

CFPA-E Training Commission

Location Lisbon, Portugal

Date 6-7 March 2014

Participants

Nation	Name	Company, Address, Telephone, E-Mail	
Belgium	Alain Verhoyen	ANPI Parc scientifique Fleming, Granbonpré 1 BE-1348 Louvain-la-Neuve Tel. +32 10 47 52 63 alain.verhoyen@anpi.be / www.anpi.be	Present
Denmark	Pia Mark	Dansk Brand- og sikringsteknisk Institut Jernholmen 12, DK-2650 Hvidovre Tel. direct +45 36 275 775 06 pma@dbi-net.dk / www.dbi-net.dk	Present
Finland	Riitta Piironen	Suomen Pelastusalan Keskusjärjestö SPEK Ratamestarinkatu 11, FI-00520 Helsinki Tel. +358 9 4761 1332 riitta.piironen@spek.fi / www.spek.fi	Present
France	Patrick Hebbelynck	Centre National de Prévention et de Protection (CNPP) Pôle Européen de Sécurité CNPP-Vernon B.P. 2265, F-27950 Saint-Marcel Tel. +33 (0)2 32 53 64 90 patrick.hebbelynck@cnpp.com / www.cnpp.com	Present
Germany	Ingeborg Schlosser	VdS Schadenverhütung Pasteurstr. 17a, DE-50735 Köln Tel. +49 221 77 66 472 ischlosser@vds.de / www.vds.de	Present
Italy	Tiziano Zuccaro	Aias Associazione Italiana fra Addetti alla Sicurezza Sede locale Via dei Mille, 8 , IT-60015 Falconara AN Tel. +39 071 910 701 tzuccaro@genan.it / www.aias-sicurezza.it	Present
Portugal	Maria João Conde	Associação Portuguesa de Segurança Electrónica e de Protecção Incêndio APSEI R. do Conselheiro Lopo Vaz, Ed. Varandas do Rio, It AB, escritório D, PT-1800-142 Lisboa Tel. +351 219 527 849 secretario.geral@apsei.org.pt / www.apsei.org.pt	Present
	Ana Ferreira	Tel. +351 219 527 849 tecnico@apsei.org.pt	Present

Spain	Mirna Rodríguez García	CEPREVEN Sagasta 18, ES-28004 Madrid Tel. +34 91 445 73 81 / 75 66 mrodriguez@cepreven.com / www.cepreven.com	Present
Sweden	Tobias Plantin	Brandskyddsföreningen Årstaängsvägen 21c, SE-11587 Stockholm Tel. +468 588 474 16 tobias.Plantin@svbf.se / www.svbf.se	Present
Switzerland	Hans-Heinrich Wolfensberger	Swissi AG Nüscherstrasse 45, CH-8001 Zürich Tel. +41 44 217 43 89 hans.wolfensberger@swissi.ch/ www.swissi.ch	Present
United Kingdom	Howard Passey , Chairman	Fire Protection Association London Road, Moreton in Marsh Gloucestershire GL56 ORH Tel. +44 1608 812509 hпасsey@thefpa.co.uk / www.thefpa.co.uk	Present
	Sue Tyley	Tel. +44 1608 812506 styley@thefpa.co.uk / www.thefpa.co.uk	Present

Abbreviations

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

Minutes of meeting

CFPA-E Training Commission

Minutes by Howard Passey

Location Lisbon

Date 6-7 March 2014

Point	Notes	Who	Deadline
1:	Welcome & opening of the meeting		
	<ul style="list-style-type: none"> Passey opens the meeting and welcomes all to Lisbon (Portugal). Thanks passed to Maria João Conde, Ana Ferreira and APSEI for hosting the meeting and making excellent arrangements. 		
1a:	New participants and apologies for absence		
	<ul style="list-style-type: none"> Passey welcomes two new participants, Pia Mark from DBI, replacing Heidi Juel Johansson and Hans-Heinrich Wolfensberger (Harry) from SWISSI who is attending his first TC meeting. Passey also welcomes his colleague from FPA, Sue Tyley, who is already known to some members having attended other CFPA-E TC & Hot Work meetings in the past. Tyley has been undertaking some work on qualifications frameworks to be discussed later in the meeting. See also item 1b. Passey notes that pleasingly all participants are in attendance and there are no apologies for absence. 		
1b:	Retiring participants		
	<ul style="list-style-type: none"> Passey confirms, following discussion with the MC and some members of TC that he will be stepping down from the TC and as its Chairman as of the forthcoming General Assembly in May 2014; hence, this will be his last TC meeting. Tyley will be representing the FPA UK in future. Following recent difficulties in finding a Deputy Chairman for the TC the MC were concerned to ensure that there was a suitable candidate to take on the Chairmanship so that a smooth handover of responsibility would be possible. Following much discussion Tyley agreed that she would be prepared to be Chairman. This proposal was supported unanimously by the TC and will be recommended to the GA in May for ratification. 	MC and GA	GA in May 14
2:	Approval of the agenda		
	<ul style="list-style-type: none"> Agenda receives unanimous approval. 		
3:	Minutes of last meeting		
	<p>Como – 10-11 October 2013</p> <ul style="list-style-type: none"> The minutes are approved unanimously. 		
4:	Reporting of CFPA Europe		
4a:	Management Committee		
	<ul style="list-style-type: none"> Members were referred to the meeting minutes posted on the CFPA-E website for detailed information. It was confirmed that any documents for upload to the CFPA-E website should be passed via the Chairman. 		

Point	Notes	Who	Deadline
	<p>CFPA-E Certification of persons</p> <ul style="list-style-type: none"> ▪ The concerns expressed by the TC relating to the use of the phrase ‘certification’ were discussed with the MC at their last meeting. Jesper Ditlev had suggested discussing with Johansson who has experience of the approach taken in Denmark, however, she is no longer with DBI and Mark has only just taken on this role and as yet unaware. ▪ A number of examples of approaches taken in other member countries were highlighted with the following themes: - <ul style="list-style-type: none"> • For certification of persons the certification needs to be entirely independent of any training • You do not need to do training to undertake examinations / become certified • An independent certification body would be required. ▪ Other aspects discussed included: - <ul style="list-style-type: none"> • AIAS has a certification body linked to national accreditation body and certifies individuals for ‘fire safety at work’. • APSEI certifies for extinguisher maintenance and fluorinated gases. • NFPA CFPS is popular in Spain • Hot works in Scandinavian countries – training and certification are kept remote from each other. • For thermography (mainly one–man operations) the phrase ‘qualification’ is used. • It was proposed that CFPA-E develop different CFPA-E professional profiles for qualifications at EQF levels across Europe. Once on the EQF all providers can pick-up and use. ▪ Mark to find out more about DBI approach and report to TC ▪ It was agreed that the TC would focus its attention on mapping courses to the EQF and consider the qualification approach to ‘leveling’ where necessary initially. It would also continue to build on CFPA-E peer review and quality matters. ▪ A list of certification bodies recognised in each country to be compiled at next meeting 		
	<p>Business case for new courses</p> <ul style="list-style-type: none"> ▪ The need to formally develop and approve a business case for all new courses was requested by the MC with links to a related Guideline wherever appropriate. In addition to existing protocols for support of new courses this approach will strengthen and improve decision making processes. 	Mark	Oct 14
	<p>Development of Training Packages</p> <ul style="list-style-type: none"> ▪ Another issue for development from the MC was discussed. In recognising that blended learning approaches were being requested by many customers in many countries it was agreed that this would be a good idea. A number of potential issues would need to be resolved – in particular that of language, cost and the speed of technological change. Hebbelynck explained that in France there is growing interest / requests for ‘serious games’ to support learning and asked if it would be possible for CFPA-E members to work 	All	Oct 14

Point	Notes	Who	Deadline
	<p>together in their development. It was agreed to discuss further at next TC meeting</p> <ul style="list-style-type: none"> ▪ It was agreed to tell the MC that this would be possible and will discuss further at next TC meeting. <p>SFPE Meeting, Basel</p> <ul style="list-style-type: none"> ▪ Tyley explained that much of the meeting had been spent considering what a 'fire engineer' is as it differs in each country. The SFPE would like, once agreed, to develop suitable courses for engineers across Europe. ▪ Tyley went on to explain that Sector Skills organisations and F&RS in the UK were also interested in developing National Occupational Standards and/or training in this area. ▪ Rodriguez Garcia confirmed that in Spain some courses were offered but based on national regulations. Zucarro explained that there were two approaches to design either prescriptive or performance based. It was agreed that it is difficult to develop courses that covered prescriptive approaches as they differ in each country. However, we could consider performance based design courses which build on our existing offerings (2 courses). ▪ Rodriguez Garcia to send information on Spanish programmes with NFPA ▪ Verhoyen to send SFPE white paper to Passey for distribution to TC and recommends that CFPA-E remain supportive but do not try to compete with SFPE (post meeting note – this is contrary to MC position which recommends that CFPA-E should compete with SFPE in this area). ▪ Passey to outline areas CFPA-E could consider for developing courses in FE based design for discussion at next meeting. 	<p>All</p> <p>Tyley All</p> <p>Rodriguez Garcia</p> <p>Verhoyen</p> <p>Passey</p>	<p>Oct 14</p> <p>MC Oct 14</p> <p>July 14</p> <p>Mar 14</p> <p>Oct 14</p>
4b:	<p>Security Commission</p> <ul style="list-style-type: none"> ▪ No meetings held since last TC meeting 		
4c:	<p>Guidelines Commission</p> <ul style="list-style-type: none"> ▪ No meetings held since last TC meeting 		
4d:	<p>Research Commission</p> <ul style="list-style-type: none"> ▪ No meetings held since last TC meeting 		
5:	<p>Diploma and Certificate logos</p>		
5a:	<p>New designs - approval</p> <ul style="list-style-type: none"> ▪ The new designs were approved with the following alterations: <ul style="list-style-type: none"> • Add year of award • Create only one logo template for Certificates and one for Diplomas which are fully amendable, including course title fields. ▪ Once complete distribute to Members for use. 	<p>Passey</p>	<p>ASAP</p>
5b:	<p>Revised terms and conditions of use</p> <ul style="list-style-type: none"> ▪ Document reviewed and updated at meeting. Passey to distribute revised document to TC Members 	<p>Passey</p>	<p>ASAP</p>
5c:	<p>Guidance for end users</p> <ul style="list-style-type: none"> ▪ Document reviewed and updated at meeting. Passey to distribute revised document to TC Members 	<p>Passey</p>	<p>ASAP</p>
6:	<p>Quality</p>		

Point	Notes	Who	Deadline
6a:	<p>MQS</p> <ul style="list-style-type: none"> ▪ It was proposed by Hebbelynck and confirmed by the TC that this document should be discussed and revised once the following were completed: - <ul style="list-style-type: none"> ▪ Peer review Checklist (see 6d) has been completed. ▪ 1st peer review (pilot) between Finland / Sweden planned to be undertaken before the next TC meeting had been completed and feedback discussed. ▪ See also 6e 	Hebbelynck	Apr 15
6b:	<p>Standardised CFPA-E Introduction slides</p> <ul style="list-style-type: none"> ▪ It was agreed at the last meeting that rather than producing a standard / template CFPA-E branded slide template for all to use that the TC should develop instead a standardised presentation (short) which outlined the work of CFPA-E that all could use on CFPA-E courses. ▪ Utilising the existing presentation used by the MC a version was discussed in outline at the meeting. Schlosser to update / revise as discussed and distribute to TC for review. ▪ Discussions then turned to other marketing ideas. It was agreed to defer discussion until the next meeting. All to bring ideas for marketing to the next meeting. 	Schlosser All	Oct 14 Oct 14
6c:	<p>Sub-contractors and territories</p> <ul style="list-style-type: none"> ▪ A list of subcontractors used and territories TC members are currently active in was collated. Passey to tidy and distribute to TC members. 	Passey	Jun 14
6d:	<p>Checklists</p> <ul style="list-style-type: none"> ▪ The draft questionnaire developed by Passey based on section 4.1 of the MQS document designed to support peer review work was discussed. The following was subsequently agreed: - ▪ Update Q1 to reflect updates regarding standards and technological content ▪ Assessment – add questions asking ‘How learners are assessed’ and ‘Are all learners being assessed in the same way?’ ▪ Consider what other questions might be asked (maybe regarding course content) which shows added value to students. ▪ Integrate issues on content – to show difference to competitors offerings. Consider and agree 1 course to look at in detail at each peer review. ▪ Add questions in relation to quality for clarity and to provide clear link to MQS. ▪ Ask about the steps in place to evaluate learner feedback and action any evident items. ▪ Section 4. Consider issues associated with e-learning and LMSs. 	Passey & Tyley	Sept 14
6e:	<p>QA systems questionnaire</p> <ul style="list-style-type: none"> ▪ Hebbelynck explained that the entire CNPP organisation is currently in the process of being brought under the ISO9001 scheme (not just the Training Department as currently). New guidance is being written and implemented and he will start work on this checklist (and consider any potential impacts on the MQS) once this work had been completed. 	Hebbelynck	Apr 15

Point	Notes	Who	Deadline
7:	Course Pathways and Linkages		
7a:	Flowcharts ideas / proposals Fire Protection Systems <ul style="list-style-type: none"> ▪ The flowchart produced by Schlosser, discussed at last meeting and subsequently updated was reviewed. TC members agreed on target groups listed. ▪ It was agreed to develop a flowchart for each group of courses using the CNPP examples as a template creating two separate views; (1) as per this flowchart and (2) showing professions and recommendations for courses for each. This information could be split out of existing spreadsheets. ▪ It was suggested that such flowcharts could be added into the introductory presentation (see 6b) ▪ See also 7b below 		
7b:	Course classifications and groupings <ul style="list-style-type: none"> ▪ The table prepared by Passey following discussions at last meeting was discussed. The groupings were agreed as appropriate. ▪ With reference to 7a above it was agreed initially to create flowcharts similar to the Fire Protection Systems flowchart for discussion at the next TC meeting for the following course groups: <ul style="list-style-type: none"> ▪ Fire Safety ▪ Security ▪ Risk Management 	Schlosser Schlosser Passey	Oct 14 Oct 14 Oct 14
8:	Collaborative Working		
8a:	Qualification Standards <ul style="list-style-type: none"> ▪ Following discussion and introduction of information collated and summarised by Tyley it was agreed that the best way forward would be to 'level' CFPA-E courses against the EQF ▪ It was considered that if we were to use the EUSAFE approach (credit systems) this may allow CFPA to consider the development of overarching qualifications for, for example, 'a fire safety professional' (maybe at different levels). Work is required however to understand what would need to be done to achieve this. ▪ Zuccaro to update the information provided from Italy ▪ Other members were asked to update their submissions to the questionnaire or send their response if they haven't done so already. ▪ Hebbelynck explained that CNPP were undertaking work on levelling in reference to their laws on professional training. He will send information for review at next meeting. 	Passey & Tyley Zuccaro All Hebbelynck	Oct 14 May 14 May 14 Sept 14
8b:	EQF and EUSAFE Project <ul style="list-style-type: none"> ▪ The presentation / information provided by Zuccaro was noted and Zuccaro thanked. 		
9:	Proposals for new courses		
9a:	Systems Inspection: <ul style="list-style-type: none"> ▪ Hebbelynck and Schlosser to discuss updates to Spains proposal for presentation at next meeting. 	Hebbelynck /Schlosser	Oct 14

Point	Notes	Who	Deadline
9b:	Principles of Fire Safety Engineering <ul style="list-style-type: none"> ▪ The updated Template presented by Zuccaro was discussed and approved. Zuccaro to send updated template to Passey for distribution 	Zuccaro & Passey	May 14
9c:	Ventilation Systems Operator: <ul style="list-style-type: none"> ▪ “Smoke and Heat Exhaust Ventilation (SHEVs) systems operator” in relation to flow chart at point 6b. All to consider their involvement in this area (Finland and Sweden expressed their potential involvement). ▪ Schlosser to distribute papers and make short presentation on this item at next meeting. 	All Schlosser	Oct 14 Oct 14
9d:	Fire Intervention Team Leader <ul style="list-style-type: none"> ▪ Expressions of interest in such a course were asked for and UK, France, Italy all agreed they would be. Hebbelynck therefore requested to develop and present a proposal at the next meeting. 	Hebbelynck	Oct 14
10:	E-Learning		
10a:	Sweden LMS <ul style="list-style-type: none"> ▪ Plantin gave a presentation about their LMS and e-learning offerings. The following was noted: <ul style="list-style-type: none"> • 50,000 students expected in 2014 – a mandatory course for those working in other peoples homes and other special areas. • Use a ‘train the trainer’ concept with Fire Brigades and take a fee for each student who participates in FB course. • Includes a digital checklist to use on-site • FB’s sold 1, 2 or 3 year licences. ▪ Plantin agreed to send logins to each member of the TC so that they can review / explore. ▪ Hebbelynck explained that in France they sell training information packs which are almost totally unbranded and can be amended and updated by the purchaser. The course is for first intervention and evacuation and provided on a secure memory stick which can only be used on one computer and is updated online every 6 months. There are 50 slides and the cost is 350 Euro. ▪ The course uses flash animation includes a questionnaire but no certificates. The memory stick contains in addition a library of related legislation and journal articles etc. 	Plantin	Oct 14
11:	Recurrent items		
11a:	Presentation from existing member <ul style="list-style-type: none"> ▪ Italy (AIAS) to present at next meeting. 	Zuccaro	Oct 14
	Updates from Members Germany – Schlosser informs <ul style="list-style-type: none"> ▪ Training in 2013 went very well. ▪ Trade fairs and seminars were very successful ▪ Currently contacting Universities to engage them in a trade fair. All asked to send contact details ▪ Ran x2 Sprinkler Operator courses in Poland as a new venture. ▪ In 2015 it is intended to sell the Fire Safety Technical Cycle updated 	All	ASAP

Point	Notes	Who	Deadline
	<p>materials to students – but only those who have attended / completed the course.</p> <p>Italy – Zuccaro informs</p> <ul style="list-style-type: none"> ▪ IAIS Academy now has a new name and logo. ▪ Currently working on certification of courses <p>France – Hebbelynck informs</p> <ul style="list-style-type: none"> ▪ A lot of changes at CNPP in 2013. New CEO and Director of Training. ▪ But 2013 was a good year for training ▪ Seeing a lot of competition from Universities for Technical Cycle and CNPP have had to update materials and work hard on sales to compete. ▪ Concerns were being expressed about the number of students on courses ▪ Technical courses running very well but Management courses not so. ▪ Hebbelynck will inform the Commission on changes and performance at next meeting <p>Belgium – Verhoyen informs</p> <ul style="list-style-type: none"> ▪ Nothing currently to report <p>Spain – Rodriguez Garcia informs</p> <ul style="list-style-type: none"> ▪ Training in 2013 went very well. ▪ Running 5 free seminars (800 participants in total) supported financially by sponsorship ▪ Online training performance is improving. Very attractive to customers as it is relatively inexpensive ▪ Organising a Fire Safety Masters course with the University of Seville ▪ Producing new publications – two this year on smoke control and pipe handling seismic events – comparing 3 principal standards <p>Portugal – Ferreira informs</p> <ul style="list-style-type: none"> ▪ Started running the FS-TC in 2012 and ran 3 times successfully in 2013; in Lisbon and Porto ▪ There has been an important change in security regulations in Portugal – all companies need authorisation and trained technicians and hence will be running the S-TC ▪ In 2014 will be running two new CFPA-E courses; Business Continuity Planning and Explosion. <p>Switzerland – Wolfensberger informs</p> <ul style="list-style-type: none"> ▪ A new situation starting next year with the introduction of new fire prevention guidelines in Switzerland. ▪ This will bring 2 types of qualification for engineers via VKF (simple and complicated buildings) ▪ Swissi looking for ideas to discuss with VKF to link the FS-TC to these qualifications at one of the two levels. ▪ Will provide an update at the next meeting ▪ 2014 looks to be a good year for Training at Swissi <p>UK – Tyley informs</p> <ul style="list-style-type: none"> ▪ 2013 was another busy year and pleased to note that the training work grew both financially and in volume ▪ Have received validation from Derby University for a full BSc (hons) 	Hebbelynck	Oct 14

Point	Notes	Who	Deadline
	<p>degree enabling a student from completing the FS-MC to complete the degree in 2 years; needing to complete 3 out of 4 modules.</p> <ul style="list-style-type: none"> ▪ Working over the past 6 months to develop new training facilities and now have in place practical facilities for both fire detection and alarm system training and sprinkler system maintenance training. <p>Sweden – Plantin informs</p> <ul style="list-style-type: none"> ▪ A very good year for training in 2013 ▪ A new national fire prevention guideline was issued and hence a lot of new courses required. ▪ E-learning continues to grow well ▪ Thus year there appears to be so far a lack of course participants so working hard to improve delegate numbers ▪ Ran a very successful fire brigade conference with 650 fire fighters attending. The conference started in 2010 and continues to grow. <p>Finland – Piironen informs</p> <ul style="list-style-type: none"> ▪ 2013 was a good year for training. ▪ Ran 5 successful seminars one of which was free and open to all; 3 were road safety seminars for trainers and one on fire safety held on a boat between Helsinki and Sweden. There were over 400 participants. ▪ Ran 55 different training courses. Hot Work once again was very successful with 85000 cards awarded in addition to 32000 road safety cards. ▪ Each Road Safety course costs only 10 euros. The Hot Work cards are more expensive than this as they come with a book. ▪ The FS-TC was run once with 10 students. 		
12	Any other business		
	<ul style="list-style-type: none"> ▪ A new CEN/CENELEC standard for the minimum level of service provided by companies is being published. ▪ The implications of the standard to be considered at the next meeting. Passey to distribute a copy to all in advance. 	Passey	July 14
13:	Dates and venues of next meetings		
	<p>9-10 October 2014 – Madrid, Spain</p> <p>15-17 April, it was suggested that the meeting is held in Helsinki and we arrive on Wed evening, meet with GC on Thurs morning and then TC meets Thurs afternoon/Fri morning. To be discussed with the GC and confirmed.</p> <p>Passey expressed his thanks again and on behalf of the TC and CFPA-E to Maria João Conde, Ana Ferreira and APSEI for hosting the meeting and the wonderful arrangements.</p> <p>Passey went on to thank all members for their hard work and participation in the work of the Commission during his tenure as Chairman and to wish them continued success under Tyleys leadership who he is certain will continue the work with much enthusiasm and energy and assist greatly in moving CFPA-E TCs work in the right direction.</p> <p>Piironen went on to thank Passey for his work with the Training Commission and offer best wishes on behalf of the TC for the future.</p>		