



SECTION SEVEN
PREPARING FOR THE
PRACTICAL TEST

Issued May 2000

PART II - THE PRACTICAL TEST

1. Introduction

The following notes give guidance on how to prepare for these tests and how to approach them on the day of the examination.

2. Assessment

The Sub-Officer practical test consists of three sections. To pass the practical test you must obtain a pass mark in each of the sections. If you fail in any section, you fail the whole test.

To obtain a pass in each section, you must obtain 60% of the available marks.

As you will see from the computer mark sheet (see Appendix 3) the candidate will be assessed in each section against a number of 'areas'. More information is given about these in the following pages. For each area the examiners will award a mark on the scale 1 – 5, these numbers being used to represent the following levels of performance:

1. Unsatisfactory
2. Marginally below standard
3. Satisfactory standard
4. Marginally above standard
5. Outstanding.

To pass each section, therefore, you must obtain an average of 3 marks or more in each area. There is however an important qualification to this. If you are awarded a '1' in any area you automatically fail the section and, consequently, the whole practical test.

It is, therefore, imperative that you perform to a satisfactory standard in all the aspects of all the sections and this should be borne in mind when you are preparing for the test.

Should you take the practical test and fail it, your result letter will also indicate your 'Areas of Particular Weakness' which are included to help you remedy particular weaknesses.

3. Preparing for the Tests

In preparing for the tests you must make a thorough and systematic study of all the publications included in the bibliography. This is just as important as it was in your preparation for the written examination.

Again, you can draw upon your experience and training to help you in your tests. These alone, however, are unlikely to be sufficient for you to obtain a pass mark.

The Fire Service Manual - Training is the main source of reference for the practical tests, but you should not overlook the relevant sections of the Fire Service Manuals, Manuals of Firemanship and Technical Bulletins as detailed in Section Six of this Handbook.

Also, for the instructional technique section, a thorough knowledge of the publications issued by your brigade and/or local examination board on special operational risks to be used in the examination is essential. You should, therefore, obtain from your brigade training officer the list of specific operational fire risks identified for the instructional technique section.

The practical test of the sub-officers' examination includes a composite drill which will require the objectives of at least two standard drills to be achieved simultaneously and it is essential that you have a thorough knowledge of the drills. You must, therefore, study closely the sections of the Fire Service Manual - Training dealing with notes on drills, words of command, preliminary detail to appliance drills and safety on the drill ground.

You should pay particular attention to standard items and the relevant words of command with regard to safety.

Although the theory contained in the bibliography is important, you must not forget that you are preparing for a **practical** test.

The examiners will be looking for a demonstration of your skills (eg leadership, command, ability to communicate) as well as your knowledge. It is, therefore, also essential that your preparation includes practice and rehearsals to help you develop a satisfactory style and technique.

It should be remembered that the de-brief is a training tool which should be utilised regularly within your brigade as well as in the examinations.

You must allow time for rehearsing drills, bearing in mind what the examiners will be looking for as outlined in the following sections.

Ask the officer-in-charge of your watch to allow you to drill members of your watch to assist you in your preparation. Also take full advantage of any training arrangements made specifically for candidates within your own brigade.

Similarly, take any opportunity to rehearse fireground procedure exercises so that weaknesses can be identified and strengths developed.

A number of brigades have devised coded message systems for the transmission of messages from the fireground. Where such a system is used by a brigade and is available for use by candidates during the test, candidates from that brigade will be permitted to use that system of coded messages and will be assessed accordingly. Where the system is not available to candidates, they will be expected to provide the appropriate messages by a method of which they will be advised.

To help prepare for the instructional technique section, practice is required in the consideration of operational difficulties associated with each specific risk, the provision of an effective plan to deal with it and the communication of this to others. You should seek the permission of your officer-in-charge to give practice demonstrations or presentations to members of your watch so that you can develop the necessary skills.

Before attending a practical test, you will receive from the secretary of the local examinations board your examination notice, Instructions to Candidates and other relevant information, eg how to get to the examination centre, messing arrangements, an outline timetable for the day, what kit is required and an indication of whether or not you will be required to act as part of a crew during the day.

The examination notice is your formal confirmation of your examination number, and the date, time and, where appropriate, location of your examination centre. If you have not received your examination notice within 3 weeks of your examination date, you should raise the matter with the secretary of your local examination board or your brigade and if necessary with the Board.

REMEMBER:

If you fail to produce your examination notice, and you are not listed on the attendance register, you will not 'under any circumstances' be allowed to take the test.

Make sure you arrive at the examination centre in good time and that you are smart and well turned out.

Don't forget you will be asked to sign a declaration notice on your candidate mark sheet which will confirm your fitness and suitability to take the examination (see Rules – Section 5)

4. Taking the Test

The sequence and timing of the different sections which make up the practical test will depend on local arrangements and you may find, for example, that you are required to give instruction on the instructional talk before undertaking the drill or fireground procedure test.

The notes in this section, however, follow the order identified in Section Five of this Handbook.

When you present yourself for the particular tests give a good impression from the start.

- Be sure that you are well turned out and that your appearance is smart.
- Your manner and bearing are important too and will be taken into account in the assessment of your performance.

You will be off to a bad start if the examiners see you as a slovenly, unkempt candidate with little pride in your uniform and personal appearance.

Before each exercise 'thinking time' will be allowed.

Make sure you use this 'thinking time' to work out your plan for conducting the drill or fireground procedure exercise, or giving the instructional talk.

Do not rush into action as soon as the examiner has finished speaking to you.

Think before commencing the task which has been given to you.

At the conclusion of the drill and fireground procedure elements of the test, the examiners may ask you questions on what you did.

Should such questions be asked, they will be to clarify certain areas of the test or to seek amplification on a particular point.

The sub-officers' practical test is arranged by your local examinations board on dates in April/May/June each year.

If you wish to enter for the practical test, the secretary of your local examinations board must receive your completed application form, countersigned by your Chief Fire Officer/Firemaster, by 1 February.

The actual date before which you must submit your application within your brigade will normally be announced in brigade orders.

The sub-officers' principle tasks are of an operational nature and are of the utmost importance in fire service operations. In the practical field they have two main basic tasks:

- to control crews and take responsibility for the effectiveness and safety of crew members; and
- to take responsibility for the effectiveness of much of the training of members of the watch.

It is the aim of the sub-officers' practical test to test and assess such candidates' proficiency in those practical areas.

To be successful you must display a capability to carry out instructional work and an ability to command and lead together with the knowledge and skills required of the sub-officer rank.

As will be seen from Section 5 of the Handbook, the sub-officers' practical test is in three sections:

Section A – Composite Drill

A test aimed to demonstrate the ability of the candidate to organise a composite drill and give instructions to and control the performance of crews undertaking it.

Section B - Fireground Procedure

A test aimed to demonstrate the ability of a candidate to take charge of a fire or rescue situation, control the work of the crews, and deploy the appliances and equipment satisfactorily.

Section C – Instructional Technique

A test aimed to identify the ability of the candidate to consider the operational difficulties associated with a specific operational risk, provide an effective plan to deal with it and communicate this to others in an instructional talk.

As explained earlier, to be successful, you must pass in all three Sections.

For each test you will be awarded a mark on the 1 to 5 scale for each heading on the computer mark sheet (see Appendix 3).

The detailed basis of assessment is:

Section A Composite Drill Test	Section B Fireground Procedure Test	Section C Instructional Technique Test
7 areas in the test. 5 marks in each area. Minimum pass mark = 21*	6 areas in the test. 5 marks in each area. Minimum pass mark = 18*	3 areas in the test. 5 marks in each area. Minimum pass mark = 9*
Maximum mark = 35	Maximum mark = 30	Maximum mark = 15

* All subject to the restriction that, if you score a '1' in any area of any test you fail the complete practical test.

5. Section A - Composite Drill

The requirement of this test as stated in the syllabus is:

to identify the ability of a candidate to organise one composite drill using two appliances and the equipment thereon. Candidates will be expected to show their ability to organise an effective composite drill of at least two main parts being satisfied simultaneously (eg ladder and pump), powers of command and leadership by assembling the crews correctly, explaining the purpose of the drill, numbering off the crews, allocating tasks, controlling the conduct of the drill and make-up and debriefing the crews..

You must bear this requirement in mind when preparing for the composite drill test in studying the bibliography and in rehearsing.

You should also be aware of the 'areas' listed on the computer mark sheet (see Appendix 3) on which the examiners will be concentrating.

The points to bear in mind when you are taking the actual test are as follows.

When you present yourself on the drill ground remember that your appearance, manner and bearing are important and will be taken into account by the examiners.

The composite drill assessment will commence with an instruction card looking something like the example on *page 8* being read to you and then handed to you. This card may be retained by you throughout the drill.

After the examiner has handed the card to you, two minutes 'thinking time' will be allowed after which you will be required to briefly outline the proposed sequences of the drill to the examiners before commencing work with the crews.

If there is anything you do not understand you should seek clarification from the examiner at this time; there will be no opportunity to do so later.

Even if you have no questions do not rush into the drill as soon as you have received the card. Make full use of the time available to plan and work out the sequence of the drill and to memorise any particular points or special instructions you may wish to bring to the attention of the crews to reinforce familiarisation and sequence of events.

Begin your test by making sure that your bearing is upright and authoritative.

Assemble the crews correctly when required and establish positive command.

After the correct initial assembly and numbering off of the crews for the composite drill has been completed take time to explain in concise terms the purpose of the drill, the sequence of events, the allocation of tasks and that the objectives are to be acted on simultaneously.

Remember the requirement to explain the purpose of the drill, but care must be taken to ensure that crew members fully understand the objectives to be simultaneously achieved and know what is required of them.

It is stressed that this does not obviate the need for YOU to be fully familiar with the complete drill detail. Knowing detail will enable you to follow the actions of each member to ensure that each one is carrying out their specific task.

Demonstrate that you have a firm and clear voice delivery and have control and overall command of the crews which you intend to maintain.

You should bear in mind that the crews will respond well to firm and positive orders.

Make sure that your instructions can be heard by all crew members and indicate to them the speed at which the drill is to be carried out or any special aspects that should be borne in mind, eg icy or wet conditions.

Do not let the crew members decide for themselves the tasks they will carry out - you must direct them.

Before the drill starts, make sure that the relevant words of command in regard to safety are known and understood by all crew members.

REMEMBER:

The examiners are looking for a demonstration of your ability to organise a composite drill using the information that they will provide at the commencement of the test. To achieve this you have flexibility in the use of the nominated numbers of firefighters in order to simultaneously satisfy the objectives set by the drill in the most effective and efficient manner.

You are required to explain the purpose of the drill to the crews, outline the tasks to them and monitor their performance when undertaking the drill.

The instruction card will look something like the following example:

**SUB-OFFICERS' EXAMINATION
PART II PRACTICAL TEST**

SECTION A - COMPOSITE DRILL

Under your command are 2 appliances together with their equipment and 9 firefighters.

Select crews and give necessary instructions to satisfactorily carry out a composite drill requiring:

1. The provision of a pump with a water supply from a hydrant using 2 lines of soft suction, each of 2 lengths;
2. The provision of 2 lines of delivery hose, 2 lengths in each line;
3. The pitching of a 13.5m ladder to the third balcony of the drill tower; and
4. The provision of 1 of the lines of hose working aloft.

Assemble the firefighters, explain the purpose of the drill, number off the crews, allocate tasks, control the conduct of the drill and make-up, and de-brief the crews.

As the officer-in-charge of the drill you will have discretion as to the deployment of the appliances and equipment.

The firefighters are experienced but will require familiarisation with your desired sequence of events.

The crews are to be got to work from the squad position simultaneously.

**YOU HAVE 2 MINUTES THINKING TIME AFTER WHICH YOU MUST BRIEFLY
OUTLINE THE PROPOSED SEQUENCE OF THE DRILL TO THE EXAMINERS**

Once the drill has started the emphasis throughout must be on supervision.

You must observe the actions of the members of the crews to make certain that the drill is carried out correctly.

Watch the safety of the crews and do not hesitate to stop the drill to check, identify and correct unsafe practices.

Other faults must also be corrected at the time they occur, but you need not stop the drill unless you consider that all the crew members will benefit by having their attention drawn to a particular fault.

Check minor faults with the individuals concerned and bear them in mind so that you can refer to them during the debriefing of the crews after the drill.

When checks have to be made and faults corrected, be sure that your manner is firm and positive. If the drill is going well and you have no faults to check do not become concerned. You can be equally effective by giving a word of advice, praise or encouragement at the appropriate time. There is no need to interfere if a drill is going smoothly.

You must, however, be alert and be seen to be in command. If it becomes necessary, do not hesitate to demonstrate yourself what you want from your crews.

Move around the drill ground smartly and make sure that you are in the most advantageous position to observe what is happening and, as far as possible, keep the drill flowing.

Make certain that the drill completed is the one asked for by the examiner and that you have demonstrated your own ability to control and command.

When you are certain that the drill has been completed, report to the examiner before giving the order to 'make-up'.

The 'make-up' is an important part of the test and the way in which it is carried out is marked as part of the test, so do not make the mistake of assuming that you are no longer under observation at this stage.

The 'make-up' should be dealt with smartly and in a logical fashion.

Be sure that you supervise the re-stowing of equipment.

Check that the appliance water tank has been replenished when the pump has been used.

Do not leave it to the crew members to decide how the equipment will be put away. In supervising this task, you must have regard to both safety and possible damage to equipment and you must decide how the equipment will be stowed. If, in your opinion, re-stowed equipment is unsafe, have the crew remove it and re-stow it again.

You should:

- check ladder securing gear and that lines are correctly made up,
- ensure that BA sets are re-stowed and ready for immediate use,
- after all the equipment has been re-stowed, check that all locker doors are closed and securely fastened,
- check that hydrants lids and covers of open water supplies have been replaced and that the appliances are re-assembled ready for re-deployment.

When the crew members re-assemble there is the opportunity for de-briefing together with a constructive summary. Now is the time to reinforce your authority by drawing attention to minor faults and giving praise for good work.

- You should go over the drill and summarise its progression, movement by movement, drawing attention to both the good and bad moves.
- Make sure that any necessary criticism of performance is constructive and do not forget to give credit and praise for good work carried out.

When you have completed the de-briefing, report to the examiner that the drill is over.

6. Section B – Fireground Procedure

In accordance with the syllabus:

a problem will be set depicting a fire or rescue situation in which a first attendance of no more than two appliances has been made. Candidates will be required to take charge of the situation, control the work of the crews and dispose the appliances and branches satisfactorily.

The whole purpose of the fireground procedure test is to determine whether or not you, when acting as officer-in-charge, have the personal qualities, experience and knowledge to satisfactorily take charge of, and exercise operational control at an operational incident which would fully involve the crews of two pumping appliances for several minutes without further significant assistance.

The test is designed to examine your ability to:

- assess quickly an operational situation;
- determine an effective tactical plan;
- communicate the details of that plan to subordinates;
- delegate some supervisory tasks to others;
- monitor the execution of the plan and modify it if necessary;
- liaise with representatives of other services and/or agencies (as appropriate) and ensure the correct transmission of messages relating to the nature of the incident and its development; and
- brief a senior officer, following that officers' arrival, on details of the incident, the actions being taken to deal with it and any other details that will assist the senior officer.

You must bear this in mind when preparing for the fireground procedure exercise both in studying the bibliography and in rehearsing. You should also be aware of the 'areas' on the computer mark sheet (see Appendix 3) on which the examiners will be concentrating.

As with the composite drill your appearance, manner and bearing when you present yourself to the examiners is important.

At the start of the test, the examiners will brief you on the procedure to be followed. This will be:

- (a) An instruction card will be handed to you which you may retain throughout the exercise. This will be supported by photographs or drawings to assist you to understand more fully the scenario presented. The card will contain brief details of an incident. It will look something like the following:

**SUB-OFFICERS' EXAMINATION
PART II PRACTICAL TEST**

SECTION B: FIREGROUND PROCEDURE

EXERCISE NO. 1

FIRE

**UPPINGHAM HOTEL
15 RADNOR PLACE
NEAR SUSSEX GARDENS
ANYWHERE**

You have two crews of 4 plus yourself.

The PDA is 2 pumping appliances.

The time is NOW.

You will arrive 10 minutes after the call was received.

The weather is as NOW.

Your messages will be passed to the examiner.

On arrival of a Senior Officer you will carry out a handing over brief.

A drawing/photograph is shown overleaf to assist you and your crews.

- (b) You will then have two minutes to read the card, consult the photographs or drawings and seek clarification from the examiners if you are unsure of what is required.

As with the composite drill you should make full use of the 'thinking time' to ensure that you fully understand the problem and to plan how you are going to tackle it.

- (c) At the end of this time you will be told the name of the crew member acting as officer-in-charge of the second appliance (where applicable) and issued with means of identification for yourself and the officer-in-charge of the second appliance.

- (d) You will then be given a further two minutes to gather the crews together **informally** for briefing which should include:
- (i) reference to safety words of command;
 - (ii) drawing attention to any special aspects; and
 - (iii) ensuring the crews fully understand the objectives to be achieved.

You should **NOT**, at this stage, allocate tasks to individual crew members.

- (e) The examiner will inform you when the two minutes have passed, and you will be required to immediately 'get to work'.

You and the crews must then immediately mount the appliances and turn out as if in response to an emergency call.

Once the exercise is underway, many of the points given when dealing with Section A of the test are generally applicable to your conduct of the fireground procedure exercise.

Particular differences are the requirement for you to send appropriate messages from the fireground and provide a briefing to a Senior Officer who will arrive at the operational incident.

7. Section C – Instructional Technique

The requirement of this section is stated in the syllabus as:

a test aimed to identify the ability of the candidate to consider the operational difficulties associated with a specific risk within the candidate's brigade area, provide an effective plan to deal with it, and communicate this to others in an instructional talk of 25 – 30 minutes duration. Following the presentation the examiners will ask the candidate questions about the risk and the plan.

The purpose of this section is to enable you to demonstrate your instructional competence by:

- (a) showing recognition and consideration of operational difficulties associated with the selected specific operational risk;
- (b) the devising of an appropriate operational plan to address these difficulties as the sub-officer in charge of the normal pre-determined attendance;
- (c) training design – planning to communicate information; and
- (d) training delivery – delivering the information.

At the end of the presentation, the examiners will ask you questions on the subject presented to enable them to assess your ability to deal with them in a satisfactory manner.

You must bear these points in mind when preparing for this section, both in studying the bibliography (including any publications of your brigade or local examinations board) and in rehearsing.

On 1 January before the date of the test a list of the three specific operational risks from your brigade area on which you may be examined will be published in your brigade.

As the risks may be different each year it is essential that you ensure you have the correct list.

Once you have obtained this, you should collect together the bibliography including any material published by your brigade or local examinations board appropriate to each specified risk (Appendix 4 for two examples).

You should then make a thorough study of this and prepare notes to assist you in your presentation on each of the three risks (see Appendix 4 for example). Visual aids which will augment or assist your talks should be carefully prepared so as to be clear, functional and relevant.

The presentations, using these notes and visual aids, should be refined and polished in the light of the reactions you get from your practice sessions with your watch.

The preparation of the visual aids and accompanying notes should be your own work. You should note that if the examiners consider that these have been prepared in collusion with other candidates they may be confiscated and you will be automatically reported to the FSEB and be liable to disqualification from the examination.

You are advised that further information obtained by visiting specified risks and including it in your presentation might be counter productive as the examiners may be unable to properly assess this.

Remember:

you must demonstrate your knowledge of the difficulties associated with the selected operational risks and your plan(s) to deal specifically with them.

you must demonstrate your ability to instruct others.

you must ensure that your presentation achieves its aim and objectives is detailed and in a logical sequence (such as you would use when carrying out instruction to members of a watch in a training session).

The test itself will normally take place indoors in a room or area with sufficient space for tables and chairs for the examiners to sit and for you to sit or stand during your presentation.

You will be given one minute's advance warning of the specified risk on which you are to make your presentation before you enter the examination room. You should use this time to select the relevant notes and visual aids you have previously prepared which are applicable to the particular risk.

When you enter the examination room an instruction card similar to that shown below will be read to you. This will then be placed where you can see it throughout the test. Do not forget to cover each of the aspects listed on the card.

**SUB-OFFICERS' EXAMINATION
PART II PRACTICAL TEST**

SECTION C : INSTRUCTIONAL TECHNIQUE

Demonstrate your ability to:

Consider the Operational Difficulties associated with a specific risk.

Devise an Effective Operational Plan to deal with the risk.

Communicate this to others.

You are then given five minutes thinking and preparation time. You should use this to arrange the room layout, to organise your lecture notes and visual aids (see following paragraph) and to generally prepare yourself.

Facilities (such as chalk board, overhead projector, or other computer aided equipment normally supplied by your brigade to fire stations for this purpose) will be available for you to augment your talk. However you should note that video recordings are NOT permitted.

In your presentation:

REMEMBER:

that you will need to state and achieve the aim and objectives of your presentation.

to discuss the information obtained relating to the selected risk and the hazards associated with it.

to explain clearly your operational plan by which the presumed difficulties at this specific risk would be effectively and efficiently dealt with initially, and take account of probable developments, should an incident occur.

to recall the occasions when, to your knowledge, an incident occurred at the specified risk: did it present any unusual operation problems? are there any limitations in the deployment or use of any equipment?

that the reading of a script throughout your talk will not be considered as a demonstration of an ability to instruct others. However, reference to your lecture notes from time to time in order to assist you in providing a logical and planned presentation is considered to be good practice.

to give recognition to the necessity for further training needs relative to the risk in order to make personnel more familiar with it, and provide an appropriate training programme which would apply to your watch.

to complete your presentation within the time limit of 25 – 30 minutes and to use that time to good effect.

Consideration of these and other relevant aspects will assist you in preparing your presentation.

At the end of your presentation when the examiners ask questions, do not repeat what you have already said; re-phrase your explanation so that the point at issue may be more readily understood.

Do not forget to gather your notes, visual aids, etc together and to take them with you when you leave the examination room. You may be asked by the examiners to leave your visual aids with them until the completion of the practical tests in your area.

8. Learning Outcomes

The following is a list of the learning outcomes expected of the candidates in each Section and Sub-section of the Practical Tests

Section A – Composite Drill

Assembly of Crew

Appearance and Manner - You should be clean, smart and correctly dressed and that your attitude to the examiners and crew is positive, helpful and instils confidence.

Manner of Assembling – You should ensure that the crews are assembled effectively with minimum delay using correct words of command, maintaining concentration to provide a convincing performance.

Command of Crew Established – You should ensure your command of the crews is immediately established using firm and positive orders.

Crew Briefing

Purpose and Drill Identified - You should identify the purpose of and outline the objectives of the drill in a clear, concise manner, and seek confirmation that the crews understand by asking questions.

Sequence of Events, Speed and Special Aspects – You must ensure that a clear explanation is given as to the expected sequence of events, that they are to operate simultaneously and the speed at which the drill should be performed. Reference must be made to special aspects eg icy yard, high winds, etc, together with the appropriate action to be taken during the drill giving specific reasons for each factor.

Instructions Clear, Complete and Audible – You must ensure that instructions to the crews are clear, concise, authoritative and complete.

Allocation of Tasks

Crews Numbered – You must number the crews as detailed in the Training Manual.

Tasks Allocated – You should ensure that the tasks of each crew are clearly outlined to enable the drill to progress effectively leaving no doubts, and seek confirmation that the crews understand by asking them questions.

Logical Sequence – You should ensure that both the logical sequence of the elements of the drill and the outcome should be acted on simultaneously, are understood by the crews, and seek confirmation by questioning.

Control of Crews

Observation of Crew During Drill – You should move smartly around the drill ground in an alert manner and position yourself to effectively observe the actions of the crews and impart a sense of urgency into the proceedings.

Faults Checked/Corrected – You should ensure that faults are immediately identified, checked and corrected as they occur.

Firm Manner in Correcting – You should ensure that faults are corrected in an authoritative and positive manner, using them as an appropriate case and a learning experience for the crews.

Make-Up

Smartly Supervised Make-Up – You should allocate tasks, impart a sense of urgency, whilst providing supervision with enthusiasm, ensuring that the task is completed smartly and efficiently.

Make-Up in Logical Order – You should ensure that equipment is replaced on the appliances in a logical manner and that the drill yard is quickly cleared and made available for further use.

Ready for Re-Deployment – You should ensure that the appliances and the crews are made ready for re-deployment, and impart enthusiasm to the crews to ensure completion with the least possible delay.

Command

Correct Drill Carried Out – You should ensure that the correct drill is carried out in accordance with the Training Manual (The undertaking of the drill without all crew members acting to fulfil its objectives simultaneously will not be considered to be the 'correct drill').

Overall Command Established – You should motivate the crews whilst demonstrating excellent command qualities throughout the drill.

De-Briefing (Strengths and Weaknesses) – You should carry out an interactive, comprehensive debrief, accurately summarising the strengths and weaknesses observed, in order to praise the crews and/or constructively criticise their performance where necessary.

Safety

Safety Words of Command – You should draw attention to the relevant words of command in regard to safety before the start of the drill, and confirm that the crews understand by asking questions.

Safety Procedures Observed – You should ensure that members of the crews are reminded of their responsibilities in relation to safety, and the procedures to be adopted in the event of unsafe conditions arising to ensure safety rules are observed.

Unsafe Practices Corrected – You should ensure that unsafe practices are identified and effectively corrected in a firm and positive manner, and used as a learning experience for the crews.

Section B – Fireground Procedure

Risk Assessment

Incident Evaluation - You should carry out a swift and accurate incident evaluation at an early stage, and the anticipated risks known involving life, property and the environment.

Information Gathering - You should gain comprehensive information rapidly and accurately from all sources regarding the incident.

Hazard Identification - You should quickly identify all hazards.

Action/Priorities

Action/Priorities – You should ensure that a comprehensive yet flexible action plan, deploying the appropriate resources is formulated, that will effectively deal with the incident in a balanced and prioritised manner.

Safe System of Work - You should quickly and efficiently employ the most appropriate safe system of work, which is based upon full consideration of the identified risks, the objectives, the effectiveness of the resources and the safety of personnel.

Personal Protective Equipment (PPE) – You should ensure that the deployment of PPE is balanced and prioritised against known and anticipated risks.

Command

Overall Command Established/Maintained - You should immediately assert authority and command, display leadership qualities ensuring that you are constantly seen as being in charge of the crews throughout the incident.

Control of Incident - You should immediately assert effective control and maintain it throughout the incident.

Make-Up - You should prioritise the make-up ensuring that the equipment, appliances and crews are made ready for re-deployment and impart enthusiasm to the crews to ensure completion with the least possible delay.

Review

Risk Assessment - You should continuously review and modify the risk assessment and rapidly respond to changes in the nature and extent of the incident.

Action and Priorities - You should continuously review and modify actions and priorities, and rapidly respond to changes in the nature and extent of the incident.

De-Brief - You should carry out an interactive, comprehensive de-brief, accurately summarising the strengths and weaknesses observed, in order to praise the crews and/or constructively criticise performance where necessary.

Communication

Communications with Crews - You should establish and maintain effective communication which is accurate, complete, and confirmed with personnel using the most appropriate means available.

Messages – You should ensure that operational messages are concise, totally satisfactory, and without any errors, providing a clear picture of the incident.

Senior Officer Briefing - You should carry out a clear, concise, comprehensive and effective senior officer briefing.

Liaison – Other Services/Agencies - You should establish and maintain an interactive liaison with other services/agencies, which enables the successful conclusion of the incident, which presents the service in a professional manner.

Safety

Safety - You should ensure early identification and rectification of any unsafe, or potentially unsafe, practice, procedure or occurrence.

Section C – Instructional Technique

Operational Difficulties

Specific Risk Comprehensively Described - You should give a detailed description and demonstrate a comprehensive knowledge of the operational difficulties of the risk.

Specific Operational Difficulties Identified – You should identify and give an explanation showing clear understanding of all the operational difficulties associated with the risk.

Safety Considerations Identified – You should identify all the problems and concerns of safety issues stating measures to mitigate them at the planning stage.

Operational Plan

Effective and Realistic Operational Plan Devised - You should devise an effective and realistic plan, whilst revealing a comprehensive knowledge and understanding of all matters relating to operational plan formulation.

Probable Developments Accommodated in the Plan – You should identify measures to avoid the possible and probable development of an incident at a specific risk.

Safety Given Due Consideration at all Times Throughout the Plan – You should display a clear understanding of safety matters throughout the operational plan, by identifying measures to mitigate them at an incident.

Training Delivery

Communicating Clearly and Effectively (tone, manner and pace) - You should communicate clearly and effectively with good use of voice tones in an articulate manner and at a pace which is easily followed, supported by instructional aids which are clear, of good functional value, relevant, and simple in design.

Presentation Logical, in Sequence and Summarised – You should state aims and objectives clearly and ensure they are fully achieved by giving a well rehearsed and skilful presentation using a non-repetitive, logically staged sequence, with a summary outlining all the main features, presenting a polished performance.

Further Training Needs Identified – You should recognise the need for further training and make appropriate observations regarding the detailed training programme provided.

Instruction Completed Within the Time Allocated – You must ensure that the presentation is completed within the time allocation making the most effective use of that time.

Questions Dealt with Effectively – You must deal with questions from examiners positively, effectively and with confidence.