

EMERGENCY MANAGEMENT | LEARNING & DEVELOPMENT

Overview of the EM Learning & Development program (EMtrain)

January 2018

The emergency management (EM) learning and development program, EMTrain, provides training and exercises for all NSW Department of Primary Industries (DPI) personnel and assisting organisations when responding to biosecurity emergencies and where agriculture or animals are affected in natural disasters and other emergencies.

The program is being transformed to incorporate online and face-to-face training with experience gained through practical exercises and participation in actual responses. It utilises training from DPI and other emergency response agencies to build on personnel's substantive technical knowledge and experience. This will ensure there are trained personnel to perform a range of roles in responses.

Courses cover all hazards, however specialist courses are available or will be available for specific hazard types and skills.

Access to all courses and exercises will be available through EMTrain.

Training levels

Training has been grouped into four main levels.

- Foundation
- Responders
- Supervisors (crew leaders and group leaders)
- Command and Management

Further information on these levels is available in the information sheet [Training Levels](#).

Roles and course sets

Within each level there are a number of roles that are performed in an emergency response. These roles may include specialist roles eg Liaison Officer, leadership roles eg Controller, supervisory roles eg Team Leader or those which utilise substantive employment skills eg media or finance.

There are minimum course sets required to be completed in order to perform each role. Anyone can complete training at the Foundation level. Individuals wishing to complete further training above the Foundational level will need to work with their manager to be assigned up to three roles within the training level.

Further information on course sets is available from [EM course matrix](#) and [Emergency response roles and responsibilities](#).

Further information on approving personnel to levels is available in [L&D Frequently Asked Questions](#).

Foundation level

All personnel involved in emergencies or who need an understanding of DPI's role in Emergency management will need to complete two online courses.

1. *Emergency Management Overview* provides information about emergency management arrangements in NSW and is available now online through the NSW Office of Emergency Management. Information on completing this course is available in the course information sheet [Emergency Management Overview](#).
2. *Working in Agricultural Emergencies* provides information about NSW DPI's responsibilities in emergencies, supporting organisations and the tasks that are carried out in an emergency.

Any personnel who are likely to participate in an emergency response should also complete the following online courses.

1. *Induction into DPI Emergency Response* provides information that is required to successfully work in a response.
2. *Information and Communications Management* provides information about how information is acquired, stored, used and disseminated. It also covers who and how we need to communicate with in a response.

Incident Management Team training

For personnel allocated to an IMT role within the Command and Management level, training will be conducted by emergency response agencies outside DPI. This includes courses available through the NSW Rural Fire Service or Australian Maritime Safety Authority. Personnel attending this training will nominate and be prioritised to ensure key positions are being filled. EMtrain contains information on these courses. Courses are scheduled as they become available.

Operational training

A number of courses will be provided for operational personnel covering biosecurity and other response operations at the responder and supervisor (team leader and group leader) levels. These courses will be available in 2018/2019.

Just in time training

Brief training prior to entry on a specific response will be provided. This is likely to include site inductions, and hazard/response specific information.

Exercises

Exercises will form a critical component of the L&D program by providing practical knowledge and contextualisation to specific emergency hazards. In some cases, assessment during exercises will be required to complete course competencies.

An exercise library will be hosted on EMtrain which will hold exercise packages and information on how to conduct and evaluate exercises. EMtrain will also host exercises for administration and recording participation.

Recognised Prior Learning/ Workplace Assessment

As NSW DPI's Registered Training Organisation (RTO), Tocal College will provide competency based recognised prior learning or workplace assessment services.

Qualifications

The full Certificate III in Public Safety (Biosecurity Response Operations), Certificate IV in Public Safety (Biosecurity Response Leadership), and the Diploma of Public Safety (Biosecurity Response Management) is not the main focus of DPI's emergency management training program. Smaller 'sets' of courses and competencies are being delivered instead. However, personnel may use competency units they have gained through emergency management training and their substantive role to apply for a qualification through Tocal College. It will be the trainee's responsibility to coordinate this process.

More information

Emergency Management Unit, emergency.preparedness@dpi.nsw.gov.au

For updates go to <https://www.dpi.nsw.gov.au/climate-and-emergencies/emergency/management/training>

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