



**Service Policy: PODPOL04  
Training Policy**

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April 2014	April 2025			

**Amendment History:**

Version	Date	Author	Reasons for Change
1.0	Oct 15		Annual Review
1.1	Apr 17		Annual Review
1.2	Apr 18		Annual Review
1.3	Oct 18		Reviewed in line with People Strategy
1.4	Apr 19		Annual Review
1.5	JULY 2020		Annual Review
1.6	April 2021		ANNUAL REVIEW
1.7	April 2022		Annual Review
1.8	April 2023		Annual Review
1.9	April 2024		Annual Review

**Equalities Impact Assessment:**

Initial	Full	Date	Reviewed by	Comments
	X		ED&I TEAM	LOCATED ON PORTAL

**Civil Contingencies Impact Assessment:**

Date	Reviewed by	Comments

**Related Documents:**

Doc. Type	Ref No.	Title	Location
SI	0664	Training, Learning & Development	PORTAL
SI	0496	Day Release College Courses	PORTAL
SI	0613	Education & Personal Development	PORTAL
Policy	PODPOL10	People Strategy	PORTAL

**Distribution List:**

Name	Position	Department

**Sign-Off List:**

Name	Position

**Target Audience:**

All MFRS	Principal Officers	Senior Officers	Operational Crews	Fire Safety	Community Fire Safety	Support Staff
X						

**Ownership:**

FOI exemption required?	Yes	No	URL	Reason
		X		

**Legislation:**

Title

**Contact:**

Department	Email	Telephone ext.

POD		4328
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## PODPOL04 Training Policy

### 1. Policy Introduction and Background:

The aim of this Policy is to ensure that Merseyside Fire and Rescue Authority achieves its vision to be the best Fire & Rescue Service in the UK through the continuous development of the workforce.

This aim will accord with the need for the Authority to ensure safe systems of work as required by the Health and Safety at Work Act 1974, and service delivery as required by the Fire and Rescue Services Act 2004, the Service Plan and the Integrated Risk Management Plan (IRMP).

### 2. Policy Explanation:

#### Training Needs Analysis

Workforce training, learning and development (TLD) needs may be identified in a number of ways:

- 1) Individual TLD requirements that will enhance the employee's performance should be identified via the Values Based Appraisal System, Probation Process, and through continuous workplace assessment in accordance with National Occupational Standards and/or job descriptions.
- 2) An annual Training Needs Analysis will be carried out jointly by the People & Organisational Development (POD) and Directorates throughout the Service.:
  - Need to introduce new equipment or methods of working
  - Requirement to reduce risk identified in the Service Plan/IRMP
  - Achievement of Service objectives
  - Statistical data available that will indicate Service wide TLD, e.g., health and safety, complaints, grievances
  - Requirement to comply with new or existing legislation
  - Need to recruit and develop personnel to ensure continuity of service provision
  - Analyse how TLD provision will ensure continuous improvement

#### Training Evaluation

The Authority is committed to evaluating the effectiveness of learning and development provision to ensure a return on investment through:

- 1) On course evaluation
- 2) Annual Values Based Appraisal and Development meetings
- 3) Continuous workplace assessment
- 4) Managers and learner's feedback following training/learning event.
- 5) The annual Training Needs Analysis, e.g., how the previous year's TLD has impacted on Service provision and risk

### **Equality and Diversity**

The Authority is committed to ensuring that any adverse impact on groups protected by equality and diversity legislation resulting from the implementation of this policy will be minimised, and/or justifiable following a full equality impact assessment.

### **Data Protection**

In accordance with General Data Protection Regulation, any data collected and stored for the purposes of ensuring that the Authority's workforce is properly trained and developed will only be released to personnel who have a specific need to access such data. For example, Service Instructors, Supervisory Managers who carry out Performance Appraisal and Development meetings, and external service providers who may need to have access to personal information that will identify employees for the purpose of awarding certificates of qualification.

Data relating to TLD may be stored by the Authority following retirement or resignation until any risk of litigation has been deemed negligible.

POD and Operational Preparedness Directors/Managers are responsible for ensuring that:

- The Annual Training Needs Analysis is completed
- Directors of Functions and Departmental managers are assisted in the identification of individual TLD needs
- Appropriate and timely TLD provision is made available, e.g., electronic, on-the job learning, courses provided by the Training and Development Academy or external providers

Directors of Authority Functions and managers are responsible for:

- Assisting with the identification of individual and Service wide TLD needs to ensure risk reduction and service provision.

- Undertaking annual Appraisal Meetings to identify individual training needs.
- Ensuring that the acquisition and maintenance of skills and knowledge involves regular assessment and recording of personal performance
- Assisting with the evaluation of all learning and development activities to ensure that learning objectives and value for money is achieved
- Ensuring that personnel attend formal TLD courses once nominated
- All personnel employed by the Authority have a duty to:
  - Ensure that they participate fully in Values Based Appraisal and Development meetings
  - and workplace assessment by identifying their own TLD needs
  - Fully participate in all TLD, and complete courses and associated qualifications

Further information regarding the responsibilities of Directors and Managers for the training, learning, development and assessment of their personnel is provided at Appendix 1.

### **Reimbursement**

The Authority reserves the right to seek reimbursement from employees for training, learning and development costs where they resign before two years from the completion of courses/qualifications, or from the new Authority where personnel have transferred to another Fire and Rescue Authority, as follows:

- 1) The full cost where employees resign within 12 months of completion
- 2) Fifty per cent of the cost where employees resign after one year and within two years of completion

## **3. Policy Implementation:**

### **TRAINING, LEARNING & ORGANISATIONAL DEVELOPMENT INSTRUCTIONS:**

Instruction Title

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Practical Skills Assessment  
Service Training Need Specification  
Crew Based Training  
Performance Appraisal and Development Scheme  
Assessment of Crew and Watch Managers in Development  
Supervisory and Middle Manager Operational Assessments  
Training for Operational Competence  
Detection, Identification and Monitoring  
People Management Organisational Development  
Firefighter Development Programme  
Service Driver Procedures  
Vehicle Loading and Securing  
CAFS Training SFU  
Attendance on Training Courses  
Breathing Apparatus Courses  
Water Rescue Response  
Driver Courses  
Use of Fire Station Gyms  
Fire Behavior Training Strategy  
Residential Training Courses – Grey Book Expenses  
Foam - Training in Hi Expansion Foam  
BA Obscuration Visor Masks  
Off Station Tactical Exercises  
Temporary Promotion to the role of Crew/Watch Manager  
Decontamination Following Water Incidents  
Road Traffic Collisions Training & Development  
Rope Access and Rope Rescue Training & Development  
USAR Training and Development  
Mass Decontamination Training and Development  
Hazmats Training and Development  
USAR Training and Development  
Mass Decontamination Training and Development  
Hazmats Training and Development  
Education and Personal Development  
Day Release  
Service, Department & Individual Training Requests

All Policies can be found on the [Website](#)