CPPFES2005
Demonstrate first attack firefighting equipment
Course Guide

September 2022

Thank you for your interest in ACTA Group's **CPPFES2005 Demonstrate first attack firefighting equipment** This booklet is provided for your convenience to ensure that you have all the relevant information regarding the course and its delivery, so that you are able to make an informed decision surrounding the suitability of this unit for your individual and employability requirements.

Training Product

CPPFES2005 Demonstrate first attack firefighting equipment

Release Number: 1

Currency: Current

Course Description

This unit provides the skills and knowledge to demonstrate the use of first attack firefighting equipment. It includes demonstrating and explaining to clients how to correctly and safely use portable fire extinguishers, fire hose reels and fire blankets in emergency situations including:

- The Fire Tetrahedron
- Raising the alarm
- Fire and safety evacuation
- Classes of fire
- Types of extinguishers
- Safety procedures when fighting fires
- Firefighting tactics
- Practical fire extinguisher and other first attack equipment scenarios

Target Participants

ACTA Group key participant target group for this course are individuals required extinguish small fires within a workplace. It is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

Client Characteristics

The clients for this qualification possess a range of skills relating to life experience, these are but not limited to;

- Basic communication skills
- Basic mathematical skills
- Basic WHS knowledge

Course Duration

This course is completed in 1 day face to face classroom session.

Course Entry Requirements

Nil mandatory requirements.

ACTA Group Course Admission Requirements

Participants must:

- Be at least 15 years of age.
- Have completed Year 10 in the Australian school system or equivalent; and
- Have language, literacy and numeracy skills equivalent to ASCF Level 1.

Participant Identification Requirements

Minimum identification requirements must be met prior to enrolment:

- Provision of the participant's Unique Student Identifier (USI); and
- Provision of Australian legal photo identification for assessment purposes.

Licencing Requirements

Specific licencing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Legislative Requirements

ACTA Group personnel note the following legislation that impacts on their planning and implementation of delivery approaches in the course area. Specific legislative documents are located at:

http://www.austlii.edu.au/
Fair Work Act 2009 (Cth)

- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Anti-Discrimination Act 1991 (Qld)

Training Pathways

Further training pathways for participants considering this course include:

- HLT Health Training Package Units
- Certificate III in Public Safety
- Certificate III in Emergency Response and Rescue
- Certificate III in Fire protection Inspection and Testing

These courses represent a logical pathway regardless of whether ACTA Group offers the courses.

Employment Pathways

Employment pathways for this course include:

- Fire Warden

Credit Arrangements

There are no fixed credit agreements in place with any other institution for participants completing this qualification.

Course Requirements

Nil mandatory requirements

Course Units Unit code & name	Pre-requisite / Co-requisite	Nominal Hours
CPPFES2005 Demonstrate first attack firefighting equipment	Nil	15

Course Nominal Hours

Course nominal hours are a total of **15 hours.**

Nominal hours are an allocation to describe how long a participant who does not hold any of the competencies identified in the relevant units of competency would take to develop all the required skills and knowledge. This nominal duration includes all teaching and learning activities such as guided learning (classes, lectures, tutorials, online or self-paced study), individual study, research, learning activities in the workplace and assessment activities.

Course Services Delivery Arrangements Summary:

Theory Training	3 hours
Practical Training	3 Hours
Theory Assessment	1 Hour
Practical Assessment	1 Hour

Rationale for the amount of training

ACTA Group has taken the following into consideration in determining the amount of training necessary for the target group identified:

- Existing skills and knowledge of the target client
- Delivery mode as a structured classroom-based session

Existing skills, knowledge and experience

At the time of enrolment, the existing skills, knowledge and experience of each student will be confirmed through the completion of a suitability check. This will elicit specific skills possessed by each student to enable ACTA Group to confirm that the duration is satisfactory.

Delivery mode

Each student will complete the program through a structured classroom setting with simulated practical components to mimic real work tasks to ensure a robust training and assessment model.

Specific Industry Needs

There are no licensing requirements for this course.

Course Organisation & Delivery Modes

The Course Schedule is provided (Refer Appendix One).

ACTA Group delivers a study pathway providing a logical program structure for participants undertaking learning and assessment tasks.

Contextualisation

ACTA Group may contextualise units of competency to reflect local skill needs. Contextualisation could involve additions or amendments to the unit of competency to suit particular delivery methods, learner profiles, or specific enterprise requirements. Any contextualisation ensures the integrity of the outcome of the unit of competency is maintained.

RPL / Credit Transfer

ACTA Group's Participant Advice and Selection Policy outline in detail a process to be followed for granting Recognition of Prior Learning and Credit Transfer. This is supported with RPL Resources available for all course units.

Participants must apply for RPL or Credit Transfer prior to or immediately after formal enrolment but prior to the commencement of the delivery of the units. Any RPL's granted must be accepted and signed off by the participant.

Enrolment patterns

The course is available for open enrolment throughout the year.

Delivery Arrangements

The course is predominantly delivered through a combination of:

- Simulated practical activity in the context of a small fire related emergency
- Classroom based theory training

Work Placement Arrangements

No work placements are applicable.

Assessment Arrangements

ACTA Group recognises the existing skills, knowledge and experience of the student and therefore, will employ, where requested, recognition of prior learning as part of the overall assessment process. ACTA Group uses a RPL application and the formal assessment process for all RPL applicants. Therefore, where an individual requests RPL, they will be provided with an application form to complete and submit to their trainer for analysis. The trainer will then determine those units of competency where the student is able to seek recognition. In these cases, the student will move straight to the formal assessment process using the existing assessment tools without the need to complete the training.

Please refer to the *Assessment Approaches* section below for a summary of approaches used in each unit. Detailed information on assessment tasks and requirements is contained within the Student Guide for each unit.

Assessment Approach / Evidence Gathering Techniques

Please refer to the Learner Guide, Assessment Tool & Trainer & Assessor Guide for each unit of competency for further information on exact evidence requirements.

Please refer to the Assessment Tool for each individual participant's assessment dates.

Assessments for all units include the two main assessment approaches as noted below:

- Theory Assessment – Questioning in verbal and/or written form.
- Practical Assessment – including:
  - Observation – Observation/demonstration of the participant's skills & knowledge via Assessor observation in the work environment and review of work product(s) where applicable.

Unit of Competency	Theory Assessment	Practical Assessment		
		Project	Third Party Report	Observation
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Specific Assessor Requirements:

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

This unit of competency could be assessed by practical demonstration, using simulated fire situations. Due to safety and cost factors, methods of extinguishing class D, E and F fires are confined to oral explanations and role play or simulations only.

All practical demonstrations involving the use of simulated fires must adhere to the safety and environmental regulations relevant to each state or territory.

Candidates must have access to documentation, first attack firefighting equipment and simulated fire situations required to achieve the performance evidence.

Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

Educational & Support Services

Access and equity relate to the approaches used to make sure training and assessment practices consider and respond to the individual needs of participants, so that potential learning barriers are minimised.

The design and content of this training product support equitable access and progression for all participants. ACTA Group:

- Has ensured that training and assessment processes and methods do not disadvantage individual participants; and
- Determines the needs of individual participants and provides access to any educational and support services necessary.

Access and equity issues have been addressed in various ways including:

- Modifying assessment processes and techniques for participants who are located at a distance from a campus location.
- Checking that materials are culturally appropriate for participants and amending, as necessary; and
- Making sure that activities and assessments are suitable for the language, literacy and numeracy skill levels of participants (while meeting the requirements of the unit of competency).

ACTA Group's Training Plan is completed with all clients prior to enrolment to identify any individual need, resource requirements, delivery unit schedule and support options for clients.

Participants are asked to identify their individual needs but are sometimes reluctant to do so. ACTA Group personnel monitor the progress of all participants and their readiness for assessment as they progress through their course.

Please refer to ACTA Group's Access & Equity Policy for further information.

Reasonable Adjustment

There may be times and situations in which a participant may require 'reasonable adjustment' of the training and assessment methods implemented by ACTA Group to meet their specific individual needs.

Reasonable adjustments to the way in which evidence of performance is gathered (e.g. in terms of the information to be provided to the participant and the type of evidence to be collected from the participant) can only occur where the adjustments do not alter the expected performance standards for learning and assessment.

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessment to assist the participant undertake the course. The adjustments may include actions such as:

- Assistance in the form of the training location to allow easier access
- Accessing relevant equipment or aids to assist the participant adjustments to the assessment methods to cater for any special needs (without effecting the integrity of the outcome)

Where a participant requests or is identified as requiring reasonable adjustment to the training and assessment process a detailed training and assessment plan including timetables, notes regarding the required adjustments, and any related communications regarding the adjustments must be maintained in the participant file.

Please refer to ACTA Group's Access & Equity Policy for further information.

Infrastructure, Equipment & Physical Resources

All ACTA Group personnel involved in the delivery of this course have direct access to the current version of the Training Package and Training and Assessment Resources as listed.

All ACTA Group personnel involved in the delivery of this course have direct access a range of training and assessment resources that incorporate special needs and reasonable adjustment procedures. Resources approved for each unit of competency are listed in the Competency Mapping documentation for each unit of competency.

ACTA Group has reviewed the equipment and facility requirements for each unit of competency, by conducting an analysis at a unit of competency level to ensure resource requirements are identified are addressed and guarantees that it has access to all equipment required to fully implement the program as each participant is enrolled.

Where unit of competency resources have detailed specifications, these have been noted and addressed.

For work-based programs, this includes the completion of a Workplace Resources Checklist in the Training Plan. The equipment and facility requirements for this course (depending on unit selection) is identified as follows:

Equipment Required:

- Controlled fire types:
  - Class A
  - Class B
  - Class C
  - Class D
  - Class F
- Class A, C or F Fire type involving two different types of equipment or materials
- Class A, C or F Fire type involving potentially energized electrical equipment
- Fire reel
- Fire hose
- Fire blanket
- Fire Extinguishers-
  - Type A
  - Type B
  - Type C
  - Type D
  - Electrical
  - Type F

Learning & Assessment Resources

ACTA Group has carefully chosen and planned the learning resources used to guide participants to ensure they are able to obtain and absorb the required knowledge and skills prior to assessment. These resources provide full coverage of all required areas.

The following resources are available and utilised when planning and implementing this course program:

- Approved learning resources – please refer to the Learner Guide & Trainer & Assessor Guide for each unit of competency for approved learning resources; and
- Approved assessment resources – please refer to the Assessment Tool & Trainer & Assessor Guide for each unit of competency for approved resources.

All learning and assessment materials are available for trainers and participants.

Where an external location is to be used, a Workplace Resources Checklist is completed by a ACTA Group representative to ensure the venue has the required facilities and equipment.

ACTA Group Personnel

All ACTA Group consultants engaged in the delivery and assessment of this program have demonstrated their vocational competency through the ACTA Group verification of competencies procedure and Personnel Competencies Matrix directly covering the requirements of the training package.

ACTA Group has documented the human resources available to deliver this training product. This ensures suitable trainers and assessors are available. This is recorded at a unit of competency level to ensure any specific requirements are met for each unit and allows efficient deployment of personnel to meet clients' needs.

Please refer to ACTA Group's Register of Trainers and Assessors to note which ACTA Group consultants have completed verification of competency procedures for this course.

Consultative Processes

This training and assessment strategy has been developed through consultation with a range of industry stakeholders and client bodies, and will continue to be, validated through feedback from participants and the industry as the course is implemented, using the validation strategy outlined in the Validation Policy.

Discussions and feedback from all parties is documented for implementation through ACTA Group's Industry Engagement Report and Continuous Improvement Register.

Assessment Validation Process

ACTA Group has an internal assessment validation approach used for all program areas to ensure that the consistency and validity of assessments between ACTA Group Consultants is maintained at a high standard. Validation meetings for this course are scheduled on an annual basis as per ACTA Group's Services Review & Internal Audit Schedule.

Evaluation Processes

ACTA Group's Evaluation Policy used for all program areas is engaged for the regular and timely evaluation of outcomes for the course.

Discussions and feedback from all parties is documented for implementation through ACTA Group's various ACTA Group personnel meetings as per the Communications Policy and also through the Continuous Improvement Register.

Appendix 1: Course Schedule

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Unit of competency/event	Distance based study (hours)	Trainer led theory training (hours)	Trainer led practical skills training (hours)	Supervisor led practical skills training (hours)	Study Days
Enrolment, induction	NA	NA	NA	NA	Day 1
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TOTAL Hours	**NA**	**3**	**3**	**NA**	

Appendix 2: Assessment Schedule

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Unit of competency	Theory assessment (hours)	Practical assessment (hours)	Third party report	Theory & practical assessment at the end of
CPPFES2005 Demonstrate first attack firefighting equipment	1	1	NA	Day 1
TOTAL Hours	**1**	**1**	**NA**	