

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source		
OL&CS No 1	Effective & Competent People	31/03/10		Develop and publish a Risk Critical Course/Assessment Programme for 1st April 2010 – 31st March 2011		Head of OL&CS	Cost	Revenue		
			31/10/09						1. Review the existing Risk Critical Courses/Assessment list, covering Identified Skills & Competencies for all operational roles.	Head of OL&CS & Heads of Functions & County Commanders
					Ongoing				2. Review and develop Courses/Assessment as required	Head of OL&CS & SM's (A &B) OL&CS
					Ongoing				3. Carry out a Skills Gap Analysis of competencies as mapped out against the Risk Critical Courses/Assessment s list for all operational personnel.	OL&CS SM's (A &B) & SM (A & B) Commands/ Stations & Depts
		31/03//10		4. Develop & Publish a Risk Critical Course/Assessment Programme for the period : 1st April 2010 - 31st March 2011	Head of OL&CS & SM's (A &B) OL&CS					

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source
OL&CS No 2	Effective & Competent People	31/03/10		Ensure that all personnel within OL&CS Department are developed appropriately to undertake their roles commensurate with their Job Descriptions		Head of OL&CS		
	Managing people							
	Effective and empowered people		30/06/09			1. Identify the skill requirement for Department (Maintain skills matrix)	SM B –& Driver Training & Assessment Manager	
			31/08/09			2. Carry out review of Job Descriptions for all staff	Head of OL&CS & SM A's & B & Driver Training & Assessment Manager	
			31/12/09		3. Complete annual PP&DR's & if necessary, intermediate PP&DRs reviews for all staff.	Head of OL&CS & SM A's & B & Driver Training & Assessment Manager		
			31/12/09		4. Identify and agree any training & development needs. Develop and agree action plans as appropriate.	Head of OL&CS & SM A's & B & Driver Training & Assessment Manager		

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source
OL&CS No 3	Effective & Competent People	31/03/10		Provide de-polluted Cars on Stations in Carmarthenshire, Ceredigion, Pembrokeshire and Powys County Commands for maintenance of competency with practical use of RTC Rescue Equipment/Procedures.		Head of OL&CS		
			31/01/09		1. Liaise with the Procurement Department on the process & governance arrangements for the supply of cars.	Head of OL&CS		
			31/04/09		2. Liaise with the designated County Commands to ensure that the allocated stations have the appropriate areas that are suitably Risk Assessed for the cars.	Head of OL&CS		
			Ongoing		3. Implement and monitor programme for the supply of cars.	OL&CS SM's (A &B) & Command		

NOTE-----Swansea & Neath & Port Talbot County Commands Stations will have the use of DVLA Cars at Earlswood

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source
OL&CS No 4	Effective & Competent People	31/03/10		Facilitate WTDS Phase 1 Initial Trainee Firefighter Courses to BTEC Standard as required.	<ol style="list-style-type: none"> 1. Confirm projected number & dates of personnel due to be employed with HR. 2. Allocate staff to the Course. 3. Liaise with respective managers to ensure that equipment/appliances are available for course. 4. Validate [& amend] existing WTDS Timetable/Syllabus 5. Amend WTDS course presentations & course notes etc 6. Review each course. 	<p>Head of OL&CS & Staff Development</p> <p>Head of OL&CS</p> <p>Head of OL&CS</p> <p>Head of OL&CS & SMB</p> <p>SM B OC&LS</p> <p>Head of OL&CS & SM B</p>		

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source
OL&CS No 5	Effective & Competent People	31/03/10		Prepare for the migration to a combined RDS & WTDS modular based Phase 1 initial Firefighting & Basic Skills course.				
			Ongoing		1. Continue to develop and introduce additional RDS Phase 1 Initial Course Modules.	Head of OL&CS	Cost	Revenue
			Ongoing		2. Develop the modules of the WTDS Phase 1 Course into appropriate modules for a joint RDS/WTDS modulised Phase 1 course.	Head of OL&CS & SMA's & B		
			Ongoing		3. Validate [& amend] existing RDS Timetable/Syllabus.	Head of OL&CS & SM A's & B		
			Ongoing		4. Amend RDS course presentations & course notes etc.	SM A's & B OC&LS		
30/11/09	Prepare a report making appropriate recommendations for the Policy Board on a joint RDS/WTDS modulised Phase 1 course.	Head of OL&CS						

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source
OL&CS No 6	Risk Reduction Planning	31/05/10		Develop an appropriate initial course/assessment methodology & strategy for Defensive/Offensive use of PPV. In line with Service Policy.		Head of OL&CS		
			31/03/09		1. Liaise with Head of Technical Services re Policy requirements for Defensive/Offensive use of PPV .	Head of OL&CS		
			31/10/09		2. Ensure that the Direct Trainers have the necessary Fire Behaviour & PPV skills and competencies.	Head of OL&CS		
			31/12/09		3. Develop a suitable PPV course for Defensive/Offensive use. of PPV Exercise Scenarios.	SM B OL&CS		

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source
OL&CS No 6 (Con't)	Risk Reduction Planning	31/05/10		Develop an appropriate initial course/assessment methodology & strategy for Defensive/Offensive use of PPV. In line with Service Policy.				
			28/02/10		4. Facilitate and evaluate 3 Pilot courses (for Command personnel) Defensive/Offensive use of PPV.	SM's A & B OL&CS & Lead BA Trainer/s SM B (Ops/Trg) in Commands		
			31/03/10		5. If appropriate develop a strategy for the rollout of initial training for the use of PPV in Defensively /Offensively in 2011. In line with Service Policy.	Head of OL&CS & SM B OL&CS		

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source
OL&CS No 7	Effective & Competent People	31/03/10		Review existing and proposed training courses to ensure that they are inline with the National Development Modules, and/or appropriate to identified roles and responsibilities.	<ol style="list-style-type: none"> 1. Ensure that all training that is delivered is within prescribed finances and budgets. 2. Ensure that all courses/assessments are to the same standard and where appropriate, working to generic course syllabus in all 3 OL&CS facilities. 3. Ensure that all courses/assessments are to the same standard and where appropriate, working to generic course syllabus in all 3 OL&CS facilities. 	<p>Head of OL&CS SMB OL&CS & Head of Staff Development</p> <p>Head of OL&CS & OL&CS SM's</p> <p>SM B & SM's A OL&CS</p> <p>Head of OL&CS</p>		

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source
OL&CS No 8	Managing within budget	31/03/10		Ensure that all training and other activities that is facilitated by OL&CS is inline with the Service Objectives, Targets, Needs, Priorities and Budgets.	<ol style="list-style-type: none"> 1. Integrate OL&CS BP into Area/Core Business Plans & Reporting procedures based on the Service models. 2. All Projects to be managed by project management principals, with the Scope and Outcome clearly defined. 3. Set interim and deadline dates (as appropriate) for the work/projects to be completed by. 	Head of OL&CS		
	Alternative funding and resources		(Ongoing)			SM's A&B OL&CS		
	Managing people		(Ongoing)			Head of OL&CS SM's A&B OL&CS		
			(Ongoing)			Head of OL&CS		

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source
OL&CS No 8 (Con't)	Managing within budget	31/03/10		Ensure that all training and other activities that is facilitated by OL&CS is inline with the Service Objectives, Targets, Needs, Priorities and Budgets.		Head of OL&CS	Remain within budget constraints	Revenue
	Alternative funding and resources		(ongoing)		4. Ensure appropriate guidance and support is available to designated personnel/managers.	Head of OL&CS		
	Managing people		(ongoing)		5. Carry out designated work/projects in line with requirements & guidance set, to meet identified milestones. Highlight any difficulties with meeting milestones.	SM's A&B OL&CS		
			(ongoing)		6. Actively pursue opportunities for collaboration and partnership with provision of departmental functions.	Head of OL&CS		

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source
OL&CS No 9	Effective & Competent People	31/03/10		Carry out an independent quality assurance of the standard of competency of ARP operators at Swansea West & Haverfordwest (random sample) following the introduction of the ARP's.		Head of OL&CS	£1,000 cost Excluding cost of M&WW personnel.	Revenue
			30/06/09		1. Contact Strathclyde FRS to arrange potential dates for their lead ARP Instructor to carry out evaluation.	Head of OL&CS		
			31/07/09		2. Contact the Station Managers at Stn's 46 & 31 with the dates of the ARP operator assessments.	Head of OL&CS		
			30/09/09		3. Confirm the areas for assessment with Strathclyde FRS lead ARP Instructor.	Designated SCFRS ARP Instructor		
		31/12/09		4. Carry out assessments of designated ARP operators at Stn's 46 & 31	Designated SCFRS ARP Instructor			

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source	
OL&CS No 9 (Con't)	Effective & Competent People	31/03/10		Carry out an independent quality assurance of the standard of competency of ARP operators at Swansea West & Haverfordwest (random sample) following the introduction of the ARP's		Head of OL&CS	£1,000 cost Excluding cost of M&WW personnel.	Revenue	
			31/12/09		5. Give feedback to the ARP operators who are assessed as part of the evaluation at Stn's 46 & 31.				Head of OL&CS SM's at Stns 46 & 61
			31/01/10		6. Evaluate the outcomes of the assessments. Address any training/development needs and amend policies accordingly.				Head of OL&CS SM's at Stns 46 & 61 & Lead ARP Instructors

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source
OL&CS No 10	Effective & Competent People	31/03/10	All by 31/12/09	<p>Hold practitioner forums for Direct Trainers. To review and standardise Courses/Assessment content for the following skill areas:</p>	<ul style="list-style-type: none"> ➤ Breathing Apparatus Instructors. ➤ First Aid Instructors ➤ Road Traffic Collision Instructors ➤ RYA powerboat Instructors ➤ New Dimensions Instructors ➤ RDS/WTDS Initial Modules ➤ Swift Water Rescue Technician Instructors 	<p>Head of OL&CS</p> <p>Designated SM's A&B OL&CS</p>		

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source
OL&CS No 11	Effective & Competent People	31/03/10		To carry out internal and external evaluation of the standard of Training & Assessment.		Head of OL&CS		
			31/03/10		1. QA each Direct Trainer and give feedback once every 12 month period (4 per quarter).	SM B OL&CS		
			31/03/10		2. QA each Direct Trainer and give feedback once every 12 month period by Peer Review of Staff by OL&CS Managers (AREA & CORE).	SM A's OL&CS		
		31/03/10		3. To invite another FRS to QA a M&WW Training & Assessment event.	Head of OL&CS			

**People & Development Department (Operational Learning & Core Skills)
2009/10 Business Plan – Ver Draft 2**

Ref	Service Objectives	Target Date	Interim Target	Objective	Activities	Manager Responsible	Cost/Savings	Budget/Funding Source
OL&CS No 12	Effective & Competent People	30/06/10		Evaluate the possibility of the expanded use of Station/Watch based Trainers.		Head of OL&CS		
			30/09/09		1. Identify the skill areas that possibly need a Station/Watch based Trainer.	Head of OL&CS SM B OL&CS		
			31/12/09		2. Consult with County Commands & other Stakeholders on proposals for additional Station/Watch based Trainer.	Head of OL&CS		
					3. Develop a timetable for the realistic upskilling of personnel.	Head of OL&CS SM B OL&CS		
					4. Develop appropriate training packages to cover identified skill areas for the designated personnel.	SM B OL&CS		
				5. Facilitate appropriate training courses/sessions upskilling of personnel.	SM B OL&CS			

