

## General Course Information

### Confirmation of Attendance

Links to all forms and documents required are provided at the end of this document.

As soon as you receive notification of your course from DFTDC you must confirm your attendance (within 14 days) by completing the Course Acknowledgement Form (DFRS Form 222) and returning it to the Course Admin Support.

Where MT Transport from airheads is required, the forms below are to be completed and submitted to DFTDC MT Control on 95236 6397 (mil) or 01843 821819 (civ).

Duty MT movement request Airhead - Arrival (arrival) and

Duty MT movement request Airhead - Departure (departure)

Students are reminded that all flights are to be booked in conjunction with MT pick up times. Failure to confirm your attendance within 14 days will result in your place being offered to another student and your Area Office being informed that you have declined the course.

### Pre-Course Preparation

Training courses are expensive to run and most people do not want to be away from home for any longer than is absolutely necessary. Formal training time can be reduced where you arrive with a certain level of knowledge. Consequently a number of courses have pre-course packages which must be completed prior to your attendance. If you have not completed the pre-course study and are therefore not suitably prepared for the course you may be withdrawn and returned to your station. Information on pre-course study is contained within the relevant course information sections of this site, which you should refer to as appropriate.

### Medical Requirements

If you are attending a course which involves any form of physical (operational) training you must be medically in date throughout the course.

### Defence Fire and Rescue Service and Contract Fire Service Personnel

Prior to attending a course you must have:

- a. Undergone a medical and found to be fully fit for fire and rescue duties; in accordance with Chapter 3 of Human Resources and Development Directive Number 08/06 (Medical Standards for Civilian Fire and Rescue Personnel employed on the MOD Estate), and
- b. Certify (by completing DFRS Form 210 - Statement of Recent Health Circumstances) that in the period since your last medical and the start of the course you have not suffered any illness or injury that may affect your ability to carry out fire and rescue duties.

Once you have completed the Statement of Recent Health Circumstances Form you must hand it to your Fire Station Manager for counter signature. You must then bring the form with you to DFTDC and hand it to your course instructor on the first day of your course. Failure to bring the form with you will result in you being prevented from undertaking any practical training until the form is received and may result in you being withdrawn from the course and returned to your station.

Where you cannot meet either (a) or (b) above you must inform your Fire Station Manager immediately who will refer you to the Occupational Health Department. Should you subsequently not be able to attend the course for medical reasons you must inform the Training Resources Officer as soon as possible.

### Military Personnel

By being on operational duties on your home unit you are deemed fit to attend DFTDC for training, however, if you are returning to operational duties from a period of being medically down-graded you must bring a valid medical certificate stating "fit for operational duties/training", which must be valid for the duration of your course, with you and present it to your course instructor on the first day of your course.

### Forms

Copies of the Statement of Recent Health Circumstances (DFRS Form 210) and the Operational Fitness Assessment Report (DFRS Form 211) are included on this site.

Both forms may be completed electronically (see note) or by hand.

**Note:** Where it is necessary to delete an item this must be done by hand.

## Driving

If you are attending an operational course (other than Recruit Firefighter) you may be required to drive fire appliances for which you are qualified. You must therefore bring your civilian driving licence with you. As military driving permits are no longer issued by all stations and to simplify the procedures once at DFTDC your driving authorisation can be largely completed before you attend your course.

You should complete the Training Course Driving Authorisation Form (DF&RS Form 221) and take it to your MT Section for confirmation of entitlement before bringing it with you and handing it to your course instructor on the first day of the course.

The relevant part of Military Driving Regulations (JSP800) and the DFTDC MT Orders must be read and adhered to.

**Note:** Personnel are to ensure that their Unit MTO (or equivalent) has **stamped** Form 221 in the correct box with their unit stamp.

## Leave

Courses contain no provision for leave to be taken. Should you require leave for unforeseen urgent reasons you must contact your course instructor immediately. However, you must be aware that the granting of leave in such cases will almost certainly involve your withdrawal from training.

## Reporting for Your Course

You must report to the main Training School Building (DFTDC HQ) no later than 0815 on the first day of your course, unless you have been directed otherwise. The course allocation board, which is situated just inside the main entrance (at the bottom of the stairs) will show you which Classroom your course is in.

Recruit Courses allow for Public/Privilege Holidays and any necessary travelling days.

Other courses (excluding those of less than a week's duration) are programmed to avoid Public/Privilege Holidays.

## Personal Protective Equipment

All students are to bring their own Bristol Uniform PPE. Personnel who are travelling by air to attend courses at DFTDC can make use of PPE from DFTDC Clothing Stores (ext 6270). However due to a limited supply of sizes in stock, you are required to liaise with Clothing Stores at DFTDC as soon as possible. Requests for PPE with sizes (boots, tunic, trousers, helmet), name, course attending, and start date of course of the trainee are to be sent to [DFRMO-DFTDC-LSFCthgGrp@mod.uk](mailto:DFRMO-DFTDC-LSFCthgGrp@mod.uk) at the earliest opportunity. **Note: Trainees are to bring their own Bristol Uniform Flash Hoods and Gloves.**

Females, please note DFTDC do **NOT** hold any spare female PPE.

To reduce the possibility of RTU in the event of damage to prime **female** PPE, it may possibly be worth female students also bringing their SRS PPE from their unit, which may require the parent unit to request additional baggage allowance.

Personal Protective Equipment (PPE) Requirements are linked further down the webpage.

## Forms and Document Links

Location, Travel and Forms are linked further down on the webpage.