

NOVA SCOTIA FIREFIGHTERS SCHOOL



Pre-Employment Certified
Level 1 & 2 Firefighter
Training



Pre-Employment Training Program

Certified Level 1 & 2 Firefighter

INFORMATION PACKAGE

Nova Scotia Firefighters School 48 Powder Mill Rd., Waverley, NS, B2R 1E9
Telephone: (902)861-3823 or (866) 861-3823 Fax: (902) 399-3473

Dear Student,

The Nova Scotia Firefighters School (NSFS) is pleased to present Pre-Employment training for those interested in a fire service career.

The Firefighter Pre-Employment Training Program is registered with the Nova Scotia Private Career College (NSPCC) under the name "Certified Level 1 & 2 Firefighter" and follows the NSPCC Regulations Act.

Upon successful completion of the program, you will receive National Fire Protection Association (NFPA) 1001 Level 1 & 2 Firefighter certification from the Nova Scotia Fire Service Professional Qualifications Board (NSFSQB). This certification meets the minimum requirements to apply for a career firefighter position.

Included in this information package is an "Assessing Your Aptitude to Become a Firefighter" questionnaire to help you determine if this is the career choice for you. It is for your information only and should not be included with your application to the program.

You will also find a summary of steps in the admission/screening process, a description of the Pre-Employment Training Program, tuition requirements, NSFS testing policy, code of conduct and performance expectations.

Take time to read this document carefully. If you have any questions please contact NSFS Pre-Employment Registrar at (902) 861-3823 or 1-(866) 861-3823.

Yours truly,

*John Cunningham
Executive Director
Nova Scotia Firefighters School*

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Who is suited for a career as a Firefighter?

Firefighting is not just a job. It is a demanding career that carries considerable responsibility in the preservation of life, property and environment.

Like most careers, Firefighter's duties, training and responsibilities evolve with changing technology and diverse public needs. Fire service response includes hazardous materials incidents, specialized rescue calls, medical aid, marine emergencies, motor vehicle accidents and a wide variety of assistance to the public.

Non-emergency duties for Firefighters include continual training and upgrading of firefighting skills. Addition emphasis is placed on public education programs, community interaction and commercial, residential and industrial inspections. Other duties revolve around the maintenance of fire stations, vehicles and equipment. Importance is also placed on computer skills as new technology is making its way into Fire Service Vehicles making response time to calls faster.

The Firefighter's job is dynamic! New equipment, techniques and changing needs of the profession demand a highly adaptable person who is prepared to pursue ongoing education. A Firefighter must accept new concepts and challenges while maintaining a diverse set of basic skills.

Assessing your aptitude to become a Firefighter

Before you complete the Student Admission Application, take a moment to answer the following questions. You should answer "YES" to all but number 7 to determine whether or not you have the aptitude to become a Firefighter.

This questionnaire is for your information only and should not be forwarded with your application

1. Are you legally entitled to work in Canada?
2. Do you possess a valid Class 5n (as a minimum) Driver's License or equivalent?
3. Do you have a safe driving record with less than four points?
More than four points in the last three years may be considered excessive
4. Are you physically fit and do you maintain a healthy life style?
5. Do you have 20/30 visual acuity in each eye, unaided as determined by an optometrist or ophthalmologist?
6. Do you have colour vision safe for the position of Firefighting?
(As determined by Ishihara screening and additional colour vision tests as required such as Fahrnsworth D-15 (saturated and unsaturated), Dvorine PIC, Dvorine NOM, Fahrnsworth Munsell100 Hue Test and the Lantern Test)

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Assessing your aptitude to become a Firefighter *(continued)*

7. Have you ever been convicted of a criminal offense that would exclude you from being in a position of trust for which a pardon has not been granted?
8. Do you have a current and valid Standard First Aid and CPR C Certificate?
9. Do you have good listening skills and an ability to extract and understand information in oral communication?
10. Can you communicate effectively orally and in writing?
11. Are you willing to comply with instructions, directions and orders given by officers?
12. Are you comfortable in confined spaces?
13. Are you willing to work cooperatively with others as part of a team effort, supporting, encouraging and helping fellow team members competently and safely?
14. Are you comfortable with heights?
15. Are you willing to work in dangerous and unpleasant situations, take calculated risks to help others in need and continue working despite physical discomfort?
16. In the face of uncertainty can you make necessary decisions?
17. Do you have the self-confidence to be assertive when the situation demands?
18. Are you able to deal with stressful situations in a calm and constructive way?
19. Do you consider yourself tolerant towards others?
20. Are you comfortable with people from different cultures and backgrounds?
21. Are you comfortable with interpersonal situations and establishing rapport with others?
22. Do you try your personal best in carrying out a task?
23. Do you try to assess your strengths and weaknesses objectively and then attempt to educate or improve yourself?
24. Do you behave in an ethical manner, being straight forward and honest with others?
25. Are you currently active in contributing in some way to your community?
26. Are you willing to adapt to change?
27. Are you willing to attend courses and continually learn?

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Admission Requirements

Applicant must meet *all* required qualifications in order to be considered for admission into the Pre-Employment Training Program. It is the responsibility of the student to ensure they meet all required qualifications and provide documentation if requested by NSFS.

Students not offered a seat on the applied class may submit an application for subsequent classes.

A. REQUIRED QUALIFICATIONS

- Legal entitlement to work in Canada
- Proof of Grade 12 or equivalent
- Proof of a valid class 5n (as a minimum) driver's license and a driver's abstract that demonstrates responsible and safe driving behaviour. More than four points in the last three years may be considered excessive
- Proof of current Standard First Aid & CPR Level C Certificate (within the last 12 months)
- Criminal background check with no conviction for a criminal offence (within the last 3 months)
- 20/30 visual acuity corrected vision in each eye. Colour and peripheral vision safe for the position of Firefighter. (Colour Vision Safe as determined by Ishihara, Fahrnsworth, Dvorine and Colour lantern tests (Colour lens not permitted))
- Normal unaided hearing – hearing thresholds no greater than 40 decibels in each ear at 500Hz, 1000 Hz and 2000 Hz and no significant loss in higher frequencies
- Physically fit for position of Firefighter
- Is and remains to be a non-smoker

B. OTHER NON-MANDATORY ASSETS

- One year post-secondary education – academic, technical or trades
- Work experience related to Firefighter selection criteria and job duties

For example:

- ✓ *House building elates to criteria of building construction knowledge*
- ✓ *Truck driving relates to criteria of driving skills*
- ✓ *First aid, nursing, paramedical experience relates to Firefighter job duties*
- ✓ *Volunteer at a fire department*
- ✓ *Knowledge of different cultures*
- ✓ *Fluency in languages other than English*

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Admission

STEP 1:

STUDENT APPLICATION AND INFORMATION PACKAGE

The Student Application and Information Package can be picked up from NSFS at 48 Powder Mill Road, Waverley, Monday to Friday 0800 – 1630hr.

Outside the Halifax Regional Municipality call 1-866-861-3823 or go to www.nsfns.ca

STEP 2

APPLICATION SUBMISSION

Completed Applications should be returned to NSFS by the application deadline. Included with the application should be

- Photocopy of grade 12, GED, or equivalent diploma or transcripts
- Photocopy of Standard First Aid and Level “C” CPR certificates
- Photocopy of driver’s license (front and back)
- Current driver’s abstract
- Current criminal records check including vulnerable sector
- WHMIS
- Resume

We request the application:

- To be submitted on plain white 8 ½ x 11 paper
- Not stapled
- No laminated documents

Screening Process

To be considered for the Pre-Employment Training Program candidates must successfully complete the following (There is a \$300.00 non-refundable administration fee):

- *Physical Fitness Test* – Candidates will be asked to complete a physical fitness test. Activities include push-ups, sit-ups and planking;
- *Phobia Tests* - Candidates will be asked to navigate through a maze and climb a ladder;
- *Medical Examination* – Students who answer **YES** to any questions on the **Physical Activity Readiness Questionnaire** found in the Application will be required to complete a medical examination before admission to the program. The medical forms and details regarding the medical examination will be provided to those students selected to continue through the process. To obtain a position in the fire service a more comprehensive occupational medical examination may be required;

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Screening Process (CONTINUED)

- ***Qualifying interview*** – All candidates screened shall complete a pre-qualifying interview process. This interview is to determine the candidate's suitability to meet the requirements of the position of trust as a Firefighter. The candidate's integrity, honesty and life style choices will be explored;
- ***Recruit Selection*** – A selection committee from the NSFS will review all applications and select candidates.

***ALL DECISIONS FOR THE SELECTION OF CANDIDATES BY THIS COMMITTEE
ARE FINAL***

The NSFS will notify the successful applicants of admission to the program.

The NSFS will notify unsuccessful applicants. Unsuccessful applicants will be required to go through the Admission/Screening Process again if they wish to make application to a subsequent program.

***ACCEPTANCE TO THE PRE-EMPLOYMENT PROGRAM SHOULD NOT BE CONSIDERED A
GUARANTEE FOR FUTURE EMPLOYMENT***

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Description of the Pre-Employment Training Program

The Pre-Employment Training Program is 22 weeks; 16 weeks of in class study and 6 weeks of non-paid on the job training. Students attend class 0800 to 1700 hrs, Monday to Friday.

Work terms are offered through the following Fire Departments:

- ✓ Halifax Regional Fire and Emergency
- ✓ DND Dockyard Fire Department
- ✓ Sydney Fire Department
- ✓ Moncton Fire Department
- ✓ Fredericton Fire Department
- ✓ Saint John Fire Department
- ✓ Riverview Fire Department
- ✓ Dieppe Fire Department

The purpose of the program is to prepare individuals to apply for positions in the fire service. As part of that preparation, students will be trained in all aspects of the NFPA 1001 Standard (Level I and II Firefighter), Hazardous Material's Response Operations and Medical First Responder including Automatic External Defibrillators and Spinal Management.

Students will learn through lectures and practice drills on the following subjects:

<i>Fire Department Organization</i>	<i>Loss Control</i>
<i>Fire Behaviour</i>	<i>Building Construction</i>
<i>Portable Extinguishers</i>	<i>Fire Origin and Cause Determination</i>
<i>Firefighter Personal Protection Equipment</i>	<i>Fire and Life Safety Initiatives</i>
<i>Ropes, Webbing and Knots</i>	<i>Firefighter Safety and Health</i>
<i>Structural Search, Victim Removal and Firefighter Survival</i>	<i>Scene lighting, Rescue Tools, Vehicle Extrication and Technical Rescue</i>
<i>Forcible Entry</i>	<i>Medical First Responder</i>
<i>Tactical Ventilations</i>	<i>Automatic External Defibrillators</i>
<i>Ground Ladders</i>	<i>Spinal Management</i>
<i>Water supply</i>	<i>Hazardous Materials Response Awareness</i>
<i>Fire Streams</i>	<i>Hazardous Materials Response Operations</i>
<i>Fire Hose</i>	<i>Human Relations</i>
<i>Fire Control</i>	<i>Interpersonal Behaviour</i>
<i>Fire Protection Systems</i>	<i>Preparing for the Workforce</i>

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Tuition Requirements

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First Tuition Payment		First day of class
Second Tuition Payment		73 days from first day
Total hours of instruction		616
Total days of Instruction		77
Total days of work-term		42
Fees		
Administration	\$300.00	<i>NON REFUNDABLE</i>
Tuition	\$10,300	
Course Textbooks	\$450.00	
Equipment	\$950.00	
Total Cost to Student	\$12,000.00	

Payment Schedule

- Candidates selected for interviews will be required to pay the \$300.00 **non-refundable** Administration Fee at the time of the scheduled interview. **Payment can be made via Debit, Certified Cheque or Money Order.** The school does **NOT** accept credit card, personal cheques or cash.
- Upon acceptance to the program the payment of \$5850.00 must be received by the school before the end of the first day of class. Without this payment your seat on the program will be terminated.
- On the first day of the 11th week of the program, the remaining balance must be received by the school. Without this payment your seat on the course will be terminated.
- Payment must be paid by **Certified Cheque, Money Order or Debit.** The school does **NOT** accept credit card, personal cheques or cash.

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Recruit Testing Policy

Tests and measurements are a necessary element of the learning process. Prior to graduation from the Recruit Academy, these standards must be successfully completed:

- Academic Exams
 - Practical Skill Evaluations
 - Physical Fitness and Performance Tests
 - Medical First Responder
 - *NFPA 472 Hazardous Material Certification*
 - NFPA Firefighter I and II Certification Tests
-
- **ACADEMIC (WRITTEN) EXAMS:** A 30 question multiple choice exam shall be written on each chapter lesson. Students will be given a two-week grace period at the start of the program to allow time to adapt to the program. During this period a student may fail an exam without consequence. Any student who has failed an exam is encouraged to seek help. After the two-week grace period ***students obtaining less than 70% on an exam will be given one opportunity to rewrite the exam. Failure of the rewrite (score of less than 70%) will be considered a failure of subject matter. Students will be required to sign a Failure of Subject Matter Form. Failure of three subjects (three rewrites) will result in dismissal from the program.***

 - **PRACTICAL SKILLS EVALUATIONS:** Practical Skills Evaluations are conducted informally throughout the program and formally four times throughout the program. These evaluations are necessary to test the essential functions of firefighting. During the formal evaluation, recruits must pass the Job Performance Requirements for the skill they are given. Any recruit failing the practical skills examination shall be given an opportunity to retest the skill(s) immediately. In the event of failure of the first retest, a second retest shall be administered within five days after the first retest. The second practical retest will require the student to successfully complete the failed skill, plus one more skill of the same skill set. **Failure of the second Practical Exam retest shall result in dismissal.** Students will be given two performance review sheets during the program to advise them of their practical status.

 - **PHYSICAL FITNESS AND PERFORMANCE ASSESSMENT TESTS:** All recruits must pass a recognized VO2 Max Protocol with an age and gender normed score of above average. In addition, all recruits must complete the job related evaluation portion of the Canadian Forces Fire Marshal's Firefighter Pre-Entry Fitness Evaluation. Students' physical performance will be evaluated throughout the program. **Failure to meet the physical fitness requirements of the program shall constitute grounds for dismissal.**

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- **MEDICAL FIRST RESPONDER WRITTEN EXAM:** The Emergency Medical Responder exam requires a minimum passing score of 80 %. In the event of failure, one retest shall be taken within 21 calendar days from the original test date. In the event of failure of the first retest, a second retest shall be administered within 14 calendar days.

- **HAZARDOUS MATERIALS AWARENESS AND OPERATIONS WRITTEN AND PRACTICAL EXAM:** The Hazardous Materials exam requires a 70% minimum passing score on the theory portion and a 100% passing score on the practical portion. In the event of a written test failure, one retest shall be taken within 21 calendar days from the original test date. In the event of a failure of the first retest, a second retest will be administered within 14 calendar days from the receipt of test results. Any recruit failing the practical skills examination shall be given an opportunity to retest the skill(s) immediately. In the event of failure of the first retest, a second retest will be administered within 30 days after the first retest. The second practical retest will require the student to successfully complete the failed skill, plus one more skill of the same skill set. **Failure of the second written retest (score of less than 70%) and/or the second Practical Exam retest shall constitute grounds for dismissal.**

- **FIREFIGHTER I & II WRITTEN AND PRACTICAL EXAM:** The Firefighter I & II exam requires a 70% minimum passing score on the theory portion and a 100% passing score on the practical portion. In the event of a written test failure, one retest shall be taken within 21 calendar days from the original test. In the event of failure of the first retest, a second retest shall be administered within 14 calendar days from receipt of test results. Any recruit failing the practical skills examination shall be given an opportunity to retest the skill(s) immediately. In the event of failure of the first retest, a second retest will be administered within 30 days after the first retest. The second practical retest will require the student to successfully complete the failed skill, plus one more skill of the same skill set. **Failure of the second written retest (score of less than 70%) and/or the second Practical Exam retest shall constitute grounds for dismissal.**

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Code of Conduct

The following Code of Conduct is expected to be adhered to while attending the Nova Scotia Firefighters School (NSFS), and when under the direction and supervision of the NSFS Staff. Violations of any of the following may result in termination.

I. CHAIN OF COMMAND

- A. You must use the "Chain of Command" at all times.
Exception: Any issue involving discrimination or harassment is addressed in Section IX.
- B. "Chain of Command" means any matter which needs the attention of or action by the NSFS will be brought to the reporting person's most immediate supervisor.
- C. Any issues or concerns that affect your performance shall immediately be brought to the attention of your Instructor(s).

II. RESPECT

- A. Respect will be shown to all NSFS Staff and guest instructors.
- B. Respect will be shown to all civilians and classmates.
- C. Disrespect or abusive language toward any individual or group shall be considered insubordination.
- D. All NSFS personnel shall be addressed in a courteous, professional manner, either by rank or by "Sir/Ma'am".

III. TEAMWORK/EFFORT

- A. The Recruit's best effort is expected at all times.
- B. Recruits shall work well in a team and function in all positions.
- C. Any action that hinders or disrupts team drills or classroom activities shall not be tolerated.
- D. Recruits are expected to offer help to team members.

IV. ATTENDANCE/TARDINESS

- A. Attendance at all classroom and drill ground sessions is mandatory.
- B. Tardiness will not be tolerated. This will include when reporting to duty, to the classroom and drill ground. Accumulating three (3) instances of lateness may result in dismissal from the School.

V. CHEATING

- A. Cheating of any kind will not be tolerated and shall result in dismissal

VI. INSUBORDINATION

- A. Disobedience of any legal and ethical order issued by an Officer, Instructor and/or NSFS Staff, shall not be tolerated, and may be grounds for dismissal.

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VII. APPEARANCE

- A. All Recruits shall report to the school in authorized attire for the scheduled activity.
- B. Gym wear shall be School-approved tee-shirts, shorts and sweatpants.
- C. All uniforms shall be clean and neat in appearance and shoes will be shined. D. Assigned personal protective gear shall be kept clean and in usable condition.

VIII. SUBSTANCE ABUSE

- A. Alcoholic beverages or illegal drugs shall not be permitted at the NSFS, and at no time during training may anyone be under the influence of same. Violation shall result in termination.
- B. Any use of prescription or over-the-counter drugs, which may affect your performance at the School, must be brought to the attention of your Instructor(s).
- C. Tobacco, in any of its forms, will not be used.

IX. DISCRIMINATION AND HARASSMENT

- A. The NSFS shall not condone or tolerate incidents or circumstances of discrimination, harassment or sexual harassment.
- B. The NSFS, its management and its supervisors shall take prompt corrective action when they become aware of any type of discrimination, harassment or sexual harassment.
- C. Students who believe that they have knowledge of, or feel that they have experienced any form of discrimination, harassment or sexual harassment should immediately follow the NSFS Work Place Harassment Policy Appendix A
- D. All actions taken to investigate and resolve complaints shall be handled in a timely and objective manner.
- E. No student shall be intimidated, harassed, threatened or retaliated against, coerced or disciplined in any way for reporting alleged acts of discrimination, harassment or sexual harassment or for filing a discrimination, harassment, or sexual harassment complaint.

X. PERFORMANCE EXPECTATIONS

- A. All Recruits shall follow the ***NSFS Firefighter Performance Expectations*** (see attached sheet).
- B. Recruits shall follow the ***NSFS Recruit School Testing Policy***.

XI. ACCOUNTABILITY

- A. Each Recruit is responsible for his/her own actions.
- B. Each Recruit is responsible for immediately reporting to an Instructor any injury or illness of his/herself or others that may affect his/her safe performance.
- C. Each Recruit is responsible for maintaining all personal protective equipment at an operational level, and reporting any problems with such equipment to an Instructor.

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Performance Expectations

JUDGEMENT

- Makes reasonable and safe decisions when attempting to accomplish a task or solve a problem

COMMUNICATION

- Uses appropriate tone of voice
- Articulate in speech
- Displays confidence
- Is persuasive and makes a positive impression
- Demonstrates appropriate non-verbal communication techniques

TEAMWORK

- Effectively works with others to accomplish tasks or solve problems
- Offers help to team members when needed
- Consistently demonstrates safety practices for oneself and others

PROBLEM SOLVING

- Approaches problems in a safe and logical manner
- Seeks pre-active solutions to problems

INITIATIVE/MOTIVATION

- Demonstrates proactive tendencies of tasks or goals
- Demonstrates desire for personal and professional development
- Accomplishes tasks or goals with a 'safety first' attitude
- Takes on additional tasks or duties

WORK ETHIC

- Actively seeks academic and technical knowledge for self-improvement
- Can be relied on to follow safety practices in all situation

ADAPTABILITY/STRESS MANAGEMENT

- Remains clam in stressful situations
- Adapts behaviour in order to deal with changing situations in a safe manner
- Adapts behaviour in order to accomplish individual and/or organization goals
- Recognizes symptoms of stress and seeks to deal with stress appropriately

INTEGRITY

- Sincere and honest when dealing with others
- Keeps commitments
- Respects personal property of others
- Portrays professional image in speech, actions and appearance
- Obeys all policies and procedures of the NSFS

COMMUNITY AWARENESS

- Exercises compassion and willingness to help persons in varied situations with varied backgrounds
- Sensitive to individual and cultural differences

INTERPERSONAL SKILLS

- Relates to a wide variety of individuals in a positive and effective manner
- Handles interpersonal conflicts effectively
- Is courteous and respectful