



HMIFRS Action Plan 2019/20

Cause for Concern Highlight Report July 19

Project 3.2 Competence Recording and Assessment	Project Owner AM Debbie Yeates	Reporting date 3/7/19	Overall status Green
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Overall Summary:

3.2.1 - LFR needs to assure itself that it has systems in place for the effective recording and monitoring of training (refer to action plan activity 3.2.1.1 - 3.2.1.6). LFR were reliant upon a mixture of recording methods to identify training activity and this was acknowledged as inadequate. LCC made capital and revenue resources available to LFR to procure and implement a new system to enable the local recording but with central co-ordination to manage and monitor the completion of training, the maintenance of competence and the assessment of individuals.

31/7/19	As per HMIFRS Action Plan to be able to collate centrally all training records from July 2018
31/3/20	All divisional and central training records from 1/7/18 available on PDRPro
1/4/20	LCC Corporate Audit of training records

[HMIFRS Action Plan](#)

Completed Actions in last period:

- All risk critical training records checked and master file available to all managers to ensure personnel remain in competence and attend refreshers and assessments as required.
- PDRPro procured, training delivered, Service structure built; PDRPro Maintenance of Competence Training Programmes built (FF-WM Operator and Technician, Officer)
- Administrator System testing completed
- 1 month trial completed (Brant Broughton, Gainsborough WT and On Call, Lincoln South WT Blue Watch)
- User training commenced (June 19) concentrating on CM and above.
- Officer Training plan –WT staff and back date officer training records from July 18 to date as part of the training.
- WCS training On Call Supervisory Managers
- OD Business Support have backdated training records for on call stations from July 18 to March 19. April 19 to date will be inputted by on call staff as part of the PDRPro Initial training.
- Delivery of Train the trainer course to all CM/WM on-going
- Process for QA delivery and assessment of training reviewed
- Quality assurance process for training content and delivery re-accredited by Skills for Justice.

Future Focus for next period:

- Guidance documents for station training and e-learning being prepared. Planned Jul to Sep as part of key learning to enable all staff to view their own records.
- Next phase will be further training for OD team to commence build of Central course administration which will enable the recording of all centre-based training
- Build and Implement the level 3 station specific specialist training on to the PDRPro core system to ensure all training activities are recorded on PDRPro.
- Implement development pathways module to host the development FF programme.
- Programme of quarterly QA of divisional training delivery and assessment implemented

Top Risks/Issues:

Description	Mitigation	Status
Lack of administrators with knowledge of the PDRPro system and service structure.	Support from PDRPro. Identify relevant personnel and provide the time required to train additional staff	
Historical training records are only available from July 18	Request a data dump through Firewatch of all MOC training activities from April 17 to July 18	

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