

AIIMS

Australasian Inter-service Incident
Management System

Training Course

Pre-Course Information



The Australasian Fire Authorities Council is deeply indebted to the officers of member agencies who developed this publication.

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Duration: 16 hrs

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Introduction

Welcome to the Australasian Inter-service Incident Management System (AIIMS) Course. This document included information concerning the content of the course and the assessment process.

What is the goal of this training?

The goal of this training is to provide you with a good overview of the AIIMS framework.

If you require the knowledge and skills to apply AIIMS in an operational context and to undertake specific roles within the AIIMS framework, you will need further training in a relevant course(s) based on the Public Safety Training Package.

What is the background of this course?

This Course replaces the 2504AAA Diploma of Firefighting Management Module 4.04 Incident Control System, which expired on the 30th of June 2005. The latter had been used previously to train personnel in AIIMS, as well as other systems.

AIIMS is a management framework for emergencies and is owned under copyright by the Australasian Fire Authorities Council (AFAC). The various land management agencies, fire services, State Emergency Services and many other organisations utilise AIIMS for incident management. From 2002 to 2004, AIIMS underwent a two-year review, which involved an extensive national survey and a detailed analysis of findings. The agreed revised system is explained in *The Australasian Inter-service Incident Management System - A Management System for any Emergency, Third Edition 2004*, which forms the backbone of the AIIMS Course.

How will this course be taught?

The AIIMS course is designed to be led by a facilitator in a *workshop* situation. A number of learning strategies will be used throughout training including case studies, group work and activities that draw upon the experiences of participants in actual emergency situations.

Participants who have successfully completed this course will be eligible to receive a Statement of Attainment.

Who is this course intended for?

The AIIMS course has been developed for organisations which have adopted or intend to adopt AIIMS and their personnel who may be required to:

- perform a role within AIIMS or assist in a support capacity
- be informed on its underpinning principles and processes.

What will I learn at the end of this course?

When you have completed this training, you will be able to:

- Outline WA state emergency management arrangements.
- Explain the intended system outcomes, key features, and benefits when applied to incident management.
- Explain the key system concepts of AIIMS.
- Describe the scope of the incident control function.
- Explain the scope of the planning, operations, logistics and intelligence, investigation and public information functions.
- Identify the purpose and key features of an Incident Action Plan, and the factors considered in its development.
Outline the essential information exchanges that should occur between incident personnel.
- Outline the features of an effective changeover of personnel and equipment.

What are the pre-requisites for this course?

There are no pre-requisites for this course.

What is the duration of this course?

The estimated duration of this course is 16 hours or 2 working days.

What materials will I need for this course?

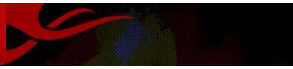
For this training, you will need:

- Learning Manual
- This Activity Workbook containing materials required by participants who attend this training.

Program Outline:

DAY 1

Session	Session Title	Duration	Start Time
	Getting Started	20 mins	0900 hrs
1	Introduction to AIIMS	1 hr	0920 hrs
2	Concept of AIIMS	1hr 15 mins	1020 hrs
	MORNING TEA	15 min	1135 hrs
3	Incident Control Function	1 hr 20 mins	1150 hrs
	LUNCH	40 mins	1310 hrs
4	Planning Function	1 hr	1350 hrs
5	Operations Function	25 mins	1450 hrs
	AFTERNOON TEA	15 min	1515 hrs
	Operations function cont:	40 mins	1530
6	Logistics Function	50 mins	1610 hrs
	END OF DAY ONE		1700 hrs



DAY 2

Session	Session Title	Duration	Start Time
	Review of Day 1	15 mins	0900 hrs
7	Incident Action Planning (Theory) (Practical)	1.5 hrs	0915 hrs
	MORNING TEA	15 mins	1045 hrs
8	Communication Flows & Effective Changeovers	20 mins	1100 hrs
	Exercise One	1 hr 15 mins	1120 hrs
	Exercise One Continued Group Presentation	25 mins	1235 hrs
	LUNCH	40 mins	1300 hrs
9	Final Exercise	50 mins	1340 hrs
	AFTERNOON TEA	15 min	1530 hrs
	Final Exercise cont	25 mins	1545
	Final Exercise Group Presentation	20 mins	1610 hrs
	Assessment and Workshop Critique / Survey Review & Closing	30 mins	1630 hrs
	END OF DAY TWO		1700 hrs

FILE CONTENTS

1 x Learning Manual

1 x Activity Workbook

ACTIVITY WORKBOOK CONTENTS

SESSION	CONTENTS
1	Introduction to AIIMS
2	Concept of AIIMS
3	Incident Control Function
4	Planning Function
5	Operations Function
6	Logistics Function
7	Incident Action Planning
8	Communication and Changeover
9	AIIMS in the Wider Context
10	Survey Form
11	Acronym Sheet



Assessment Guide

AIIMS

Assessment – Learners Resource

Purpose of this Guide

The purpose of the Assessment Guide is to provide you with information on the strategies which will be used to assess your achievement of the learning outcomes of the AIIMS course. The suggested strategies are designed to assist the assessor in collecting evidence and to:-

- Give you feedback on the level of your understanding of the principles of AIIMS
- Assist you to identify development needs, if required
- Provide feedback to the assessor regarding the assessment process and the assessment tools used

Assessment Process

The process of collecting evidence and making judgements on whether a competency or learning outcomes have been achieved must adhere to the principles and quality standards specified under the Australian Quality Training Framework (AQTF).

Principles of Assessment

Assessment for the AIIMS course must be consistent with *Standard 1* of the *Australian Quality Training Framework – Standards for Registered Training Organisations*, i.e. ‘assessment processes shall be valid, reliable, flexible and fair’. These principles must be applied in the development of assessment tools and in the conduct of assessment for this course as follows:-

- | | |
|-------------------|--|
| Valid - | The assessment tool actually assesses what it claims to assess and what it has been designed to assess |
| Reliable - | The assessment process can reliably and consistently be reproduced |
| Flexible - | Assessors are capable of taking a flexible approach to the gathering and assessment of evidence |
| Fair - | Process and procedures are in place to assist in making the assessment process equitable and inclusive |

Quality assessment processes should also include:-

- Active involvement of participants in the assessment process
- Specific targeting of the evidence that participants are required to demonstrate or provide
- Defined procedures for how assessment decisions are made
- Constructive advice and feedback to participants of the outcomes of assessment

Role of the Participant

Participants are encouraged to:-

- Attend all sessions in the AIIMS training program (unless a RPL submission has been accepted)
- Lead or participate actively in group discussions and presentations during the training
- Record appropriate notes and answers to questions in the *Activity Workbook*
- Complete all assessment tasks and submit them by the deadlines prescribed
- Provide feedback to the facilitators and course organisers to help improve the design and delivery of the AIIMS training

Assessment Strategy

The suggested assessment strategy for this course will require you to complete two assessment activities. These are:-

1. Multiple-Choice Test
2. Written Assignment

Each component of the assessment strategy provides the assessor with a particular perspective on your achievement of the learning outcomes of this training program.

Assessment Activities

1. Multiple-Choice Test

The multiple-choice test gives an indication of the *breadth* of your knowledge of the training content. This test covers the main content areas of the AIIMS training program.

You must receive 80% to be deemed competent in this assessment.

2. Written Assignment

The purpose of the written assignment is to provide you with the opportunity to demonstrate the depth of your understanding of the course content by applying the principles and concepts covered in the training.

To ensure fairness in the assessment process and to assist in the administration of assessment, a date will be set as a deadline for the submission of completed assignments. Any extension of the deadline will require the submission of a formal request explaining the reasons for the request for extension and should be negotiated between yourself and the assessor.

In preparing your written assignment you should consider:-

- **Completion of Tasks:** How well have you covered the tasks or points required in the assignment?
- **Application of Concepts and Principles:** How well have you understood and applied AIIMS concepts and principles in your analysis of issues?
- **Structure and Organisation:** How well have you organised and presented information and ideas? Is there a logical sequence to the content? Are ideas easy to follow?
- **Language:** Is your language clear, logical and straightforward? Is AIIMS terminology used appropriately?

You must receive 100% to be deemed competent in this assessment.

This assessment is open-book.