

How to use the Recruit Induction resources

When an individual shows interest in joining, we can support their journey by providing them with all the information they need. Everyone needs to know the expectations that will be placed on them before they commit to joining the brigade, and the brigade should know that persons expectations in return. All three presentations include brief notes to support you.

Start with the first Powerpoint presentation; “1 introduction”.

You can work through this presentation with interested parties when they first show interest, even before they complete any joining paperwork.

Training Timetable - first 8 weeks of a new recruits journey.

Alter this if necessary to suit your brigade.

- Discuss the timetable with them, explain what time training starts and when they are expected to be ready to parade.
- Week 1 includes this presentation, as well as providing them with the joining paperwork.
- Week 2 includes the next presentation.
- The third presentation can be included wherever appropriate
- Week 7 includes an induction review, where you/the mentor will check on the new recruit, and make sure their paperwork and GP check are completed.

Safety, Health and Wellbeing.

Where possible the SHW advocate should present this part of the presentation. You should use this as an opportunity to complete the SHW induction checklist if it has not already been done.

- The SHW advocate should begin by introducing themselves, including length of service, their “why” etc,
- point out where to find the SHW noticeboard.
- The presentation then goes on to highlight station specific safety.
- Brief introduction to the Safe Person Concept
- Wellbeing resources that we have available.

Station Facilities

Add any additional facilities that your brigade has to this page.

- Outline acceptable use and expectations around use of these facilities.

Station Tour

- point out the location of any important health and safety features such as evacuation assembly point, first aid kit, etc.
- If the rest of the brigade is on site training, you may like to take a moment to watch and explain what is happening to the potential new recruit.

After the station tour, the presentation continues to discuss what we do, expectations, and behaviour.

What We Do

- Discuss all of the opportunities available,
- Talk about why you specifically joined the brigade, why you stick around
- Ask the potential new recruit why they are interested in joining. Do they want to be a firefighter, operational support, brigade support?
- This is a chance to talk about all the ways your brigade supports the community and the opportunities even for non-operational personnel to contribute.
- Talk about the kinds of incidents your brigade attends, how frequent your calls are and their duration.

Firewise & Home Fire Safety Visits

- This slide outlines some community risk initiatives we can participate in.

Expectations and responsibilities

- Explain the brigades expectations of its members.
- If you use a roster/watch system, explain how this works.

Behaviour and Appearance

- Explain all behavioural and appearance expectations.
- Explain how appearance is linked to the public perception of us, our brigade, and FENZ
- Explain where and how appearance is linked to health and safety, eg, clean shaven, long hair tied back, etc.

Paperwork

- At this point you can give them information about how to join, you may set them up to fill out their application if they are ready to do so.
- GP/self medical check for firefighters/Operational support
- Police Check
- 3 month trial period with option to add an additional 3 months
- Explain that when they are issued an ID number and officially become a recruit, an induction pack will be sent to their house and they should bring that in to training to go through with you.

If you have time, you may sort out some training PPE for them at the end of this session.

Powerpoint “2 Uniform, Training, and Progression”

Uniform

This portion of the powerpoint should be presented by your uniform officer.

- Explain what PPE and uniform will be assigned to the new recruit on joining, and that the rest will be supplied prior to their recruit course.

PPE

- Explain what types of PPE are used and in what circumstances

Other Uniform

- Explain what dark blues and service dress are and when they are worn
- Briefly talk about medals and how they are worn
- Explain when FENZ t-shirt and softshell jacket are worn

Rank and Insignia

- Briefly explain rank and insignia
- Wildfire helmet is lighter than built firefighter, but will have the same coding
- Operational support helmet is lighter than built firefighter, and blue

Training and Progression

- The STC should introduce themselves, including their length of service, their “why”, their experience, etc.
- Clarify expectations to attend brigade training nights
- Let them know what they can expect at training nights
- Show them where to find the training schedule, explain how recruit training works on your station – do you do extra nights? Etc

Built Environment Progression Chart

- Explain how progression works, estimated timeframes
- Explain the support that will be available to help you progress
- Regular one-on-one conversations to discuss your progression
- Discuss specialist training opportunities

Natural Environment Progression Chart

- Explain how progression works, estimated timeframes
- Explain the support that will be available to help you progress
- Regular one-on-one conversations to discuss your progression
- Discuss specialist training opportunities

Questions?

- This is the end of this segment and the opportunity for any further questions/discussion.

If you haven't already done so, sort them out for training PPE and size them up for their uniform request.

Powerpoint “**3 History**”

The final presentation is designed to provide the opportunity to delve deeper into brigade history, as well as to introduce new recruits to district management and life members.

Invite your group manager to visit the brigade and talk about Fire and Emergency, the history of the Fire Service/Rural Fire Authority and the development of FENZ.

Invite a brigade life member to visit the brigade and talk about the brigade’s history, and to go into more detail about honours and awards.