

STAFF DEVELOPMENT DEPARTMENT BUSINESS PLAN 2009 – 2010

Description:

Resources:

Mid and West Wales Fire and Rescue Service

Performance Management Framework Objectives

Customer	Trusted and respected by communities		More than emergencies	Saving lives and protecting communities
Finance and Resources	Managing within budget	Making efficiencies	Allocating resources to priorities	Alternative funding and resources
Business Process	Managing people		Risk reduction planning	Partnership working
Learning and Growth	Effective and empowered people			

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BUSINESS PLAN FOR YEAR APRIL 2009 - MARCH 2010**

Ref	Objectives	Target Date	Progress Monitor	Outcome	Activities	Officer Responsible	Cost / Savings £	Budget/ Funding Source
SD 1	Effective & Competent People Managing people	31/03/10	Monthly	Ensure that all the colleagues within the SD department are developed appropriately to undertake roles commensurate with their job descriptions	Identify the skill requirement for Department (Maintain skills matrix) Target date – 30/09/09 Complete PPDRs for all staff within SD Department. Target date – 31/08/09 Identify training needs. Agree action plans and approve training requests as appropriate. Target date – 31/08/09	Head of Staff Development		Current Budget

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SD2	Effective & Competent People	31/03/10		Expand the current suite of Development Programmes and where appropriate align to the Modern Apprenticeships Framework and NOS.	<ol style="list-style-type: none"> 1. To maintain TSW funding in recognition of New Entrant Fire Fighters achieving competency 2. To evaluate expanding the current modern apprenticeship framework to include Watch Manager NVQ 3. Deliver 4 WRVT courses in collaboration with South & North Wales FRS. 4. Deliver 2 middle manager courses aligned to the NOS at ILM 4 level. 5. Deliver 1 supervisory managers course aligned to NOS at ILM 3 level. 	Head of Staff Development/ Centre Manager		WAG Self funding from WAG

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SD3	Effective & Competent People	31/03/10		<p>Development of Technical certificates for uniformed roles within the organisation and align with nationally recognised occupational standards and qualifications as appropriate.</p> <p>Commence a review of the PPDR Process and assess the potential of introducing a streamline version.</p>	<p>1. To explore in collaboration with North & South Wales FRS the development of a technical certificate that addresses the knowledge and understanding requirements of Incident Command for Supervisory and Middle Managers.</p> <p>2. Deliver 2 Vector simulation exercises at Supervisory and Middle Manager level.</p> <p>Arrange for focus group meetings to include all employee sectors of the organisation and analyse outcomes for implementation of change.</p>	<p>Head of Staff Development/ Station manager A</p> <p>Head of Staff Development/ Station manager A</p> <p>Head of Staff Development/ HR Manger</p>	<p>+£5k</p> <p>(BTEC registration costs once developed)</p>	

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SD4	Effective & Competent People	31/03/10		To achieve external quality assurance recognition for the development delivered within the organisation	<ol style="list-style-type: none"> 1. To maintain NVQ Centre Status. 2. To ensure all actions for the centre are compliant. 3. To train and qualify 1 additional IV working to EFS Control Operations NVQ & Legislative Fire Safety role maps 4. Provided 6 A1 standardisation meetings. 5. Provided 2 IV standardisation meetings. 6. Undertake an annual Apprentice review. 	Head of Staff Development/ Centre Manger		
SD5	Effective & Competent People	31/03/10		Procure the Learn Pro or other suitable e learning development programme	Deliver the rollout of the procured e learning programme to all service areas	Head of Staff Development/ Appropriate Stn Manager A	+ 10K	

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SD6	Effective & Competent People	31/03/10		To expand the NVQ assessment strategy to achieve the robust measurement of competency throughout the organisation and increase resources to address support mechanisms required.	<ol style="list-style-type: none"> 1. To up skill 10 Wholetime Watch Managers to A1 assessor standard 2. To Support assessment of competency of direct trainers. 3. To create a business case to establish the required structure of the Staff Development team in order to be fit for purpose and maintain current and predicted workloads and Standards. 	Head of Staff Development/ Centre manager/ Head of Training Delivery		

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Ref	Objectives	Target Date	Progress Monitor	Outcome	Activities	Officer Responsible	Cost / Savings £	Budget/ Funding Source
					5. Deliver feedback to applicants on supervisory and Middle Managers programmes.			

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SD8	Effective & Competent People	31/03/10		Provide all supervisory and middle managers with the skills to fulfil their roles.	Procure courses at ILM 3 + 5 to all supervisory and middle managers in development.	Head of Staff Development	+ 30K	
SD9	Effective & Competent People	31/03/10		Ensure employees progressing to supervisory and middle manager roles demonstrate the understanding and knowledge of the role.	Create career paths for candidates to sit the relevant IFE examinations, or similar, at the appropriate point in the career path.	Head of Staff Development	+ 5K	

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SD 10	Risk Reduction Planning	31/10/09		<p>Ensure Maintenance for compliance with IIP model.</p> <p>Ensure all department policies and procedures are current and compliant</p>	<ol style="list-style-type: none"> 1. Engage with support officer and line managers to ensure compliance with action plans 2. Review 25% of all departmental policies and procedures and amend as appropriate, including equality impact assessment. 3. Monitor and review full implementation of PDR Pro 	Head of Staff Development/ Appropriate Stn Managers		
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