



Assessor Assessment Guide Unit Standard 3291 Lead a vegetation fire crew (Level 4, Credit 4, Version 3)

In order to achieve competency in this unit standard a candidate must display an understanding of the knowledge components by completing an oral or written assessment and practically demonstrate knowledge of incident management for leading a vegetation fire crew, explain crew mobilisation procedures, implement assigned work, allocate tasks to crew members, lead and supervise a crew, and complete recording and reporting requirements.

This assessment may take place at a real fire or at a simulated practical event (field exercise) where the candidate is performing the role of a crew leader.

The assessor may elect to question candidates during completion of the practical assessment to ensure theoretical knowledge can be applied during practice. This technique also provides the assessor with reinforcement that knowledge has been retained.

Where a candidate is being assessed on the basis of a RCC process, evidence must be produced that indicates a candidate has successfully lead and supervised a vegetation fire crew within the incident command structure, to perform assigned tasks and allocated tasks to crew members, monitored their welfare and safety, and completed recording and reporting procedures.

At this level the candidate is expected to demonstrate efficient application of operational leadership, knowledge of a range of procedures, be able to work with autonomy and be responsible for the quality of the result, safety of those under their control and the ability to keep fire management and supervisors informed about the fire situation and progress towards suppression.

Assessors may use this guide to record evidence of a candidates overall performance but should be aware that this may not, on its own be an adequate record for moderation purposes without appropriate notes or appendices. Notes should include a summary of the process used and a statement about the quality of the candidate's performance.

ASSESSORS SHOULD ALWAYS REVIEW THE REQUIREMENTS CONTAINED IN THE UNIT STANDARD DOCUMENT PRIOR TO CONDUCTING ASSESSMENTS

For this unit the following resources are available from FRSITO to assist Learners, Instructors and Assessors:

- A Student note
- Workplace SOPs / Fire Plan
- Assessor Assessment Guide
- Learner Assessment Guide

Assessors General Notes:

Candidate is recommended to gain Unit Standard 14564, *demonstrate knowledge of the fire environment on vegetation fire behaviour*, before attempting this unit standard.

A crew leader must be capable of performing all the roles and functions of a rural fire fighter.

Check practice notes to ensure any additional criteria are considered.

http://www.frsito.org.nz/assessors/resources/Practice_notes.html

Assessor Name	_____	Assessor No.	_____
Candidate Name	_____	NZQA No.	_____
Date of Assessment	_____	Final Result	_____

Level Descriptor

Level	Process	Employing	Responsibility
4	Carrying out processes that: <ul style="list-style-type: none"> • Require a wide range of scholastic skills • Offer a considerable choice of procedures • Are employed in a variety of familiar and unfamiliar contexts 	Employing: <ul style="list-style-type: none"> • A broad knowledge base incorporating some theoretical concepts • Analytical interpretation of information • Informed judgement • A range of sometimes innovative responses to concrete but often unfamiliar problems 	Applied: <ul style="list-style-type: none"> • In directed activity • Under broad guidance and evaluation • With complete responsibility for the quantity and quality of output • With possible responsibility for the quantity and quality of the output of others

	Information or actions that may provide support for competency	
General	Has the candidate: <ul style="list-style-type: none"> <input type="checkbox"/> Satisfactorily completed an oral or written on course or post knowledge assessment? <input type="checkbox"/> Satisfactorily completed a pre course self test? <input type="checkbox"/> Completed Unit Standard 14564? <input type="checkbox"/> Satisfactorily completed simulation exercises? <input type="checkbox"/> Attend a course covering the Unit Standard subject matter? <input type="checkbox"/> Provided proof of experience through records? <input type="checkbox"/> Practically demonstrated in a practical scenario? <input type="checkbox"/> Other (please list)? <hr/> <hr/>	Assessor Notes:

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
1	Demonstrate knowledge of incident ground management for leading a crew at a vegetation fire.		
1.1	<p>Candidate must explain requirements for maintaining health and safety requirements in accordance with the primary references.</p> <p>Range:</p> <ul style="list-style-type: none"> <input type="checkbox"/> personnel welfare <input type="checkbox"/> personnel safety <input type="checkbox"/> LACES <p>Consider the following:</p> <ul style="list-style-type: none"> • PPE • hydration • heat stress • hypothermia <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Satisfy the requirements of the range? <p>Assessor notes:</p>	Health and safety requirements explained.	
1.2	<p>Candidate must explain the command structure for managing vegetation fires, including the changes in structure from crew leader upward on an escalating incident.</p> <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain command structures or draw diagram to show that Crew Leader is responsible to, e.g. Sector Supervisor, Ops Manager, IC? <p>Assessor notes:</p>	Crew Leaders reporting lines identified for different levels of incidents.	

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1.3	<p>Candidate must explain requirements before implementing suppression action.</p> <p>Range:</p> <ul style="list-style-type: none"> <input type="checkbox"/> situation briefing <input type="checkbox"/> crew requirements <input type="checkbox"/> communications <input type="checkbox"/> Fire Authority's response requirements <input type="checkbox"/> situation reports <p>Consider the following:</p> <ul style="list-style-type: none"> • Did the candidate give crew a briefing about the situation • Ensured crew have PPE • Supplies of drinking water / food, and individuals are tasked within their individual levels of competence and fitness • Understand the communications plan • Candidate will explain Fire Authority response and situation reporting requirements • Situation reports should be demonstrated during the practical assessment exercise <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain or demonstrate pre-suppression requirements? <p>Assessor notes:</p>	Requirements explained or demonstrated.	

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1.4	<p>Candidate must describe the requirements for safe travel to incidents in accordance with the primary references.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> • The selection of route • Driver familiar with area • Compliance with law • Consideration of driver fatigue <p>Did the candidate:</p> <p><input type="checkbox"/> Explain requirements for safe travel to incident?</p> <p>Assessor notes:</p>	Safe travel requirements described.	

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2	Explain crew mobilisation procedures in the event of a vegetation fire.		
2.1	<p>Candidate must explain general expectations of a crew leader when directed to mobilise a crew.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> • confirming situation • assembling crew and equipment • determining urgency of response • determining method of transport, route, and communication en route to the fire • briefing crew before departure <p>Did the candidate:</p> <p><input type="checkbox"/> Describe general expectations of a crew leader?</p> <p>Assessor notes:</p>	General expectations described.	

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2.2	<p>Candidate must explain what he/she is required to do by own organisation's SOPs / fire plan when mobilising crews to fires.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> • checking levels of pre-determined response as determined by the fire danger rating • specific numbers of crew and types of equipment • dispatch of initial attack contractors working in area nearest fire <p>Did the candidate:</p> <p><input type="checkbox"/> Describe crew leaders' actions required by SOPs or fire plan?</p> <p>Assessor notes:</p>	SOP or fire plan requirements described.	

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3	Implement assigned work, and allocate tasks at a vegetation fire.		
3.1	<p>Candidate must identify hazards to fire personnel and on the site. Appropriate action is taken to eliminate, isolate, or minimise the hazards or risk to personnel from hazards (safe person concept).</p> <p>Range:</p> <ul style="list-style-type: none"> <input type="checkbox"/> fire personnel <input type="checkbox"/> site hazards <p>Consider the following:</p> <ul style="list-style-type: none"> • Crews must be given a safety briefing before commencing work • Controls implemented for hazards where possible <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify all hazards? <input type="checkbox"/> Implement controls to eliminate, isolate, minimise? <input type="checkbox"/> Brief crews about hazards? <p>Assessor notes:</p>	<p>Hazards identified and controls implemented.</p> <p>Briefing given correctly.</p>	

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3.2	<p>Candidate must size up the job and allocate tasks to crew to make best use of resources in accordance with the incident action plan.</p> <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Size-up job? <input type="checkbox"/> Allocate tasks? <input type="checkbox"/> Meet IAP requirements? <p>Assessor notes:</p>	Task sized-up and tasks allocated to meet requirement of IAP.	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
4	Lead, direct and supervise crew at a vegetation fire.		
4.1	<p>Candidate must supervise crew at work by delegating tasks, monitoring safety and welfare of crew members, maintaining communications within the crew and to line supervisors, and keeping control of the crew.</p> <p>Range:</p> <ul style="list-style-type: none"> <input type="checkbox"/> crew safety and welfare <input type="checkbox"/> communications <input type="checkbox"/> situation control <input type="checkbox"/> delegation of tasks <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supervise and direct crew? <input type="checkbox"/> Monitor safety and welfare? <input type="checkbox"/> Maintain communications? <input type="checkbox"/> Retain control of crew and situation? <p>Assessor notes:</p>	Crew supervised to carry out assigned work safely.	

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4.2	<p>Candidate must deploy resources as required by situation and ensures their recovery when no longer in use. Includes redeployment as required.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Deploy and recover resources when finished?</p> <p>Assessor notes:</p>	<p>Resources used correctly and returned when finished.</p>	
4.3	<p>Candidate must communicate regular situation reports covering fire behaviour, crew performance, fire suppression action.</p> <p>Range:</p> <p><input type="checkbox"/> fire behaviour <input type="checkbox"/> crew performance <input type="checkbox"/> fire suppression action</p> <p>Consider the following:</p> <ul style="list-style-type: none"> • Reports on progress (gaining or losing ground to fire spread) • Safety and welfare issues should be given as appropriate to the fire or simulation <p>Did the candidate:</p> <p><input type="checkbox"/> Communicate regular situation reports as required?</p> <p>Assessor notes:</p>	<p>A minimum of one situation report relayed correctly.</p>	

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5	Complete recording and reporting procedures following a vegetation fire.		
5.1	<p>Candidate must collect relevant information to enable completion of reports required by organisation.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> • fire cause information • fire size • damage done • resource use • losses or damage to fire resources • injuries • accidents • information for NRFA return <p>Did the candidate:</p> <p><input type="checkbox"/> Collect sufficient and relevant information?</p> <p>Assessor notes:</p>	Relevant Information gathered to meet requirements.	
5.2	<p>Candidate must complete reporting as required by organisation or fire authority.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> • Fire Service reporting system • NRFA annual return statistics • fire investigation report • pump logs • time sheets • vehicle running sheets etc <p>Did the candidate:</p> <p><input type="checkbox"/> Complete all reporting requirements expected of a crew leader within organisation's policy?</p> <p>Assessor notes:</p>	Reports completed relevant to candidate's normal role in organisation.	