



TASMANIA FIRE SERVICE

TRAINEE FIREFIGHTER RECRUITMENT PROCESS

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2017 Recruitment Program Changes

- Physical Fitness & Aptitude Assessments will now occur over one weekend. See pages 4-5.
- Some changes have been made to the Physical Abilities A-assessments. Refer page 6.
- Physical Abilities & Psychological Assessments will be conducted on a week day.
- Trainee Firefighters will be expected to remain working in their appointed region.
- It is unlikely TFS will facilitate permanent transfers to other regions.

TRAINEE FIREFIGHTER RECRUITMENT PROCESS

WHEN TO APPLY

Trainee Firefighter positions in career brigades are advertised periodically and applications are only accepted when submitted in response to an advertised position.

Advertisements calling for applications are placed in the major Tasmanian newspapers (*The Mercury, The Examiner and The Advocate*), the State Service website www.jobs.tas.gov.au under the *Department of Police Fire & Emergency Management*.

SELECTION PROCESS

Tasmania Fire Service (TFS) uses the merit principle to make selection decisions. This means that selection is based on a comparison between the work-related qualities of the applicant and the genuine work-related qualities of the position. The *TFS* is an equal opportunity employer and actively encourages applications from both men and women.

Confidentiality

During the selection process, applicants and sometimes their friends/relatives are very interested in the status of their application. In the past, there have been occasions where people have contacted selection panel members for specific information about an applicant's progress through the selection process. Whilst we understand the reasons for the interest, it is essential that all information regarding applicants and their status remains confidential. For this reason, all applicants are advised that, in order to maintain the integrity of the process, they are not to contact any of the selection panel members. They should also discourage any other person from attempting to contact a selection panel member on their behalf. Information will be provided from a central contact point and applicants will be kept as up to date as possible. Applicants should also keep contact with the central contact point to a minimum.

Please be aware that any attempt to contact selection panel members, either by an applicant or another person on the applicant's behalf, may have an adverse impact on that person's application.

Selection Criteria

All positions have certain key areas of knowledge, skills and attributes that are necessary in order for applicants to be able to successfully do the job. The selection criteria, including essential requirements, define what these are and are found in the Statement of Duties.

In making your application, it is critical that you provide a detailed response to every selection criterion. If you don't, your application will not proceed to the next stage. For guidance on addressing the selection criteria, please refer to the information provided on page 3.

Essential Requirements

Information regarding the following essential requirements is gathered when you first apply or during later stages of the selection process:

- The Head of the State Service has determined that a person nominated for appointment as a Trainee Firefighter is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following pre-employment checks will be conducted:

Conviction check in the following areas:

- o Arson and fire setting;

- Sexual offences;
 - Crimes involving dishonesty (e.g. theft, burglary, breaking and entering, fraud);
 - Crimes involving deception (e.g. obtaining an advantage by deception);
 - Making false declarations;
 - Violent crimes and crimes against the person; and
 - Malicious damage and destruction to property.
- Hold a current manual driver's licence with no restrictions and meet the vehicle licensing requirements to be eligible to apply for a medium rigid drivers licence by the commencement of the Trainee Firefighter Development Program planned for July 2017. The current licensing requirements state that you may apply for a medium rigid licence if you hold a manual drivers licence and, if you have a provisional licence, you must be 19 years of age and have held the licence for at least 12 months by Monday, 24 July 2017.
 - Have a high standard of health and fitness;
 - Able to work at heights and in confined spaces;
 - Are an Australian resident or have a valid work visa;
 - Meet the medical requirements of the Tasmania Fire Service.

Stages in the Selection Process

There are nine stages involved in the selection process. All applicants must successfully complete each stage of the pre-employment selection process to be considered for the position of a Trainee Firefighter. The stages are described in the following pages of this Information Kit.

Please note that if you are sick, or for some other reason, unavailable to attend the aptitude, fitness, physical abilities or psychological assessments, you will not be provided with another opportunity to undertake the assessment.

1. PREPARING AND SUBMITTING AN APPLICATION

All applicants need to prepare an application which consists of the following documents:

- ◆ *Tasmania Fire Service Application for Employment* Form with completed statements addressing the selection criteria.
- ◆ Resume covering previous work experience and educational/trade qualifications.

You must provide all documents listed in order for your application to be accepted.

Application for Employment Form and Statement of Duties

All application material is available electronically on the *Tasmanian Government Jobs* website www.jobs.tas.gov.au. The Statement of Duties explains the objective, duties, responsibilities, selection criteria, essential requirements and working environment for a Trainee Firefighter.

The *Application for Employment* form will need to be fully completed by you and includes a section where you are to provide your response to each of the selection criteria. **When addressing the selection criteria, you should explain what you know, what you have done and give detailed examples of when and how you actually used the attribute required in each criterion. Your examples can be in any context you think is relevant; such as work, sport, hobbies or family. Only include your best examples and write at least half a page, but no more than 500 words for each criterion.**

Submitting an Application

Your application will be submitted automatically once completed. Copies of certificates from courses, written references, or qualifications **should not** be included with the application. The selection panel will request them if they are required. Also, please do not send original certificates etc. as they cannot be returned.

Applications strictly close at 11.55pm, Sunday 26 February 2017. Late applications will NOT be considered.

2. REVIEW AGAINST ESSENTIAL REQUIREMENTS

The application will then be reviewed to see whether an applicant:

- ◆ Is an Australian resident or has a valid work visa.
- ◆ Has a current manual driver's licence with no restrictions. If provisional, the licence must have been held for 12 months and the applicant must be 19 years of age by the commencement of the Trainee Firefighter Development Program. These requirements are necessary to enable you to gain a medium rigid licence during the Trainee Firefighter Development Program so that you can learn to drive *TFS* fire appliances.
- ◆ Has provided all the requested documentation. Has provided sufficient information against each of the selection criteria that demonstrates the applicant has relevant knowledge, skills, and behaviours, and has provided **examples** of their knowledge, skills and behaviour relevant to each criterion. A further shortlisting based on the selection criteria will occur later in the recruitment process.

Applications that are either incomplete or do not meet these requirements will not progress to the next stage. You will usually be advised within 2 weeks of the closing date for applications whether your application has been successful in reaching the next stage.

3. PHYSICAL FITNESS ASSESSMENT (Shuttle Run)

The Physical Fitness Assessment involves undertaking the Shuttle Run (or Beep) Test.

Purpose and Content

In this test, your cardiovascular fitness level is assessed by the Multi-stage Shuttle Run test. This will determine your physical fitness and ability to cope with the rigours of firefighting duties. **The standard required is level 9.6.**

To assist you in preparing for the shuttle run, you can purchase a copy of the test through the *Australian Sports Commission*, telephone 02 6214 1111.

Medical Clearance

On the day of the assessment you **must** provide a medical certificate from your Medical Practitioner before undertaking the Shuttle Run. The purpose of the certificate is to provide a medical clearance that you are able to safely participate in the Physical Fitness Assessment and the Physical Abilities Assessment. You will need to pay any costs associated with obtaining this medical clearance. It is recommended that soon after you apply you make a tentative appointment to see your GP. *TFS* will provide a letter and form to take to the doctor to obtain this clearance.

Preparation

You are strongly urged to undertake some training to prepare yourself for the physical assessments. The information contained in this kit, along with a regular exercise program, will help

you gain an appropriate level of fitness. Video clips of the *TFS* Physical Fitness Assessment and Physical Abilities Assessment are available on the *TFS* website.

Location, Timing and Clothing

The Physical Fitness Assessment will be conducted at the Tasmania Police Academy in the south of the State only. It will usually take one hour to complete the assessment and you will need to wear sports clothing, i.e. shorts, T shirt and sport shoes.

Proof of Identity

You will need to bring your driver's licence as proof of identity. This must be your actual licence, no copies will be accepted. **If you do not provide your licence, you will not be permitted to participate in the assessment.**

Restrictions

The Physical Fitness Assessment is strictly controlled. Only applicants and *TFS* personnel instructing and overseeing are permitted to be present at the time of testing. Family, friends or members of the public are not permitted to view the testing.

Applicants will not be permitted to participate in this assessment if they are late.

If you successfully complete the Physical Fitness Assessment, you will be invited to attend the next stage of assessments.

More detailed information regarding the Shuttle Run is provided in this Recruitment Process kit under **Attachment A**.

4. APTITUDE ASSESSMENT

Purpose and Content

The written aptitude assessments have been designed to assess an applicant's ability to learn the skills, knowledge and behaviours required to be a firefighter. The vocational selection tests (VST) assessments cover a number of areas including:

- Literacy
- Numeracy
- Problem Solving

Tasmania Fire Service's assessment facilitator is *ACER (Australian Council for Educational Research)*. If candidates wish, they may view sample test questions at https://www.acer.edu.au/files/Core_VST_SQs_2006.pdf or download practice material for approximately \$33.00. Please go to <https://shop.acer.edu.au/product/EP073>.

Location and Timing

The aptitude assessments will be conducted over a weekend in the south of the State only. They take approximately 2½ hours to complete. You will need to make arrangements for your own travel, food and personal requirements.

Proof of Identity

You will need to bring your driver's licence as proof of identity. This must be your actual licence. No copies will be accepted. **If you do not provide your licence, you will not be permitted to participate in the assessment.**

Restrictions

Similar to the physical fitness assessment, the aptitude assessment is strictly controlled. Only applicants and *TFS* personnel instructing and overseeing are permitted to be present at the time of testing.

Applicants will not be permitted to participate in this assessment if they are late.

You will usually be advised in writing, within 14 days of completing the assessment, whether you will be invited to undertake the next stage, or have been unsuccessful.

FAMILIARISATION DAY

Prior to the Physical Abilities Assessment, the *TFS* will be conducting a number of Familiarisation Day sessions over one weekend. The Familiarisation Day is not mandatory and does not comprise part of the assessment process. It is, however, a good opportunity to learn more about each of the six physical abilities assessments.

Each 1½ hour Familiarisation Day session will involve discussion, Q&A and demonstrations by *TFS* staff. Applicants are not given the opportunity to physically practise at assessment stations.

You are asked to wear suitable clothing such as a work shirt, work trousers and sturdy footwear to your session. Friends/family are excluded from attending. Tea/coffee is available onsite, but you will need to provide your own food (if desired).

Video clips of the *TFS* physical fitness assessment and physical abilities assessments are available on the *TFS* website www.fire.tas.gov.au for your viewing.

Further information about the Familiarisation Day sessions will be given to applicants during the Aptitude Assessment stage.

5. PHYSICAL ABILITIES & PSYCHOLOGICAL ASSESSMENT

Location and Timing

The physical abilities and psychological assessments will be conducted between Monday and Friday during normal business hours. It usually takes a full day to complete the assessments, which may be conducted over two days.

Physical Abilities Assessment- Summary Information

There are six sections to the Physical Abilities Assessment. They are:

- Road Crash Rescue (this test replaces the Balance Beam station)
- Confined Spaces
- Agility
- Tower Climb & Container Haul
- Hose Drag
- Firefighter Rescue (formerly known as Dummy or Casualty Drag)

You are required to successfully complete each section prior to participating in the next section. More detailed information regarding the Physical Abilities Assessments is provided in this Recruitment Process kit under **Attachment B**.

Preparation

You are strongly urged to undertake some training to prepare yourself for the physical assessments. The information contained in this kit, along with a regular exercise program, will help you to have an appropriate level of fitness. Video clips of the *TFS* physical fitness assessment and physical abilities assessment are available on the *TFS* website www.fire.tas.gov.au.

Clothing

You will need to bring running shoes and shorts or tracksuit pants for a short pre-assessment warm-up run, as well as a work shirt, work trousers and sturdy work boots to wear for the Physical Abilities Assessment. The assessment is performed wearing a range of structural firefighting clothing and equipment, including firefighting tunic, work wear, breathing apparatus, gloves and helmet. This firefighting clothing and equipment will be provided by the *TFS*, however, you **must** bring your own sturdy work boots.

You will only be permitted to participate in the physical abilities assessment if you are wearing appropriate industry-standard footwear, e.g. Blundstone boots. Sand shoes and runners may be worn during the warm-up session but **not** during the assessments.

For your safety, restrictive jewellery, watches, bracelets or hanging earrings that may get caught in equipment are not to be worn.

Proof of Identity

You will need to bring along your driver's licence as proof of identity. This must be your actual licence. No copies will be accepted. **If you do not provide your driver's licence on the assessment day, you will not be permitted to participate in the assessment.**

Medical Clearance

If you are suffering from a new injury/medical condition which may affect your ability to safely perform the physical abilities assessments, you are requested to obtain further medical clearance from your GP and bring the clearance with you to the assessment. If, in the opinion of an *TFS* Assessor, you appear to be suffering from an injury or medical condition that would place your health and safety at risk whilst performing the assessments, the Assessor may preclude you from participating. This may occur prior to or during the assessments.

Restrictions

Similar to the physical fitness assessment, the physical abilities assessment process is strictly controlled. Only applicants and *TFS* personnel instructing and overseeing are permitted to be present at the time of testing.

Applicants will not be permitted to participate in this assessment if they are late.

PLEASE NOTE:

- ◆ *TFS* reserves the right to amend, at any time, the physical ability test program by altering the tests mentioned above or introducing new physical abilities tests.
- ◆ The order of tests may change on the day due to conditions and resource availability.
- ◆ Applicants may be disqualified if they do not follow the specific instructions from assessors on how to undertake each physical abilities assessment task.

PSYCHOLOGICAL ASSESSMENT

The psychological assessment involves completing questionnaires that are designed and assessed by the *Australian Institute of Forensic Psychology (AIFP)*. AIFP is an external organisation which employs professional psychologists. All questionnaires and results are handled in a confidential manner.

The purpose of the assessment, now called *SAFESELECT* is to determine the applicant's psychological profile, which is very important because the job of firefighter can be both demanding and stressful. This allows the *TFS* to compare an applicant's psychological profile against the profile of the type of person who is most likely to be successful in this type of work. In this respect, it is basically no different to the other assessments that are carried out during the selection process. The psychological assessment also increases the likelihood that, if you are selected, your career with the *TFS* will be rewarding both to yourself and the *TFS*.

As a result of completing the *SAFESELECT* questionnaires, you may be contacted by an *AIFP* psychologist for further information. This may occur either prior to or after the interviews are held.

Note: Candidates who sat the *SAFESELECT* assessment for *TFS* in May 2016 **will be** required to re-sit the assessment on the same day.

6. SHORTLISTING

A selection panel of three or four people is appointed by the *TFS* to assess all applications and make recommendations for appointment. The panel shortlists the applications based on how well the panel believes the information and examples contained in the application address the selection criteria, as well as the information gained from the psychological assessments. Those applicants who have demonstrated the best ability in meeting the selection criteria will then be invited to an interview.

You will be advised within approximately 2 weeks of the physical abilities and psychological assessments whether you will be invited to an interview.

7. INTERVIEWS

Interview Preparation

Good preparation is an important way of increasing your chance of being successful at the interview. While each person may prepare themselves differently, some common steps include:

- ◆ Re-read your application and the statement of duties.
- ◆ Familiarise yourself with the organisation e.g. refer to the *TFS* website.
- ◆ Appropriate business attire is preferred.
- ◆ Check the time, date and location of the interview.
- ◆ Think about possible interview questions and how you would answer them.
- ◆ Conduct a mock interview with a friend.

The Interview

The interview will be conducted by the selection panel. The purpose of the interview is to gather further information from you and for you to ask questions of the panel. It is intended to be a two-way discussion.

The interview panel will ask a range of questions that are based on the selection criteria, particularly those under Knowledge, Skills and Attributes. Your answers should aim to explain relevant situations or experiences, your actions and the outcome or result. The panel may also ask

you some questions to clarify feedback received from your psychological assessment. Normally the questions will be behavioural or situational. The behavioural questions will require you to give an example of the behaviour in question from your past experience. Situational questions will suggest a hypothetical scene and ask how you would deal with the situation.

It is very important during the interview that you listen carefully to the questions being asked and stick to the question when giving your answers. If you don't understand the question, you can ask the interviewer to repeat it or to re-phrase it.

Applicants who are former *TFS* employees will have their *TFS* employment history taken into consideration during the selection process and may be asked questions in relation to it at interview. Questions may also be asked to clarify information provided through the psychological assessment stage.

8. REFEREE REPORTS

The Selection Panel will contact referees prior to making a final decision on successful applicants. Applicants should give serious consideration to the selection of their referees. At least one selected referee needs to be a current line manager or very recent line manager (within the last 3-6 months). Where this is not possible, the name of an earlier supervisor or a work colleague should be provided who can testify to your ability to fulfil the work requirements, particularly with regard to the Selection Criteria.

Post Interview

You will be advised within approximately 2 weeks of the interviews whether you are required to participate in the medical assessment.

Note: An invitation to undertake a medical assessment does not mean you have been selected for a position; it is merely another step in the recruitment and selection process.

9. MEDICAL ASSESSMENT AND PRE-EMPLOYMENT CHECK

The final stage of the selection process is to participate in a medical assessment and a pre-employment check to determine whether an applicant has any record of conviction which may exclude them from being appointed as a Trainee Firefighter.

Medical Assessment

The medical assessment with a *TFS* appointed doctor is necessary to make sure that you are medically able to work under the rigorous conditions, both physically and mentally, for firefighting. The assessment guidelines are based on the inherent requirements of the job of a firefighter. The costs of the medical assessment will be met by the *TFS*.

There are a range of medical conditions which may indicate a person is not medically able to be a firefighter. It is not possible, however, to state that a person may not become a firefighter because the person has a specified medical condition. The specific nature of the individual's condition will need to be taken into consideration. As a result, a medical review by a specialist or specialists may be required if the medical assessment shows a person has a condition which may be of concern.

Pre-Employment Check

The Head of the State Service has determined that a person nominated for appointment as a Trainee Firefighter is to satisfy a pre-employment check before taking up appointment, promotion or transfer. The following conviction checks are to be conducted:

- ◆ Arson and fire setting
- ◆ Sexual offences

- ◆ Crimes involving dishonesty (e.g. theft, burglary, breaking and entering, fraud)
- ◆ Crimes involving deception (e.g. obtaining an advantage by deception)
- ◆ Making false declarations
- ◆ Violent crimes and crimes against a person
- ◆ Malicious damage and destruction to property

The purpose of the Record of Conviction check is to ensure that you have no criminal record. The nature of a firefighter's duties means they have privileged access to property and vulnerable people when on official business or during emergency incidents. Our firefighters must be people who can be trusted in these positions.

If it is likely the *TFS* will nominate you for appointment to a position of Trainee Firefighter, you'll be required to provide a Record of Convictions from Tasmania Police. *TFS* will cover the cost of this report provided you completed this process through *TFS*.

Final Selection and Appointment

You will be advised whether or not you have been successful and have been nominated for appointment as soon as possible after the interview and referee reports, medical assessment and pre-employment checks are completed. The timing of this advice will depend on the availability of relevant reports.

STARTING WORK WITH THE TASMANIA FIRE SERVICE

On appointment as a Trainee Firefighter, you will undertake a Trainee Firefighter Development Program at our Cambridge training complex which usually lasts 14-16 weeks. You will also be on probation for the first six months of your employment commencing on the first day of the Trainee Firefighter Development Program.

The Trainee Firefighter Development Program marks the beginning of career long competency based learning. During the course, Trainee Firefighters become competent in all facets of firefighting including the use of breathing apparatus, driving fire appliances and fighting bushfires as well as all types of structural fires. Both day and night training is conducted. Qualified instructors assess each trainee's performance throughout the induction course. If, for some reason, a trainee is not performing to the required level, the instructors will provide advice and assistance.

The course is not a competition! Each person on the course has a confirmed position at the end of it as long as they are competent, however, continuing employment is dependent on the trainee being competent at the end of the course and satisfactorily completing the probation period.

The *TFS* retains the right to have all firefighters medically and/or physically assessed at any stage of their careers. The *TFS* also requires that all firefighters reach the position of Senior Firefighter (pay point 6), which is achieved by gaining further competencies and experience over 3 years.

Once you have joined the *TFS*, further information about your career is available from the "Being a Firefighter in the Tasmania Fire Service" document.

Note: *TFS* promotes greater stability and cohesion at a regional level by recruiting and managing its career workforce in a way that supports that objective. To that end, please note the following points:

- ◆ Trainee Firefighters will be expected to remain working in their appointed region as a long term arrangement.
- ◆ It is unlikely *TFS* will facilitate permanent transfers to other regions.

Attachment A: PHYSICAL FITNESS ASSESSMENT (Shuttle Run)

Purpose of the Test

The physical fitness assessment is based on the multi-stage shuttle run test. This is used to test for cardiovascular fitness. This test has proven to be functionally related and a valid measure of performance.

Firefighting will involve strenuous physical work undertaken in adverse conditions while wearing heavy protective equipment. This places a heavy load on the cardiovascular, oxygen consumption and musculoskeletal systems of the body.

Physical Fitness Assessment Process

The Shuttle Run Test will be conducted either on a marked asphalt surface or may be held indoors.

In this test you will be required to run between two cones which are placed 20 metres apart. A compact disk emits a single beep at regular intervals. You need to run between the cones and to have reached each end by the time you hear the beep. At the end of each minute the time interval between beeps will decrease so that running speed will need to increase.

Each increase in speed is referred to a level (e.g. level 1, level 2, etc.) and is denoted by a triple beep on the cassette. **You will be required to achieve level 9.6 to successfully complete the test.** This test will take approximately 10 minutes.

Clothing

You are required to wear sports attire.

Precautions

A degree of caution is required in participating in the test because you may have to push yourself relatively hard to maintain the pace dictated by the CD. If you are not familiar with regular aerobic exercise, you should seek professional assistance and visit your doctor for a clearance to exercise vigorously. Remember that you will need to provide a medical clearance on the day of the physical fitness assessment.

On the day of the test, if you are suffering any injury or illness that is likely to worsen as a result of participation, or you are not in good general health, you are advised not to participate in the test.

Preparation

To ensure you have the best possible chance of successfully completing the test, you should follow these guidelines:

- Seek assistance from a suitably trained fitness professional to develop an exercise program to improve your cardiovascular fitness.
- Maintain a healthy diet and keep weight under control.
- By preparing well in advance with regular exercise (at least 3 times per week) for several months, you will maintain your fitness levels.
- To improve your aerobic (heart/lung) fitness, you need to participate in exercise such as jogging, cycling, and swimming for at least 20 minutes at a time, 3-4 times per week.

On the day of the test:

- Do not eat a heavy meal in the 2 hours before the test (it is strongly advisable that you have eaten some food in the 4 hours preceding the test).
- Wear suitable sports attire and non-slip footwear with laces securely fastened.
- Ensure you are well hydrated.
- The day before the test, refrain from participating in heavy exercise.
- Do not exercise on the day of the test, other than a gentle warm up.
- Perform a general body warm up activity and stretching exercises, prior to commencement of the shuttle run.

Applicant Instructions

You will receive the following instructions on the day of the test. Please make sure you understand what is required of you. Be sure to ask any questions in advance of the test.

“The Shuttle Run Test is a test for aerobic fitness. The cones you see are 20 metres apart. You will listen to the instructions on the tape and then be given a five-second count down to start the test. You will be required to run back and forth between the two cones, keeping up with the beeps on the cassette. The timing of the beeps starts off slowly, but gets progressively faster.

You are required to place one foot either on or behind the 20 metre mark at the end of each shuttle. **If you arrive at the end of a shuttle before the beep sounds, you should turn (by pivoting) and wait for the beep, then resume your running. If you do not reach the line at the beep, you must continue to the line, place your foot on or over the line, then turn and run to the other side.** (Demonstration provided).

You will be required to continue to run until you have reached level 9.6. This will take approximately 10 minutes. When the cassette calls level 9.6, you must continue to the 20 metre line and wait to hear the instructor tell you to stop. This is the end of the test. It is recommended that you cool down by walking and drink some water.

Warnings and Disqualifications

At any stage during the test, if you fail to reach the line at the beep and you are also outside the designated area, an official will call out your number and give you a warning (e.g. Number 3, warning). If you fail to reach the line and are not inside the designated area, a **second and successive time** (within a given level) you will be called out and withdrawn (e.g. Number 3, out). If you are withdrawn from the test you will be deemed to have not completed the test.

You will also be disqualified and withdrawn from the test under the following circumstances:

- If you run outside of your lane and block the way, or crash into another applicant.
- If your shoelace becomes undone, threatening to trip you up and possibly cause danger to yourself and/or others.
- If, at the discretion of the Instructor, you appear to be experiencing serious health difficulties.

Attachment B: PHYSICAL ABILITIES ASSESSMENT (Firefighting Task Course)

Firefighting requires considerable physical abilities. The physical abilities assessment (firefighting task course) is designed to test an applicant's ability to perform basic strenuous tasks that firefighters must perform. The assessment involves a series of tasks, which are simulations of actual tasks performed on the job. These tasks must be completed consecutively.

The following abilities are assessed in this assessment:

1. Anaerobic capacity and agility.
2. Work in enclosed space.
3. Work at height.
4. Physical strength, endurance and co-ordination.

Each attribute is a vital component of firefighting. You will need to successfully complete each task.

Instructions for each task will be given to each applicant prior to commencement of the tasks and during the Familiarisation Day sessions. **You will not be provided with detailed instruction during the assessment.** You will be provided with firefighting tunic, gloves, breathing apparatus and safety helmet, but will need to bring your own sturdy footwear (i.e. Blundstone boots).

1. ROAD CRASH RESCUE

Purpose of the Test

The purpose of this task is to test upper body strength and to perform tasks using rescue equipment relative to road crash rescue.

Assessment Process

Wearing structural personal protective clothing, helmet, gloves and kneepads, the applicant will perform three tasks in specified times by placing and holding the tool in a specified area.

The entire assessment will comprise the following tasks:

- ◆ Pick up tool and hold for 15 seconds without resting it against your body;
- ◆ Position and hold in a static pose against a vehicle in first specified area for 20 seconds;
- ◆ Back to hold position (starting position) for 15 seconds;
- ◆ Position and hold in a static pose against a vehicle in second specified area for 20 seconds;
- ◆ Back to hold position (starting position) for 15 seconds;
- ◆ Position and hold in a static pose against a vehicle in third specified area for 20 seconds;
- ◆ Place tool on the ground. The total time will be 1 minute 45 seconds.

Warnings & Disqualification

A warning will result if applicant:

- ◆ Does not maintain tool contact on the vehicle for the allotted time (one warning per task);
- ◆ Rests tool against any part of their body during any of the three tasks.

A second offence for any task, the inability to complete any of the tasks or dropping the tool on the ground will result in disqualification.

Success Criteria

Applicants must complete the three tasks within the allotted time and place the tool back on the ground in the time of 1 minute 45 seconds to be successful.

2. CONFINED SPACES

Purpose of the Test

This task is designed to test the applicant's ability to work in a confined, darkened environment and to identify whilst wearing a facemask or the confined space restricts their capacity to do this.

Assessment Process

During this task you are to wear structural personal protective clothing and a breathing apparatus facemask (for this test only). You will be able to breathe normally. You will need to listen and follow the instructions given to you by the assessor.

You will move and crawl through a darkened area using a rope guideline for direction. An assessor will be with you at all times monitoring your performance and asking questions you must answer. **You must not remove the facemask until indicated by the assessor.**

If you feel you cannot continue, you are to stop and inform the assessor. You will be assisted from the darkened area and deemed to have not successfully completed this task.

Warnings & Disqualification

Disqualification will result if you remove the facemask, cannot follow the assessor's instructions or fail to complete the task.

Success Criteria

Applicants who follow all instructions in the darkened area, do not remove the facemask during the task and reach the end of the confined space will have successfully completed this task.

3. AGILITY ASSESSMENT

Purpose of the Test

This test is designed to simulate the requirement to rapidly move items of firefighting equipment safely at an incident. It assesses anaerobic capacity and agility.

Assessment Process

The Agility Assessment consists of a series of four shuttles where participants wearing structural personal protective clothing without breathing apparatus are required to retrieve pieces of equipment on a marked track. From the start line, applicants are to move quickly to the 5 metre line, retrieve a coil of hose and move quickly back to the start line. Applicants must place the equipment on the ground and continue by retrieving the standpipe at the 10 metre line, a branch at the 15 metre line and a hose key at the 20 metre line.

Warnings & Disqualification

Applicants will be given one warning if they stumble without touching the ground with their hand. A second offence will result in disqualification. The throwing of any item of equipment or falling over will result in immediate disqualification.

Success Criteria

Applicants must complete the entire task within 47 seconds and not receive more than one warning.

4. Tower/Ladder Climb and Container Haul

Purpose of the Test

The tower/ladder climb tests your ability to climb heights and is also used to identify whether you will be able to work at heights. This test is designed to simulate the critical tasks of climbing stairs/ladders and hauling equipment up several floors through a vertical distance. It tests your aerobic capacity, lower body muscular endurance and upper body muscular strength and endurance.

Assessment Process

Wearing structural personal protective clothing with breathing apparatus, a safety harness and line will be fitted to applicants ascending the ladder. Applicants will be required to climb the ladder to a 15m platform and climb onto the tower platform. When climbing, applicants must grasp the ladder rungs, not the side rails, and concentrate on placement of hands and feet. Applicants are to move smoothly, safely and continuously. Once on the platform, applicants will then haul a 15kg weight (plastic drum containing 15 litres of water) for a distance of 8 metres, lift it over the rail and lower it 1m onto the platform floor. A "hand over hand" method will be used to lift the weight. Applicants will then go to the side of the tower, lean over and read two symbols held below and state what they are before descending the ladder to the ground.

Warnings & Disqualification

Applicants will be given a warning if their feet slip off the rungs or lose control of the container. If either occurs a second time the applicant will be disqualified.

Applicants will be immediately disqualified if they:

- ◆ Don't grasp the rungs when climbing or descending
- ◆ Don't follow the supervisor's instructions during the task
- ◆ Don't use the hand-over-hand lifting method
- ◆ Don't lift the container over the rail and place it on the platform
- ◆ Don't look down, read & callout the symbols
- ◆ Can't proceed (freeze) or fall off the ladder

Success Criteria

The applicant will have successfully completed the test by climbing the ladder, hauling the container and identifying the symbols within 96 seconds without receiving more than one warning.

5. HOSE DRAG

Purpose of the Test

This test is designed to simulate the task of dragging out a 25mm hose line. It tests muscular strength and endurance of the arms and legs.

Assessment Process

Wearing structural personal protective clothing without breathing apparatus, applicants will grasp the end of a 25mm fire hose full of water which has been placed on the ground and drag it up an

incline with a slope of 5° for a distance of 30 metres to a marked point (also the eventual finishing line). Applicants will return to the start line, pick up the hose where it crosses the start line and, holding it in two hands behind the back, drag it up the incline for a distance of 30 metres to the same marked point. Applicants will then return to the start line for a final time, pick up the hose where it crosses the start line and, holding it in two hands behind the back, drag it up the incline for a distance of 30 metres and place it on the finish line. By the time this task is completed, the applicant will have moved a total of 90 metres of hose.

The assessment is to be completed at a **brisk walking pace**. You are not to run at any stage of the assessment, or you will be issued with a warning. The time limit is **1 minute, 25 seconds**.

Warnings & Disqualification

Applicants will be given a warning if they stumble without their hand(s) touching the ground and will be disqualified if they receive a second warning or if they:

- ◆ Completely stop i.e. cannot continue dragging the hose;
- ◆ Run during any stage of the assessment;
- ◆ Drop the hose; or
- ◆ Fall over.

Success Criteria

Applicants will have to complete the test in 1 minute and 15 seconds and receive no more than one warning.

6. FIREFIGHTER RESCUE

Purpose of the Test

This test is designed to simulate the critical task of rescuing an injured firefighter from a fire scene. It tests the applicant's anaerobic and aerobic capacity and muscular strength and endurance in the legs, back and arms.

Assessment Process

You are required to hold the 90kg rescue dummy/mannequin by straps attached to a harness. You will then be required to drag the dummy around the marked course and back, a distance of 45 metres. This task will be conducted on a carpeted, flat surface.

You will be able to pause during this task in order to readjust your grip or compose yourself, however you cannot let go of the dummy, and the timing of the task won't be suspended or halted.

Once you have completed this task, the dummy can be placed on the ground.

Warnings & Disqualification

When dragging the dummy in a direct line to and from each mark, the applicant and the dummy must stay on the mat. If the applicant or the dummy go outside the mat the applicant will be given a warning, except if this happens on the turn.

One warning will be given if the applicant does something which may cause injury to themselves or the casualty e.g. drag the dummy by the head or a limb.

Applicants will be disqualified if they let go of the dummy or fail to complete the task within the prescribed time limit.

Success Criteria

The successful applicant will have completed the task within the prescribed time and received no more than one warning.

Attachment C: KEY TFS TRAINEE FIREFIGHTER RECRUITMENT DATES 2016

Advertising Positions	16 - 26 February 2016
Applications Close	11.55pm, Sun 26 February 2017
Physical Fitness Assessment (Shuttle Run)	
Hobart	Sat, Sun & Mon 18-20 March 2017
Written Aptitude Assessments	
Hobart	Sat, Sun & Mon 18 - 20 March 2017
Familiarisation Day (not mandatory)	
Hobart (Cambridge)	Sun 2 April 2017
Physical Aptitudes/ Psychological Assessments	
Hobart	Mon, Tues & Wed 3-5 April 2017
Trainee Firefighter Interviews	
TBA	1-19 May 2017
Trainee Firefighter Development Program	
Hobart (Cambridge)	Commencement date late July 2017

IMPORTANT NOTE

The above dates are intended to be used as a guide only and may be subject to change

Attachment D: ASSESSMENT CONDITIONS

All assessments will be conducted on the dates and times determined by the *Tasmania Fire Service* and cannot be changed to suit individuals. If, at any time you are unable to attend a scheduled assessment activity, please call Senior Constable Anna Hunter (Project Manager – Trainee Firefighter Recruitment) on 03 6173 2038 or Kerry Plottier (Project Officer - Trainee Firefighter Recruitment) on 03 61732072 or email firefighterjobs@tas.gov.au.

You will not be permitted to participate in any assessment or provided with another opportunity to undertake any assessment if you:

- ◆ Are late to your scheduled assessment
- ◆ Do not take with you the required documentation/forms as specified in your assessment invitation correspondence

You may be disqualified and withdrawn during any stage of the physical assessments if:

- ◆ You do not follow the assessment instructions or warnings given to you by TFS instructors
- ◆ In the opinion of a TFS Assessor, you appear to be suffering from an injury or medical condition that would place your health and safety at risk whilst performing the assessments.
- ◆ You are not wearing appropriate industry-standard footwear for the physical abilities assessment

Applicants will **not** be given the opportunity to re-sit or undertake any tests or assessments for which they have been unsuccessful with their current application.

All expenses incurred in attending assessments are the applicant's responsibility and reimbursement is not available from the *Tasmania Fire Service*.

TFS reserves the right to amend, at any time, the physical ability test program by altering the tests mentioned in this kit or introducing new physical abilities tests. The order of tests may also change on the day due to conditions and resource availability. Applicants may be disqualified if they do not follow the specific instructions from assessors on how to undertake each physical abilities assessment task.

Confidentiality

During the selection process, sometimes applicants and their friends/relatives are interested in the status of their application. In the past, there have been occasions where people have contacted selection panel members for specific information about an applicant's progress through the selection process. Whilst we understand the reasons for the interest, it is essential that all information regarding applicants and their status remains confidential.

For this reason, all applicants are advised that, in order to maintain the integrity of the process, they are not to contact any of the selection panel members. They should also discourage any other person from attempting to contact a selection panel member on their behalf. Information will be provided from a central contact point and applicants will be kept as up to date as possible.

Applicants should also keep contact with the central contact point to a minimum. Please be aware that any attempt to contact panel members, either by an applicant or another person on the applicant's behalf, may have an adverse impact on that person's application.