profile	Annual Trg. Programme
Centralised (32b)	Yes	Yes	Yes	Yes	No answer	Yes	Yes (Basic)	Yes	Yes SFSTS	Annual Trg. Programme	Various
Assess Training Outcomes (33a)	On Station	Yes	Yes	No	Local assessment	BA assessment only	BA formal	No	Observation/ Discussion	Informally Watch Officer	Line Managers assessment
Record results of assessment (33b)	Yes (attached)	Yes	Individual Records	None specific	Computerised	only BA	Report	No	Trg. Records	Portfolio & database	Ann Prog + Portfolios
Debrief process (34)	Yes (attached)	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Operational experience (35)	Yes (attached)	No	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes
Selection for promotion (36)	Interview	Similar to WT exams	Advert	Declaration of interest	Application	Request	Declaration of interest	Declaration of interest	Declaration of interest	Declaration of interest	Willingness
Criteria used (37)	No specific	Role based criteria	Assessment & Interview	Interview	Practical tests + interview	Interview	Assessment (as FSEB)	Interview & Ret CC Course	Interview Practical Assess	As W/T exams & interview	K&U following temp
Matched to NOS (38)	No	No	No	No	No	No	No	No	No	No	No
Assessment Centre (39)	No	No	No	No	No	No	No	No	No	No	No
Induction Programme (40)	No	No	No	Yes	No	No	No	No	No	Yes	No
Role defined (41)	No	No	No	No	Yes	No	No	No	No	Yes (out of date)	Yes
Determine Knowledge (42)	Interview & set Questions	Yes (MOS)	No response	No	Continuos monitoring	No	Assessment (as FSEB)	Interview	Questions	W/T exams	CPD
Development Programme (43)	Imminent	Yes	Needs Identified	Internal JO course	various	Moreton	None (Developing new)	Ret CC/RTA/BA trainer	RJO/Local college etc	JO modules	M in M JO course