

# Minimum Quality Standard for CFPA-E Training (Courses & Examinations)

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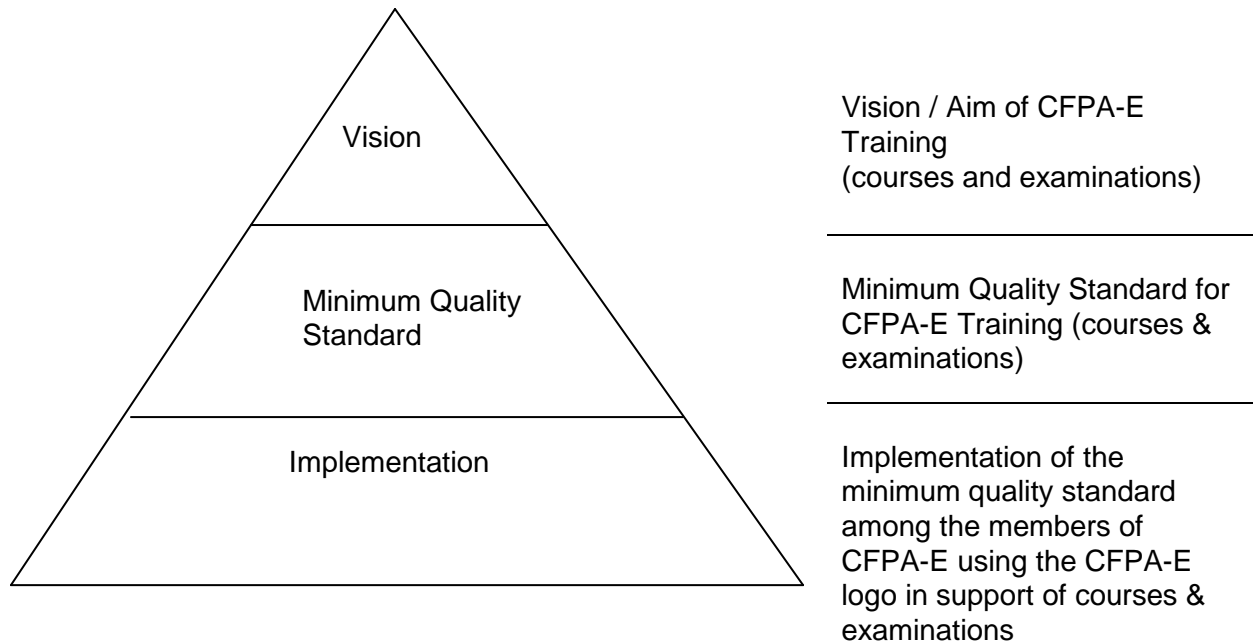
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**Abbreviations**

GC	Guideline Commission of CFPA-E
MC	Management Committee of CFPA-E
SC	Security Commission of CFPA-E
TC	Training Commission of CFPA-E

# 1 Management Summary



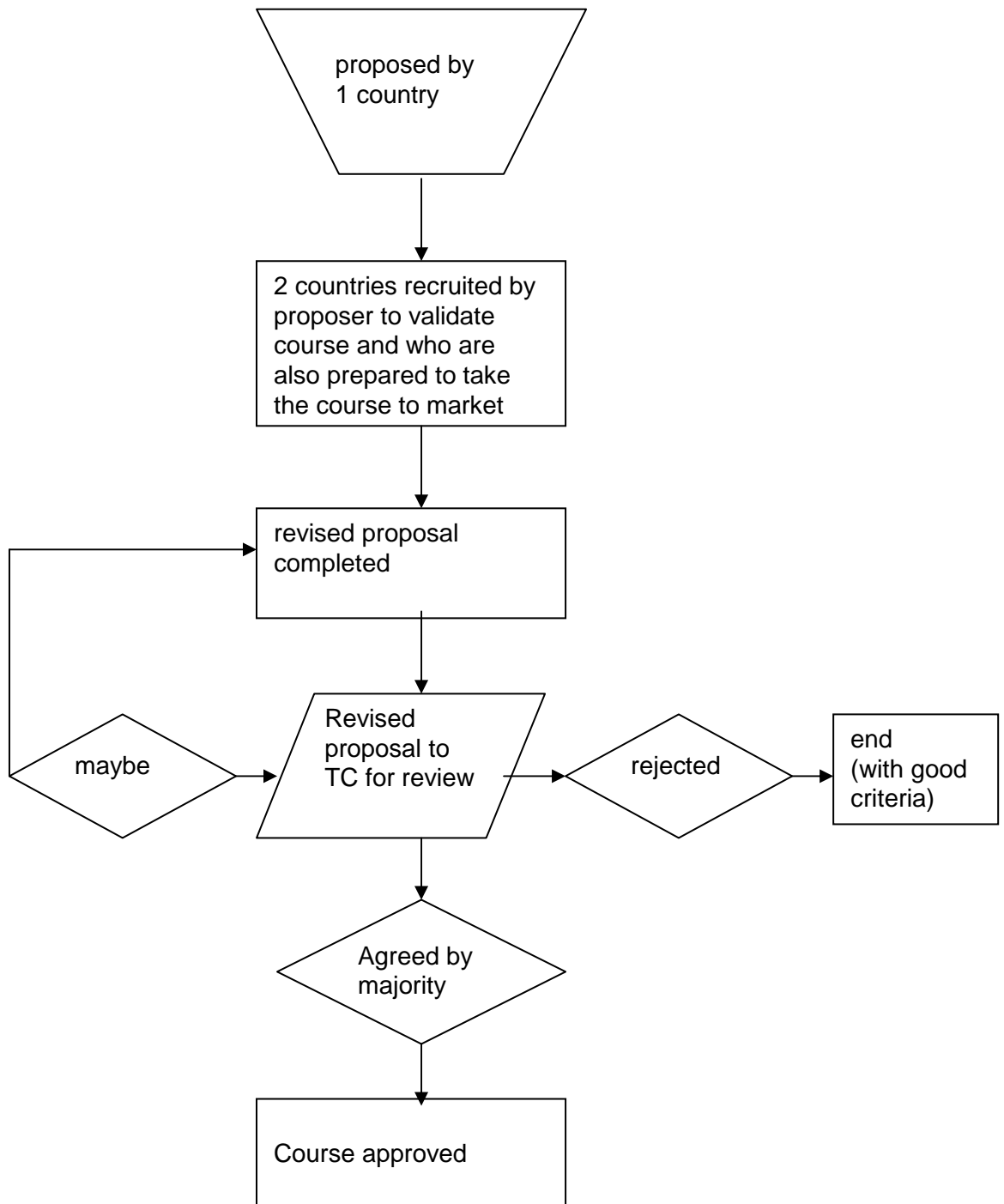
## 2 Assignment – Aim

- The MC has given the following directions:
  - The TC has to develop a structured training programme
  - All CFPA-E countries which use the CFPA-E logo for training (courses & examinations) and issue CFPA-E attests, certificates and diplomas have to adhere to a minimum quality standard
- This paper aims to address the second of these two instructions. Work is ongoing elsewhere to develop a structured training programme.

### 3 Situation Analysis – Underpinning Factors

#### 3.1 Agreed Process for the Approval of New Courses

- This process has been agreed by the CFPA-E Training Commission on the meeting of 27-28 October 2005 in London, England



### 3.2 Agreed Criteria for Diploma, Certificate and Attest Level Awards

- The following criteria concerning the duration and the type of examination of the different levels of awards have been agreed by the CFPA-E Training Commission on the meeting of 14-15 October 2010 in Vernon, France.

Level Award	Duration	Examination
Diploma	Minimum of 5 days	Written examination plus a case study presented in writing or orally
Certificate	1– 5 days recommended	Written examination
Attest	1– 5 days recommended	None

### 3.3 Training Commission

- The TC is the appointed working group of the Confederation of Fire Protection Associations Europe (CFPA-E)

### 3.4 CFPA-E Logo

- A CFPA-E member and its subcontractor may only offer training (courses & examinations) and use the CFPA-E logo for training (courses & examinations) if the CFPA-E member is represented in the TC

### 3.5 Subcontractor

- The delivering of CFPA-E training (courses & examinations) can only be delegated to a subcontractor if the CFPA-E member signs a Co-operation and License Agreement with its subcontractor and if this agreement is accepted by the MC

## 4 Training Standards for CFPA-E Events

### 4.1 Courses

- Above all else the country will ensure that training delivery, content and examinations adhere to the approved CFPA-E course template
- Teacher: competent in subject matter (expert), delivery of courses (rhetorical teaching skills) and classroom management
- Course material: content (new, updated, appropriate, meeting the CFPA course template and course aim), format (without errors)

- Framework: room, number of students per course, learning methods (classroom, E-Learning, etc.)
- Lesson Plan: aim at the beginning, summary at the end
- Confirmation of attendance: including name of the participant, date and content of the course, with the logo of the local country training organisation
- Proof of completion: attest, certificate or diploma for the course with the CFPA-E logo
- Evaluation of students feedback: including trainer (knowledge and delivery style), framework, subjects covered, administrative procedures, overall assessment

## 4.2 Examinations

- It is recommended that examinations be organised in accordance with the procedures outlined in the European Norm ISO/IEC 17024:2003 General requirements for bodies operating certification of persons
- Not all requirements can be followed entirely because it is part of the CFPA-E training scheme that members provide training and examinations
- The impartiality of the examiner and the marking and evaluation of examinations has to be guaranteed

## 5 How to achieve good training standards

- Each CFPA-E member must, if delivering CFPA-E courses, maintain a list of trainers who meet expectations
- Every CFPA-E member delivering CFPA-E courses should have in place written processes and procedures which meet the requirements of quality standards like ISO 9001:2008. Procedures should cover course evaluation, identification of improvement measures and a mechanism for ensuring recommended improvements are implemented in line with appropriate timescales and suitable records kept
- An external audit board checks performance against the quality standard periodically (normally once a year) and delivers a concise review
- A local quality manual is recommended
- Exchange of best practice between the TC members, in the TC meetings, via phone, via e-mail, via personal meetings and voluntary peer review

## **6 Implementation of the Minimum Quality Standard for CFPA-E Training (Courses & Examinations)**

### **6.1 Commitment of the Members of the CFPA-E Training Commission**

- All members of the TC of the CFPA-E commit themselves to implement this minimum quality standard for CFPA-E training (courses & examinations)
- The subcontractors (as stated in 3.5 Subcontractor p. 5) have also to commit themselves to implement this minimum quality standard for CFPA-E training (courses & examinations)
- TC members and the subcontractors confirm their commitment by completing the commitment form and sending it to the deputy chairman of TC, who will deposit a copy in Mantacore (see 6.2A 1 Commitment Form to the Minimum Quality Standard p. 8)

### **6.2 Peer Review and Interchange**

- Peer review between the members of the TC with respect to CFPA-E training (courses & examinations) is voluntary
- Peer review is understood generally to be an external audit of CFPA-E training (courses & examinations). The auditor will be another member(s) of the TC
- Members of the TC who wish to undertake a peer review agree the conditions and framework between themselves. It is recommended that the framework for external audits given by ISO 9001:2008 is followed
- For more information concerning peer review see «European Peer Review Manual for initial VET (=Vocational Education and Training)» (AT/04/C/F/TH-82-0000), ISBN 978-3-901966-07-1, June 2007 or [www.peer-review-education.net/index.php?language=EN](http://www.peer-review-education.net/index.php?language=EN)
- Members of the TC which undertake a peer review and want to be recognised as such have to present the conditions and the framework for their peer review to the TC which will then decide on a minimum standard for recognition
- If formal and structured peer review is unattractive then a more informal exchange of views between two members of the TC on behalf of CFPA-E training (courses & examinations) can also be undertaken
- Results of peer review (formal and informal) are welcome to be presented at the meetings of the TC and can lead to sharing of examples of good practice
- Only formal peer review results may be used as an advertisement in the reviewed country

# A 1 Commitment Form to the Minimum Quality Standard

<b>Country</b>	Example-Country
<b>Representative</b>	First Name Last Name
<b>CFPA-E TC member</b>	
<b>Address</b>	
	www. address@
<b>Commitment</b>	We hereby commit to follow the minimum quality standard of the CFPA-E Training Commission for the CFPA-E courses and examinations dated from 16-10-2009
<b>Date</b>	dd-mm-yyyy
<b>Signature</b>	

## **A 2 Examples of Good Practice**