

Training Commission meeting

Date: 12/13 October 2015

Location: FPA, Moreton in Marsh, Gloucestershire, UK

Attendees:

John Briggs - FPA

Claire Wright - FPA

Ingeborg Schlosser – VdS Schadenverhütung

Tobias Plantin – Brandskyddsforeningen (Chair)

Patrick Hebbelynck – CNPP

Ana Ferreira – Associacao Portuguesa de Seguranca Electronica

Point	Notes	Who	Deadline
1.	Welcome & opening of meeting Introductions and welcome to John Briggs to the Training Commission in place of Terence Beckett		
1a.	Host Presentation John Briggs welcomes the TC to Moreton in Marsh and outlines the schedule for the upcoming time		
2.	Approval of Agenda		
	Agenda is approved after discussion and the addition of the following items to any other business: <ul style="list-style-type: none"> • Use of CFPA Logo • Qualification for Fire Safety Engineers • CFPA Hot Works – raising the level to meet the requirements of the Nordic countries • Training in Natural Hazards • The work of the Training Commission and how this is organised 		
3.	Minutes of the last meeting		
	These are unanimously approved following: Minutes of the last meeting: 3a.Action for James Bassett 3. Revise and re-issue minutes 4d. 4e. look at the general assembly report mirna		
4.	Reporting of CFPA Europe		
	Reporting from other Commission meetings: General Assembly – thanks to all members of other Commissions. Guidelines commissions group , 2 new and 3 revised guidelines. Now holding a total of 39 guidelines. Security Commission – 6 guidelines and 8 courses Research Commission – Management committee recommended to cease the research commission Still looking for a new Director of CFPA Europe. Do we have any suggestions for applicants? Advert is now on-line. Training Commission – Sue Tyley ceased working for FPA,		



	<p>Terence Beckett proposed and elected as chair. Cyber security presentation from Germany, Insurance funding survey from Spain, Italy European Training, France fire extinguisher modelling Spain, Madrid – 18-19 May 2016 Management Committee mtg – Director. Commissions to discuss if they have something to present to General Assembly. General invitation will be issued to all. Looking for new member countries (Austria, SITP Poland Training Commission – EQF Security commission – working on guidelines and trainings. Reference to new guidelines. Business intelligence – Cyber security. Basic awareness guidelines for CFPA Europe. May be a new trainings to come. Guidelines Commission – Fire Safety Engineers Marketing Commission – improvements on website. Calendar of events. More events added send email to Mirna. News items – send news items also to Mirna (short press release) Newsletter – 6 information stories. Register to newsletter. 3-4 times a year. Sign up to receive newsletter on-line. Advertise to learners. Past Learners of CFPA Europe questionnaire to go out following course completion. Questions to be issued and sent out. Website – videos information. Any content to add to website for information purposes (training or research information) send in to website. Annual conference – discussion regarding a possible CFPA conference. Suggestion to use an event already in place to add on to. Eg. Fire Extinguisher conference add a side event for CFPA Europe. Suggest could also tie in with either Fire Sector Summit or Firex (both in London 2016)</p>		
1.	Election of new Chair		
	<p>It was proposed that John Briggs (FPA) take over as chair for the Training Commission and Tobias Plantin remain as vice chair.</p>		
2.	1. Quality		
	<p>a) First Peer review Questionnaire (teachers/lecturers – to be continuously monitored) - has not reported progress as yet. Move item forward to next meeting. Portugal, Spain and Sweden to feedback next meeting on their experience of using the questionnaire and peer review experience. Technical Cycle</p>		
	<p>b) Documents – and the version control of documents was raised as it was not clear which version was the most recent. Version control at minimum should include a</p>		



	numbering system for documentation from now on		
	<p>c) EQF – defining a European standard. The piece of work commissioned for Sue Tyley to research and complete the report. The proposal was discussed, 2 stages – a) define and determine the levels b)map training. It was proposed that the project begin with a small sample of courses</p> <ul style="list-style-type: none">- Hot Works- Sprinkler operator- Fire safety Technical cycle- Fire Safety Management Cycle- Explosion Protection Manager-Explosion Protection Officer (Prevention and protection in places where explosive atmospheres may occur) <p>J Briggs – to contact Tyley to report back on her proposal and commission Stage 1 for the above 6 courses. Timeframe for report back to be April 2016 at the next Training Commission. Briggs to head the working group to field questions to the group from Tyley and report back.</p>		
6.	Course pathways and linkages		
	<p>Action: Schlosser Risk Management flow chart to go to Marketing Commission Fire Protection systems – flow chart to go to Marketing Commission Security – to come Schlosser Fire Safety – to come Schlosser Looking for linkages and also gaps Course groupings documents and flow charts.</p> <p>Discussion for next meeting with all documents distributed electronically (with version control Briggs) – how best to present these documents for the CFPA Eur website?</p>		
7.	Proposals of new courses		
	<p>a) How do we get new courses published earlier than once a year. The matrix on the website can be updated throughout the year: add a) Ventilation systems operator Schlosser to update matrix, distribute to TC members to validate before publishing on website. 'News item' for website to be written by Briggs – new courses update.</p> <p>b) Fire Safety Systems Intermediate level proposal – Spain and Italy proposed new course. A third country required to put the course forward. No feedback was available from any country.</p>		



	Move forward to next meeting c) Fire Intervention team leader – report. Hebbelynck running this course, request from France. Schlosser and Plantin not interested in running this course. Hebbelynck to distribute course content template to Briggs and Plantin. Move forward to discussion for next meeting.		
8.	Property Risk Management – carried forward to next meeting		
8a)	Draft Standard for Fire safety and security systems – all installers/service engineers need a EQF level 5 qualification. Part of the bigger project of defining the EQF levels and a common standard across the board. Need to define different installer courses. This was to be looked at in April meeting in the context of the Sue Tyley report on benchmarking.		
9.	a) E-learning – videos can be sent to Mirna for upload. Some learning content to be shared on CFPA Eur website. Mirna to distribute parameters for Size of file, format, duration etc.		
	b) all training commission countries to send in list of available videos to J Briggs, include information on date, length, language and contact for copyright or freely available. List to be shared with Training Commission members.		
	Image and Video bank - Objectives to coordinate future projects in production to pool resources across TC members.		
11.	Recurrent Items Presentation from Schlosser moved to next meeting when more members present		
12.	any other business		
12a)	Can the training commission provide data on areas of expertise represented in each member company. Schossler to send list round to collect.		
12b)	Hot Work – Do we need to raise the standard of Europe wide CFPA Hot Work course to meet the standard of the Nordic countries to be recognised throughout Europe. Regulations within Nordic countries differ slightly – although recognised, these are not the same licence although moving to achieve that in 2020. Training organisation can be verified through Training Commission. What is the possibility of running courses to the same standard? 1. France – insurance companies acknowledge damage limitation		



	<p>2. UK – same 3. Germany – same – will support but will not mandate</p> <p>Could we publicise more readily the Hot Work is recognised across European countries but not the Nordic countries? This will require further training/examination. Schlosser/Briggs to write article to publicise the Nordic scheme more widely in European publication with the aim to seek opinion from Insurers. Plantin to take back to insurers in Sweden to discuss.</p>		
12c)	<p>Use of CFPA Eur Logo – graduates of CFPA Europe entitled to use log on business cards, CV etc. terms and conditions of use to be uploaded to CFPA Eur website. Glenn to produce new 2016 version of the logo. Briggs to send to Mirna for website.</p>		
12d)	<p>Training for Natural Hazards for insurers – Germany first course of 2 days duration to be run 2015. Covers Flood, Snow, Storm and Hail, Landslide, Forest Fires. Data gathering</p> <p>CFPA Risk Management of Natural Hazards – 5 day course already exists as an approved course (risk management for local authorities, insurance companies forest fires, water flow). Need to establish amongst members which country still runs this course? Member countries who have the course invited to share course content and feedback with TC for next meeting to determine the level of interest. There was interest from the member countries at the meeting. Schlosser and Patrick to coordinate regarding the short courses already run. Contact Spain and Portugal on the long 5 day course. And report back.</p>		
12e)	<p>Qualification for Fire Safety Engineers There is no European qualification for Fire Engineers. Guideline committee/Management committee to look at a European wide recognised approval for certification of FS Engineer. Guideline Committee to write certification scheme to include CFPA Eur courses. 1st draft of certification scheme approved by committee. Need to define qualification entry level ie. Points level attributed to qualifications and experience. Draft document to be circulated to training commission prior to next meeting. Working group established in previous meeting, Spain, France, UK (Briggs to take place of Beckett), Germany and Switzerland. Report back at next meeting.</p>		
12f)	<p>Existing Courses - review Review cycle for the course specification of already established courses. Country proposing document to provide the background</p>		



	<p>motivation documentation for the course. Agreed it would be helpful to provide TC documentation to improve background information and content with a view to provide standardisation as far as is possible within the confines of the local legislative requirements.</p> <p>New courses - 3 member countries to provide course outline and specification to enable another country to deliver the programme.</p> <p>Propose to review courses along with the project undertaken by Sue Tyley for EQF.</p> <p>Schlosser to work on template for background information to review courses. To share with Plantin and Wright. First course – Sprinkler Operator course.</p> <p>Hebbelynck to research original documentation for Technical Cycle to report back at next meeting.</p>		
	<p>11. Next Meeting 4-5 April 2016 – CNPP France 11-12 October 2016 - Cologne</p>		