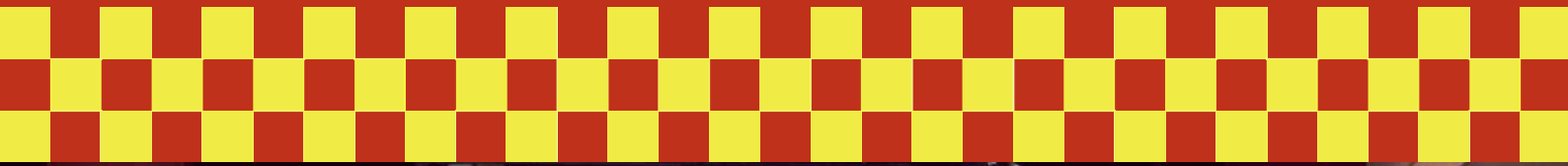




Fire &  
Rescue NSW

# Become a permanent firefighter

## 2016 Candidate Information Pack



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# 1. What does Fire & Rescue NSW do?

Fire & Rescue NSW (FRNSW) enhances community safety, quality of life and confidence by minimising the impact of hazards and emergency incidents on the people, environment and economy of New South Wales. As one of the world's largest urban fire and rescue services, we manage fire emergencies in major cities and towns in NSW. We respond to rescues, hazardous materials incidents and possible terrorism activities across the State. We work with other government agencies to minimise the impact of bushfires, storms, floods, landslides, building collapses, motor vehicle accidents and other emergencies. We also run prevention and preparedness programs to prevent these emergencies and reduce their impact on the community.

FRNSW has a long tradition of excellence in the protection of life, property and the environment. FRNSW is made up of approximately 14,000 people State wide, comprising more than 7,000 retained (on-call) and permanent firefighters and support staff, and around 7,000 community fire unit volunteers.

FRNSW staff and volunteers are committed to maintaining the proud history and tradition of FRNSW, when serving the community and protecting the environment.

## The role

### More than fighting fires

Being a firefighter is no ordinary job. The work is varied, challenging and rewarding. In addition to fighting fires, a firefighter role entails a range of different functions, including:

- Fire prevention and investigation
- Community education and activities related to safety and prevention, including fire education for children (conducted in pre-schools, kindergartens, primary schools) and rescue education for teenagers (conducted in high schools); working with diverse communities to raise awareness, educate and help minimise the environmental impact of fire; and, providing assistance to the elderly, e.g. installation of smoke alarms in homes
- Recovery and management of hazardous, toxic and flammable materials
- Recovery after storm and flood
- Responding to rescue calls throughout the State, assisting people involved in domestic, industrial and transport incidents, including road accidents
- Providing basic first aid until an accredited provider arrives, such as the NSW Ambulance
- Carrying out building inspections to prepare risk assessments and pre-incident plans
- Maintaining good health and physical fitness
- Undertaking ongoing development and maintenance of skills and knowledge through regular training and study
- Cleaning/maintenance of equipment and the fire station. This includes core housekeeping duties such as cleaning the bathroom, kitchen, vacuuming etc.

Firefighters often operate in stressful situations, particularly when people are injured or threatened with injury. When attending an incident, firefighters may be required to comfort victims or advise the public to stay clear of the area. Firefighting is physically and psychologically demanding, especially during major emergencies and involves quick thinking, team work and endurance.

Generally, permanent firefighters work in a fire station as part of a platoon supervised by a Station Officer. Platoons contain anywhere between 3 and 12 firefighters of various ranks, depending on the size and nature of the fire station. Each fire station is part of a zone containing between 9 and 27 fire stations and headed by a Zone Commander. These Zones are then grouped in areas (north, south, east and west) headed by an Area Commander.



# What skills and abilities are we looking for?

To be a successful firefighter, you will need a wide range of skills, knowledge and abilities. FRNSW seeks to employ people who reflect its professionalism and values, and the diversity, culture and skills of our society. Applications are accepted from all members of society and are assessed on merit.

In the 2016 recruitment campaign, recruit firefighter positions will be filled by an equal number of male and female candidates who have been assessed as most meritorious through the recruitment process.

The skills, knowledge and abilities we are looking for in our recruit firefighters include:

- Personal resilience and an ability to tolerate stressful situations
- Appreciation of the need to remain aware of risks and maintain a focus on safe work practices in situations that at times can be inherently dangerous
- Effective written and verbal communication skills, a commitment to service and helping others, and an interest and ability to engage with the public
- Demonstrated understanding of, and willingness to undertake, the full range of firefighter duties including a capacity to follow directions, ability to work shift work including weekends, flexibility in work locations and an interest in ongoing development
- Capacity to consistently demonstrate respect toward colleagues, the community and all others regardless of background, gender, age or differences
- Well-developed interpersonal skills and the capacity to work within, and contribute effectively to, a small team working in close proximity
- Ability to exercise self-discipline and use sound judgement in ensuring assigned tasks are completed to required standard and within tight timeframes
- Capacity to acquire new skills and demonstrated problem solving ability.



# 2. Working for FRNSW

## Our values

Every aspect of the work we do at FRNSW is guided by our shared values. We are committed to:

### Respect

We always treat each other, our partners, stakeholders and recipients of our services with respect and fairness while recognising and accepting the differences, wishes, rights, feelings and value of others.

### Integrity

We always act professionally and can be trusted implicitly because honesty, transparency and strong ethical principles underpin who we are and everything we do.

### Service

We are reliable, always performing our roles safely, effectively and efficiently, while taking responsibility for our actions and decisions.

### Courage

We always put the needs of the community and FRNSW first, and have the courage not only to deal with serious emergency situations, but to stand up for others and to challenge wrongdoing.

These values align with and support the NSW Government sector core values of:

**Integrity – Trust – Service – Accountability**

## Benefits and conditions

### Shift roster

FRNSW is a 24-hour emergency service. Firefighters work rostered shifts which include weekends and public holidays. The roster system comprises of the following:

- 10/14 roster – firefighters work two day shifts (8am to 6pm), followed by two night shifts (6pm to 8am) and then have four days off. This is the default roster.
- 24 hour roster – Most Fire stations operate under a 24 hour roster- firefighters work 1 X 24 hour shift (0800-0800 hours) and then have 24 hours off then work another 1 X 24 hour shift and then have 5 days off.
- Back-to-back roster – firefighters work four day shifts (6am to 6pm) then have four days off.
- Special roster – firefighters work Monday to Thursday (8am to 4.30pm) and Friday (8am to 4pm).

Firefighters can also be recalled for duty in case of an emergency.

### Leave arrangements

Firefighters have entitlements to sick leave, maternity/paternity leave, annual leave, consolidated leave and long service leave, as per the *Crown Employees (Fire and Rescue NSW Permanent Firefighting Staff) Award 2016* e.g.

- **Long service leave:** entitlement is two months after 10 years service, however it is able to be accessed pro-rata after seven years service. Previous Government service may be recognised.
- **Annual leave:** firefighters are rostered into a leave group at the time appointment is confirmed. Leave is taken when the group's leave period falls due. The typical cycle for annual leave is thirty two (32) weeks worked = four (4) weeks leave then twenty four (24) weeks worked = four (4) weeks leave. Note: Recruit firefighters must also complete a defined period of service before they are able to access periods of annual leave.



## Rates of pay

These rates are effective from 19 February 2016.

Rank/classification	Weekly rate of pay
Recruit Firefighter	\$1,148.98
Firefighter	\$1,332.59
Qualified Firefighter	\$1,480.65
Senior Firefighter	\$1,569.49
Leading Firefighter	\$1,658.34
Station Officer	\$1,880.43
Leading Station Officer	\$1,924.85
Inspector	\$2,220.98

## Education and training

### Recruit training program

Candidates who accept an offer of employment are required to attend recruit training at the FRNSW State Training College in Alexandria – approximately five kilometres south of the Sydney CBD. Please note that while most of your training will take place at the FRNSW Training College at Alexandria, some training will take place at our facilities at Ingleburn and Londonderry. On those days it is your responsibility to report to those addresses at the allotted time. Transport is not provided by FRNSW.

The program includes 13 weeks of intensive training covering (but not limited to) the following:

- Use of fire appliances and pumps, rescue equipment, radio networks, computer response systems
- Management of hazardous materials
- Administering of first aid
- Wild fire behaviour and suppression management
- Fire science and behaviour awareness
- Basics of building construction
- Varying methods of water and electricity supply
- Occupational health and safety

Following completion of the program, successful participants will graduate as a Level 1 Firefighter.

### Ongoing training and development

An essential component of a firefighter's job is to maintain and develop skills to ensure best practice. If you are considering firefighting as a career, you must be prepared to undertake continuous training and studies in order to maintain the required capabilities, and to progress in rank. All firefighters must reach the rank of Qualified Firefighter as a minimum requirement. To reach this rank takes approximately three years. To assist and support firefighters, training is provided to ensure that firefighters develop the confidence and capabilities required to combat and manage increasingly complex emergency situations. As a Registered Training Organisation, FRNSW is able to provide a comprehensive range of quality training.

Continuing professional development throughout your career is greatly encouraged including taking different job opportunities, undertaking study and working on a variety of job projects.



# Career development and opportunities

FRNSW operates on a rank structure and each firefighter has the opportunity to progress through these ranks. Refer to the 'Benefits and conditions, rates of pay' section for the list of ranks. At the Qualified Firefighter rank, opportunities to work in specialised areas may also be available. These specialty areas include:

- **Community Engagement:** This unit focuses on prevention, and increasing the community's preparedness and resilience to hazards, emergencies and disaster.
- **Fire Research and Investigation:** Undertakes special fire investigations, delivers fire investigation training; manages accelerant detection canines; and carries out research into the interaction between human behaviour, building behaviour and fire behaviour.
- **Operational Communications:** FRNSW maintains a network of emergency communication centres. These centres manage all fire emergency calls in NSW, with most from either 000 phone calls, or from automatic or other fire alarms.
- **Education & Training:** Identifies and provides the necessary resources, facilities, policies and guiding principles across the full range of operational, administrative, trades and professional education, training and development activities.
- **Hazardous Materials Response:** FRNSW manages emergency incidents involving hazardous materials (hazmat) e.g. transport accidents, industrial leaks, and incidents involving chemical, biological and radiological substances. Firefighters becoming Hazmat technicians undergo special training in Hazmat operations.
- **Rescue:** Provides equipment and training to FRNSW rescue operators to perform a wide range of rescues, including rescuing people and animals from transport, domestic and industrial accidents and carrying out swift water, alpine, vertical and confined spaces rescues.
- **Counter-Terrorism and Aviation:** Contributes to the planning, development and implementation of the State's capability to ensure operational readiness for, and rapid resolution of, the consequences of terrorism.
- **Commercial Safety (ComSafe):** Works with industry, commerce, and the wider community to provide comprehensive professional fire safety education and training in a practical, simulated environment. ComSafe trainers are experienced fire officers who have practical firefighting and rescue skills.
- **Building Fire Safety:** The Building Fire Safety Unit provides specialist advice on complex building designs and undertake inspections to ensure regulatory fire safety measures are complied with. The unit also works with building codes and standards groups to research and develop appropriate fire safety systems.



# 3. Essential requirements of the position

## General requirements

Before applying to become a firefighter, consider the following mandatory general requirements:

**Every aspect of the work FRNSW does is guided by our shared values – Respect, Integrity, Service and Courage.**

Applicants will be required to provide certified copies of documents at the time of interview. Any candidate who deliberately supplies false, incomplete or misleading information in an attempt to gain employment with FRNSW will be automatically disqualified from further consideration for employment.

All permanent firefighter applicants must meet the following **entry level** requirements:

### HSC or equivalent higher education qualification

- Higher School Certificate or
- Certificate III in any discipline or
- Trades qualified certificate or
- 5 years service as a retained firefighter with Fire & Rescue NSW or
- Higher educational qualification or equivalent.

### Australian citizenship or permanent resident or NZ citizenship

To be eligible for permanent employment with FRNSW applicants must be either an Australian citizen, hold permanent residency status or be a New Zealand citizen. Applicants must be able to provide evidence in the form of one of the following documents:

- Australian passport or birth certificate
- Australian citizenship papers
- Permanent residency visa
- New Zealand passport, birth certificate or citizenship papers.

### Minimum NSW Provisional P2 Driver licence

You must hold a current driver licence with a minimum Provisional (Green P2) licence (or state or territory equivalent). You will be required to upload a copy of your driver licence (as a PDF, Word or HTML file) as part of your online application.

Successful applicants with valid licences from another Australian states or territories will need to make arrangements to obtain a NSW driver licence within three months of commencing the recruit training program. Successful applicants will also be required to sit a knowledge test and obtain a Medium Rigid (MR) licence log book from Roads & Maritime (RMS) prior to the recruit training program commencing. The MR licence training and costs are included in the recruit training program. More information regarding this requirement is provided when an offer of employment is made.

### Driving history

FRNSW is an emergency service provider and firefighters drive under emergency conditions. Being able to drive in a safe and responsible manner is an inherent requirement of the role. Candidates will be required to provide a current driving history record from the RMS (or equivalent within your state or territory) as evidence of a safe driving history.

All candidates applying for permanent firefighter positions will be assessed against the following driving criteria:





**Candidates with minor traffic offences recorded against them will be considered in relation to the following:**

- Consideration of overall traffic record e.g. ratio of not more than one (1) infringement for every two (2) years from the time the provisional driver licence is attained.
- If the candidate's result is considered borderline, an offence-free period of not less than 12 months since commission of offences / infringements may be taken into consideration as well as the general circumstances surrounding the infringements.
- At least six (6) demerit points remain on their current licence.

**A candidate convicted of a Prescribed Concentration of Alcohol (PCA) offence** (not including spent convictions) will be required to submit additional information, and unless the following periods of time have elapsed since the date of offence, it is unlikely that the application will be progressed:

- Low range (.05 – .08) = two (2) years
- Novice range (over zero for novice drivers) = two (2) years
- Special range (over 0.02 for special category drivers) = two (2) years
- Mid range (.08 – <0.15) = five (5) years
- High range (0.15 or above) = ten (10) years

**A candidate convicted of:**

Two PCA offences or driving under the influence of a drug will be required to submit additional information; however it is unlikely their application will be progressed.

Candidates convicted of any other serious traffic offences will be required to submit additional information; however it is unlikely that their application will be progressed. Examples of a serious traffic offence include, but are not limited to culpable driving, negligent driving occasioning death or grievous bodily harm, driving in a dangerous manner or at a dangerous speed.

Candidates who are offered a position as a recruit firefighter must advise FRNSW of any additional fines etc. before commencing duties. Successful candidates may also be requested to provide an additional driving history record as part of their condition of employment.

## **Criminal record checks**

Firefighters are placed in a position of trust and have privileged access to property and vulnerable people when on official business or during emergency incidents. It is therefore imperative that FRNSW conducts stringent assessments of candidates and enforces the need to have a professional, honest, reliable workforce that adheres to ethical principles and standards. All successful candidates will have a criminal record check undertaken by FRNSW prior to an offer of employment being made. Any positive checks will be dealt with on a case-by-case basis; however it is unlikely that candidates will progress if the following circumstances apply:

- Found guilty, charge proven (including not on record but excluding spent convictions) of (including but not limited to) the following offences: murder, armed robbery, sexual assault, arson, drug trafficking, break & enter, theft.
- Found guilty, charge proven (including not on record but excluding spent convictions) of (including but not limited to) the following offences: minor property damage, minor assault, drug possession or usage, malicious wounding, inappropriate behaviour in a public place.

Other matters that may not allow your application to progress:

- Outstanding warrants or court orders at the time of commencement as a recruit
- Currently under investigation, charged or awaiting criminal proceedings

Candidates who have conviction/s may be asked to provide Police Fact Sheets and/or court transcripts prior to attending a panel interview. Candidates with any of the above offence history in the preceding 10 years from the closing date of the campaign may be asked to attend an interview to specifically discuss the issue before being considered for further progression in the firefighter campaign. Each case is assessed on an individual basis.



# 4. The recruitment campaign explained

The objective of the 2016 campaign is to identify intelligent, fit, healthy and community-minded women and men from diverse backgrounds to join our permanent firefighter ranks.

Recruitment for permanent firefighters at FRNSW is the largest NSW Government recruitment process in operation. Each year more than 7,000 people compete for around 120 positions. This results in a highly competitive, multi-stage process aimed at identifying the very best candidates who meet FRNSW's values and are ready and able to give service to the community.

The permanent recruitment campaign is lengthy and comprises many steps. It is usual for the recruitment activity to take up to four months to complete. The recruitment process can be broken down into the following parts:

PART 1 – The application gateway

PART 2 – Three recruitment stages

1. Physical Aptitude Test (PAT)
2. Interview and online verification
3. Medical assessment

The stages are explored in more detail below, including how candidates will be selected to progress forward.

## Note:

- You must be successful at each recruitment stage to be considered eligible to progress to the next stage.
- If you are not successful at a particular stage, your application will not progress. Progress updates will be notified by email.
- The application process is highly competitive – in the 2015 campaign FRNSW received over 7,000 applications for just 120 positions. We will therefore notify you throughout the process whether you have progressed or not.
- An information session is conducted at the commencement of each new recruitment campaign. Please join our Facebook and Twitter pages as regular updates will be provided as to when and where the information session will be held. If you are unable to attend, the session will be made available on the FRNSW website.
- FRNSW is committed to ensuring that security, integrity and privacy is not compromised at any stage of the recruitment process and will carry out systematic ID checks and online test verification.
- A comprehensive list of recruitment frequently asked questions (FAQs) can be found on the FRNSW website.



# Process overview

## Part 1 – Application gateway

- Answer the call to become a permanent firefighter by completing your online application. Applicants must meet the minimum criteria (see page 8).
- Once applications close you will receive an invitation to complete a series of online psychometric tests. The tests are aligned to FRNSW values and provide an indication of how well you might fit the role and the organisation.
- The psychometric tests are not subject to a pass/fail mark. The tests enable FRNSW to filter the many thousands of applicants into those most suitable to progress to the assessment stages.
- An equal number of the highest scoring male and female candidates will then be invited to Stage 1 of the recruitment process – the Physical Aptitude Test (PAT).

## Part 2 – Three recruitment stages

Stage  
1

### Physical Aptitude Test (PAT)

- Being prepared for what lies ahead is part and parcel of being a firefighter - start training now!
- Are you FireFit and ready to meet the physical demands of the job? Download the FireFit Training Guide at [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au).
- Give yourself the best chance – book in for PAT Information sessions.

All candidates must pass the PAT to be considered for progression to the next recruitment stage

Stage  
2

### Interview and online verification

- Candidates who meet the physical requirements may then be called to interview (note not ALL applicants who pass the PAT will be invited to interview).
- At this stage candidates will also be required to undertake a verification test to confirm their previous cognitive ability psychometric test result.
- Candidates will face questions from four different two-person panels to ensure divergent opinions determine the best candidates for the role regardless of gender, ethnicity or sexuality.

Merit selection at interview will determine the best candidates to move forward to the next recruitment stage

Stage  
3

### Medical assessment

- Being a firefighter is a physically and psychologically demanding role – this stage of recruitment will ensure you're healthy and job ready!
- Medical assessments will be undertaken against established medical standards based on the demands of the job.

Candidates who meet the required medical standards for employment may then be offered a role as a permanent firefighter



# PART 1 – The application gateway

With more than 7,000 applications annually for around 120 positions, FRNSW does not have the capacity to individually review resumes and past work experience to determine suitability to progress forward. Psychometric testing has been identified as a way to do this efficiently and determine likely fit to the organisation.

The psychometric tests used have been selected to align predictive future performance, beliefs and values of candidates to the role requirements and organisational values. Your responses are reviewed by an external psychometric testing provider to generate a suitability score. This score is then used to rank male and female candidates (in separate streams) to determine who is selected to progress to the next step.

## Step 1 – Submit your application online

**Once the campaign opens** visit [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au) to complete the online application process (this includes uploading a copy of your driver licence as a PDF, Word or HTML file). You are also strongly advised to read the recruitment FAQs (found on the FRNSW website) in conjunction with this information pack.

**After online applications close** all candidates will be invited to move to Step 2 – 1st online assessment.

## Step 2 – 1st online assessment

Candidates will receive an email invitation to complete this step after the application period has closed. This step must be completed within four days. The online assessment is made up of two assessments which take approximately 40 minutes to complete.

- **Cognitive ability:** This test examines your verbal, numerical and abstract reasoning, and your ability to acquire, retain, organise and apply information. This test has a time limit. You can access an example cognitive ability test at <http://www.revelian.com/example-questions-cognitive-ability/>.
- **Work safety assessment:** This test contains a variety of statements about beliefs and attitudes regarding safety requiring a response from “strongly disagree to “strongly agree”. This assessment is not timed but should take approximately 15 minutes to complete.

### Stage progression

An equal number of male and female candidates with the highest suitability score will be invited to move forward to Step 3 – 2nd round of online assessment.

For example, if FRNSW requires 1,000 candidates to move forward – 500 of the highest scoring men and 500 of the highest scoring women will be selected.

Set yourself up to succeed – visit the FRNSW recruitment website for tips to help you get the most out of psychometric tests.

## Step 3 – 2nd online assessment

This step is made up of two assessments and both take approximately one hour to complete.

- **Emotional intelligence:** The capacity to effectively perceive, identify and manage emotions in self and others when emotional based information is important to solve problems. The test consists of multiple choice questions and, although not timed, takes approximately 40 minutes to complete.
- **Work reliability scale:** This test considers beliefs and attitudes regarding honesty and integrity. The test, although not timed, takes approximately 10 minutes to complete.

Your responses to the 2nd round assessments are again reviewed by an external psychometric testing provider. The responses from all four assessments (first and second rounds) are then used to generate an overall suitability score. This score is used to rank male and female candidates to determine who is selected to progress to the next step.



## Stage progression

An equal number of male and female candidates with the highest suitability score will be invited to move forward to the first stage of recruitment – the Physical Aptitude Test (PAT).

For example, if FRNSW requires 600 candidates to move forward – 300 of the highest scoring men and 300 of the highest scoring women will be selected.

## Supervised verification testing

Candidates who progress to interview will be required to undertake a supervised online test to verify their original cognitive ability test results. This will take place at FRNSW's State Training College, Alexandria, Sydney.

The original cognitive ability test score and the supervised test score then undergo a verification check by the external psychometric testing provider. The purpose of this test is to verify that the initial test was undertaken by the applicant, to eradicate cheating.

Verification doesn't mean that both scores have to be exactly the same, but they do have to be within a reasonable range. Candidates test scores must verify in order for their application to continue.

## PART 2 – Three recruitment stages

### Stage 1 – The Physical Aptitude Test (PAT)



Time is of the essence – don't waste it.

Being prepared for what you might face is a daily requirement of firefighting. The FireFit Training Guide is available at [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au) to help you train specifically for the tasks involved in firefighting – and prepare you for FRNSW's PAT. Don't leave anything to chance and don't wait until your invitation to the PAT comes along – start training now.

### Physical fitness

Firefighting is a physically demanding occupation. Stressors associated with material handling, load carriage (including personal protective equipment), temperature extremes, variable terrains and confined spaces, are known to impose unique physical and physiological demands upon firefighters. The FRNSW Physical Aptitude Test (PAT) is an assessment of the inherent requirements of firefighting and has been designed specifically to identify and recruit individuals who are physiologically capable of tolerating the work-related stress of firefighting.

To successfully complete the PAT, a candidate's preparation will require regular cardiovascular and resistance training with a program targeted at the specific functional movements associated with firefighting. Please refer to the FireFit Training Guide (available on the FRNSW website) for further advice and a weekly training program.

Applicants who progress through the recruitment stages will be invited to participate in a PAT familiarisation (PATFAM) prior to undertaking the PAT. During the PATFAM applicants will have the opportunity to attempt all tasks and FRNSW staff will be on hand to answer any questions. Attendance at a PATFAM is mandatory and applicants must ensure they fully understand the requirements of the PAT prior to leaving this session. Applicants will not be eligible to complete their PAT without first attending a PATFAM.

During the PAT applicants will be required to complete the three stages listed below in succession, walking from one task to the next. Running is not permitted during any stage of the PAT. Applicants may rest at any stage of the PAT however this will increase their overall time for completion.



For the entirety of the PAT applicants will wear personal protective clothing (PPC) including tunic, over-trousers, structural firefighting helmet, self-contained breathing apparatus (non-operational and without face mask) and general purpose gloves. If applicants have their own rigging or gardening gloves they are encouraged to use these on PATFAM and PAT day. Ankle weights will be worn to replicate the weight of structural firefighting boots. The total weight of the PPC is approximately 20kg.



For video demonstrations of the PAT stages, visit the PAT section of our website or watch our YouTube channel here:  
<http://www.youtube.com/fireandrescuensw>



More detailed information on the PAT stages is included in the Appendix.

## Physical Aptitude Test Familiarisation (PATFAM) and Physical Aptitude Test (PAT)

Candidates are required to practice the Physical Aptitude Test (PAT) prior to undertaking the actual physical test. The familiarisation (PATFAM) is compulsory. The physical assessment(s) simulate actual firefighting tasks. Applicants are strongly encouraged to prepare for the assessment by reading and understanding the information contained in this document and on the FRNSW website. You can download a copy of the FireFit Training Guide from the FRNSW website.

Immediately after completing the PAT your assessor will advise you whether or not you have met the required standard to be considered for the next recruitment stage.

### Stage progression

Candidates who pass the PAT will be considered for progression to the next stage of recruitment. As the PAT is considered a pass/fail assessment, the suitability scores from Part 1 – the application gateway will be used to determine the order for progression.

An equal number of male and female candidates who have passed the PAT will be invited to move forward to the second stage of recruitment – the interview and online verification.

For example if FRNSW requires 250 candidates to move forward – 125 male candidates who have met the PAT standard and have the highest suitability score will progress along with 125 female candidates who have met the PAT standard and have the highest suitability score.

## Stage 2 – The Interview and online verification

### Online verification test

Candidates who are selected to progress to interview will be required on the day of the interview to undertake a supervised online test to verify their original cognitive ability test results. This will take place at FRNSW's State Training College, Alexandria, Sydney.

The original cognitive ability test score and the supervised test score then undergo a verification check by the external psychometric testing provider. The purpose of this test is to verify that the initial test was undertaken by the applicant, to eradicate cheating.

Candidates test scores must verify in order for their application to continue. The verification result will not be available to FRNSW until after the interview has concluded.

### Interview

An equal number of male and female applicants will be brought to interview. At interview applicants will be required to demonstrate through a structured behavioural interview that they have the skills, knowledge, values and experience to succeed and join our permanent firefighter ranks.



The interview process involves candidates facing four two-person panels and answering a series of behavioural based interview questions. The questions are designed to allow candidates to demonstrate their motivation for wanting to become a firefighter and the qualities, skills and experience they can bring to FRNSW. The divergent opinions of the panel enable better decision making, to determine the best candidates for the job. Each panel member will score the candidate's response on a 1-5 scale enabling an overall interview score to be determined.

Candidates should also be prepared to answer behavioural based / scenario questions. You may find research around the STARLA (situation, task, action, result, learning, application) interview technique beneficial. More information to help you prepare can be found in the [FRNSW Preparing for Interview Guide](#) available on the FRNSW website.

Do not assume that if you reach this stage the interview is simply a formality; more candidates will be brought to interview than there are positions available. It is a critical part of the selection process and is subject to rigorous assessment.

Interviews are held in Sydney only, however candidates who are overseas or interstate can make arrangements to be interviewed through Skype. Interviewees are required to bring original and certified copies of documents as well as a copy of their current resume. The documents include driver licence, driving record and educational qualifications, please refer to the 'Essential requirements' section of this information pack on page 8 for further information.

## Employment checks

Employment checks will be undertaken at interview and after. Employment checks include:

- Reference checks – referees should be a supervisor/manager within a work environment
- Criminal history check – this check is conducted on candidates who progress, following the interview stage
- Driving history check – this information will be requested at the interview stage.

## Stage progression

At the completion of the interviews, candidates who have verified in the supervised cognitive assessment will be ranked according to their interview score. A separate merit list will be established for male and female candidates after the necessary employment checks have been completed.

An equal number of the highest scoring male and female candidates will be invited to move forward to the next stage of recruitment – the medical assessment.

For example if FRNSW requires 130 candidates to move forward – 65 male candidates who have the highest interview score will progress along with 65 female candidates who have the highest interview score.

## Uniform fit

Candidates selected to move forward to the medical assessment stage will be invited to attend a uniform fit. Attending a uniform fit does **not** mean you have secured a firefighting position with FRNSW. Due to the technical nature of the garments a long lead in time is required to enable correct sizing and manufacturing.

## Stage 3 – Medical assessment

Medical suitability will be dependent upon the outcome of all relevant medical information and test results. All medical information will be reviewed by the FRNSW Occupational Physician.

## Offer of employment

Candidates who have successfully progressed through the recruitment stages may then be offered a place in the recruit training program. Written offers of employment will be made to an equal number of the most



meritorious male and female candidates based on performance at interview and the other components of the recruitment process.

Unsuccessful notifications will also be made by email at this point.

## Recruit training program

Candidates who accept an offer of employment will attend 13 weeks of recruit training at the FRNSW State Training College. Candidates will be paid at the Recruit Firefighter level while they are completing the 13 week recruit training course.

Training within FRNSW is extremely diverse and includes the use of fire appliances and pump operations, extension ladders, breathing apparatus, hazardous materials, fire science and behaviour, rescue equipment, first aid, radio networks and computer response systems, the basics of building construction, varying methods of water and electricity supply, occupational health and safety and wild fire behaviour and suppression. Attainment of a Senior First Aid (including CPR) and MR driver's licence are part of the program. There are also ongoing fitness assessments for all new recruits.

The majority of the recruit training is conducted at the FRNSW State Training College at Alexandria, however some training will take place at our facilities at Ingleburn and Londonderry. On those days it is your responsibility to report to those locations at the allotted time.

## Graduation

At the successful completion of the 13 weeks recruit training you will graduate as a Level 1 Firefighter. You will be presented with your certificate (Certificate II in Public Safety) by the FRNSW Commissioner at a graduation ceremony at the State Training College, Alexandria. This is also an opportunity for you to invite family and friends to show them the skills and knowledge you have learnt during the training.

# 5. Questionnaire and checklist

FRNSW receives thousands of applications for a very small number of recruit firefighter positions. The following list of questions should be considered honestly to determine whether being a firefighter is the right career for you.

- Are you committed to promoting safety within the community?
- Can you relate well with both men and women from different backgrounds, cultures and age groups?
- Are you able to take orders from others and comply with appearance and behaviour standards?
- Do you have the emotional strength to deal with situations where you witness severe injuries or death?
- Do you have the sensitivity to deal effectively with members of the public when they are distressed, confused and/or being obstructive?
- Can you take responsibility for representing FRNSW appropriately?
- Are you able to work shift work hours (including weekends and public holidays) which are based on a rotating roster that remains the same dependent on the platoon you are allocated?
- Are you prepared to work outside in all types of weather?





- Are you comfortable working in a small team of four?
- Can you work under pressure without letting the rest of your team down?
- Are you a practical person who can work with their hands and equipment?
- Are you someone who can be relied on to be somewhere on time?
- Are you someone that others see as dependable?
- Are you committed to maintaining and developing your skills and knowledge through ongoing study for a period of at least three years with options for further study and advancement?
- Understanding that firefighters 'live in' stations during their shifts (preparing meals, showering, etc.), are you prepared to perform mundane tasks such as the maintenance of the station and equipment, including cleaning the facilities?
- Are you committed to maintaining your health and a good level of fitness to ensure both your own and your team's safety?
- Are you prepared to be stationed in the greater metropolitan Sydney area and understand that for stations outside of that area, firefighters are eligible to go on a transfer waiting list but opportunities to transfer to regional areas are limited and may mean years of waiting?

<input type="checkbox"/>	<b>Availability:</b> I am available to work the various rosters covering nights, weekends and public holidays
<input type="checkbox"/>	<b>Education:</b> I have either a Higher School Certificate, Certificate III, Trades Certificate, equivalent or higher (or 5 years service as a retained firefighter with FRNSW)
<input type="checkbox"/>	<b>Residency/citizenship:</b> I am either an Australian or New Zealand citizen or hold permanent residency status in Australia
<input type="checkbox"/>	<b>Licence:</b> I hold a current driver licence (minimum Provisional (Green P2) licence) or equivalent
<input type="checkbox"/>	<b>Original documents:</b> I have original education, residency/citizenship documents and can provide certified copies at interview
<input type="checkbox"/>	<b>Medical assessment:</b> I understand the medical and assessment requirements and I am aware that certain medical tests will need to be undertaken at my own expense
<input type="checkbox"/>	<b>Physical Aptitude Test (PAT):</b> I understand the physical fitness requirements of the role and consider myself to be at a high fitness level to successfully pass the PAT
<input type="checkbox"/>	<b>Campaign program:</b> I am aware of the general timeframes and closing dates associated with this recruitment campaign



## 6. Contacts and enquiries

For all enquiries regarding FRNSW requirements, selection criteria and the recruitment process email [recruitment@fire.nsw.gov.au](mailto:recruitment@fire.nsw.gov.au).

More information (including a comprehensive list of FAQs and preparation guides) is available under the recruitment section on the FRNSW website ([www.fire.nsw.gov.au](http://www.fire.nsw.gov.au)).



# 7. Appendix – The Physical Aptitude Test (PAT)

## Stage 1

Two tasks to be completed with no time limit.



### Task 1: Reduced visibility search

**Equipment:** Frosted face mask and dark, confined space

**Purpose:** To simulate wearing a self-contained breathing apparatus when performing a victim search in a dark and confined space.

**Task description:** The applicant is required to wear a frosted face mask and perform a crawling search in a dark and confined space. Time and distance of this search will vary based on the testing venue.

The applicant must be able to wear the mask for the whole search and move forward in a safe and consistent way.



### Task 2: Ladder simulation

**Equipment:** Resistance reel with straight bar attached, combining for 29kg of vertical force.

**Purpose:** To simulate raising and lowering a 10.5 metre ladder for firefighting and rescue work.

**Task description:** The applicant is required to pick the bar up off the ground and bring it to navel height, then squat under the bar and stand up, raising the bar above the head with arms completely straight. The bar can then be lowered back down to the ground.

The applicant is required to push the bar into an overhead position with straight arms in one continuous movement.



## Stage 2

The aim is to complete four tasks in 15 minutes.



### Task 1: Single-sided jerry can carry

**Equipment:** 26kg jerry can and marked 30m corridor

**Purpose:** To simulate a hazardous materials incident involving prolonged, repeat carry tasks of items such as chemical drums, gas bottles and casualties to a location outside of the exclusion zone performed while wearing a fully encapsulated suit.

**Task description:** The applicant is required to adopt a unilateral (one-sided) grip on the 26kg jerry can to lift it from the ground and advance forward along the designated 30m corridor, completing a total distance of 195m distance (6.5 laps).

The applicant is required to complete the full 195m carry using only one hand at a time and not drop the jerry can or use any other part of the

body for assistance.



### Task 2: Stair climb with single-sided jerry can carry

**Equipment:** 17.5kg jerry can and step

**Purpose:** To simulate a loaded stair climbing task (a two person lift of a ventilation fan up three flights of stairs).

**Task description:** The applicant is required to adopt a unilateral (one-sided) grip on the 17.5kg jerry can and step up and down the step 36 times.

The applicant is required to complete the full 36 steps while carrying the jerry can in only one hand and not drop the jerry can or use any other part of the body for assistance.





### Task 3: Rescue tool static holds

**Equipment:** Simulated rescue tool (19kg: uneven weight distribution)

**Purpose:** To replicate the load of operating a rescue tool to gain access to and extricate a casualty in a motor vehicle accident.

**Task description:** The applicant must grip the rescue tool with both hands, lift it from the ground and raise and hold the rescue tool above their shoulder height and parallel to the ground for a continuous duration of 40 seconds. After the 40 second hold the rescue tool must be returned to the ground. After 20 seconds of rest the applicant must grip the rescue tool with both hands, lift it from the

ground and raise and hold the rescue tool at their waist level and parallel to the ground for a continuous duration of 40 seconds. After the 40 second hold the rescue tool must be returned to the ground. After 20 seconds of rest the applicant must grip the rescue tool with both hands, lift it from the ground and position and hold the rescue tool below knee height and parallel to the ground for a continuous duration of 40 seconds. After the 40 second hold the rescue tool must be returned to the ground.

All lifting and lowering of the rescue tool from the ground must be performed using a squat or lunge technique.

The applicant is required to maintain the rescue tool parallel at the required heights for 40 continuous seconds each and not drop the rescue tool or rest it on any part of their body.



### Task 4: Repeated hose drag

**Equipment:** 2.8 m length of 38mm hose and nozzle weighted to 11kg attached to resistance reel providing 27kg of drag resistance, and a marked 30m corridor.

**Purpose:** To replicate the prolonged dragging of pressurised hose in a bushfire setting.

**Task description:** The applicant must grip the branch or hose and advance forward along the designated 30m corridor, completing 150m distance in total (five laps).

The applicant must be able to drag the simulated hose the entire 150m distance while maintaining good upright posture and facing forwards at all times.



## Stage 3

The aim is to complete both tasks in two minutes.



### Task 1: Fire attack simulation

**Equipment:** 2.8 m length of 38mm hose weighted to 11kg with branch/nozzle attached to resistance reel, combining for 27kg of drag force, and a marked 30m corridor with a 1.25 meter height indicator line.

**Purpose:** To replicate advancing forward a charged hose line while remaining below the neutral plane while performing search and extinguishment tasks in a structural fire.

**Task description:** The applicant must grip the branch/nozzle or hose, adopt a crawling technique to remain below the 1.25m height restriction and advance forward along the designated 30m corridor. The applicant's entire body must remain below the 1.25m height level for the complete 30m distance. The applicant must be able to complete the full 30m advance while staying below the 1.25m marker and face forwards at all times.



### Task 2: Firefighter rescue

**Equipment:** Firefighter SCBA interface weighted to 30kg attached to a resistance reel to provide 30kg of vertical force and 27kg of drag force (kg resistance) and a marked 10m corridor with a 1.55 meter height indicator line.

**Purpose:** To replicate rescuing a firefighter while retreating from a structural fire.

**Task description:** The applicant must safely lift the firefighter SCBA interface off the ground then lower themselves below the 1.55m height marker. The applicant must then walk backwards along the 10m corridor. The applicant must be able to remain below the 1.55m marker, walk backwards at all times and not drop or drag the SCBA interface along the ground.

