***Program Training Delivery***

Training during the Cadet Program will be delivered by a variety of methods in relevance to the subject matter. Where practicable, more than one option is to be provided. Classroom/theory based training will be minimised and every opportunity possible will be given for participants to engage in practical exercises, discussions and activitiesfor all sessions within this course.

Co-operative training arrangements may be made between different sections of the NSW SES to make training more effective and convenient for participants. Partnerships may be developed with outside providers, particularly in respect to the provision of training in generic topics.

The progression of training for cadets is based on the following principles:

* To provide progressive, interesting and challenging training intended to encourage the development of positive personal and team characteristics.
* To encourage the achievement of success in life with a spirit of service to Australia through commitment within the local community.
* To provide an understanding of the NSW SES and other emergency service agencies.

***Program Session Plans***

To assist in the cadet training process, session plans for the 10 session Cadet Program have been developed. The following information outlines the topics and objectives for each session, and allows flexibility for resources, training locations, community involvement and the training sequence of each session. This will allow input for training styles, training methods and involvement from other local emergency service agencies in the local government area.

**Session Plans 1 to 10 (approx. 100 mins per session)**

Session 1 Housekeeping, working in NSW SES, Code of Conduct;

Session 2 Safety and our wellbeing;

Session 3 Looking after ourselves and others;

Session 4 Principles of emergency management;

Session 5 Visit the local NSW SES Unit;

Session 6 Visit another emergency service provider;

Session 7 Communicating with others;

Session 8 Communicating on the job;

Session 9 Working in a team;

Session 10 Course revision;

NSW SES Skills Activity Day - Participate in teams

**Session 1 – Housekeeping, working in NSW State Emergency Service (SES) and Code of Conduct**

***Overview***

The NSW SES is an organisation that comprises of volunteers from all walks of life – men and women from differing cultural backgrounds, age groups and professions. All of these people contribute to their local community through the NSW SES.

Becoming a volunteer with the NSW SES is very easy. Local NSW SES Units offer training ranging from First Aid and Communications through to the specialised skills in accredited Units of Road Crash and Vertical Rescue. For those that don’t want to go outside there are opportunities to work in operations, manage requests for assistance, emergency management and other logistical areas.

***Lesson Outcomes***

At the end of this session, students should be able to:

* Describe the Code of Conduct expected for secondary school students who are representing the NSW SES while undertaking the Cadet Program
* Identify the designated housekeeping rules appropriate to the program
* Briefly outline the aims of the NSW SES
* Describe the volunteers’ role in the NSW SES
* Understand why we work within a team
* Understand why we obey directive given by instructors
* Understand the importance of Personal Protective Equipment
* Understand why we identify hazards and risks

**Session 2 – Safety and wellbeing**

***Overview***

The NSW SES is an organisation that operates and promotes Work Health and Safety policies (WHS) and procedures will give cadets an opportunity to apply general WHS practice within their life activities.

***Lesson Outcomes***

After this session students should be able to:

* Discuss basic WHS requirements.
* State what is meant by duty of care
* Follow a safety management system Video “Take 5”

**Session 3 – Looking after ourselves and others**

***Overview***

One of the basic life skills is that of being able to look after ourselves. Preparing ourselves and doing tasks in a safe manner enhances our life style. Understanding and identifying risks, being able to manage these identified risks along with control or elimination will give cadets a knowledge that will be useful in their conquest of life.

***Lesson Outcomes***

After this session the student should be able to:

* Identify and understand risk
* Control and eliminate certain risks
* Understand basic lifting techniques
* Understand that their body has limitation
* Recognise signs that the body is suffering

**Session 4 – Principles of emergency management**

***Overview***

The NSW SES is one of a number of emergency service organisations that have been assigned roles and tasks under the NSW Emergency Management Act.

These organisations have action plans that are activated when there is a significant emergency within the community that places people or property at risk.

* Identify and discuss the different emergency services within NSW
* Discuss the different roles that these emergency services take at differing emergencies
* Investigate how the different emergency services are activated
* Discuss who is in charge of different types of emergencies

***Lesson Outcomes***

At the end of this session, students should be able to:

* Identify the emergency agency who takes control of a given emergency
* Understand and identify the roles of the different emergency service agencies
* Briefly discuss the importance of control, command and coordination

**Session 5 – Visit the local NSW SES Unit (Excursion)**

***Overview***

This Unit visit is to give students the opportunity to experience how the NSW SES operates within the community. It will also enable operational preparedness within a Unit to be demonstrated, along with an opportunity for some hands on experience.

* Sign on
* Tour of the headquarters
* Operations and communications rooms
* Vehicles
* Hands on with tools
* Sign off

***Lesson Outcomes***

After this session students should be able to:

* Understand the importance of signing on and off when attending the local headquarters or a Unit
* Discuss how operations are conducted and the importance of a structured control system
* Discuss the various equipment used by the local Unit
* Operate selected equipment that is used in emergency situations

**Session 6 – Visit another emergency service provider (Excursion)**

***Overview***

Emergency services within the community have differing roles, these roles are service specific. To enable students to get a broader understanding of the different emergency services, a visit to one of these will enable an understanding of how services undertake their specific role and liaise with all emergency services.

***Lesson Outcomes***

After this session the student should have an understanding of:

* Another emergency service provider within the community
* How this emergency service works with other services
* Basic knowledge of the roles of this emergency service
* Gain knowledge in the emergency services within the community

**Session 7 – Communicating with others**

***Overview***

Communicating with others within emergency services is just as important as communicating to achieve a fruitful life style. Interaction between service operators and clients, using verbal, non-verbal and written communication, and following verbal and written instructions is the forefront of successful operations. When we are operational or training, achieving the best possible result is what we all desire. This can only be achieved with good communication skills.

***Lesson Outcomes***

After this session the student should have an understanding of:

* Communications within NSW SES
* Choosing the most appropriate means of communicating
* Demonstrate courtesy, tact and discretion
* Seek assistance when necessary to locate, interpret and provide relevant information to the public

**Session 8 – Communicating on the job**

***Overview***

Communicating on the job is a challenge, using communications equipment and recording messages further enhances the skill of communicating within emergency services.

***Lesson Outcomes***

After this session the student should have an understanding of:

* Basic understanding of the hand held radio used by the NSW SES
* Practiced using a hand held radio
* Basic understanding of radio protocol
* Deliver and receive a message using a hand held radio

**Session 9 – Working in a team**

***Overview***

Working in a team is a skill that all members of emergency services utilise continuously. By learning to work well in a team the student can make a positive contribution to the effectiveness and efficiency of the team.

***Lesson Outcomes***

After this session the student should be able to:

* Participate in a team to achieve required tasks
* Share information with team members
* Support team members in achieving goals

**Session 10 – Course revision**

***Overview***

Reviewing and assessing is an important part of every operation. This session is when the NSW SES undertakes this process. Have students achieved all of the learning outcomes in a way that they can utilise the skills they have learnt, when and if they become members of the NSW SES. Have they learnt skills that will enhance their everyday life giving them encouragement and thought to undertake life’s challenges.

***Lesson Outcomes***

* Participate in group activities that allow demonstration of required skills and knowledge

**Skills Activity Day**

***Overview***

Participate in teams and apply team member characteristics.

Activities will include:

* Interactive team exercises
* Team building activities

Outdoor program of team activities based on NSW SES skill sets, for example:

* Flood boat
* Build a flying fox
* Urban search and rescue
* Sandbag dam
* Technical patient recovery
* Search for physical evidence