

# Competent Wholetime Crew Manager Transfers 2026

Guidance requirements for  
evidencing Operational  
Competence.





## SUMMARY

This document has been provided to give clear guidance and clarity on the evidence that needs to be provided to Royal Berkshire Fire and Rescue Service when making an application to transfer from another Service, where that Service has deemed that individual has attained competent status in the role they are applying for.

To be able to determine an individual's development / competent status, and to enable an informed gap analysis, detailed information is required as to how competency was obtained with the Service an individual is transferring from. There are key pieces of information that will be considered when submitting an application by the closing date:

1. **Relevant Crew Manager / Crew Commander Qualification Certificate issued by an external awarding or endorsing body (e.g. Skills for Justice Awards, Pearson etc). To evidence development to competence status at Crew Manager / Commander level.**

Examples include:

- Confirmation of successful completion of Crew Manager development / qualification aligned to relevant National Occupational Standards.

2. **Evidence of the development route or portfolio of evidence undertaken, completed and satisfactorily assessed by a suitably trained / qualified assessor. This should include details of how this has been undertaken.**

This will either be a hard copy or an electronic file. This information will need to provide evidence of how an individual has met the required development input and activities aligned to National Occupational Standards or the relevant Apprenticeship Standard for Crew Manager / Commander.

3. **A formal maintenance of knowledge and skills (competence) log / record or appropriate training log.**

A record is usually kept on a Learning Management System (e.g. FireWatch, Red Kite etc.). The information provided should detail how an individual has maintained their skills and knowledge (competence) over the last 12 months and how this is aligned to National Occupational Standards (NOS) or National Occupational Guidance (NOG) including evidence of how the individual maintained the skills and knowledge against Incident Command.

The information provided should also detail any further qualifications or training that the individual feels relevant to the role such as instructing, driving, specialist or development qualifications.

4. **A letter from the relevant Service identifying the date at which competent status was obtained and qualification gained if applicable.**
5. **Relevant Incident Command Level 1 Qualification Certificate issued by an external awarding or endorsing body (e.g. SFJ Awards Level 3 Award**

**in Initial Incident Command in Fire and Rescue service etc). To demonstrate qualified at Incident command at the appropriate level.**

**6. Evidence of any revalidation assessments for Incident Command Level 1 (SFJ Awards Level 3 Award in Initial Incident Command in Fire and Rescue service) and dates these were passed.**

Gap analysis and assessment decisions are carried out on an individual basis. We would be happy to consider any further additional evidence you can provide and any records of prior learning.

We do need to ensure that you meet the expected standards and that any gaps in development are identified. We realise all Services are different and you may not be able to produce all that is listed above, so a combination of different evidence will be accepted. The more detail that is provided, the more an informed decision can be made. Please see examples of what would be deemed as acceptable:

**Transferee 1 produces:**

A certificate for completion Crew Manager / Commander Development / Qualification, A certificate for Incident Command Level 1 Qualification Certificate issued by an external awarding or endorsing body (e.g. SFJ Awards Level 3 Award in Initial Incident Command in Fire and Rescue service and a detailed maintenance of knowledge and skills / training log.

**Transferee 2 produces:**

A recent evidenced and documented route of development which has been signed and endorsed by assessor and / or line manager, a detailed maintenance of knowledge and skills / training log and a letter detailing when competence was attained.

Failure to produce any documentation / evidence or providing only part of the information above may mean you are ineligible for a transfer at this time.

If you have any queries, please contact [recruitment@rbfrs.co.uk](mailto:recruitment@rbfrs.co.uk)

We are happy to discuss queries with you but please ensure you read this document in full before contacting us.

