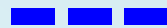




# National Blue Light Users Conference



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**CFOA**

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Association

# Instructor Portfolios

# Instructor “qualification”

- Discussion based around 2 options; internal or external
- Internal offered best allowances for;
  - Control
  - flexibility of time and future options
  - value for money to CFOA members
  - reflective of other internal aspects of HSDT and Fire Service instructor qualifications

# Options for internal qualification

1. Standardised instructor / assessor course mirroring DSA Cardington
2. Allowing training bodies / establishments to train and qualify instructors within their own organisation
3. Include the instructor qualification in the 'self accreditation' allowed by the DfT and within the developing Quality Assurance process

# Portfolio

- CFOA accreditation option soon identified 3 needs, confirmed by the DfT requirements;
  - a way of qualifying instructors
  - A way of evidencing this
  - A means of Quality Assurance, ideally built into the existing framework (in development)
- Instructor portfolios were agreed as an area for development and ERDG task and finish group for units 2,3,4

# Structure

- Several structures were developed and researched
- 3 common structural elements were soon highlighted
  - Approved Prior Learning
  - Assessment of competence in a workplace
  - Evidence of maintenance of competence
- These were developed as “stages” in an instructors qualification, agreed by CFOA ERDG, and built into the portfolio structure

## Stage 1 – Approved Prior Learning

- Surveys across services identified common instructor qualifications
- Cross mapping exercises were completed by the CFOA QA group to identify a list of ‘pre-approved’ qualifications for each unit that can be used for APL.
- Other qualifications can be used as APL but must be in a NOS format.

## **Stage 2 – Formal Assessment of Competence**

- APL alone by no means evidences the competence of which the unit is intended for, and this is especially prevalent in HSDT.
- A Formal Assessment of Competence is a stage to evidence, through direct observation, that a candidate has achieved competence in that unit delivered within HSDT.
- Development of a candidate will be recorded as separate training or development records though perhaps sign posted in the evidence



## **Stage 3 – Maintenance of Competence**

- Once a candidate has completed stages 1 and 2, they will now continue gathering evidence in order to show they have maintained the level of competence in that unit.
- This will be done within agreed periods set out by CFOA ERDG standards group in line with DfT ACoP.

# Matrix of Evidence

Each stage is confirmed as 'signed off' by use of a completed matrix

- Acts as a central confirmation point that evidence has covered the unit outcomes.
- Assists with verification, IV EV and Quality Assurance

CFQA HSDT National Occupational Standards Matrix log of Evidence sheet  
Unit 3 Practical Instruction

Page no	Evidence / Title	Type	3.1 Performance criteria											
			1	2	3	4	5	6	7	8	9	10	11	12

Page no	Evidence / Title	Type	3.2 Performance criteria											
			1	2	3	4	5	6	7	8	9	10	11	12

Page no	Evidence / Title	Type	3.3 Performance criteria											
			1	2	3	4	5	6	7	8	9	10	11	12

Page no	Evidence / Title	Type	Unit 3 knowledge and understanding											
			1	2	3	4	5	6	7	8	9	10	11	12

Evidence Types	
APL qualification	=APL
Assessor observation	=AO
Work Product	=WP
Witness Testimony	=WT
Personal Statement	=PS
Professional Discussion	=PD
Video	=V

Name of candidate: .....

Signature of candidate: ..... Date: .....

Name of assessor: .....

Signature of assessor: ..... Date: .....

The assessor confirms having completed a detailed assessment of the evidence, it is sufficient, valid, current and authentic; it covers all the requirements of the unit and demonstrates the competence of the candidate. The assessment was conducted under the specified conditions or context.

Signature of Internal Verifier  
(if sampled)

Signature: ..... Date: .....

A matrix includes all the elements for a single unit so only one matrix will be needed to confirm each unit at each stage.

All evidence is stored in a single section (normally at the rear of the portfolio). A page number gives its location within the section

Signature box for confirmation of 'sign off' by candidate, assessor and any IV if sampled

# Next Steps

- Guidance from Skills For Justice and CFOA
- Agreement through ERDG and regional confirmation
- Workshops for Regional Reps to then filter down to regions
- QA group available to complete workshops at regional meetings

# ...In the meantime

- Continue with current portfolios and gathering of evidence
- Changeover of portfolio structure is simple
- Avoid 'badge collecting'