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This circular is	<b>For information</b>		No response required
This circular is	<b>Relevant to the National Framework</b>		
Status	<b>This circular informs Fire and Rescue Authorities of the availability of guidance to support the use of the new National Firefighter Selection Process.</b>		

# *THE NATIONAL FIREFIGHTER SELECTION PROCESS*

## Issued by:

**Gill McManus, Head of HR Modernisation Team,  
Fire & Rescue Service Development Division**

## Addressed to:

**The Chair of the Fire and Rescue Authority  
The Chief Executive of the County Council  
The Clerk to the Fire and Rescue Authority  
The Clerk to the Combined Fire and Rescue  
Authority  
The Commissioner of the London Fire and  
Emergency Planning Authority  
The Chief Fire Officer**

## Please forward to:

**Human Resources personnel.  
Recruitment and Training departments.  
Your medical adviser/occupational health unit.**

## Summary

**The National Framework 2006/08 states that all Fire and Rescue Authorities are expected to use the National Firefighter Selection (NFS) process by April 2007 at the latest. This circular informs Fire and Rescue Authorities of the availability of guidance to support the use of the new selection process.**

## For further information, contact:

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### 1.0 Introduction

- 1.1 This circular is to inform the Fire and Rescue Service that the “National Firefighter Selection Process Guidance” document will be available via the password protected area of the HR Recruitment Toolkit<sup>1</sup> at:

[www.frstoolkit.communities.gov.uk](http://www.frstoolkit.communities.gov.uk) from the 4<sup>th</sup> August 2006.

### 2.0 Information and Guidance

- 2.1 The Guidance document has been produced to aid and support the Service in meeting the Government's expectation as set out in Chapters 5 and 6 of the Fire and Rescue Service National Framework 2006-08, that by April 2007 all Fire and Rescue Authorities will use the new national processes in place of their existing firefighter selection processes.
- 2.2 The National Firefighter Selection Process Guidance has been developed as a resource for use by all Fire and Rescue Service personnel involved in the recruitment and selection of firefighters. It contains the materials necessary to enable fire and rescue services to implement the new national selection process and detailed instructions on how to administer the individual tests.
- 2.3 Fire and rescue services should note that in order to comply with the Government's expectations and to ensure national, regional and local consistency the selection process must be operated in accordance with the guidance including adherence to the national standards as agreed on 13<sup>th</sup> December 2005 by the Practitioners' Forum. Details of the required standards are set out within the guidance.
- 2.4 Fire and rescue services should also be aware that the tests have been developed to be used for the selection of firefighters for all duty systems. At the meeting on 13<sup>th</sup> December 2006 the Practitioners' Forum made it clear that the tests and the standards were to be applied nationally and across all duty systems.
- 2.5 The NFS process must, therefore, be implemented and administered in accordance with the instructions provided in the guidance document and to the standards endorsed by the Practitioners' Forum for all applicants for the role of firefighter in all fire and rescue services in England.
- 2.6 As part of the ongoing validation process the project steering group have been instructed by the Practitioners' Forum to conduct robust, comprehensive review of the NFS process based on information provided by fire and rescue services. It is therefore essential that all fire and rescue services provide NFS test data directly to DCLG. Guidance on the collection and provision of data is set out in chapter two of the “National Firefighter Selection Process Guidance” document.

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<sup>1</sup> For information on access to the HR Recruitment Toolkit see FSC 22-2005.

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- 2.7 A report detailing the results of the validation and review process will be presented to the Practitioners' Forum for their consideration in 2007.
- 2.8 The National Firefighter Selection Process Guidance has been produced and edited by the Department of Communities and Local Government (DCLG) with input and advice from Water for Fish, Optimal Performance Ltd, Dr Tony Williams of Working Fit Ltd, Jayne Monkhouse equality and diversity advisor from Merseyside Fire and Rescue Service and practitioners from across the Service.
- 2.9 If you have any enquiries about this circular or the attached guidance please contact either Michelle Harrison on 0207 944 5763 or John Johnstone on 0207 944 3773.

**GILL McMANUS**

**Fire and Resilience Directorate**