

**CAPE WINELANDS FIRE AND RESCUE
TRAINING ACADEMY**



Fire Station
Drukkers Avenue
STELLENBOSCH
7600

OR

P.O. Box 100
STELLENBOSCH
7599

TEL NR: 021-888 5275
FAX NR: 021-886 6206
E-MAIL: josias@capewinelands.gov.za

TRAINING POLICY AND PROCEDURES



Accredited by the Southern African Emergency Services Institute as a Training Centre and by Local Government Sector Education and Training Authority (LGSETA) as a provider of Education and Training in terms of the South African Qualifications Authority Act, 1995 (Act No 58 of 1995).

CAPE WINELANDS FIRE & RESCUE TRAINING ACADEMY
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1. PREAMBLE

The Cape Winelands District Municipality (CWDM) is legislated to provide training for fire personnel in terms of Section 84(1)(j) of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) and has established the Cape Winelands Fire and Rescue Training Academy to fulfil this mandate.

The Training Academy has dual accreditation with the Local Government Sector Education and Training Authority (LGSETA) and the South African Emergency Services Institute (SAESI) / the International Fire Service Accreditation Congress (IFSAC) and has its head office in Stellenbosch, which is a traditionally and culturally a town synonymous with education and training. Over time, considerable investments were made in the Training Academy, thus resulting in it being one of the leading Training Centres in Western Cape Province.

The ETQA Unit of the Local Government Sector Education and Training Authority (LGSETA) is formally accredited by the South African Qualifications Authority Act, 1995 (Act No 58 of 1995) (SAQA) in accordance with the said Act. The Local Government Sector Education and Training Authority (LGSETA) has to ensure that education and training systems, processes, procedures and qualifications are in place to ensure that high quality training is available in the education sector in accordance with relevant legislation.

During the 1990's the Southern African Emergency Services Institute (SAESI) approached the International Fire Service Accreditation Congress (IFSAC) to compare the then SAESI syllabi which was being utilized to train fire fighters in Southern Africa. The International Fire Service Accreditation Congress (IFSAC) determined that the theoretical content of the Preliminary Course in Fire Technology and the Certificate in Fire Technology exceeded the IFSAC entry level programs in the certificate assembly namely NFPA 1001 (Firefighter I, Firefighter II, Hazmat Awareness, Hazmat Operations and Level III Medical).

In 1994 the Southern African Emergency Services Institute (SAESI) was accredited by IFSAC as a provider of the International Fire Service Accreditation Congress' (IFSAC) registered programmes and the Preliminary Course and the Certificate in Fire Technology were subsequently replaced by Firefighter I and II respectively. These two levels have become the pre-requisite for entry into the Higher Certificate in Fire Technology Examinations.

2. MISSION AND GOALS

- 2.1 To provide and maintain a high standard of training.
- 2.2 To ensure that training is conducted in a safe manner.
- 2.3 To ensure that Instructors are always abreast of new technology within the Fire and Rescue Industry.
- 2.4 To ensure that learners have the best chance of becoming competent Fire Fighters.
- 2.5 To encourage lifelong learning.

3. INSTRUCTOR'S/FACILITATOR'S PLEDGE (VALUES)

The Instructors at the Academy pledge themselves to the highest standards of professional and ethical conduct, which includes a commitment to perform the following:

- 3.1 Achieve and maintain professional competency;
- 3.2 Advance Instructor competency through networking and mentoring;
- 3.3 Teach only those subjects that I am qualified to teach;
- 3.4 Prepare for each presentation because a life depends on it;
- 3.5 Evaluate programme results honestly;
- 3.6 Work to continually improve programmes and presentations;
- 3.7 Use only current and accurate material, information and statistics;
- 3.8 Perform instructor duties with integrity;
- 3.9 Respect the work of other instructors through the courtesies of crediting their ideas and materials appropriately;
- 3.10 Recognise when my conduct does not meet this canon of ethics, and resolve to improve it.

4. QUALITY ASSURANCE

4.1 HUMAN AND CAPITAL RESOURCES

- 4.1.1 The Cape Winelands District Municipality (CWDM) will endeavor, within its financial means, to budget for the operational and capital needs of the Training Academy annually and review the organizational structure from time to time.
- 4.1.2 The Southern African Emergency Services Institute (SAESI) Accreditation Committee rules, which the Cape Winelands Fire and Rescue Training is compelled to comply with, has elected to use National Fire Protection Association (NFPA) standards and corresponding IFSTA manuals or other approved reference manuals (five year rule applies) as guides for developing certification standards and learning programme design.
- 4.1.3 NOTE: "Five Year Rule"- In terms of International Fire Service Accreditation Congress (IFSAC) Policy, materials purchased for training on recognized courses shall be deemed current for five years OR two editions. Therefore, edition-X, even if replaced by edition- X+1, may be used for five years after publication of edition-X+1. However, should edition-X+2 be published before five years, edition –X+2 must be purchased and used.

4.2 HEALTH AND SAFETY

- 4.2.1 In all instances the requirements of applicable legislation and codes of best practice and/or guidelines (e.g. Occupational Health and Safety Act, 1993 (Act No 83 of 1993), National Fire Protection Association (NFPA 1500, 1521 & 1582)) must be demonstrated to and must be observed and applied.
- 4.2.2 The safety of learners, assessors and/or evaluators as well as support staff is of primary importance and all efforts shall be taken to ensure that assessments and training are conducted in a proper and safe manner. Any emergency service member shall immediately halt an operation where personnel and/or learners' health and safety are put in jeopardy or exposed to risk.

4.2.3 PHYSICAL AND MEDICAL FITNESS

- (a) It is a known fact that fire fighter training is inherently physically challenging and requires agility, stamina and strength. Therefore and before learners are allowed to enrol, the onus is on the learner to proof that he/she is physically and medically fit to undergo the training. Proof must be in the form of a medical certificate from a registered medical doctor, stating that the prospective learner is fit to undergo such training.
- (b) If a learner becomes physically or medically unfit at any time during the training course, it remains the responsibility of the learner to inform the instructor/facilitator of their condition. In such an event, the training course status of the learner will be reviewed to the extent that the learner concerned may be removed from the course for their own health and safety.
- (c) This also applies to medication taken by the learner that might negatively affect him/her medically, physically or mentally. Learners are required to immediately inform the instructor/facilitator of the use of prescription or over-the-counter medications that could impair the learner's ability to perform the training safely. The instructor/facilitator shall only allow learners to take such medicines if the side effects of such medicines do not constitute a threat to the health or safety of the learner concerned or other learners.
- (d) Learners will not be allowed to continue with the course(s) when they become light duty or on sick leave for more than 10% of the course. In order to clarify this criteria:
 - (i) 10% for FF1 is 7 days for the duration of the course with a maximum of 3 days per month, inclusive of light duty, sick leave and any other absence;
 - (ii) 10% for Hazmat Awareness is 1 day for the duration of the course, inclusive of light duty, sick leave and any other absence.
- (e) Please note that Theoretical and Practical Tuition and Assessments will continue regardless and the learner will forfeit his/her evaluation attempts during his/her absence.
- (f) The Theoretical and Practical Tuition and Assessments courses cannot be attended and completed while the incumbent is on light duty.

4.2.4 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All persons, including learners, assessors and/or evaluators, moderators and support staff shall wear (NFPA compliant) Personal Protective Equipment (i.e. garments or equipment designed to protect the body from injury) when involved in practical assessments.

4.2.5 FACIAL HAIR IN CONTACT WITH SELF CONTAINED BREATHING APPARATUS (SCBA) PROHIBITED

Individuals with facial hair that could interfere with the seal of the Self Contained Breathing Apparatus (SCBA) face piece will not be allowed to participate in an assessment that that could require the use of Self Contained Breathing Apparatus (SCBA).

4.2.6 LIVE FIRE TRAINING

- (a) In order to survive, firefighters must be able to think critically, clearly and solve problems quickly under extreme stress. As this can be especially difficult in an actual fire, training instructors and/or facilitators must conduct live fire training drills to give learners opportunities to develop these skills.
- (b) Live fire training and assessment shall be conducted in accordance with applicable Best Practice and/or Health and Safety requirements. In all instances, the operation must be regarded and practiced as a safe act.

4.2.7 FACILITIES AND EQUIPMENT

- (a) A very important strategy is to do regular inspections and servicing of all fire-fighting systems, facilities and equipment to ensure they are safe and operational. Facilities and equipment at the assessment site shall be safe and adequate for the specific purpose.
- (b) In the event that the facilities and equipment does not comply with the minimum standard, the Moderator shall immediately halt any assessment process. The Moderator shall accordingly submit a report that must reflect the status of the facilities and equipment in question.

4.2.8 INJURY REPORTING

In terms of the Occupational Health and Safety Act, 1993 (Act No 83 of 1993), all injuries and incidents must be reported immediately or as soon as practically possible for assessment, recording and/or investigation.

4.3 COMMUNICATION STRATEGY

The Training Academy will ensure that all information regarding training matters are received well in advance, via notices and the publishing of its annual Prospectus, so as not to disadvantage any learner as well as to ensure that the correct information is cascaded to prevent any misunderstandings. The information must be received by all persons that have a vested interest.

4.4 LEARNER SUPPORT

- 4.4.1 The training process has to be learner orientated which means everything should be related to their needs, expectations, attitudes and interests. Adults choose to learn for different reasons, more often related to their life and professional situations, plans and prospects. In our dynamic and ever-changing world life-long learning has become a need and a reality. Not only are the numbers of learners growing, but the diversity of learners is increasing as well - people with different economic, cultural, ethnic, political, religious backgrounds, people with different kinds of disability, different age, sex, professional status and so on. They have different life and study experience and different levels of skills for learning. Learner support must therefore be sensitive to differing socio-cultural and economic backgrounds. All learners are not the same and due to the differences, learners may sometimes not adapt as quickly. Programmes must therefore be flexible in order to accommodate different learners. Although the content and outcome will always be the same, the duration, methodology, assistance needed may vary.
- 4.4.2 Prior to commencement of training all learners must be familiarized with and introduced to applicable and relevant South African Qualification Authority (SAQA) or the Southern African Emergency Services Institute (SAESI) and/or International Fire Service Accreditation Congress (IFSAC) requirements, policies and procedures.
- 4.4.3 All courses will include an “Orientation” module whereby the assessment strategy, which includes an assessment plan, a moderation plan and requirements for portfolios of evidence (POE’s), will be communicated to all learners.
- 4.4.4 Text books and/or manuals will be issued to each learner during the first week of the course.

4.5 SECURITY AND RECORD KEEPING

- 4.5.1 A learner records contain information directly related to a learner, which means that the record is personally identifiable as it includes, inter alia, the learner's name, identity number, address, personal information etc.
- 4.5.2 All training records must be kept securely locked to ensure security and learner confidentiality and information contained in the said training records may not be disclosed without the learner's written consent.
- 4.5.3 Access to the records shall be limited to the nominated responsible official.
- 4.5.4 Records and copies of the training records shall be maintained in hard copy and electronic versions for thirty (30) years.
- 4.5.5 The Cape Winelands District Municipality (CWDM) is committed to safeguarding learner's training records and shall not release personal identifiable information to third parties without the written consent of the learner.
- 4.5.6 The written consent must specify the records to be released, the purpose of the disclosure, identify the party or parties to whom disclosure may be made, and must contain the learner's signature and date.
- 4.5.7 However, the Cape Winelands District Municipality (CWDM) may release information to authorized representatives for evaluation and audit purposes, accreditation agencies carrying out their accrediting functions, Cape Winelands District Municipality (CWDM) officials who have a legitimate training interest to improve training or to any other person if the knowledge of information is a necessity.
- 4.5.8 After thirty (30) years, all documentation must be disposed of by use of a paper shredder so that it may not be accessed by any individuals.
- 4.5.9 Under no circumstances whatsoever must exam scripts etc. be left accessible for misuse. The same applies to electronically stored information which has to be password protected.
- 4.5.10 Information on Flash Discs must also be deleted once the information is captured onto the computer.
- 4.5.11 Certification Test Banks, written assessments and POE's shall be maintained at all times with the highest level of security.

- 4.5.12 The use of old question papers may not be used for revision purposes.
- 4.5.13 The test bank must be password protected and older versions of computerised testing materials must be kept protected.
- 4.5.14 CD's or any other data storage device must be kept securely.

5. QUALITY ASSURANCE OF LEARNER ACHIEVEMENTS (QALA)

5.1 GENERAL

The purpose of Quality Assurance of Learner Achievements (QALA) is to ensure that:

- 5.1.1 Qualifications and/or Unit Standards falling within the primary focus of the Local Government Sector Education and Training Authority (LGSETA) or the South African Emergency Services Institute (SAESI) and/or the International Fire Service Accreditation Congress (IFSAC) (where applicable) are met and delivered in relation to quality assessment practices.
- 5.1.2 Assessment practises are monitored, evaluated, reviewed and improved continuously in line with the guiding principles of assessment in the National Qualifications Framework (NQF).
- 5.1.3 The learners are familiar with assessment requirements and know the purpose of moderation and verification practises.
- 5.1.4 The assessment and moderation requirements are applied to the qualifications and/or unit standards on which each learning programme or short course is based.

5.2 CRITERIA FOR QUALITY ASSURANCE OF LEARNER ACHIEVEMENTS (QALA)

Outlined below are the criteria and requirements for the validation of learner achievements as required by Local Government Sector Education and Training Authority (LGSETA) Education and Training Quality Assurance (ETQA):

- 5.2.1 Evidence of Accreditation and/or Programme Approval for the Qualification/Unit Standard(s) Assessed and Moderated.
- 5.2.2 The Qualification and/or Unit Standard(s) are registered and active on the National Qualifications Framework (NQF).

- 5.2.3 The skills programme is registered with the Local Government Sector Education and Training Authority (LG Seta) (where applicable).
- 5.2.4 The provider is approved by the Local Government Sector Education and Training Authority (LGSETA) to deliver the Skills Programme.
- 5.2.5 Evidence of ETDPSETA endorsements as a moderator and assessor.
- 5.2.6 Registration as a moderator and assessor with the Local Government Sector Education and Training Authority (LGSETA) Education and Training Quality Assurance (ETQA) against the qualification(s) unit standard(s) accredited to it.
- 5.2.7 Demonstrable evidence of qualification(s) and subject matter expertise of the Moderator and/or Assessor against the learning programme moderated and assessed.
- 5.2.8 Moderators report(s) of moderated assessment and record of moderation results showing at least 10% sample of moderated assessment.
- 5.2.9 Assessor's report(s) on assessments and records of assessment result.
- 5.2.10 Demonstrable evidence of moderation and assessment against the relevant unit standard/ exit level outcomes and their relevant assessment criteria on which the learning programme is based.
- 5.2.11 Assessment plan showing especially how competence, clustering of unit standards (where applicable), CCFO, SO's, AC's, Activities, evidence, generated, assessment methods, tools & instruments, methods of scoring (e.g. %, Grade/not yet competent).
- 5.2.12 Assessment record, responsible, timeframes, etc. it should be signed by the learner to show that it was explained and understood.
- 2.2.13 Moderation plan showing evidence that the assessment plan areas have been moderated and followed by the assessor and the sampling of moderated assessments was valid and representative.
- 5.2.14 Clearly defined assessment strategy linked to the assessment and moderation plans.
- 5.2.15 Demonstrable evidence that the principles of good assessment practises (especially validity, fairness and reliability) have been applied throughout the learning programme.
- 5.2.16 Evidence that learners found Competent/Not Yet Competent against the qualification and/or unit standards(s) on which the learning programme is based have been moderated/assessed/verified.

- 5.2.17 Learners have achieved at least the minimum credit requirements of the qualification and unit standard on which the learning programme is based.
- 5.2.18 Signed feedback reports by the Moderator, Assessor and learner on moderations and assessments.
- 5.2.19 Signed Code of Conduct by Moderators and Assessors prior to moderation and assessment. Signed declarations by Panel Members or Quality Assurance Committee, Moderation(s) and Assessor(s) on moderated assessments and assessments.
- 5.2.20 A letter notifying the Local Government Sector Education and Training Authority (LGSETA) Education and Training Quality Assurance (ETQA) of completion of assessments and moderation, and requesting for the verification of learner achievements.
- 5.2.21 Once the Local Government Sector Education and Training Authority (LGSETA) Education and Training Quality Assurance (ETQA) is in receipt of all required evidence, the validation process will be conducted to ensure the certification of learners and the uploading onto the NLRD.

5.3 COURSE AND LEARNER REGISTRATION

- 5.3.1 Training courses shall not have more than fifteen learners per certified Instructor and/or Facilitator. Only learners that are employed or retained in a designated Emergency Service may be enrolled for the National Fire Protection Association (NFPA) 1001 Qualification or the National Certificate, while other unit standard based short courses will be subject to functional need of learner.
- 5.3.2 All applicants must personally report for registration with:
 - (a) A certified copy of their identity document;
 - (b) Where applicable or if required, produce certified copies of relevant certificates;
 - (c) Provide a certificate from a registered medical practitioner stating that they are medically fit to undergo extreme physical training; and
- 5.3.3 For basic Fire Fighting courses, all learners will be obliged to undergo a physical evaluation on the day of registration in the form of a 2,4 km run that must be completed within twenty (20) minutes. Failure to meet this initial minimum level of fitness will disqualify the learner from attending the respective course.

- 5.3.4 A Letter of Intent and/or a Registration Form, to present an accredited short course or learning programme, must be submitted two weeks prior to course commencement to the South African Emergency Services Institute (SAESI) and/or Local Government Sector Education and Training Authority (LGSETA).
- 5.3.5 Final learner details may be submitted no later than two working days after the course has started.
- (a) Before scheduled training programme(s), short courses or skills programmes commences, the Training Academy shall contact the South African Emergency Services Institute (SAESI) Head Office and/or the Local Government Sector Education and Training Authority (LGSETA) and forward the following details on the prescribed forms:
- (i) The registered name of the accredited Training Centre;
 - (ii) The title of the training programme (e.g. Firefighter I);
 - (iii) The names of the Fire Service Instructors/Facilitators/Assessors who will be conducting the training and assessment, together with their certificate numbers;
 - (iv) The names and identity numbers of learners who will be on the training programme;
 - (v) The Fire Station(s) and/or premises at which the training will be conducted.
- (b) The above information must be verified by a Manager and/or Senior Official from the Training Centre.
- (c) A Training Course Reference Number will be issued by the South African Emergency Services Institute (SAESI) Accreditation Committee or acknowledgement from the Local Government Sector Education and Training Authority (LGSETA), whichever is applicable.

5.4 ASSESSMENT STRATEGY

Assessment strategy is a strategic overview of the assessment process that will show, amongst other things, how theoretical and practical applications will be assessed, what compulsory assessments needs to be undertaken by learners (including external assessments), as well as additional assessment requirements for skills programmes and short courses, etc. This may also include integrated assessments, recognition of prior learning, access and feedback to learners, re-assessment or remediation, etc.

5.5 ASSESSMENT POLICY AND PROCEDURES

During the orientation phase of a course, all learners will be informed of the following, which will make up their portfolio of evidence (POE):

- 5.5.1 Learner Demographics
- 5.5.2 Employment History
- 5.5.3 Unit Standard(S) or short courses to be assessed
- 5.5.4 National Qualifications Framework (NQF) Levels
- 5.5.5 Assessment Plan
- 5.5.6 Assessment Plan Guide
- 5.5.7 Assessment Process
- 5.5.8 Appeals Procedure
- 5.5.9 Assessment Appeal Form
- 5.5.10 Written Test
- 5.5.11 Practical
- 5.5.12 Rating Scale
- 5.5.13 Reflexive Questionnaire
- 5.5.14 Assessment/ Judgement
- 5.5.15 Recordings of assessment results
- 5.5.16 Feedback to learner
- 5.5.17 Learner Feedback and Ethics Document
- 5.5.18 Assessment Review and Improvement Document
- 5.5.19 Moderator's Report

5.6 APPEALS

All learners have the right to appeal against the result of any unfair assessment that causes them to be found not yet competent. The Appeals Procedure must be communicated to all learners prior to an assessment taking place.

- 5.6.1 A learner that wishes to appeal against a perceived unfair assessment may:
 - (a) Raise the issue during the feedback process.
 - (b) If still dissatisfied, thereafter:
 - (i) Make an appointment, in writing, to see the Instructor and/or Assessor within five (5) week days of the assessment having been conducted (time-limit is set in order to allow to allow for learning through further modules (training continuity) and related assessments).
 - (ii) Consultation must be held in the presence of a neutral senior member of staff.

- 5.6.2 Feedback to learner:
- (a) The Instructor and/or Assessor will review the result and provide feedback within three days of the appeal being heard.
 - (b) Feedback will be provided in writing, to all parties present during the appeal process.
 - (c) Record of the written outcome shall be retained on file at the Training Academy, in terms of the requirements of the archive act or domestic requirements, whichever is the greater.
- 5.6.3 In the case of successful appeals, the Instructor and/or Assessor are obliged to:
- (a) Set a date for a re-assessment and advise the learner of the arrangements.
 - (b) Arrangements pertaining to (a) above must be included in the written outcome (See Paragraph 5.4.2(c)).
 - (c) If necessary, the consultation between Instructor and/or Assessor and learner may be required to determine agreed dates / times / venues.
 - (d) The Instructor and/or Assessor will conduct a second assessment where necessary.
- 5.6.4 Should the learner dispute the outcome of the appeal, or, the results of the second assessment, the Fire and Rescue Training Academy Manager must intervene to resolve the dispute and a written record of the proceedings must be attached to the learner's assessment and a copy filed in an Appeals Register.
- 5.6.5 In the event of a deadlock:
- (a) The grievance procedure may be followed.
 - (b) Should the grievance procedure not be an option (e.g. external learners), an appeal must be forwarded to the South African Emergency Services Institute (SAESI) Accreditation Committee and/or the Local Government Sector Education and Training Authority (LGSETA) for action, resolution and recording.
- 5.6.6 In all instances of appeals and/or disputes, the accreditation committee of the South African Emergency Services Institute (SAESI) or the Local Government Sector Education and Training Authority (LGSETA) is to be appraised of the circumstances, proceedings and outcomes.

5.7 THEORETICAL/WRITTEN ASSESSMENTS

Written assessments shall be conducted for all courses. Only current NFPA 1041 certified Fire Instructor I/Assessor personnel shall administer written assessments, the Instructor/Assessor must be independent of the course; not necessarily independent of the organization.

- 5.7.1 Minimum score for all written assessments shall be 70% in order to be certified competent. NOTE: For the Hazmat Awareness emergency response guide (ERG) assessment 100% is required.
- 5.7.2 Applicants shall be given three (3) attempts to meet minimum certification requirements.
- 5.7.3 The formats of examinations are determined by the Southern African Emergency Services Institute.
- 5.7.4 The format for all other papers shall be as follows: maximum 60% multiple choice questions, maximum 10% True and False. The remainder to be made up of fill in the blanks, select correct answer, label diagrams etc.
- 5.7.5 Re-writes must differ from first attempts.
- 5.7.6 Learners who writes only one Final Assessment at the end of the course, that are deemed not yet competent on the written assessment, may be permitted to sit the second attempt no sooner than five (5) days from the date of the initial assessment, and the final (third) attempt shall be scheduled no sooner than fourteen (14) days after the second attempt or otherwise as agreed between parties.
- 5.7.7 Learners that writes Modular Based Assessment during the course, that are deemed not yet competent on the written assessment, may be permitted to sit the second attempt no sooner than two (2) days from the date of the initial assessment, and the final (third) attempt shall be scheduled no sooner than three (3) days after the second attempt or otherwise as agreed between parties.
- 5.7.8 If applicants are not competent after three (3) assessment attempts, they may re-enter the assessment process no sooner than six (6) months from the last assessment (third attempt) date.
- 5.7.9 The Accreditation Committee may approve oral assessments (for learning disabilities where applicable) subject to a written request with supporting documentation. If approved by the Chairperson of the Accreditation Committee, these examinations must be conducted in the presence of the Moderator.
- 5.7.10 New versions of written examinations shall be generated every six (6) months, or if an assessment is compromised or lost.

5.8 PRACTICAL/PERFORMANCE ASSESSMENTS

Only current NFPA 1041 certified Fire Instructor I/Assessor personnel may conduct practical assessments. Designated Safety Officer(s) shall be provided by the Training Academy to provide for learner safety during practical skill assessments.

- 5.8.1 Applicants/learners will be required to score 100% in the "Practical Performance Competencies".
- 5.8.2 Before the learners' assessment begins, Instructors and/or Assessors may answer specific questions on equipment, including but not limited to loaner Personal Alert Safety System (PASS) devices, loaner Self Contained Breathing Apparatus (SCBA), powered equipment, foam educators, and audio visual equipment.
- 5.8.3 Answers shall be limited to those that do not disclose how to operate the equipment, but will assist the learner with equipment that is different than that of their local jurisdiction. Instructors and/or Assessors may not answer any questions once a learner has begun performing a skill.
- 5.8.4 The Instructor and/or Assessor shall state the skill/objective to be tested and the time limit.
- 5.8.5 Instructors and/or Assessors may not assist or coach learners in any skill once the certification assessment process has begun.
- 5.8.6 Instructors and/or Assessors are to allow the learner to complete the skill uninterrupted, unless the safety of the learner and/or the assessor and/or other personnel is in question.
- 5.8.7 Applicants are given three (3) attempts to meet minimum manipulative skill requirements.
- 5.8.8 Applicants that are not successful in the practical assessment, on the first assessment date after given two attempts, must be re-assessed on a practical skill from the section(s) in the standard in which they were not successful, no sooner than fourteen (14) days from the date of the second attempt or otherwise agreed between parties.
- 5.8.9 The assessment form must be signed by the Instructor, Assessor, Learner and Moderator.
- 5.8.10 If applicants are not successful after three (3) practical assessment attempts, they shall re-enter the training and instruction process no sooner than six (6) months from final attempt.

- 5.8.11 Where and/or when team skills are to be assessed, the Instructor and/or Assessor shall ensure that competent individuals are not prejudiced by being deemed not-yet-competent due to the poor performance of team members.
- 5.8.12 Trainees waiting to be assessed must not be able to witness the practical assessments of other trainees.
- 5.8.13 Once a practical assessment of a trainee has been completed, the trainee that has completed the assessment may not be allowed to communicate with trainees awaiting practical assessment.

5.9 MODERATION

Instructors/Facilitators/Assessors/Moderators, Education and Training and Development Practitioners must maintain current National /International Standards in order to ensure that all learners are assessed in a consistent, accurate and well-designed manner. Moderation of assessment occurs at both the level of the Training Academy (internal moderation), and at the level of the South African Emergency Services Institute (SAESI) Accreditation Committee or Accreditation Committee or Education and Training Quality Assurance (ETQA)(external moderation).

5.9.1 A Moderator must:

- (a) Have at least three (3) years' experience as an National Fire Protection Association (NFPA) 1041 instructor, and must be employed by an accredited training center in order to be recognized as a moderator; or
- (b) Be a National Fire Protection Association (NFPA) 1041 Instructor and be a registered ETPD SETA Moderator, and be employed by an Accredited Training Center.

5.9.2 The Moderators report will only be accepted by the Accreditation Committee or Education and Training Quality Assurance (ETQA) if:

- (a) It has been submitted in the prescribed format;
- (b) The original form or data must be forwarded to the Accreditation Committee or Education and Training Quality Assurance (ETQA);
- (c) A copy must be provided to the Training Academy;
- (d) A copy must be retained by the Moderator;

- (e) The Moderator must counter-sign the assessment forms of learners that were selected; and
- (f) All entries made or comments recorded by the Moderator must be done in green indelible ink.

5.9.3 Moderation activities include pre-assessment interactions with Instructor and/or Assessors, interactions during assessments and post-assessment interactions. An internal Moderator is required to be present with both theoretical and practical assessments.

5.9.4 The main functions of moderation systems are to:

- (a) Verify that assessments are fair, valid, reliable and practicable;
- (b) Identify the need to redesign assessments if required;
- (c) Provide an appeals procedure for dissatisfied learners;
- (d) Evaluate the performances of learners;
- (e) Evaluate the performances of Instructors and/or Assessors;
- (f) Provide procedures for the de-registration of unsatisfactory Instructors and/or Assessors;
- (g) Provide feedback to the ACCREDITATION COMMITTEE on standards and qualifications.

5.9.5 Internal Moderation

The Academy must have Internal Moderators that:

- (a) Standardize assessment including the planning
- (b) Monitor the assessments, as well as the design, results, evidence and decisions of Instructors and/or Assessors, for consistency.
- (c) Co-ordinate Instructor and/or Assessor meetings as well as to liaise with external Moderators
- (d) Provide support, advice and guidance to Instructors and/or Assessors.

5.9.6 External Moderation

- (a) External moderation is a means of ensuring that two or more registered accredited providers delivering programs to the same National Fire Protection Association (NFPA) standard and qualifications assess consistently to the same standard and in a well-designed manner.
- (b) External Moderation systems processes, considerations and concerns shall be managed by the ACCREDITATION COMMITTEE or ACCREDITATION COMMITTEE OR EDUCATION AND TRAINING QUALITY ASSURANCE (ETQA).
- (c) External Moderation involves:
 - (i) Checking that support systems are appropriate and working effectively;
 - (ii) Providing advice and guidance to registered accredited Providers;
 - (iii) Maintaining an overview of provision across registered accredited Providers;
 - (iv) Checking that Assessors and/or Evaluators are suitably qualified and experienced;
 - (v) Checking the credibility of assessment methods and instruments;
 - (vi) Checking internal moderation systems;
 - (vii) Ensure consistency through sampling, monitoring assessment processes and learner's evidence;
 - (viii) Checking Assessor's and/or Evaluator's decisions.

INTEGRATED METHOD OF MODERATION IS MANDATORY. THE LEARNERS SELECTED FROM THE GROUP FOR MONITORING SHALL BE REPRESENTATIVE OF THE GROUP IN TERMS OF AGE, GENDER, RACE AND EXPERIENCE.

5.10 CHALLENGE PROCEDURE

A learner that is employed or retained in a designated Emergency Service and has acquired skills and knowledge by virtue of work experience may "Challenge" any practical / theory competency, provided that:

- 5.10.1 Cape Winelands Fire and Rescue Training Academy can accommodate such learners or “Challenge Courses”.
- 5.10.2 The application to challenge is made out on the approved application form which must be signed by the applicant’s immediate supervisor and endorsed by his/her Chief Fire Officer.
- 5.10.3 The learner may be evaluated alongside full time learners.

5.11 NOTE

- 5.11.1 A large number of Fire and Emergency Service practical assessments are complex and could lead to serious injury and/or damage to equipment if not performed in accordance with prescribed procedures. In addition physical exertion may be required.
- 5.11.2 Therefore, any person that desires to “Challenge” must have a signed recommendation from his immediate Supervisor and endorsed by the Chief Fire Officer, which will state that the applicant is competent with the design, use and limitations of the equipment, and meets an acceptable medical and physical fitness standard and where applicable, proof will be requested and required.

5.12 IRREGULARITIES INVOLVING LEARNERS

The procedure to be followed when dealing with irregularities involving learners would depend on when the irregularity is identified and the nature of the irregularity. Assessment irregularities have legal and disciplinary implications and therefore a detailed procedure is essential to deal with irregularities in an appropriate and consistent manner.

5.12.1 Before the written assessment:

This will apply to learners obtaining information of the examination prior to writing the exam. The first step is to verify the leakage of the paper and the extent of the leakage. The assessor/evaluator may then halt the assessment and substitute a new written assessment. The issue of the leakage may then be pursued.

5.12.2 During the written assessment:

If an invigilator has satisfied him/herself that a learner has infringed any of the assessment instructions by attempting to commit or committing an dishonest act, he/she must:

- (a) Confiscate the relevant scripts;
- (b) Take away from the learner his/her answer book(s) and endorse on the outside of the front cover “answer books confiscated at (time) for(reason);
- (c) Provide the learner with a new answer book and endorse on the outside of the front cover “new book issued at (time);
- (d) Inform the learner/s that permission to continue with the assessment is not a condonation of his/her offence;
- (e) Inform the learner that the incident will be reported to the Institute or the Local Government Sector Education and Training Authority (LGSETA);
- (f) Request the learner to make a written statement on the matter after conclusion of the assessment. (If the learner refuses to make a statement the invigilator must make a note to this effect to the Secretary at the South African Emergency Services Institute (SAESI) Head Office or the Local Government Sector Education and Training Authority (LGSETA)).

5.12.3 Under no circumstances will any learner be granted additional time to finish the assessment(s).

5.12.4 An invigilator may confiscate a learner’s answer book(s) and expel him/her from the assessment venue if, after a warning, he/she persist in creating a disturbance or if he/she persists in disobeying another assessment instruction.

5.12.5 Immediately after the assessment the assessor/evaluator must complete a full report and an investigation should commence, which could result in the learner being expelled from the course and he/her results being nullified.

5.12.6 The South African Emergency Services Institute (SAESI) Accreditation Committee OR the Local Government Sector Education and Training Authority (LGSETA) shall be informed of the details and circumstances surrounding any alleged event.

5.13 RECOGNITION OF PRIOR LEARNING (RPL)

5.13.1 RPL for SAQA recognised qualifications:

The Training Academy recognises prior learning and recommends certification to applicants on the basis of knowledge, training, work experience and service in a designated fire and emergency service, provided that:

- (a) The submission for Recognition of Prior Learning (RPL) is on the prescribed application form with supporting documents.
- (b) Evidence of prior learning is submitted i.e. portfolio of evidence, etc.
- (c) The minimum criteria as per Unit Standard requirements which have been applied for have been satisfied.

5.13.2 RPL for SAESI/IFSAC recognised qualifications:

The Accreditation Committee shall recognise prior learning and recommend certification to applicants on the basis of knowledge, training, work experience in the fire service, provided that:

- (a) The submission for Recognition of Prior Learning (RPL) is on the prescribed application form;
- (b) Evidence of Recognition of Prior Learning (RPL) is submitted;
- (c) The criteria as per SAESI requirements has been satisfied;
- (d) The required screening fee has been paid;
- (e) The application information has been verified by the Training Manager and Head of Organisation/Department.

5.14 CERTIFICATION AND CERTIFICATES

5.14.1 SOUTH AFRICAN EMERGENCY SERVICES INSTITUTE (SAESI)

- (a) The Cape Winelands Fire and Rescue Training Academy will issue a statement of results to all competent learners, who must apply to the South African Emergency Services Institute (SAESI) and/or International Fire Service Accreditation Congress (IFSAC) for certification.
- (b) The South African Emergency Services Institute (SAESI) and/or the International Fire Service Accreditation Congress (IFSAC) require that all participating organizations and their learners shall follow the established certification Policies and Procedures.
- (c) Each participating organization is responsible to ensure that applicants meet the National Fire Protection Association (NFPA) 1582 and 1583 medical and physical fitness requirements.
- (d) Learners shall be at least eighteen (18) years of age prior to entering the certification process by the Committee or have proof of consent.

- (e) Learners applying for certification through their Department or organization must have the approval of the immediate Supervisor and endorsed by the head of organization and/or Department, of that organization.
- (f) Experience, training and education credits and/or a certification (refer to SAESI RPL).
- (g) All learners must meet or exceed established relevant National Fire Protection Association (NFPA) written and practical performance objectives prior to certification.
- (h) Applicants may enter the certification process at any level, providing all prerequisite requirements for that level are met, prior to certification.
- (i) Certificates shall remain valid for an indefinite period, except in the event of a change in the curriculum, when additional programmes may be required for new or higher levels of certification.
- (j) Continuous Professional Development (CPD) is currently not being practiced.
- (k) Once Continuous Professional Development (CPD) processes and courses (including credit values) have been established within Southern Africa, these considerations will be brought-to-bear.

5.14.2 LOCAL GOVERNMENT SECTOR EDUCATION AND TRAINING AUTHORITY (LGSETA)

- (a) The Cape Winelands Fire and Rescue Training Academy will issue a statement of results to all learners found competent in unit standards, short courses or learning programmes, until it has obtained authority from Local Government Sector Education and Training Authority (LG Seta) to issue certificates.
- (b) Once the Local Government Sector Education and Training Authority (LG Seta) Accreditation Committee or Education and Training Quality Assurance (ETQA) is in receipt of all required evidence, the validation process will be conducted to ensure the certification of learners and the uploading onto the National Learner Records Database Systems (NLRD).

5.15 CERTIFICATE ISSUING PROCEDURES OF THE CAPE WINELANDS FIRE AND RESCUE TRAINING ACADEMY

The Training Academy will only issue certificates for standalone unit standards, short courses or learning programmes that it is accredited for. Records of all certificates issued with dates, signatures, quantity of certificates and serial numbers shall be kept in a secured room with limited access.

5.15.1 Once validation of learner achievements has been completed by Local Government Sector Education and Training Authority (LGSETA) and approval has been given by the Accreditation Committee or Education and Training Quality Assurance (ETQA), the Training Academy will issue certificates to competent learners by:

- (a) Reconfirming certificate recipients;
- (b) Verify certificate information details as per Local Government Sector Education and Training Authority (LGSETA) approval before and after printing;
- (c) Ensuring that all certificates have sequential serial numbers assigned to assist with filing and auditing;
- (d) Ensuring that a register of all certificates shall be kept and will have the following information:
 - (i) Date of print;
 - (ii) Name of the person who printed the certificate;
 - (iii) Number of certificates printed and their serial numbers;
 - (iv) Number of certificates cancelled and destroyed and their serial numbers
- (e) Ensuring that certificates are signed by the Chief Fire Officer and the registered Assessor who conducted the assessment;
- (f) A copy of the original certificate will be kept in a secure room;
- (g) The Cape Winelands Fire and Rescue Training Academy will solely use their own certificates and not use any others;
- (h) All certificates shall be designed and printed by the Training Academy;
- (i) All costs pertaining to the printing of certificates shall be carried by the Training Academy;

- (j) All certificates shall be issued on a special kind of paper whose specifications shall be agreed upon between the Local Government Sector Education and Training Authority (LGSETA) and the Training Academy.

5.16 DUPLICATE CERTIFICATES

- 5.16.1 All certificates issued with incorrect information to learners shall be recalled and destroyed before any other certificates are issued.
- 5.16.2 Lost, stolen or damage certificates, which are requested to be replaced, must be supported with an affidavit before a duplicate issue.

6. INDEMNIFICATION AND ACKNOWLEDGEMENT FORM

Full Names:

Surname:

Address:

.....

Date of Birth: Age:

Identity Number:

Emergency Contact Name:

Emergency Contact Tel Nr:

Physical or Medical conditions or disabilities that will restrict my participation in any training or related activities:

.....

.....

In consideration of the Training Academy accepting my application and/or allowing me to participate in its fire training course and/or any fire training related activities:

- 6.1 I acknowledge that participation in the fire training course and related activities require great physical effort and involves the real risk of injury, which may be very serious. This includes injuries related to or resulting from pre-existing disabilities or medical conditions.
- 6.2 I acknowledge that an injury may be unforeseen, accidental or even preventable and may be caused by failure to follow instructions, failure to wear protective equipment, carelessness, the negligence of co-participants, equipment failure or many other causes.
- 6.3. I understand that before participating in any physical activity, I must obtain a medical certificate from a qualified, registered medical practitioner stating that I am fit and healthy to participate in the fire training course.
- 6.4 By participating, I accept all risks flowing from my participation which could result in loss of life, temporary or permanent injury or economic loss.

- 6.5 I, accordingly release the Cape Winelands District Municipality (CWDM) and the Training Academy, it's partners, it's service providers and it's contractors and indemnify them against all liability for all injury, loss or damage arising out of or connected with my participation in the Training Academy's training course and related activities. This release and indemnity binds my heirs, executors, personal representatives and assignees.
- 6.6 I have disclosed to you all personal medical and other details that might be relevant to my participation in the training course and related activities and I declare that to the best of my knowledge I do not have physical or medical conditions which will restrict my participation in any training. I undertake to immediately inform you of any changes in my physical and/or medical condition.
- 6.7 I hereby consent to receiving any medical treatment or injury assistance that the Cape Winelands District Municipality (CWDM) and/or the Training Academy thinks desirable in the event of the sustaining of an injury during the course of the training and I confirm that I do not require special medical facilities or equipment be made available for me. I furthermore declare that I understand that treatment or assistance might not be immediately available when needed.
- 6.8 I declare that I understand that all medical expenses incurred will be for my own account and I acknowledge and understand that the Training Academy is not authorized to provide learners with travel, life, medical or health insurance.
- 6.9 I acknowledge that safety precautions undertaken by the Training Academy (including but not limited to supervision, safety briefings, inspections and equipment safety checks) are not a guarantee of safety.
- 6.10 I confirm that participation in the training course is done at my own risk and that the Cape Winelands District Municipality and the Training Academy is not responsible for injury, loss or damage resulting from

I certify that I, the undersigned, have read this indemnification document and fully understand it and agree to abide by the terms referred to above. I Indemnify and will keep indemnified the Cape Winelands District Municipality and the Training Academy and all other people involved in the training course and/or related activities referred to above on the terms referred to above.

I attest that I have read, understood and subscribe to the policies and procedures of the Cape Winelands Fire and Rescue Training Academy.

.....
Signature

.....
Date

Witness's Name and Signature:

Date:

Employed by:

Surname:

First Name:

Identity Number: