

**I.F.R.A.**

Inland Flood Rescue Association

**Training  
Approved Code of  
Practice**

**Compiled by Mark Jeffers, IFRA National Secretary**

## IFRA TRAINING ACOP

- **Training**

- **Training of SAR personnel must conform to the standards laid down in IFRA'S Training Document.**

*This Training Document is the document which governs the training of IFRA Member Unit personnel. All Member Unit Training Officers are expected to be familiar with its contents. However, some of its key components are outlined below.*

- **Training in search, medical, swift water, rope access or any other SAR related course must be on an IFRA approved course.**

*Individual units can write their own courses that cover the appropriate syllabi but these must be approved by IFRA prior to delivery.*

- **The delivery of IFRA approved courses must be according to IFRA's Training Document.**

- **Member Units must inform the Training Officer of all training events involving IFRA approved courses a minimum of 4 weeks prior to their delivery and provide information on the results of such courses a maximum of 4 weeks after their completion.**

*Where spaces allow such training should be open to members other than the 'host' Unit, notice of dates will normally be posted on the member's area of IFRA's website. It is also imperative that IFRA maintains an accurate directory of members who have achieved training at the different levels. Additionally, under the procedures laid down in the Training Document, IFRA retains the right to undertake observations on Instructors delivering IFRA approved courses and therefore sufficient notice is imperative.*

- **Member Units must maintain detailed and accurate records of all training undertaken by members, whether it is on IFRA approved courses or other training.**

- **Member Units must submit a written report to IFRA's Training Officer on all SAR and related training undertaken in each calendar year no later than the 31<sup>st</sup> January of the following year**

*This is to demonstrate that Unit personnel meet IFRA's standards of training required for search and rescue operations. Additionally this will assist IFRA*

*to prepare reports and other material in order to promote itself, SAR and the work of its Member Units.*

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## **IFRA Approved Instructors**

**Definition:** Any person who has written approval from their Unit management committee.

The list of desirable assets for an instructor are:

- experience of live SAR work
- knowledge of subject
- enthusiasm
- motivation to promote the desire to learn
- experience/qualification in teaching/training

### **General points:**

An instructor is also considered to be an assessor.

Every instructor should be subject to written peer assessment on every course in which they participate. The intention of this is to encourage continuing professional development as trainers.

Every instructor must attend or assist on an IFRA approved course run by a different unit/provider every twelve months. The intention of this is that instructors will be present for the minimum of a full day of instruction.

Unit training officer should maintain a list of IFRA Approved instructors within their units, which should include details of courses attended and training specialities.

Units should review their list of approved instructors every twelve months.

## **IFRA Approved Courses**

This document covers the delivery of search, medical, water and rope rescue and access courses. However, the principles of good practice contained within should apply to all training.

For a course to be IFRA approved, it must achieve robust coverage of the syllabus contained within the ACOP and be led by an IFRA approved instructors. Other personnel may be present to assist with the delivery of the course to utilise specialist knowledge and as a way for potential instructors to gain experience.

All IFRA approved courses should be open to members of teams other than the host unit.

### **Instructors**

All instructors present on every course must have significant operational experience at the level of training being delivered.

Members with external qualifications gained from the emergency services, NHS or other organisations can have these accredited and APEL can be granted.

Units/providers are encouraged to seek the assistance of instructors from other units on all courses.

### **Joining instructions**

Joining instructions should be sent out prior to the course and include the following:

- venue
- required equipment
- syllabus
- objectives
- assessment methods
- welfare arrangements

### **Cost for IFRA Courses**

All of the teams within IFRA are not for profit groups and the cost of courses should mirror this fact.

Courses with external validation such as Rescue 3 /Assetco / where a fee for registration is required will have this fee included in the price of the course.

## IFRA proposed courses and costings

Course title	Cost per person	Number of participants and duration
<b>Search</b>		
Search Techniques	£30	10 - 2 full days- 9 am – 9pm day 1 9am – 15:00 day 2
Search Team Leader	£30	10 - 2 full days- 9 am – 9pm day 1 9am – 15:00 day 2
Search Controller	£50	8 - 2 full days- 9 am – 9pm day 1 9am – 15:00 day 2
<b>Swift water</b>		
Swift water awareness	£45	10 - 4 hours
" " first responder	£110	8 - 10 hours
" " technician	£235	8 - 3 full days
Rescue boat cox (rya 2)	£250	
<b>Rope access and rescue</b>		
Awareness	£45	10 - 4 hours
Operator	£110	8 - 10 hours
Technician	£235	8 - 3 full days
<b>Casualty care</b>		
First responder (EMT level)	£200	10 - 2 full days 9 am – 9pm day 1 9am – 15:00 day 2
Medical gases and defibrillation	£100	10 - 1 day 9am – 16:00
Extrication techniques	£100	10 - 1 day 9am – 17:00
<b>Additional courses</b>		
Incident command	£40	20 - 1 day 9am – 17:00
Radio communications	£35	10 - 1 day 9am – 17:00
Animal awareness	£60	10 - 1 day 9am – 17:00

## **Assessment and Student Evaluation**

### **IFRA Approved Assessors**

Any person may be used as an assessor providing that they have written approval from their unit management committee. Approval as an assessor does not infer approval as an instructor.

On a course, there should be a minimum of three assessors. It is desirable for the assessment team on a course to include an assessor from an outside unit. It is desirable that assessors are qualified and experienced.

On any medical/ first aid course, there should be a minimum of two assessors of which one is ideally from outside the candidates own unit. These assessors must have attended any other course approved by IFRA as appropriate for this purpose.

### **Assessment**

All participants on all IFRA approved courses must be assessed.

Details of the assessment should be included with the joining instructions and should be explained at the beginning of the course.

At the end of the course, as a result of assessment candidates should be declared competent or not yet competent. Those assessed to be not yet competent must be given clear advice on how to achieve competence. This may include attending a further course, further training in the unit or further experience on incidents or exercises.

Units/providers are strongly advised to ensure that written records of assessment decisions are kept. These records will facilitate a satisfactory response to an appeal against an assessment decision. Units are encouraged to have in place a procedure to deal with possible appeals.

### **Student Evaluation of Courses**

Every student attending any IFRA approved course must be given the opportunity to provide written feedback, via a proforma, on the quality of training provided.

Suggested areas for this feedback might include

- joining instructions
- venue
- course content
- instruction
- learning objectives
- assessment

## **Course Folder**

It is suggested that units/providers create a course folder for each course delivered, which should be retained for four years. This folder should contain:

- timetable showing which instructor delivered each session
- training notes from the session
- list of participants
- record of assessment decisions

## **Review of IFRA training policy**

This document should be reviewed every 2 years. This review should be carried out by a panel consisting of ONE representative from each member unit. The next review should be in January 2012.

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