



# SERVICE STANDARD 6.1.2

## QUALIFICATIONS FOR NSW RFS MEMBERS

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Version Number	3.6
SOPs	> None
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Policy Contact	Manager, Learning and Development
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### 1 Purpose

- 1.1 All members of the NSW Rural Fire Service (NSW RFS) need to have the competencies (knowledge and skills) necessary to perform their assigned role/function in ways that are safe and effective.
- 1.2 This Service Standard specifies the minimum qualifications required to be eligible for appointment to key roles in the NSW RFS.

### 2 Definitions

- 2.1 See Appendix 1 for abbreviations for NSW RFS qualifications/programs.

### 3 Policy

#### Volunteer Qualifications

- 3.1 The minimum qualifications for volunteers are listed in Appendix 2.
- 3.2 Transition arrangements may apply when new qualifications are introduced and will be indicated in the appendices of this Service Standard.
- 3.3 Volunteer qualifications may be obtained through:
  - a. successful completion of training programs and related assessment activities; or
  - b. the process of recognition of prior learning (RPL) in accordance with Service Standard 6.1.3 Training in the NSW RFS.
- 3.4 Using a risk management approach, a District Manager may waive any of the requirements for volunteer qualifications in their area of jurisdiction, provided they are working to achieve compliance within a reasonable time and are satisfied that current operations can be conducted safely.
- 3.5 No manager, or anyone delegated work by them, may require a higher qualification than is specified in this Service Standard (e.g. no higher than Crew Leader Supervision (CLS) certification may be specified as a prerequisite for a member to become a Captain or Senior Deputy Captain).

- 3.6 Funds which have been allocated to a district, region or section for volunteer training and/or incident management training may not be used for any other purpose, including other forms of training and development for staff.
- 3.7 This Service Standard applies to Junior, Probationary or Ordinary Members over 16 years who may participate in any training in accordance with Service Standard 6.1.3 Training in the NSW RFS and may achieve any of the qualifications so long as any risks are managed in accordance with Service Standard 2.1.5 Child and Youth Participation in NSW RFS Activities, and Appendix 2 Table H of this Service Standard.

### **Staff Qualifications**

- 3.8 The minimum qualifications for each staff role are specified in the relevant role statement or position description by the Manager, Volunteer Relations and Workforce Planning. These will normally be based on the guidelines given in Appendix 3 (for district and regional staff) and Appendix 4 (headquarters staff).
- 3.9 An Executive Director may waive any of the requirements for staff qualifications in their area of jurisdiction, provided the staff member is working to achieve compliance within a reasonable time and the Executive Director is satisfied that the relevant current work can be conducted satisfactorily.
- 3.10 In exceptional circumstances (i.e. organisational realignment) the Executive Director may waive the requirement for a staff member to hold the necessary qualification if it is felt the staff member possesses a demonstrated equivalent level of expertise for the role being undertaken. The staff member granted the exemption shall be encouraged to apply for the necessary qualification through the NSW RFS RPL process.

### **Responsibilities**

- 3.11 The Manager Volunteer Relations and Workforce Planning and the Manager Learning and Development, will review (and update if needed) the qualifications listed in the attached appendices on the annual anniversary of the publication date.
- 3.12 Each manager is to ensure qualifications are achieved by members, as listed in the Appendices of this Service Standard, for their area of jurisdiction, and in consultation with relevant senior members.

## **4 Related documents**

- > [National Vocational Education and Training Regulator Act 2011 \(Cth\)](#)
- > [National Vocational Education and Training Regulator Regulations 2011 \(Cth\)](#)
- > [Vocational Education and Training \(Commonwealth Powers\) Act 2010](#)
- > [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- > [The NSW Public Sector Capability Framework](#)
- > [The Public Sector Training Package PSP](#)
- > [The Business Services Training Package BSB](#)
- > [The Public Safety Training Package PUA12](#)
- > [The Training and Education Training Package TAE](#)
- > [Service Standard 2.1.5 Child and Youth Participation in NSW RFS Activities](#)
- > [Service Standard 3.1.4 Remote Area Firefighter Fitness Training](#)
- > [Service Standard 5.1.9 Breathing Apparatus](#)
- > [Service Standard 6.1.3 Training in the NSW RFS](#)

## 5 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
1 Sep 1999	1.0	Initial release titled "Selection of Rural Fire Service (RFS) State and Regional Staff"
16 May 2005	2.0	<ul style="list-style-type: none"> <li>&gt; Repealed and remade Service Standard 6.1.2 v1.0</li> <li>&gt; Complete review</li> <li>&gt; Change of title to "Qualifications for RFS Members"</li> </ul>
14 Sep 2005	2.1	<ul style="list-style-type: none"> <li>&gt; Repealed and remade Service Standard 6.1.2 v2.0</li> <li>&gt; Updates clause 1.1 and Appendices 2, 3 and 4</li> </ul>
3 Apr 2008	2.2	<ul style="list-style-type: none"> <li>&gt; Repealed and remade Service Standard 6.1.2 v2.1</li> <li>&gt; Updates clause 1.1 and Appendices 2, 3 and 4</li> </ul>
18 Sep 2009	2.3	<ul style="list-style-type: none"> <li>&gt; Repealed and remade Service Standard 6.1.2 v2.2</li> <li>&gt; Updates position and titles post-realignment</li> <li>&gt; Updates names of qualifications and terminology</li> <li>&gt; Updates clause 2.2</li> <li>&gt; New clauses 2.7 and 2.8 added</li> <li>&gt; Appendices 3 and 4 updated to include reference to demonstrated equivalent expertise</li> </ul>
22 Sep 2010	3.0	<ul style="list-style-type: none"> <li>&gt; Repealed and remade Service Standard 6.1.2 v2.3</li> <li>&gt; Change of title to "Qualifications for NSW RFS Members"</li> <li>&gt; Reviewed to update to current practice and format, and align with NSW Capability Framework.</li> </ul>
14 Dec 2010	3.1	<ul style="list-style-type: none"> <li>&gt; Repealed and remade Service Standard 6.1.2 v3.0</li> </ul>
13 Jun 2012	3.3	<ul style="list-style-type: none"> <li>&gt; Repealed and remade Service Standard 6.1.2 v3.1</li> <li>&gt; Reviewed to reflect the introduction of the National Vocational Education and Training Regulator and to align with the NSW Public Sector Capability Framework</li> </ul>
30 Jun 2017	3.4	<ul style="list-style-type: none"> <li>&gt; Repealed and remade Service Standard 6.1.2 v3.3</li> <li>&gt; Reviewed to include programs for junior and cadet members</li> </ul>
19 Jul 2017	3.5	<ul style="list-style-type: none"> <li>&gt; Repealed and remade Service Standard 6.1.2 v3.4</li> <li>&gt; Updated Section 4 Related Documents</li> <li>&gt; Added references to Safety Advisor (SAA) – pages 4 and 7</li> <li>&gt; Amended Appendices 2, 3 and 4 - Table A Induction Programs</li> <li>&gt; Amended Appendix 2 Table F</li> </ul>
5 Dec 2017	3.6	<ul style="list-style-type: none"> <li>&gt; Repeals and remakes Service Standard 6.1.2 v3.5</li> <li>&gt; Amends Appendix 3 Table G – Other</li> </ul>

## Appendix 1

### Glossary of abbreviations for NSW RFS qualifications

Acronym	Qualification / Program	Acronym	Qualification / Program
<b>AAS</b>	Air Attack Supervisor	<b>DTW</b>	Down the Wire Technician
<b>ABK</b>	Aviation Basic Knowledge	<b>EQO</b>	Equipment Officer
<b>ABM</b>	Air Base Manager	<b>EXT</b>	Extinguisher Training
<b>ABO</b>	Air Base Operator	<b>FAA</b>	First Aid Application
<b>AF</b>	Advanced Firefighter	<b>FIN</b>	IMT Finance
<b>AFP</b>	Advanced Firefighter Principles	<b>GL</b>	Group Leader
<b>AFT</b>	Advanced Firefighter Technical	<b>GLA</b>	Group Leader Analysis
<b>AIN</b>	Air Incendiary Navigator	<b>GLC</b>	Group Leader Command
<b>AOB</b>	Air Observer	<b>GLG</b>	Group Leader Grassland
<b>AOF</b>	Aircraft Officer	<b>HIT</b>	Helicopter Insertion Techniques
<b>AOM</b>	Air Operations Manager	<b>HPS</b>	Heavy Plant Supervisor
<b>ART</b>	Advanced Resuscitation Techniques	<b>ICMI</b>	Incident Controller Major Incident
<b>ARO</b>	Aviation Radio Operator	<b>ICS</b>	Incident Control System (for IMTs)
<b>ASO</b>	Airborne Systems operator	<b>ILC</b>	Inspect for Legislative Compliance
<b>ASA</b>	RFS Assessment Advocate	<b>IMC</b>	Incident Management Control
<b>ASR</b>	RFS Assessor	<b>IML</b>	Incident Management Logistics
<b>BAO</b>	Breathing Apparatus Operator	<b>IMO</b>	Incident Management Operations
<b>BAS</b>	Breathing Apparatus Support	<b>IMP</b>	Incident Management Planning
<b>BF</b>	Bush Firefighter	<b>IND</b>	Induction
<b>BFA</b>	Bush Fire Awareness	<b>INT</b>	IMT Intelligence
<b>BFG</b>	Bush Fire Grassland	<b>IOS</b>	Incendiary Operations Supervisor
<b>BFS</b>	Bush Fire Support	<b>IPS</b>	Implement Prevention Strategies
<b>CAT</b>	Catering Assistant	<b>ISO</b>	IMT Safety Officer
<b>CBD</b>	Conduct Briefings & Debriefings	<b>LDR</b>	Leadership and Team Skills
<b>CCA</b>	Communications Assistant	<b>LOG</b>	Logistics
<b>CCC</b>	Command/Control/Communications	<b>MCS</b>	Machinery Supervision
<b>CCL</b>	Catering Crew Leader	<b>MLO</b>	Media Liaison Officer
<b>CCO</b>	Communications Operator	<b>OpO</b>	Operational Officer
<b>CCS</b>	Communications Supervisor	<b>OPS</b>	IMT Operations
<b>CL</b>	Crew Leader	<b>ORE</b>	Operate in Remote Environments
<b>CLG</b>	Crew Leader Grassland	<b>PBP</b>	Plan Prescribed Burn Programs
<b>CLO</b>	Community Liaison Officer	<b>PBS</b>	Prescribed Burning Supervisor
<b>CLS</b>	Crew Leader Supervision	<b>PLN</b>	Planning
<b>CLV</b>	Crew Leader Village	<b>PLO</b>	Public Liaison Officer
<b>CLW</b>	Crew Leader Wildfire	<b>PPS</b>	Protect & Preserve Incident Scene
<b>CSA</b>	Community Safety Assistant	<b>RFD</b>	Rural Fire Driving
<b>CSF</b>	Community Safety Facilitator	<b>RFI</b>	RFS Instructor
<b>CSO</b>	Chain Saw Operator (now TFF/I/T)	<b>RTC</b>	RFS Training Coordinator
<b>CTR</b>	IMT Control	<b>S44</b>	Section 44 Controller

<b>Acronym</b>	<b>Qualification / Program</b>	<b>Acronym</b>	<b>Qualification / Program</b>
<b>SAA</b>	Safety Advisor	<b>TFI</b>	Tree Falling Intermediate
<b>SAF</b>	Monitor Brigade Safety	<b>TFT</b>	Trim and cross cut Felled Trees
<b>SI</b>	Safety Induction	<b>VF</b>	Village Firefighter
<b>SWR</b>	Safe Working on Roofs	<b>VI</b>	Volunteer Induction
<b>TCO</b>	Traffic Control Officer	<b>VSG</b>	Vehicle /Structure Fires in Grassland
<b>TFF</b>	Tree Falling Fireline	<b>WFI</b>	Fire Investigation – Wildfire

## Appendix 2

### Minimum Qualifications - for Volunteers

#### A. Induction Programs

Function / Role	Minimum Qualification
Participate in NSW RFS activities	Safety Induction (SI)
Participate as a member of a brigade	Volunteer Induction (VI)
Participate as a member of staff	Induction (IND)
<p><b>Comments:</b></p> <ul style="list-style-type: none"> <li>&gt; Equivalent certification from another organisation is recognised.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>&gt; The relevant district manager may waive any of the requirements above in accordance with, and only in accordance with, clause 3.4 of this service standard.</li> </ul>	

#### B. Mainstream Firefighting Roles

Function / Role	Minimum Qualification
Fight a bush / grass fire under supervision	Bush Firefighter (BF)
Fight a village type fire (structure/vehicle)	Village Firefighter (VF)
Fight a fire without direct supervision	Advanced Firefighter (AF)
Lead a crew fighting a bush fire	Crew Leader Wildfire (CLW)
Lead a crew fighting a village type fire	Crew Leader Village (CLV)
Command a small incident, or a strike team or sector of a larger incident	Crew Leader Supervision (CLS)
Command a medium scale incident, or a sector of multiple strike teams, or division of multiple sectors at a large incident	Group Leader (GL)
<p><b>Comments:</b></p> <ul style="list-style-type: none"> <li>&gt; The above requirements do not apply in rural remote brigades (see section headed "Grassland Firefighting Roles").</li> <li>&gt; Equivalent certification from another organisation is recognised.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>&gt; The relevant district manager may waive any of the requirements above in accordance with, and only in accordance with, clause 3.4 of this service standard.</li> </ul>	

### C. Grassland Only Firefighting Roles (e.g. farm based brigades)

Function / Role	Minimum Qualification
Fight a grassland fire under supervision	Bush Firefighter Grassland (BFG)
Fight a vehicle/structure fire in grassland areas	Vehicle/Structure F/F in Grasslands (VSG)
Lead a crew fighting a grassland fire	Crew Leader Grassland (CLG)
Coordinate large grassland firefighting	Group Leader Grassland (GLG)
<p><b>Comments:</b></p> <ul style="list-style-type: none"> <li>&gt; Grassland firefighting qualifications are short programs tailored specifically for remote rural brigades (i.e. farm based brigades). They have no national recognition.</li> <li>&gt; Some specialist qualifications are also not required in remote rural brigades – see the exemptions section under the “Specialist Roles” heading.</li> <li>&gt; VSG and GLG were made mandatory from 1 Oct 2012.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>&gt; The relevant district manager may waive any of the requirements above in accordance with, and only in accordance with, clause 3.4 of this service standard.</li> </ul>	

### D. Specialist Roles

Function / Role	Minimum Qualification
Provide advanced resuscitation	Advanced Resuscitation Techniques (ART)
Fight a village fire using an interior attack	Breathing Apparatus Operator (BAO)
Operate near a bush fire (not firefighting)	Bush Firefighter Support (BFS)
Provide catering services to firefighters	Catering Assistant (CAT)
Operate in a Firecom under supervision	Communications Centre Assistant (CCA)
Provide a Firecom service to units	Communications Centre Operator (CCO)
Coordinate maintenance of equipment	Equipment Officer (EQO)
Access remote areas by helicopter	Helicopter Insertion Techniques (HIT)
Supervise a prescribed burning operation	Prescribed Burning Supervisor (PBS)
Safely operate in remote environments	Operate in Remote Environments (ORE)
Supervise heavy plant at fire operations	Heavy Plant Supervisor (HPS)
Drive vehicles to and at incidents	Rural Fire Driving (RFD)
Provide first aid to injured/ill personnel	First Aid Application (FAA) or equivalent
Provide advice regarding the safety of incident personnel	Safety Advisor (SAA)
Cross cut fallen timber with a chainsaw	Trim and Cross Cut Fallen Trees (TFT)
Fall simple trees with a chainsaw	Tree Falling Intermediate (TFI)
Fall problem trees with a chainsaw	Tree Falling Fireline (TFF)
Carry out wildfire investigation activities	Fire Investigation – Wildfire (WFI)
<p><b>Comments:</b></p> <ul style="list-style-type: none"> <li>&gt; EQO, RFD, TFT, TFI and TFF are not mandatory in remote rural (farm based) brigades.</li> <li>&gt; Equivalent certification from another organisation is recognised.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>&gt; The relevant district manager may waive any of the requirements above in accordance with, and only in accordance with, clause 3.4 of this service standard.</li> </ul>	

## E. Aviation Roles

Function / Role	Minimum Qualification
Provide air base services to air operations	Air Base Operator (ABO)
Manage air base services	Air Base Manager (ABM)
Coordinate air activities at incidents	Aircraft Officer (AOF)
Communicate on aviation radios	Aircraft Radio Operator (ARO)
Observe incidents from an aircraft	Air Observer (AOB)
Supervise air attack operations	Air Attack Supervisor (AAS)
Manage air operations at incidents	Air Operations Manager (AOM)
Operate surveillance systems from aircraft	Aircraft Systems Operator (ASO)
Navigate an aircraft dropping incendiaries	Incendiary Operations Supervisor (IOS)

## F. Incident Management Team (IMT) Roles

Function / Role	Minimum Qualification
Control serious (multi-agency) bush fires	Incident Controller Major Incident (ICMI)
Incident Controller in an IMT (except at serious multi-agency bush fires) or their Deputy Incident Controller	IMT Control (CTR) or (old) Incident Management - Control (IMC)
Operations Officer in an IMT	IMT Operations (OPS) – or (old) Incident Management Operations (IMO)
Public Liaison Officer in an IMT	IMT Public Liaison (PLO) – or earlier versions of Public Liaison Officer (PLO)
Intelligence Officer in an IMT	IMT Intelligence (INT) – or PLN or (old) Incident Management Planning (IMP)
Planning Officer in an IMT	IMT Planning (PLN) – or (old) Incident Management Planning (IMP)
Logistics Officer in an IMT	IMT Logistics (LOG) – or (old) Incident Management Logistics (IML)
Finance Officer in an IMT	IMT Finance (FIN) – or LOG or (old) Incident Management Logistics (IML)
Safety Officer in an IMT	IMT Safety Officer (ISO) – or CTR or IMC
Directly assist any of the above IMT officers	Introduction to ICS (ICS)
<p><b>Comments:</b></p> <ul style="list-style-type: none"> <li>&gt; Transition arrangements apply during the introduction of ICMI, commencing 2012</li> <li>&gt; Older qualifications (e.g. IMC, IMO, IMP and IML) remain recognised until further advised.</li> <li>&gt; Equivalent certification from another organisation is recognised.</li> <li>&gt; The relevant district manager may waive any of the requirements above in accordance with, and only in accordance with, clause 3.4 of this service standard.</li> <li>&gt; Where a person with the minimum qualification is not available, the Incident Controller may use a person with the next best fit for an IMT role, where that would be in the best interests of the community and firefighter safety and effectiveness.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>&gt; Some of the above roles may be filled by NSW RFS volunteers, NSW RFS staff or personnel from kindred organisations.</li> </ul>	



## G. Trainer and Assessor Roles

Function / Role	Minimum Qualification
Provide face to face instruction	RFS Fire Instructor (RFI)
Gather evidence for assessment	RFS Assessment Advocate (ASA)
Assess the competency of personnel	RFS Assessor (ASR)
Coordinate local training and assessment	RFS Training Coordinator (RTC)
<b>Comments:</b>	
<ul style="list-style-type: none"> <li>&gt; The new RFI (2005 or later) qualification covers the content of both the 'old' RFI and the new ASA, and enables a member to both provide instruction and gather evidence for assessment.</li> </ul>	

## H. Community Safety and Liaison Roles

Function / Role	Minimum Qualification
Assist with community safety activities	Community Safety Assistant (CSA)
Facilitate community safety activities	Community Safety Facilitator (CSF)
Provide community liaison services	Community Liaison Officer (CLO)
<b>Comments:</b>	
<ul style="list-style-type: none"> <li>&gt; Equivalent certification from another organisation is recognised.</li> </ul>	
<b>Note:</b>	
<ul style="list-style-type: none"> <li>&gt; The relevant district manager may waive any of the requirements above in accordance with, and only in accordance with, clause 3.4 of this service standard.</li> </ul>	

## I. Junior Member roles

Function / Role	Minimum Qualification
Operate near a bush fire (not firefighting)	Bush Firefighter Support (BFS)
Provide catering services to firefighters	Catering Assistant (CAT)
Operate in a Firecom under supervision	Communications Centre Assistant (CCA)
Assist with community safety activities	Community Safety Assistant (CSA)
Provide first aid to injured/ill personnel	First Aid Application (FAA) or equivalent
Assist in an IMT under supervision	Incident Control System for IMTs (ICS)
Operate near aircraft under supervision	Aviation Basic Knowledge (ABK)
<b>Comments:</b>	
<ul style="list-style-type: none"> <li>&gt; Junior members may complete modules from any NSW RFS training program and on completion of any national unit of competency be awarded a statement of attainment.</li> </ul>	
<b>Note:</b>	
<ul style="list-style-type: none"> <li>&gt; While junior members may achieve any of the competencies for NSW RFS qualifications, they are not awarded that qualification until they are 16 years of age except for those shown in the above table.</li> <li>&gt; The above table refers to the roles that junior members can actually perform operationally and does not restrict their access to training in any other roles and in accordance with SS 2.1.5 Child and Youth Participation in NSW RFS Activities.</li> </ul>	

## Appendix 3

### Minimum Qualifications for District and Regional Staff

**Notes:**

- > The minimum qualification required for a role is that stated in the relevant position description or role statement. Appendices 3 and 4 are for guiding staff that specify those qualifications and provide information to members who want to know which qualifications to gain to help progress their career
- > See Appendix 5 for a full explanation of the various qualification 'levels' quoted in the tables below.
- > Where roles are combined the qualifications specified for both are needed.

**A. All Staff - Induction Programs**

Function / Role	Minimum Qualification
Participate in NSW RFS activities	Safety Induction (SI)
Participate as a member of a brigade	Volunteer Induction (VI)
Participate as a member of staff	Induction (IND)
<b>Comments:</b>	
<ul style="list-style-type: none"> <li>&gt; These programs form components of the entire staff induction process</li> <li>&gt; IND and SI are mandatory</li> <li>&gt; VI is strongly recommended to provide a greater understanding of the NSW RFS volunteer culture</li> <li>&gt; Equivalent certification from another organisation is recognised.</li> </ul>	

**B. Management Roles**

Elements	District		Regional		
	10/11	12/13	10/11 Business	10/11 Ops	12/13+
General	Level 6	Level 6	Level 6	Level 6	Level 6
Fire Risk Management	Level 5	Level 6	Level 1	Level 5	Level 6
Community Resilience	Level 5	Level 6	Level 1	Level 5	Level 6
Fire/Incident Management	Level 5	Level 6	Level 1	Level 5	Level 6
Learning and Development	Level 3	Level 3	Level 1	Level 3	Level 3
Specialist	Level 1	Level 1	Level 1	Level 1	Level 1

**C. General Roles**

Elements	District			Regional	
	4/5	6/7	8/9	6/7	8/9
General	Level 3	Level 4	Level 5	Level 4	Level 5
Fire Risk Management	Level 3	Level 4	Level 4	Level 1	Level 1
Community Resilience	Level 3	Level 4	Level 4	Level 1	Level 1
Fire/Incident Management	Level 3	Level 4	Level 5	Level 1	Level 1
Learning and Development	Level 4	Level 3	Level 3	Level 1	Level 1
Specialist	Level 1	Level 3	Level 1	Level 4	Level 4

#### D. Administrative Roles

Elements	District			Regional	
	1	2/3	4/5	2/3	4/5
General	Level 1	Level 2	Level 3	Level 2	Level 3
Fire Risk Management	Level 1	Level 1	Level 1	Level 1	Level 1
Community Resilience	Level 1	Level 1	Level 1	Level 1	Level 1
Fire/Incident Management	Level 1	Level 1	Level 1	Level 1	Level 1
Learning and Development	Level 1	Level 1	Level 1	Level 1	Level 1
Specialist	Level 1	Level 1	Level 1	Level 1	Level 3

#### E. Fleet Support Roles

Elements	5/6
General	Level 3
Fire Risk Management	Level 1
Community Resilience	Level 1
Fire/Incident Management	Level 1
Learning and Development	Level 1
Specialist	Level 3

#### F. Field Roles (e.g. Mitigation Works)

Elements	1/2	2/3
General	Level 1	Level 1
Fire Risk Management	Level 2	Level 3
Community Resilience	Level 1	Level 1
Fire/Incident Management	Level 1	Level 3
Learning and Development	Level 1	Level 1
Specialist	Level 3	Level 3
Fitness	Level 6	Level 6

## G. Operational Officer Roles

Elements	OpO1 (RFS 4/5)	OpO2 (RFS 6/7)	OpO3 (RFS 8/9)
General	Not specified	Cert. IV in a relevant discipline (e.g. Public Safety, Business or Government.)	Diploma in a relevant discipline (e.g. Public Safety, Business or Government.)
Fire Risk Management	NSW RFS CLW Cert. or equiv. (e.g. PUAFIR303)	NSW RFS PBS Cert. or equiv. (e.g. PUAFIR407)	NSW RFS PBP Cert. or equiv. (e.g. PUAFIR406)
Community Resilience	NSW RFS CSA Cert. or equiv. (e.g. PUAFIR208)	NSW RFS CSF Cert. or equiv. (e.g. PUAFIR301 and PUACOM005)	NSW RFS CLO or MLO or equiv.
Fire / Incident Management	NSW RFS CLS Cert. or equiv. (e.g. PUAOPE001 or PUAOPE012 – fire specific) NSW RFS Intro to ICS or equiv. (e.g. 22202VIC)	As stated for OpO1 and Certification in either IMT Operations, Intel, Planning, Logistics or Public Liaison.	Certification in IMT Control (CTR or IMC) and at least one other IMT function in a bush fire context
Learning and Development	NSW RFS RFI and ASR or equiv. (e.g. TAE DEL / ASR 301A)	Certificate IV in Training and Assessment	Certificate IV in Training and Assessment
Other	Relevant driver's licence. Current first aid certificate or willingness to obtain.	Relevant driver's licence. Current first aid certificate or willingness to obtain.	Relevant driver's licence. Current first aid certificate or willingness to obtain.
Fitness *	Level 5	Level 5	Level 5

\* Note: only applicable to external applicants

**Note: The NSW RFS seeks to develop an agile and responsive district and regionally based workforce. The Operational Officer Roles outlined in Table G will in time replace the legacy positions of the Services Roles in Table C, hence some minor differences between requirements.**

## Appendix 4

### Minimum Qualifications for Headquarters Staff

#### Notes:

- > Some roles may fall into more than one category due to the specific focus of Headquarters business units (e.g. Manager Learning and Development). In such cases either qualification may usually be used. In certain cases, more than one qualification may be required. Unless otherwise stated, fitness levels are Level 2.
- > See Appendix 5 for full details of the various levels quoted in the tables below.

#### A. Induction Programs

Function / Role	Minimum Qualification
Participate in NSW RFS activities	Safety Induction (SI)
Participate as a member of a brigade	Volunteer Induction (VI)
Participate as a member of staff	Induction (IND)
<b>Comments:</b>	
<ul style="list-style-type: none"> <li>&gt; These programs form components of the entire staff induction process</li> <li>&gt; IND and SI are mandatory</li> <li>&gt; VI is strongly recommended to provide a greater understanding of the NSW RFS volunteer culture</li> <li>&gt; Equivalent certification from another organisation is recognised.</li> </ul>	

#### B. Director Roles

Elements	All Director Roles
General	A Degree or Graduate Certificate in a relevant discipline

#### C. Manager and Supervisor Roles

Elements	Level 6/7	Level 8/9	Level 10/11	Level 12/13+
General	Level 4	Level 5	Level 6	#
# - A Degree or Graduate Certificate in a relevant discipline				

#### D. Technical and Coordinator Roles

Elements	Level 4/5	Level 6/7	Level 8/9	Level 10/11
General	Level 1	Level 4	Level 5	Level 6

#### E. Administrative and Support Roles

Elements	Level 1	Level 2/3	Level 4/5	Level 6/7
General	Level 1	Level 2	Level 3	Level 4

#### E.(i) Headquarters OCC Roles

Elements	Level A	Level B	Level C
General	Level 1	Level 2	Level 3
Fire/Incident Management	Level 2	Level 2	Level 3

**F. Field Roles (e.g. Mitigation Works)**

Elements	Level 1	Level 2/3
General	Level 1	Level 1
Fire Risk Management	Level 1	Level 3
Community Resilience	Level 1	Level 1
Fire/Incident Management	Level 1	Level 3
Learning and Development	Level 1	Level 1
Specialist	Level 3	Level 3
Fitness	Level 6	Level 6

## Appendix 5

### Details on Levels of Minimum NSW RFS Qualifications for Staff

Elements		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
1	General	No qualification specified.	A Certificate II in a relevant discipline, or equivalent expertise.	A Certificate III in a relevant discipline, or equivalent expertise.	A Certificate IV in a relevant discipline, or equivalent expertise.	A Diploma in a relevant discipline, or equivalent expertise.	An Advanced Diploma or Degree in a relevant discipline, or equivalent.
2	Fire Risk Management	No qualification specified.	NSW RFS BF certification or equivalent expertise.	NSW RFS AF certification or equivalent expertise in fire behaviour.	NSW RFS PBS certification or equivalent expertise.	NSW RFS PBP certification, or equivalent expertise.	Tertiary qualification in a technical discipline relevant to the role, or equivalent expertise.
3	Community Resilience	No qualification specified.	NSW RFS CSA certification or equivalent expertise.	NSW RFS CSF certification or equivalent expertise.	NSW RFS Community Liaison Officer (CLO) and / or Media Liaison Officer (MLO) certification or equivalent expertise.	NSW RFS Public Liaison Officer (PLO) certification, or equivalent expertise (e.g. in another agency).	Tertiary qualification in an emergency management or technical discipline relevant to the role.
4	Fire / Incident Management	No qualification specified.	NSW RFS ICS certification or equivalent.	NSW RFS CLS certification or equivalent expertise. Plus NSW RFS ICS certification or equivalent.	Any one of the following NSW RFS certifications: IML, IMP or IMO (or GL), or equivalent.	NSW RFS IMC certification or equivalent expertise.	Tertiary qualification in an emergency management, or similar discipline, relevant to the role.
5	Learning and Development	No qualification specified.	NSW RFS RFI and ASA certification or equivalent.	NSW RFS RFI and ASR certification or equivalent expertise.	Certificate IV in Training and Education.	Diploma of Training and Education. Certificate IV in Training and Education.	A degree or higher in an adult education or training related discipline. Plus Certificate IV in Training and Education.
6	Specialist	No qualification specified.	Holds all prerequisites for the specialist training listed in the role's accountabilities.	Specialist qualifications as listed in the role's accountabilities, (or the willingness to obtain).	Specialist qualifications as listed in the role's accountabilities.	A specialist vocational qualification relevant to the role.	A specialist higher education qualification relevant to the role.
7	Fitness	No requirement specified.	No condition preventing working in a disability-friendly workplace.	No condition preventing normal field activities of the job (i.e. non arduous).	Good general health with no known significant risk factors or conditions.	Good general health and fitness confirmed by a medical examination	Meets health and fitness standards specified for arduous work in the NSW RFS