

Protocols for Instructors & Examiners – NI Fire and Rescue Service

Boucher Crescent – Brigade Training Centre (BTC)

Instructors

Upon Arrival Day 1

- You must attend reception before entering the building and collect your own pass and all student passes.
- Passes should be distributed to the class as they sign on (see paperwork below) and worn at all times. A student must attend the entire course to be eligible to sit the examination.
- Collect all course paperwork and check for completeness.
- Ensure that 2 rooms have been booked for the final examination on either Day 4 (FAW) or Day 2 (FAWR).
- Find out which room is being used, and complete the health and safety check (as per Revive Course Booking Sheet). The appropriateness of classrooms is an HSE (NI) requirement and if they find a class being held in an inappropriate area upon a random check they will shut the class down.
- Ensure that all computer and digital overheads are in working order, and that there are adequate numbers of manikins and first aid supplies.

Meals

- Each day you are at the BTC prior to commencement of the class ask the cafeteria staff what time they would like the class for both morning tea and lunch.
- You must attend at that time to facilitate all classes being held at the BTC being able to eat.
- All those wishing lunch must attend at morning tea and order their lunch – if this is not done then they do not get lunch (including you).
- On the final day of the course ensure that the kitchen staff are aware that there will be 2 extra examiners in the afternoon for afternoon tea.

Photocopying of Handouts, Exam Papers etc

- As per the NIFRS tender documentation they will assist with the copying of handouts and exam answer sheets etc.
- To facilitate this, in the first instance please contact Melissa Jeffers at the BTC.
- This should be done early on the first day to ensure that handouts are there by lunch time. If there are courses at the upcoming weekend please also ensure that there are additional copies made for the weekend courses.

Examiners

- Prior to entering the building attend reception and collect a pass for the afternoon. Make sure you return it upon your completion.

Upon Finalisation of Exam Day 4 (or 2 for Refresher)

- All passes to be returned to the instructor during the final 'wrap up' of the course.
- These are to be counted and returned to reception as you leave (including your own pass).

Outlying Stations

Instructors

- Upon arrival report to the Station Officer in charge and let them know that you are there.
- Collect the course paperwork which should have been sent to the Station in advance.
- Check to make sure all forms are there.
- Find out which room is being used, and complete the health and safety check (as per Revive Course Booking Sheet). The appropriateness of classrooms is an HSE (NI) requirement and if they find a class being held in an inappropriate area upon a random check they will shut the class down.
- Ensure that all computer and digital overheads are in working order, and that there are adequate numbers of manikins and first aid supplies.

Examiners

- Report to the Station Officer and let them know you are there.
- Find the instructor and conduct the exam.

Paperwork

Revive Healthcare Paperwork

- The course booking sheet should accompany each course.
 - The health and safety check should be completed (tick boxes) and issues rectified prior to the commencement of the course.
 - Student rank and name must be legibly printed on the results sheet as it is from this that the certificates are printed.
 - Sign the sheet on the final day of the course.
 - All written exam answer sheets & practical assessment sheets, signed by the examiners must be returned to the Revive Office.

NI Fire & Rescue Service Paperwork – To be returned to the Station Officer at completion of the course

- Student Roll should be signed daily
- There will be an individual student record which should be completed by the instructor for each student
- Mileage and travel claims form for Officers – this should be completed by them and returned to the reception upon completion of the course. It is not the instructors responsibility to ensure the correct allowances are being claimed (you won't know whether they were offered a Service vehicle for instance) and this will be done by accounting in the Fire and Rescue Service.

Issues and Problems

If there are particular issues impacting upon your ability to conduct a class (which cannot be resolved by mutual negotiation at the time) then contact:

Brigade Training Centre:	Either George Lavery or Melissa Jeffers
Outlying Stations:	Station Officer on Duty
Escalation:	Either David (weekends) or John (week days)

The NIFRS is meant to supply all training equipment (manikins, wipes etc). If this is not up to standard please let us know asap so we can arrange for them to have it serviced.

Attendance Form – To be completed daily and signed by the Officers attending

Northern Ireland Fire & Rescue Service

ATTENDANCE FORM

COURSE: First Aid at Work Refresher

COURSE NO: 012

DATE(S): 21 01 2006 09:00 22 01 2006 17:00

The following personnel are nominated for the above course on the dates shown.

Service No.	Rank	Name	STN	Signature of Student Attending	On/Off Run	Reason for Non-Attendance
3326	FF	DEERY P	W12			
0390	RFF	DEERY S	W23			
3239	FF	MILLER B	W12			
1529	RFF	McHUGH T	W23			
4512	FF	McKELVEY M W	W11			
1525	RFF	WILLIAMSON B J	W23			
0804	RLFF	YOUNG R C	W14			

Instructors Signature: 1 You sign here
 2 _____
 3 _____
 4 _____

Date: 12 01 2006 09:37 _____

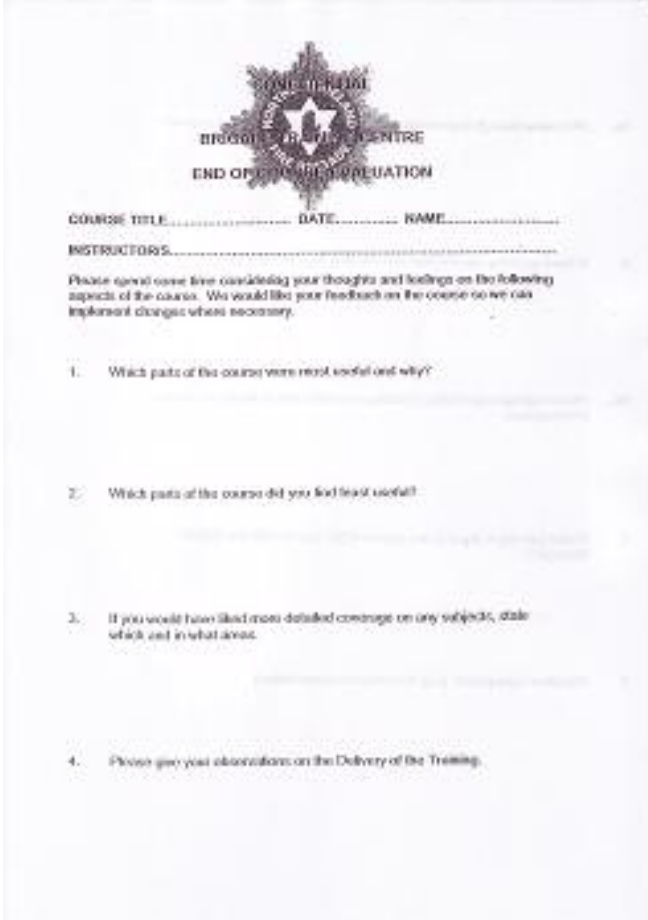
For Establishment Section use only:

Computer up-dated _____

Signed _____

This form must be submitted to the Brigade Training Officer within seven days of completion of the course together with any relevant forms. It must be submitted even in the event of a cancellation.

Course Evaluation – Completed by each individual student in *addition* to our own feedback form



The form is titled "END OF COURSE EVALUATION" and is issued by the "NORTHERN IRELAND FIRE & RESCUE SERVICE TRAINING CENTRE". It includes fields for "COURSE TITLE", "DATE", and "NAME", and a section for "INSTRUCTORS". The form contains four numbered questions for feedback:

1. Which parts of the course were most useful and why?
2. Which parts of the course did you find least useful?
3. If you would have liked more detailed coverage on any subject, state which and in what areas.
4. Please give your observations on the Delivery of the Training.

Travel and Subsistence Claim – To be completed by individual Officer's and returned with all course paperwork. The accuracy of such forms is not the responsibility of Revive or its instructors and is checked by Brigade administration staff.

NORTHERN IRELAND FIRE & RESCUE SERVICE

SC146

TRAVEL AND SUBSISTENCE CLAIM FORM - F&RSTC COURSES
This form must be completed and approved at the Fire & Rescue Service Training Centre

PERSONNEL SHOULD NOTE THAT IF THIS FORM IS NOT FULLY AND CORRECTLY COMPLETED, IT WILL BE RETURNED FOR AMENDMENT, PRIOR TO PAYMENT BEING PROCESSED

PART A - TO BE COMPLETED BY THE CLAIMANT

NAME: _____ COURSE TITLE: _____
 RANK: _____ SERVICE NO: _____ WATCH: _____ COURSE LOCATION: _____
 STATION: _____ HOME ADDRESS: _____

WERE YOU OFFERED ACCOMMODATION? YES/NO DID YOU ACCEPT? YES/NO

DO YOU WISH YOUR CHEQUE TO BE CROSSED? YES/NO

I declare that I attended the above Course at the Fire & Rescue Service Training Centre on the dates shown and have actually and necessarily incurred the expenses claimed.

SIGNED: _____ DATE: _____

JOURNEY DETAILS	DAY Mon, Tue, Wed	DATE	TIME		SUBSIST. OF-POCKET	HOW DID YOU TRAVEL?		
			DEP	ARR		SERVICE TRANSFER	PUBLIC TRANSPORT*	PRIVATE CAR* MILEAGE CC
FROM TO/FROM								
FROM TO/FROM								
FROM TO/FROM								
FROM TO/FROM								
FROM TO/FROM								
FROM TO/FROM								
FROM TO/FROM								
FROM TO/FROM								
FROM TO/FROM								
FROM TO/FROM								

* Please give reason for use of non-Service transport _____

PART B - TO BE COMPLETED BY COURSE DIRECTOR

I certify that the above information is correct.

SIGNED: _____ DATE: _____

PART C - FIRE & RESCUE SERVICE TRAINING CENTRE USE ONLY

_____ BREAKFASTS @ _____ = _____	_____ MILES @ _____ = _____
_____ LUNCHES @ _____ = _____	_____ TRAIN @ _____ = _____
_____ TEAS @ _____ = _____	_____ BUS @ _____ = _____
_____ EVENING MEALS @ _____ = _____	_____ CITYBUS @ _____ = _____
_____ DAYS @ _____ = _____	
_____ WEEKS @ _____ = _____	

COST CODE 201 _____ £ _____
 COST CODE 211 _____ CALCULATION: _____

Amended 11 May 2005

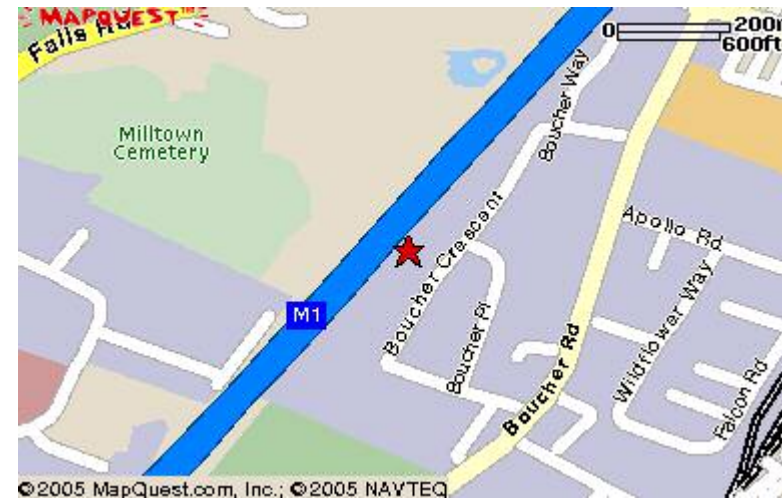
Northern Ireland Fire & Rescue Service Addresses

Brigade Training Centre

Boucher Crescent
Belfast
BT12 6HU
028 9066 7066

Tel

Map Link



Antrim

Address 18-22 Castle Street
 ANTRIM
 BT41 4JE
 Tel 028 94428158

Ballycastle

Address Market Street
 BALLYCASTLE
 BT54 6DP
 Tel 028 20762394

Banbridge

Address Victoria Street
 -
 BANBRIDGE
 BT32 3DH
 Tel 028 40622239

Central

Contact Address Aiden McGuinness
 Bankmore Street
 -
 BELFAST
 BT7 1AQ
 Tel 028 90310360

Coleraine

Address Lodge Road
 -
 COLERAINE
 BT52 1LU
 Tel 028 70342454

Cookstown

Address 36 Chapel Street
 -
 COOKSTOWN
 BT80 8QD
 Tel 028 86763271

Crescent Link

Address 10 Crescent Link
 -
 LONDONDERRY
 BT47 5FR
 Tel 028 71311162

Crossmaglen

Address Castleblayney Road
 Crossmaglen
 NEWRY
 BT35 9JL
 Tel 028 30868144

Cushendall

Address 41 Coast Road
 Cushendall
 BALLYMENA
 BT44 0RX
 Tel 028 21771424

Dromore

Address Mossvale Road
 -
 DROMORE
 BT25 1DG
 Tel 028 92692456

Dungannon

Address Thomas Street
 -
 DUNGANNON
 BT70 1HN
 Tel 028 87722629

Omagh

Address Mill Street
 Fintona
 OMAGH
 BT78 2BP
 Tel 028 82840115

Headquarters

Address Headquarters
 1 Seymour Street
 LISBURN
 BT27 4SX
Tel 028 92664221

Craigavon

Address Alexandra Crescent
 Lurgan
 CRAIGAVON
 BT66 6BB
Tel 028 38322208

Newcastle

Address Valentia Place
 -
 NEWCASTLE
 BT33 0EH
Tel 028 43722476

Newry

Address Railway Avenue
 -
 NEWRY
 BT35 6AU
Tel 028 30262463

Bangor

Address B Division HQ
 92 Newtownards Road
 BANGOR
 BT19 1SZ
Tel 028 91271906

Strabane

Address Railway Street
 -
 STRABANE
 BT82 8EO
Tel 028 71382363