

East Midlands Regional Management Board

Framework and Procedures for Migration between Operational Duty Systems.

1. Framework

1.1. The Fire and Rescue Services of the East Midlands recognise that employees may wish to migrate between duty systems and will establish appropriate processes to facilitate this migration.

1.2. The Fire and Rescue Services of the East Midlands are committed to increasing the diversity of their workforces in accordance with the Fire and Rescue Service Equality and Diversity Strategy.

1.3. In meeting the aspirations of employees who wish to migrate from the retained duty system to the wholetime duty system, each individual service will establish an appropriate level of migration that will enable it to meet its organisational needs and deliver the Fire and Rescue Service Equality and Diversity Strategy.'

2. Process – Migration into Firefighter Role

2.1. The UK FRS currently employs RDS Staff, as Firefighters, Crew Managers and Watch Managers, that fall into one of the following categories;

- Those that have demonstrated competence against the Firefighter Rolemap
- Those that are deemed competent for pay purposes
- Those that have not yet demonstrated competence, but that have been through the new National Firefighter Selection Tests
- Those that have not yet demonstrated competence, but that have been through selection processes prior to National Firefighter Selection Tests

2.2. In order to recognise these differences it is proposed that a twin track approach to migration is adopted;

2.3. Track 1 - for those applicants who are able to demonstrate competence against the Firefighter Rolemap.

2.4. Track 2 – for those staff who are not yet able to demonstrate competence against the Rolemap.

3. Process

3.1. Track 1

3.2. Those that have demonstrated competence against the Firefighter Rolemap

3.3. Produce a person/job specification based on

- The generic role requirement
- The specific role requirement
- The station/function specific requirement

3.4. Advertise the position

3.5. Circulate the application form to applicants

3.6. Carry out shortlisting based on

- Person/job specification criteria
- Evidence of Competence

3.7. Evidence of competence can be provided in one of three ways. (The evidence must be Current, Valid and Authentic with evidence of operational competence being essential.)

- 3.7.1. Achievement of NVQ (Emergency Fire Services – Operations in the Community – Level 3).
- 3.7.2. Completion of a Phase 2/Firefighter Development portfolio
 - This must be assessed and verified using the minimum of 'Best Practice' Assessors and Verifiers
- 3.7.3. Those that have not had access to a formal NVQ or a Phase 2/Firefighter Development portfolio may provide robust evidence of competence against the Firefighter Rolemap.
 - Production of this evidence would be guided and assessed by appropriately qualified and competent assessors and verifiers to an agreed regional standard.
 - This would allow those RDS staff that have yet to access the NVQ, Phase 2 portfolio completion or that have a length of service that would allow them to accumulate such evidence, to apply for posts that require competence against the National Occupational Standard.
 - If full evidence is not available the applicant may either resubmit an application at the next selection opportunity when they have gathered further evidence or progress via track 2.

NB where evidence is provided from an external source the FRS should satisfy itself that the evidence has been subject to an appropriate level of quality assurance that meets the standards of its existing assessment process.

3.8. The Selection Process

3.9. This would consist of

- 3.9.1. Interview containing
 - PQA based questions
 - Technical questions
 - Organisational questions
- 3.9.2. Presentation (for management positions)
 - To assess communication skills
- 3.9.3. Practical skills assessment

3.10. CRB/Medical Checks

3.11. Training Needs Analysis (TNA)

- This would be carried out to identify individual development needs which would enable the service to assess the level of development to be addressed in an action plan. The results of this will vary subject to the post applied for and the individual concerned.

FRS may also wish to use this process to facilitate the migration of staff between FRS irrespective of duty system.

4. *Track 2 - Those that have not yet demonstrated competence against the Fire Fighter Rolemap*

4.1. Alternatively staff wishing to migrate can apply to enter the Regional Wholetime Recruitment process and compete with all other external applicants.

4.2. Training Needs Analysis

4.2.1. If such an applicant were successful via this route then a Training Needs Analysis would be carried out.

4.2.2. This would be carried out to identify individual development needs which would enable the service to assess the level of development to be addressed in an action plan.

NB as a result of the TNA it may be decided to place an applicant on a full initial training course.

5. Process - Migration into Managerial roles

- 5.1. The process of migration/appointment to managerial roles should follow a similar twin track approach.
- 5.2. Track 1 – (migration) those staff already at the grade that are able to demonstrate competence against the appropriate rolemap.
- 5.3. Track 2 – (appointment) those staff that are competent in current role and have had their potential identified through an ADC.

6. Process

6.1. *Track 1 – those staff already at the grade that are able to demonstrate competence against the appropriate rolemap.*

6.2. Produce a person/job specification based on

- The generic role requirement
- The specific role requirement
- The station/function specific requirement

6.3. Advertise the position

6.4. Circulate the application form to appropriate applicants

6.5. Carry out shortlisting based on

- Person/job specification criteria
- Evidence of Competence

6.5.1. Evidence of competence can be provided in one of three ways. (The evidence must be Current, Valid and Authentic with evidence of being 'operationally Safe to Ride' essential.)

6.5.2. Achievement of appropriate level NVQ or other relevant qualification

6.5.3. Completion of an appropriate Phase 2 Development Portfolio

6.5.3.1. This must be assessed and verified by assessors and verifiers that have reached a minimum assessment/verification standard. This currently stands as a 'Best Practice Assessor'/'Best Practice Verifier' qualification.

6.5.4. *Robust evidence of competence against the appropriate Rolemap

6.5.4.1. Production of this evidence would be guided and assessed by appropriately qualified and competent assessors and verifiers to an agreed regional standard.

6.5.5. This would allow those staff that have yet to access the NVQ, Phase 2 portfolio completion or that have a length of service that

would allow them to accumulate such evidence, to apply for posts that require competence against the National Occupational Standard

6.6. NB where evidence is provided from an external source the FRS should satisfy itself that the evidence has been subject to an appropriate level of quality assurance that meets the standards of its existing assessment process.

6.7. The Selection Process

6.7.1. This would consist of

6.7.1.1. Interview containing

- PQA based questions
- Technical questions
- Organisational questions

6.7.1.2. Presentation

- To assess communication skills

6.7.1.3. Practical skills assessment

6.8. CRB/Medical Checks

6.9. Training Needs Analysis

6.10. This would be carried out to identify individual development needs which would enable the service to assess the level of development to be addressed in an action plan.

7. *Track 2 – those staff that are competent in current role and have had their potential identified through an ADC.*

7.1. Members of staff who are conditioned to the Retained Duty system and have had their potential for progression identified through an ADC are eligible to apply for vacancies as they are advertised and will follow the same selection process as WDS applicants.

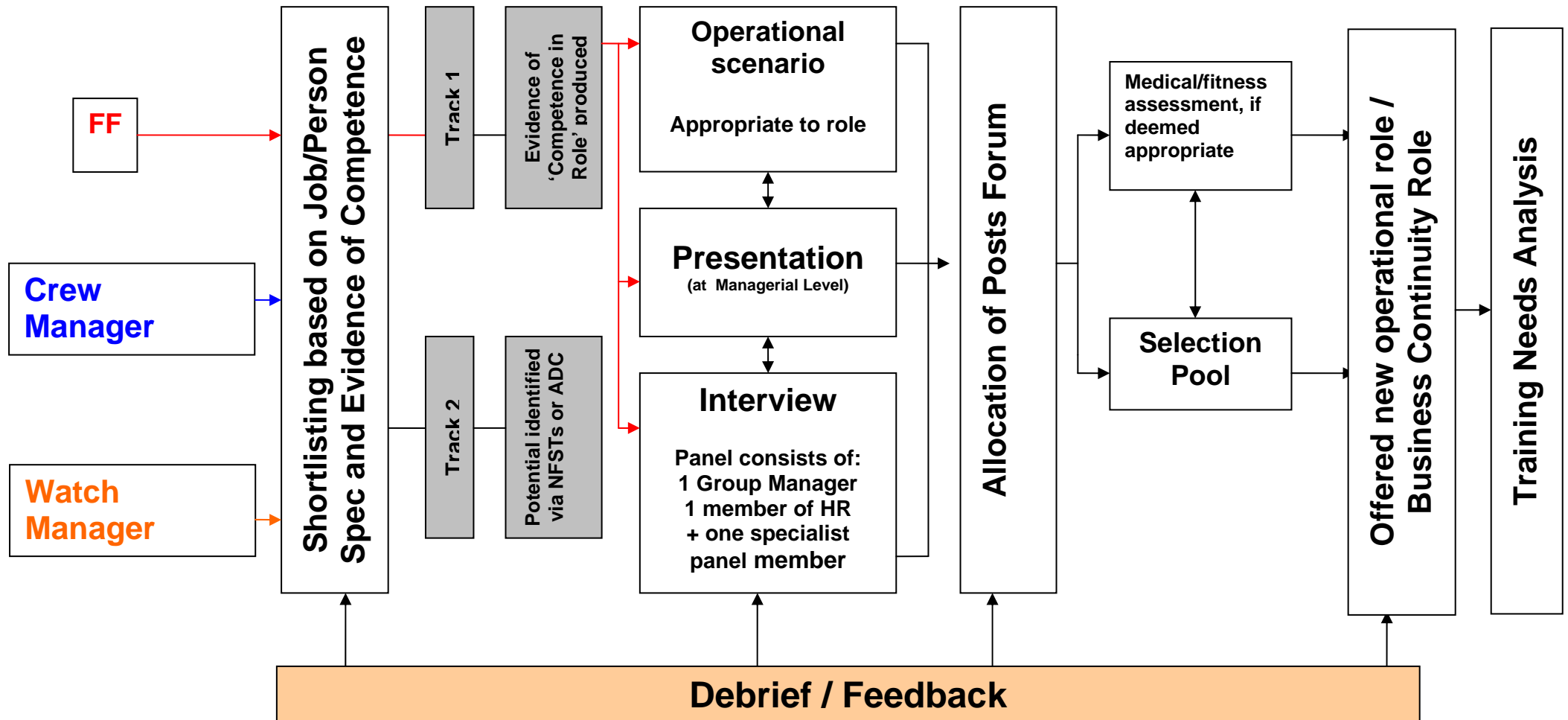
8. Transfer into the FRS from Sector Competent Employment

8.1. As well as other FRS some organisations such as the Civil Aviation Authority, British Airports Authority, Ministry of Defence and the Petrochemical Industry employ individuals as firefighters. The selection processes in these organisations for these staff may differ from those for the FRS. However, it should be possible to recognise qualifications such as NVQs which are used by some of these employers.

8.2. These applicants will be invited to complete an application form and they will be asked to produce evidence of competence. At present this evidence is provided by the completion of a current, valid and authentic NVQ Level 3 - Emergency Services Operations in the Community. If the service is satisfied that the level of competence is sufficient the individual will follow track 1 above.

8.3. A flowchart is attached as an appendix to this document which details the progress through the migration system.

Migration Process for the roles of Firefighter, Crew and Watch Manager



***Application stage criteria**

Applicant is currently operational, and has been offered/or is on a development programme following ADC; or * is competent for pay purposes in role; or is competent in role