



Fire Investigation

Development

Workbook

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Section 1 Fire investigation development programme structure

Introduction

The appointment as a fire investigator is subject to a structured development programme. The actual length of time the candidate is defined as being in development will differ greatly. This is due to exposure to investigations, training, previous experience, self-study and mentor support.

During this period of development, the individual will seek to acquire the knowledge and understanding required to fulfil the role of a fire investigator. These can be achieved through a series of blended learning and development programmes, provided both internally and externally of the organisation. Due to the unique nature of the role of a fire investigator, a specific development programme should be formulated to support the personal learning of each individual, in order to provide the required level of support, learning and development.

The development fire investigator should be assigned a mentor, who is acknowledged as a competent fire investigator, to guide and assist them throughout the entire development process, however the seeking of support from a variety of competent fire investigators is strongly encouraged.

To assist the recording processes required to complete this development workbook, recording tools have been embedded within the workbook relating to the recording of Continuous Professional Development and action tracking the progress, which is contained within appendix 2. To use these documents simply double click the icons and save the document to a local machine for future reference. Alternatively paper versions are also provided to record progress as deemed necessary.

Development Workbook

This development workbook provides a structured approach to assist in the completion of a fire investigator development programme. To support this process, a mentor should be assigned to support the required development and the individual should use the workbook to record workplace activities and evidence and track their progress throughout the entire duration of the development programme.

During this period of development, a series of competence assessments should be undertaken, until the individual proves competence within the role. The workbook consists of a recommended induction process, National Occupational Standards for the role of a Fire investigator, formal training courses, assessment sheets and recommended additional learning.

Within the development programme there are numerous development review periods. Within each development review period there are a number of task led assignments and elements that should be completed. This is a guide only and evidence can be provided against other reporting periods if agreed with the mentor.

Induction

To meet both the needs of the individual and the organisation a one-to-one induction meeting should take place to discuss and record individual development needs. At this meeting, the workbook should be issued, and an individual development plan agreed.

Training courses attended

This is a record of personal reflections and learning from the development courses attended by the development fire investigator. The record should consider how the development fire investigator utilises and applies this learning within the workplace.

National Occupational Standards evidence record

During the development period, the development fire investigator should record evidence against the fire investigation National Occupational Standards to ensure sufficient evidence is recorded to demonstrate progression towards the required level of competence. A record of the date, location and type of actual work-based activities and any assessment of competence against the full National Occupational Standards should be recorded.

There is space within each element to record personal reflections and learning from actual work and consideration should be given to how you can use and apply this learning at work, now or in the future. Appropriately trained and qualified fire investigation sector competent assessors should sign off each area of development.

The following National Occupational Standards units apply to fire investigation.

- FRS FI 1 Prepare to investigate an incident involving fire and / or explosion.
- FRS FI 2 Investigate an incident involving fire and/or explosion.
- FRS FI 3 Report on the investigation of an incident involving fire and/or explosion.
- FRS FI 4 Provide and present information for courts and formal hearings.

Full details of a breakdown of the units and elements can be found in [Appendix 1](#).

Development review meetings

During the development period, the assigned mentor should meet with the individual on a regular basis to undertake structured development reviews. The individual's workbook should be reviewed, and any outstanding development needs, or action plans should be discussed. The responsibility to plan the required development review meetings rests with the individual undergoing the development.

On a regular basis, the mentor shall complete a development review report. However, it remains the responsibility of the individual to ensure the workbook is completed as necessary. The development review report is a means by which to measure the individual's development, measured against the National Occupational Standards and the National Fire Chiefs Council core code of ethics. A development action plan should be reviewed and updated during the meeting.

The interim reports will focus on the performance of the individual against the National Occupational Standards of the role undertaken and provide any relevant action plans for areas of development, to the individual.

Final report of development

Where a development fire investigator and their mentor agree that they have successfully completed all the areas of the development workbook and provided sufficient evidence of competent performance in all required areas, a final report should be completed by the mentor and then submitted to the appropriate department within each Fire and Rescue Service for sign off.

Failure to make satisfactory progress

Where an individual fails to supply sufficient evidence of competence or fails to make satisfactory progress in role, a performance improvement process should be implemented to support the continued development of the individual. In the event of a development fire investigator failing to progress at an appropriate rate, normal in service Human Resources processes should be applied.

Appeals procedure

If the named individual adjudges any aspect of this development workbook to be unfair, biased, or otherwise, an appeals process, in line with the respective Fire and Rescue Services own policies and procedures, should be utilised to address any areas of concern.

Confirmation of development workbook process

I, the fire investigator who is embarking on a structured programme of development, have read, and fully understood the requirements of the fire investigation development workbook, especially regarding the assessment criteria, the need to make satisfactory progress, and the appeals process.

Fire investigator (Development) Name:

Signature:

Date:

I, the assigned mentor, have discussed the requirements of this development workbook with the above-named person. I have ensured that the contents and all the requirements have been clearly explained and understood by the candidate.

Mentor Full Name:

Mentor Signature:

Date:

Section 2 Development Stages

Stage 1 Induction and initial development review

The initial stage of the development workbook is to induct the candidate into the role of a fire investigator. This will be supported by the identification of the current skills in relation to fire investigation and undertake and record a skills gap analysis. This process will follow normal in-service processes and provide the foundations of development to support the candidate through the various stages of learning and development.

Stage 2 (months 0 - 4)

During this stage the development fire investigator should be observing and where appropriate assisting competent fire investigators. During this early period of development, the fire investigator undergoing the development, should be successfully inducted to the role of a fire investigator, complete Tier 1 training, and be planned to undertake formal Tier 2 fire investigation training and assessment in line with the National Fire Chiefs Council [fire investigation competency framework document](#). During this phase of development, the development fire investigator should commence the gathering of evidence to complete the requirements of the development workbook.

Stage 3 (months 5 - 8)

During this stage the development fire investigator should continue observing a competent fire investigator, until the successful completion of formal fire investigation practical and theoretical training and assessment, in line with the National Fire Chiefs Council fire investigation competency framework document. Once completed, the development fire investigator may commence Tier 2 fire investigations but should be accompanied by a competent fire investigator during all fire investigations until the completion of the development workbook.

Stage 4 (months 9 - 12)

During this stage the development fire investigator should adopt a lead role in the investigative process, supported by a competent fire investigator. During this stage the development fire investigator will complete the gathering of evidence for the development workbook. Where there has not been sufficient opportunity to gather evidence or present evidence in court or hearings, additional evidence may be assessed utilising such tools as questioning and simulation.

Stage 5 (months 13 - 24)

During the final stage of development, the development fire investigator should have captured sufficient evidence to fully complete the development workbook. Where insufficient evidence is recorded, either due to opportunity or progress, further opportunities should be identified, either at incidents or utilising simulations, to enable the recording of fire investigation evidence.

During this stage of development, the fire investigator should be planned to attend a Tier 2 fire investigation course (if not already attended during stage 2), in line with the National Fire Chiefs Council fire investigation competency framework document.

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Section 3 Induction process

The induction process contained within this development workbook does not focus on the induction of a new employee into an organisation. This should be conducted utilising existing Human Resource policies and procedures. The sole focus of this induction process is to induct employees into the role of a fire investigator.

Area of induction	Individual signature	Mentor signature	Date
Fire investigation unit and structure			
Fire investigation role and responsibilities			
Fire investigation working arrangements			
Fire investigation training requirements			
Fire Investigation training and development policy			
Fire investigation equipment			
Operational call sign (if applicable)			
Fire investigation documentation			
Recording and storage of fire investigation information			
Fire investigation processes			
Fire investigation policies			
Operational fireground skills training (If applicable)			
National Fire Chiefs Council Code of Ethics			
Fire investigation code of practice			
National Fire Chiefs Council fire investigation competency framework document			
Forensic Science Regulators code of practice and conduct			
National Fire Chiefs Council Fire Investigation Fire Standard			
Continual Professional Development / Personal Development Plans.			
Fire Investigation Standard Operating Procedures (if applicable)			
Role of the mentor during development			
Expectations of the in-development fire investigator			

Development workbook structure			
Quality Management System (If applicable)			

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Section 4 Initial development review (gap analysis)

The initial development review below should be completed during the initial meeting with the mentor, utilising the National Occupational Standards and the development action tracker ([appendix 2](#)).

In-development fire investigator details	
Name	
Job title	
Start date in role	
Start date in organisation	
Name of mentor	
Initial Assessment Pre-existing fire investigation knowledge, experience, and courses	
Development Plan Development stages Required courses Fire investigation training Gap analysis Required reading Discussion of timescales	

Section 5 Development reviews

The development reviews are an ideal opportunity for the development fire investigator to evidence their progress towards being considered as a competent fire investigator. The development reviews should focus on the current progress of the development fire investigator, using the National Occupational Standards as a reference criterion.

All identified development needs, or areas of concern should be recorded in the report and discussed with the individual. The development review form should be completed with a date, signature and development and progress graded in line with criteria below.

Grade 3 – Effective:

This grade is given when the individuals' performance is of a satisfactory standard at this point of their development.

Grade 2 – Further development or evidence required:

This grade is given when the individuals' performance requires additional development to achieve the satisfactory standard expected at this stage of their development.

Grade 1 – Insufficient evidence:

This grade is given when the individuals' performance is significantly below standard and considerable effort and extensive guidance is required to achieve the satisfactory standard expected at this stage of their development.

It must be remembered that development plans, additional development requirements and areas of further development are to be considered as normal practice whilst the candidate is progressing through this development workbook.

Induction and initial development review			
Task	Individual Signature	Mentor Signature	Date
Induction complete			
Development plan complete			
FI policy			
Fire investigation training and development policy			
Fire Investigation Standard Operating Procedures (if applicable)			
<u>National Fire Chiefs Council Fire Investigation Code of Practice</u>			
<u>National Fire Chiefs Council Fire investigation competency framework document</u>			
<u>Forensic Science Regulators code of practice and conduct</u>			
Fire investigation Tier 1 course complete			
Fire investigation foundation training course complete (if applicable)			
Tier 2 course complete (Award / Certificate)			
Expert witness training complete (if applicable)			
Stage 1 reviewed and complete			
Stage 2 reviewed and complete			
Stage 3 reviewed and complete			

Stage 4 reviewed and complete			
Stage 5 reviewed and complete (if applicable)			
CFI Trainer – Principles of fire investigation			
Review / progress comments			

Stage 2 Progress Review						
Insert date						
Insert grading	3 – Effective 2 – Further development required 1 – Unacceptable development					
Prepare to investigate an incident and/or explosion						
Investigation an incident involving fire and /or explosion						
Report on the investigation of an incident involving fire and/or explosion						
Provide and present information for courts and formal hearings						
Reflective log						
Incident log						
CPD records						
Development action tracker reviewed						
In-development fire investigator initials						
Mentor's Initials						

Stage 3 Progress Review

Insert date						
Insert grading	3 – Effective 2 – Further development required 1 – Unacceptable development					
Investigation an incident involving fire and /or explosion						
Report on the investigation of an incident involving fire and/or explosion						
Provide and present information for courts and formal hearings						
Reflective log						
Incident log						
CPD records						
Development action tracker reviewed						
In-development fire investigator initials						
Mentor’s Initials						

Stage 4 Progress Review

Insert date						
Insert grading	3 – Effective 2 – Further development required 1 – Unacceptable development					
Investigation an incident involving fire and /or explosion						
Report on the investigation of an incident involving fire and/or explosion						
Provide and present information for courts and formal hearings						
Reflective log						
Incident log						
CPD records						
Development action tracker reviewed						
In-development fire investigator initials						
Mentor’s Initials						

Stage 5 Progress Review

Insert date						
Insert grading	3 – Effective 2 – Further development required 1 – Unacceptable development					
Investigation an incident involving fire and /or explosion						
Report on the investigation of an incident involving fire and/or explosion						
Provide and present information for courts and formal hearings						
Reflective log						
Incident log						
CPD records						
Development action tracker reviewed						
In-development fire investigator initials						
Mentor’s Initials						

Training course reflective logs

Tier 2 Fire Investigation Course (Level 5)	Date(s)	
Reflection:		

Expert Witness Training (If applicable)	Date(s)	
Reflection:		

Additional Fire Investigation Course/Seminar/Webinar	Date(s)	
Reflection:		

Additional Fire Investigation Course/Seminar/Webinar	Date(s)	
Reflection:		

Additional Fire Investigation Course/Seminar/Webinar	Date(s)	
Reflection:		

Additional Fire Investigation Course/Seminar/Webinar	Date(s)	
Reflection:		

Continuous Professional Development Log



FI_CPD_V1.0%20working.xlsx

As part of the fire Investigation team, you need to undertake a minimum of 25 hours per year on your own professional development, ensuring you remain up to date with this record. In line with the NFCC fire Investigation competency framework document, CPD should be attributed on a 1:1 basis for formal CPD (tested) and 2:1 for informal CPD (untested).

Date	Activity	Reflection	Learning Hours

Section 6 Reviews

Periodic Development Meeting and Outstanding Actions

Use this form to record actions required from 1-2-1 meetings with your mentor

In-development Fire Investigator		Review date			
Discussion Points	Action Required, Date identified	Date Due	Person Responsible	Action Completed	

Section 7 Final Reports

In-development fire investigator reflection on development period

Once the in-development fire investigator has completed all the requirements of the development workbook relevant to them, this space should be used to reflect on their time in development. The workbook should then be transferred to the allocated mentor, then to the service level lead fire investigator for completion.

Name:	Service No:	Date:
Reflection:		
Signed:		

Mentor's Final Report

Name:	Service No:	Date:
Comments:		
Signed:		

Service level lead fire investigator final report

Name:	Service No:	Date:
Comments:		
Signed:		

Final Sign Off Sheet

Development fire investigator	
Name	
Service number	
Signature	
Date	
Mentor	
Name	
Service number	
Signature	
Date	
Lead fire investigator	
Name	
Service number	
Signature	
Date	
Workforce development / Human Resources	
Name	
Service number	
Signature	
Date	

Appendix 1: National Occupational Standards

FRS FI1

Prepare to investigate an incident involving fire and/or explosion

Overview

This unit is about preparing to investigate an incident involving fire and/or explosion. It covers:

1/1 Determining the nature and scope of the investigation

This involves identifying and evaluating available information about the incident and its development, including the hazards and risks.

1/2 Setting up working arrangements to carry out an investigation

This involves establishing working arrangements including the involvement of specialists and other agencies.

1/3 Target Group

The unit is recommended for all practitioners with responsibility for fire investigation

FRS FI2

Investigate an incident involving fire and/or explosion

Overview

This unit is about an on-scene investigation of an incident involving fire and/or explosion. It covers:

2/1 Recovering and preserving physical and documentary evidence relevant to the investigation

This involves identifying, recording, and preserving physical and documentary evidence relevant to the investigation.

2/2 Collecting witness evidence relevant to the investigation

This involves identifying and interviewing witnesses.

2/3 Compiling and providing available evidence

This involves organising and evaluating the available evidence (physical, documentary and witness), and providing this evidence along with a supporting report.

Target Group

The unit is recommended for all practitioners with responsibility for fire investigation.

FRS FI3

Report on the investigation of an incident involving fire and/or explosion

Overview

This unit is about reporting on the investigation of an incident involving fire and/or explosion. It covers:

3/1 Evaluating the results of an investigation

This involves organising and evaluating the outcomes of an investigation.

3/2 Reporting the conclusions of an investigation

This involves analysing the outcomes of an investigation and identifying hypotheses and conclusions and producing a final report.

Target Group

The unit is recommended for all practitioners with responsibility for fire investigation.

FRS14

Provide and present information for courts and formal hearings

Overview

This standard is about obtaining, preparing, and presenting information, both verbal and written, for courts and formal hearings. It includes providing accurate and timely written information, respecting the needs and rights of individuals, their parents or carers and the victims of crime. It also involves making oral contributions at courts and formal hearings

Appendix 2 Skills gap analysis / development action tracker



FI development
action tracker V1.0.xls

Grading criteria: 3– Effective 2 – Improvement Required 1 – Insufficient evidence			
UNIT	TITLE	Evidence Reference	Evidence grading
FRS FI 1: Prepare to investigate an incident involving fire and/or explosion			
FRS FI 1/1	An understanding of the principles of investigation of fire and/or explosion		
1.1	Evaluate the levels and types of investigation of fire and/or explosion		
1.2	Apply the purposes and priorities of fire investigation in relation to community fire safety, criminal proceedings, insurance considerations, civil litigation, research, and potential outcomes		
1.3	Identify the principal hazards and risks through a formal risk assessment process and ensure suitable controls measures are in place in the context of fire and/or explosion investigation		
1.4	Apply the principles of the investigative process based on scientific method and practice		
1.5	Apply the use of science to determine the origin, cause, and behaviour of fire and/or explosion		
1.6	Apply the principles of fire and/or explosion dynamics to an investigation		
1.7	Critically compare the use and application of resources typically used in an investigation of fire and/or explosion		
1.8	Determine factors and actions which influence the potential and actual contamination of a scene.		
FRS FI 1/2	Understand the legal and organisational requirements in relation to investigation of fire and / or explosion		
2.1	Apply the powers of entry for fire investigation personnel		
2.2	Apply the legislative and organisational requirements when dealing with members of the public		
2.3	Apply the requirements for data protection and sub- judice		

2.4	Apply the requirements for obtaining consent to carry out a scene investigation		
2.5	Evaluate the benefits of taking an interagency team approach		
2.6	Apply the relevant standard protocols and joint memorandums of understanding in relation to fire and/or explosion investigation		
2.7	Consider the current relevant health and safety legislation and its application to fire investigation		
2.8	Consider the role, responsibilities, and limits of authority of specialists and other agencies involved in fire/explosion investigation		
FRS FI 1/3	Be able to determine the nature and scope of the investigation		
3.1	Confirm the type, location, extent, and circumstances of the incident		
3.2	Determine scene priorities in relation to the fire and/or explosion investigation		
3.3	Evaluate available information relevant to the incident		
3.4	Establish the need for the involvement of specialists and other agencies in the investigation		
FRS FI 1/4	Be able to set up working arrangements to carry out an investigation		
4.1	Agree with internal and external personnel arrangements for the safety and security of the scene		
	Agree with internal and external personnel the methodology, timing, people, and resources required for the investigation		
	Agree with internal and external personnel primacy, roles, responsibilities and levels of authority and confidentiality for those involved		
	Agree with internal and external personnel arrangements for the preservation, recovery, and storage of evidence		
4.2	Obtain relevant consent for the investigation to go ahead		
4.3	Confirm all agreements and arrangements are recorded		

Grading criteria: 3– Effective 2 – Improvement Required 1 – Insufficient evidence			
Unit	Title	Evidence Reference	Evidence grading
FRS FI 2: Investigate an incident involving fire and/or explosion			
FRS FI 2/1	The methods and science of fire/explosion investigation		
1.1	Consider the methods and equipment for handling and storing evidence to preserve continuity, avoid damage and any cross contamination		
1.2	Gather information from victims and witnesses of incidents		
1.3	Apply methods of interviewing victims and witnesses		
1.4	Apply the fire science used in fire investigation		
1.5	Apply how to analyse the process for identifying, eliminating, and confirming potential ignition sources		
1.6	Apply the principles of correlating burn patterns to identify area of origin and evaluate fire/explosion behaviour		
1.7	Analyse the structural and environmental factors which may influence fire suppression and development		
1.8	Consider the potential and actual contribution of the structure, finishes, fittings, equipment, and processes to the development of an incident		
FRS FI 2/2	The requirements of working on scene		
2.1	Conduct an internal and external survey of the structure and surrounds in relation to the investigation of fire development		
2.2	Identify and record evidence of both accidental and deliberate causes of fire		
2.3	Apply the principles of fire scene reconstruction		
2.4	Maintain and ensure the continuity and integrity of evidence		
2.5	Apply techniques for excavating fire debris whilst preserving key evidence		
2.6	Apply varying methods for recovering evidence from incidents including fatalities		
2.7	Deal with the deceased in a dignified manner whilst giving due regard to the objectives of the investigation and the nature of risk		

2.8	Utilise varying methods for recording the scene		
2.9	Analyse the behaviours of people involved in fire		
FRS FI 2/3	How to recover and preserve physical and documentary evidence relevant to the investigation		
3.1	Evaluate those factors that may have a bearing on the origin, cause, and development of the incident		
3.2	Protect, recover, and preserve evidence		
3.3	Undertake the investigation processes using the relevant Personal Protective Equipment and resources identified during the Risk Assessment process		
FRS FI 2/4	How to manage the collection and preservation of evidence		
4.1	Liaise with the people and agencies to achieve the handover of all relevant information and evidence where the responsibility for investigation is beyond their legitimate scope		
4.2	Comply with relevant legal, ethical, and regulatory requirements in relation to fire/explosion investigation		
4.3	Organise evidence in a way that will assist analysis		
4.4	Confirm all evidence is accurately preserved and stored		
FRS FI 2/5	How to collect witness evidence relevant to the investigation		
5.1	Confirm details of people who may have information about the incident and their involvement		
5.2	Gather information from relevant people to support the investigation		
5.3	Carry out planned interviews with witnesses and victims in accordance with relevant legislation and organisational requirements		
5.4	Gather information in a way that promotes co-operation:		
	Gather information in a way that encourages open and honest response		
FRS FI 2/6	How to compile and provide available evidence		
6.1	Confirm the validity, relevance, and sufficiency of evidence		
6.2	Confirm available evidence is complete to resolve discrepancies where possible		
6.3	Record and disclose discrepancies, omissions, anomalies, or inconsistencies in the evidence		

6.4	Follow the specified requirements for labelling and despatching evidence		
6.5	Confirm that intended recipients receive compiled evidence and supporting report		
Grading criteria: 3– Effective 2 – Improvement Required 1 – Insufficient evidence			
Unit	Title	Evidence Reference	Evidence grading
FRS FI 3: Report on the investigation of an incident involving fire and/or explosion			
FRS FI 3/1	The requirements for reporting on the investigation of incidents involving fire and explosion		
1.1	Apply legal and organisational requirements for the recording and secure storage of information relating to incidents		
1.2	Consider the purpose and importance of samples recovered from the scene in relation to the formulation of a report		
1.3	Apply the contribution of fire and explosion debris analysis to a report		
1.4	Consider the relevance of reporting the contribution of the structure, finishes, fittings, equipment, and processes to the incident		
1.5	Apply the relevance of reporting the contribution of Fire Safety measures and practice in relation to the incident		
1.6	Apply the process for forming and testing hypotheses in relation to the scientific methodology		
1.7	Apply the principles of developing and presenting a final hypothesis and conclusions		
FRS FI 3/2	How to evaluate the results of an investigation		
2.1	Record information relating to the investigation in a way that supports validation and scrutiny		
2.2	Classify records and supporting information in a logical sequence for evaluation		
2.3	Review information to identify any adaptations to accepted working procedures and practices		
2.4	Analyse numerical data for its relevance and support to the investigation outcomes		
2.5	Clarify access to and availability of supplementary materials that support the report in accordance with the rules of disclosure		
2.6	Confirm records and supporting materials relating to the investigation are maintained in a durable and retrievable form		
FRS FI 3/3	Be able to report the conclusions of an investigation		

3.1	Confirm the report includes information that is accurate, current, valid, and relevant to the investigation		
3.2	Confirm the report conforms to legal requirements with reference to case notes and related materials		
3.3	Present hypotheses and conclusions in clear and unambiguous terms		
3.4	Support conclusions with factual evidence and reasoned, impartial arguments		
3.5	Explain reasoning for discounting or eliminating specific hypotheses		
3.6	Produce the report in an agreed format		
3.7	Provide a disclosure list containing material not contained within the report		
3.8	Confirm receipt of report by all intended authorised recipients		

Grading criteria: 3– Effective 2 – Improvement Required 1 – Insufficient evidence			
Unit	Title	Evidence Reference	Evidence grading
FRS FI 4: Provide and present information for courts and formal hearings			
FRS FI 4/1	An understanding of the legal and organisation requirements relating to presenting evidence in court and at other hearings		
1.1	Demonstrate or explain rules of evidence applicable to cases involving fire investigation		
1.2	Demonstrate or summarise procedures, practice and protocols in courts and hearings involving fire investigation		
1.3	Demonstrate or explain disclosure rules in relation to evidence and unused materials		
1.4	Demonstrate or summarise key features of legislation, organisational requirements, and guidelines in relation to presenting evidence in court and at other hearings		
1.5	Demonstrate or explain reasons why it is important to present evidence in accordance with relevant legal and organisational requirements		
1.6	Demonstrate or explain the roles and responsibilities of the agencies and personnel involved in courts and hearings		
FRS FI 4/2	An understanding of the requirements for providing evidence relating to fire investigations		
2.1	Demonstrate or explain the importance in keeping up to date in own field of expertise		
2.2	Demonstrate or explain how opinion is used in courts and hearings in relation to fire investigation		
2.3	Demonstrate or explain how to compile factual statements and reports for use in courts and hearings		
2.4	Demonstrate or explain the importance of presenting evidence in courts and hearings which is consistent with written materials provided		
FRS FI 4/3	Be able to prepare for court or other hearings		
3.1	Demonstrate a prompt respond to any warnings, citations or notifications received from courts or other hearings		
3.2	Demonstrate the compilation of all evidence, including documents, notes, records, and interview transcripts, in accordance with conventions for recording, labelling and presentation		
3.3	Demonstrate the maintenance of an audit trail of information and materials requested by and provided to the court or hearing		

3.4	Ensure the availability of relevant exhibits, maintaining their continuity and integrity always		
3.5	Demonstrate a review of all evidence in advance of the hearing to identify the relevant issues, facts, and opinion		
3.6	Demonstrate liaison with agencies and individuals involved in the case		
FRS FI 4/4	Be able to present evidence relating to fire investigations to court or other hearings		
4.1	Demonstrate or explain, in accordance with court protocols, procedures and practices for attendance and behaviour when appearing at court		
4.2	Provide oral evidence that is consistent with written evidence provided as part of the case		
4.3	Provide opinion when requested based on the facts established in the investigation		
4.4	Respond to questions in accordance with court proceedings and protocols		
4.5	Liaise with court officials in accordance with court protocols		

Grading criteria: 3– Effective 2 – Improvement Required 1 – Insufficient evidence		
Relevant areas of development		
Induction complete		
Development plan complete		
Fire investigation Code of Practice		
National Fire Chiefs Council Fire investigation competency framework document		
Forensic Science Regulators code of practice and conduct document		
Fire investigation Tier 1 course complete		
Fire investigation foundation training course complete (if applicable)		
Tier 2 course complete (Award / Certificate)		
Expert witness training complete (if applicable)		
Stage 1 reviewed and complete		
Stage 2 reviewed and complete		
Stage 3 reviewed and complete		
Stage 4 reviewed and complete		
Stage 5 review and complete (if applicable)		
Certified Fire Investigator Trainer – Principles of fire investigation e-learning modules		

