



Bay of Plenty CDEM Group Professional Development and Training Strategy

2013



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Civil Defence Publication 2013/03

ISSN: 1175 8902 (print)

ISSN: 1179 9560 (online)

September 2013

(To be reviewed 2015 or in line with any
legislation, ITO and CDEM Group Work
Programme changes)

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Management Group

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New Zealand

Glossary

BOP	Bay of Plenty
CDEM	Civil Defence and Emergency Management
CEG	Coordinating Executive Group
DNA	Development Needs Analysis
ITM	Integrated Training Management (a data base system)
MCDEM	Ministry of Civil Defence and Emergency Management
ITO	Industry Training Organisation
NZQA	New Zealand Qualification Authority
EMO	Emergency Management Officer

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Foreword

The purpose of the Bay of Plenty Civil Defence Emergency Management (CDEM) Group is to ensure our community is as safe as possible in the event of an emergency.

The Bay of Plenty region has one of the most diverse hazardscape in New Zealand, with more than 22 identified hazards.

However there is a great deal that we can do to reduce the impact of these hazards on our communities which includes the continued professional development for key roles within the Bay of Plenty CDEM Group through on-going training, learning opportunities and exercises.

The goals of this strategy are consistent with those specified in the Ministry's CDEM Competency Framework which will enhance the Groups capability and capacity to prepare for and manage emergencies whilst establishing close working relationships.

We look forward to working with our partner agencies to make our entire region a safer and more responsive place to live, work and invest.



Aileen Lawrie
Chair, Coordinating Executive Group

1 Introduction

1.1 Purpose of the Strategy

The Bay of Plenty Civil Defence and Emergency Management Group Training Strategy aims to ensure professional development for key roles within the Bay of Plenty CDEM Group through ongoing training, learning opportunities and exercises.

1.2 Target audience

This document is intended for all BOP CDEM Group members, key stakeholders, volunteers and all agencies that support an emergency response.

1.3 Goals

To ensure the Bay of Plenty CDEM Groups capability to respond to emergencies, by:

- Enabling and coordinating ongoing emergency management training and professional development.
- Developing local arrangements and relationships that seamlessly enable scalability to appropriately respond to any event, from a localised incident to a national emergency.
- Enhancing the BOP CDEM Group's capability to prepare for and manage emergencies using lessons learnt from previous emergency events and exercises.
- Ensuring all CDEM Group members commit to training and release of personnel for CDEM purposes.
- Establishing closer working relationships with key stakeholders, communities and external agencies.
- Appropriately trained staff to develop and deliver training from within the BOP CDEM Group.

1.4 Relationship with external documents

The goals and objectives of this Strategy are consistent with those specified in:

- The CDEM Act 2002 (Sections 17(1)(b) and 18(2)(a) and (b)).
- The National Civil Defence Emergency Management Strategy.
- The Bay of Plenty CDEM Group Plan (Objectives 2c and 3d).
- BOP CDEM Capability Assessment 2012.
- CDEM Competency Framework.
- Integrated Training Framework.

2 Development needs analysis (DNA)

Each local authority shall conduct a risk-based, or functional, DNA on an annual basis that includes an identification of gaps between intended and actual capability (depth of knowledge and skills) and capacity (quantity of trained personnel).

This DNA should be aligned with any National CDEM needs analysis, the CDEM Competency Framework (see Directors Guideline – CDEM Competency Framework Toolkit – Development Needs Analysis (DNA) BPG 5/10), the BOP CDEM Capability Assessment 2012 and BOP CDEM Group DNA Template.

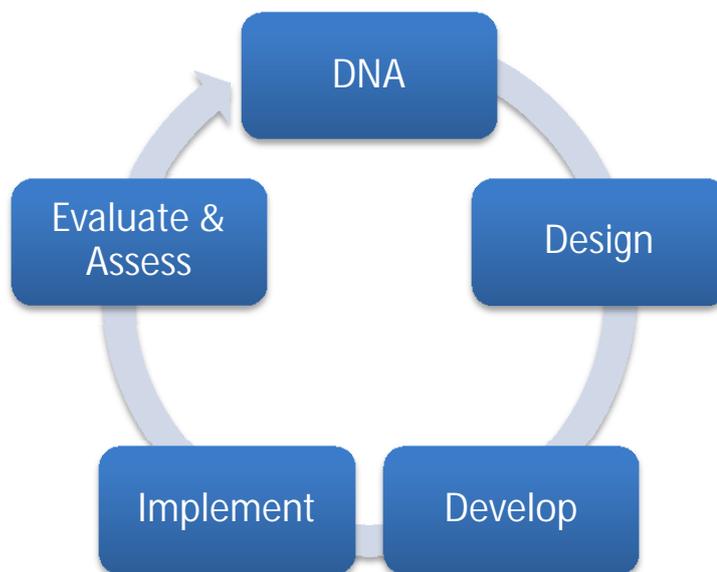


Figure 1 The professional development cycle

2.1 Benefits of a development needs analysis (DNA)

A DNA is a useful process to help the BOP CDEM Group to understand the development needs of personnel. A thorough, well-planned DNA will put the CDEM Group in a good position to:

- Provide professional development (including training) that is targeted to real development needs.
- Ensure people are well supported in their work environment to perform their role and responsibilities successfully and effectively.
- Identify the most appropriate ways to address the development needs (gaps).
- Link professional development to the CDEM Group's strategic objectives.
- Provide evidence-based rationale for the recommendations of a DNA to gain support and buy-in at senior level, e.g. CEG.
- Promote consistency within and across the CDEM Group and neighbouring regions.
- Address the recommendations of a monitoring and evaluation capability assessment report.
- Respond more effectively to emergencies through enhanced capability.

3 Annual Training Plans

From the consolidated DNA results, the BOP CDEM Group will develop an Emergency Management Annual Training and Exercise Plan for training, professional development and exercising.

In alignment with this document and training plans, CDEM Group members will, through discussion with key stakeholders and consistent with any Business Plans, Annual and Ten Year Plans, develop an annual training plan for emergency management.

Annual Training and Exercise Plans will be developed and approved by November each year.

3.1 Standards based training and professional development

Where NZQA or organisational standards exist, and these meet the learning needs identified through the development needs analysis process, preference should be given to formal training that meets these competency standards.

Where NZQA or organisational standards partially align with the learning objectives set out in the Emergency Management Training Strategy or annual training plans, a process will be developed and documented which will outline how participants can meet the additional requirements of the competency standards if they choose to.

Not all training and professional development need to be NZQA based. A mix of formal and informal training and development is often the most effective and efficient way of developing capability.

3.2 Trainers professional development

Preference will be given to training staff in-house where suitable qualified trainers and assessors are available.

All trainers and assessors must be accredited with the relevant NZQA framework and follow the moderation requirements.

The professional development of trainers and assessors must be incorporated into the Annual Training Plan.

3.3 Revalidation of competence

Where current industry practice requires revalidation of skills and knowledge in a particular topic, course, or series of learning outcomes (such as First Aid, Breathing Apparatus, Confined Space Entry etc), each CDEM Group member must ensure that these standards are upheld and budgeted accordingly.

3.4 Credentialing

Credentialing is the process of identifying competencies and qualifications of emergency management staff and recording and maintaining this information.

In order to adequately manage training, professional development and response activities related to emergency management, it is essential to build and maintain a database of credentials.

The database used by the Group Emergency Management Office is a web-based system called ITM. This system will allow for:

- Identification of any shortfall in capability and capacity of trained staff (gap analysis).
- Effective management of the delivery of training and professional development sessions.

- The ability to record training activity and schedule refresher/revalidation training.
- Storage of contact details of trained and competent emergency management / emergency response personnel.
- The ability to query the database to return the names and contact details of competent emergency management/emergency response personnel based on various criteria.
- Reporting on level of capability and capacity for the purpose of monitoring, evaluation and audit.

3.5 Training and exercising

Each member of the CDEM Group will produce an Annual Training and Exercise Plan which is designed to:

- Test planning and operational arrangements and highlight and address areas of improvement and areas of commendable practice.
- Meet legislative requirements.
- Provide assurance that planning and operational arrangements are working effectively and are being continuously improved.
- Provide learning and development opportunities for the people involved.

Annual CDEM training and exercise plans must be consistent with this Strategy and should be included in all local authorities and key stakeholders organisational training plans.

3.6 Equipment and facilities

The BOP CDEM Group is committed to sharing equipment and resources where practicable for emergency management training.

4 Inter-agency relationships

Pre-event relationships between organisations are crucial in order to develop an understanding of other organisations' mission, goals, objectives, work programme, operating systems and technologies.

Involvement of all BOP CDEM Group stakeholders and the Coordinating Executive Group (CEG) and/or its sub-groups is the key to strengthening these relationships.

The BOP CDEM Group will engage NZ Police, NZ Fire, District Health Boards, and other key stakeholders through the BOP CDEM Group Training Advisory Committee to develop synergies, economies of scale and determine mutual aid arrangements related to training and exercising.

4.1 Joint training and exercising

Whenever a BOP CDEM Group member develops or arranges training and exercises, attendance by other members and key stakeholders should be considered as part of their professional development. This will maximise the opportunities for relationship building with external agencies and develop an understanding of their roles and responsibilities.

It is at the discretion of the organiser whether or not costs will be incurred by members attending the course. This must be identified with the attendee in advance of the training session or exercise.

5 Monitoring of this Strategy

Monitoring the effectiveness of this Strategy and organisational capability will be through the BOP CDEM Group Training Advisory Committee and advice and support will be given by the Emergency Management Officers Training Group.

Using the annual DNA's and ITM progress will be tracked and reported to the Coordinating Executive Group (CEG) as required.