

## What I Need to Know

There are a number of different levels of training officer. They are as follows:

- **Volunteer trainers** – Volunteer trainers may or may not have any recognised training qualifications. His/her primary role is to coordinate training within the brigade and to develop a brigade-training calendar. They may be assisted in the delivery of training by both paid or unpaid persons. Casual trainers are engaged on a part-time, casual basis. Applicants are required to undergo a police check. Casual trainers must also hold QFRS recognised training qualifications congruent with Category B or C detailed below. They may be asked by the ATSO to deliver or assess training within the Area to support other trainers. Volunteer trainers that are unpaid may also hold training qualifications.
- **Brigade Training and Support Officer (BTSO)** - This person is a full-time officer of Rural Operations who supports the ATSO in managing and delivering training within an Area.
- **Area Training and Support Officer (ATSO)** - This person is a full-time officer of Rural Operations who manages the training within an Area.

### TRAINING QUALIFICATIONS:

- **Recognised Training Qualifications:** A formal qualification such as Certificate IV in Workplace Training and Assessment or the equivalent is required. This will enable a person to deliver and assess nominated QFRS accredited training, which could consist of theory and practical sessions with a number of different activities and a formal assessment. This person must be registered with QFRS as a registered trainer by completing a Form 2 and attaching a copy of his/her qualifications. This person is recognised by the ATSO and is registered by the QFRS Registered Training Organisation (RTO) administrator.

Within QFRS, there are three categories of qualified trainer. They are:

- **Category A**, which sets out the legal requirements for personnel responsible for QFRS training and assessment. Category A personnel are responsible under the rules of the Direct Supervision policy. This category includes Managers of Training and ATSOs.
- **Category B**, which is designed for QFRS personnel who hold higher qualifications than those outline in Category C. Category B personnel are managed under the Direct Supervision policy. This category includes BTSOs.
- **Category C**, which is designed for QFRS personnel who work in either the urban, auxiliary or rural areas. They are under the guidance of personnel who operate under the rules of Direct Supervision. Casual Trainers must meet the requirements of this category (below).

In addition to these qualified trainer categories, a fourth level exists where no formal qualifications are necessary. Volunteers in this position should have a sound vocational knowledge of the non-accredited training that they may deliver; for example, basic skills and drills or volunteer induction. They are able to assist in the delivery of accredited training only if they work under the direct supervision of a Category A or B trainer and have been authorised by the Area Training and Support Officer.

## How I do it

To become a Volunteer Trainer:

- Apply to your ATSO.

To become a Casual Trainer:

- Apply to your ATSO to enrol in:
  - TAAENV401A – Work effectively in vocational education and training
  - TAADEL301A – Provide training through instruction and demonstration of work skills
  - TAAASS401A – Plan and organise assessment.

- If successful:
  - Complete an application for a criminal history check.
  - Complete a medical form.
  - Complete a staff adjustment form.
  - Complete an electronic banking form.
  - Complete an ATO Tax form.

## **Reference Materials**

- Area Reference Manual - Business Rule: C1.1.2 Ensure Area Training Needs Identified and a Training Plan Developed/Implemented