Using the FLMS as a Learner

The FLMS (Fire Learning Management System) is an online fire services course delivery and student management tool. The FLMS provides the Learner with a single point through which all fire department education, skills training and student record keeping occurs.

Course Pattern

Each course is laid out in a simple and familiar pattern. There are 4 Sections to each course.

 Introduction
1 – Presentations, Learning Material, Quizzes and Tests
2 – Learner Skills Checklists
3 – Learner Performance Demonstration Instructor Evaluation Checklists

Courses are designed for either Instructor lead Web based Blended Delivery or Self Paced/Self Directed Learning. Performance Demonstration and Evaluation always requires an Instructor.

Courses are laid out in the manner for the most time efficiency for the Instructor and the Learner. Courses always begin at the top (Section 1) and finish at the bottom (Section 3). Sections 1 to 3 are also referred to as "Enablers" as they enable you to learn and perform skills.

Course Introduction

The Course Introduction section includes the chapter or section number and the name of the topic. There is a discussion area (hanging out in the radio room) where participants can exchange views and opinions or ask questions.

Each course is governed by a set of standards, and these standards are outlined in the Course and Department Standards subsection.

Most firefighting courses are about skills development and those skills involve using a variety of PPE and equipment. Classroom items that support the educational portion of a course are also included in this section.

Course Introduction Continued...

General as well as specific safety instructions and messages are outlined in the Safety Instructions subsection. It is important that you read this section for each course to remain safe while you train.

Safety Instructions

- Safety in Training Guidance (All Ranks)
- Classroom Emergency Placard Template (Word)

It is very important as a Learner to understand how you will be evaluated before starting the course. The Course Completion and Evaluation subsection outlines what evaluations and measures will be used to mark your performance in the course and what you need to achieve to pass the course. This is important to read and understand before you begin so that you use your time wisely and understand what is expected.

Course Completion & Evaluation

This is designed for blended delivery by a qualified fire service instructor and for self-directed learning and is part of the IFSTA5/NFPA Curriculum. Presentation and learning materials have been provided for personal use, as well as presenter or group study support.

The course has an Enabler 1 Quiz, and Enabler 1 Test, with an Enabler 2 Self Check and an Enabler 3 Final Performance Demonstration in order to be signed off on this topic. In the self-directed mode, this course is to be completed within 30 days of start.

This course requires you to complete at least 70% on the quiz portion and 100% of both self-checks and performance demonstrations. It is important that if you experience any barriers to completing this course that you contact your immediate supervisor for assistance.

Online Instructor Contact Information

The Online Instructor Contact Information is the person you contact if you have trouble with the course. There may be more than one person specified in this contact subsection, depending on the nature of the question or problem.

Contact Name, contact@email.org
Phone 555-555-1212

_____ will be available in/at _____ on _____ between ____ and ____ hours. Contact _____ by email or phone should you need to make an appointment outside of those hours.

The Introduction section contains important information about the course. There are no activities or tests in this section of an FLMS course, but the information contained in this section is very important for you to read so that you understand what you need to be successful, what physical items you may need to acquire or have on hand for the practical skills portion of a course, and most importantly, how to stay safe while training.

You may find this section repetitive going from course to course as most of the courses based on fire service training standards tend to follow the same best practices patterns, but from time to time you will find differences. So if you scan this section, be sure to look for differences from your last course.
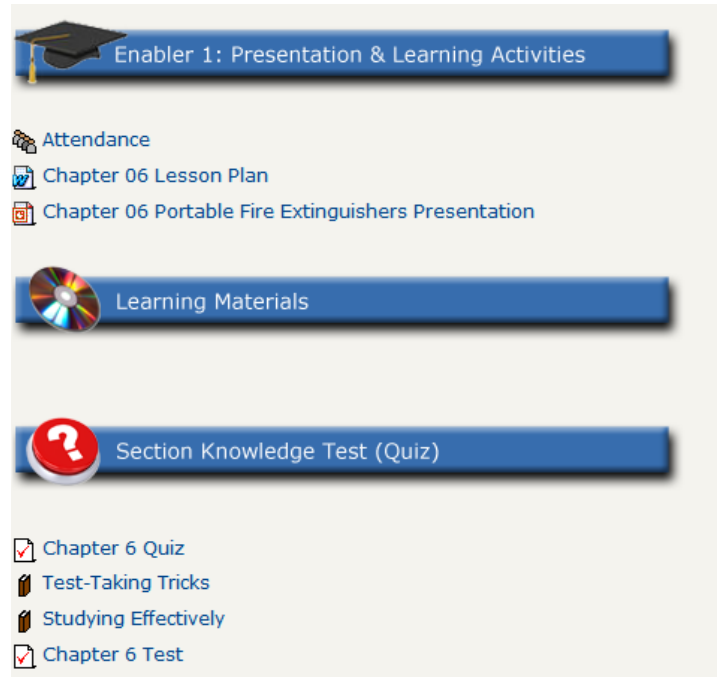
Enabler 1

Each section of the part of the course that contains resources which you are expected to view or read (items such as handouts, presentations, videos, etc).

When a fire services instructor is delivering a presentation from this section, it is referred to as Web Blended Delivery. This is the preferred manner in which learners consume this particular type of learning tool, because fire service instructors can answer questions and facilitate discussion for greater depth of understanding.

Unfortunately there are times when learners or instructors can't synchronize schedules – shift work, family obligations, emergency calls, etc. Learners can use Self Paced Self Delivery in those cases and use the instructor contact information or the discussion area to seek assistance or interaction.

The learning materials section contains handouts or other references (mostly reading ones) that have been assigned as part of the course reading.
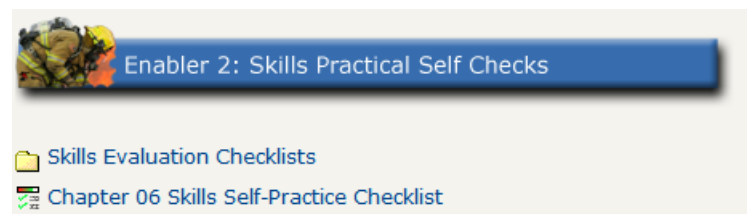
The Section Knowledge Test (Quiz) contains any test or quiz instruments that you need to do in order to complete the educational component of the course.

Enabler 2

The Enabler 2 section contains any skills checklists required of the learner to complete this course. Fire Service courses are made up of one part education and one part training. In simple terms, education is what you receive so that you `know` something, while training is what you receive so that you can `do` something.

The most competent and natural firefighters are ones that can think and act. In the `good old days` of the fire service, fire service education existed – but more informally. You`ve probably heard the stories or yourself recall when you joined the fire department you were handed a coat, helmet and boots and handed over to the tender mercies of a senior firefighter who told you to `stay on my butt and pay attention kid`. The education took place at emergency scenes and through experience, also called on-the-job-training (OJT). It was informal education and training, but at the time when fires were aplenty, OJT was a great way to get a new firefighter up to speed fast. Today's world of occupational health and safety, complex technology, operating procedures, lightweight construction, petrochemicals and employer liability requires a firefighter to be educated and trained **_before_** they face an emergency scene.

To help you track the myriad of skills you need to learn and execute, skills checklists are provided for you in printed form or using the built in checklist system, or both, enabling you as the learner to track the skills you`ve successfully performed to your satisfaction, and enable your instructor to review your feedback and prepare you for your Performance Demonstration (Evaluation).

Chapter 06 Skills Self-Practice Checklist

All items: [progress bar] Skill Sheet 6-I-1 33%

- ✔ Skill Sheet 6-I-1
  - ✔ 6-I-1.1 Operate a stored pressure water extinguisher.
    - ✔ 6-I-1.1.1 Size up fire, ensuring that it is safe to fight with an extinguisher.
    - ✔ 6-I-1.1.2 Pull pin at top of extinguisher to break the inspection band.
    - ✔ 6-I-1.1.3 Test to ensure proper operation.
    - ✔ 6-I-1.1.4 Carry extinguisher to within stream reach of fire.
    - ✔ 6-I-1.1.5 Aim nozzle toward base of fire.
    - ✔ 6-I-1.1.6 Discharge extinguishing agent.
    - ✔ 6-I-1.1.7 Cover entire area with water until fire is completely extinguished.
    - ✔ 6-I-1.1.8 Back away from the fire area.
    - ✔ 6-I-1.1.9 Tag extinguisher for recharge and inspection.

The FLMS is compatible with most mobile smart phones on the market today, so if you have a data connection, you can log into your course and check off your skills checklist as you go. Alternatively you can print the skills checklist and enter them after your training back at the hall or at home. It is important to do this in order to maintain your life-long learning record and to avoid unnecessary repeated training sessions on topics you`ve already covered and are competent with.

Enabler 3

In order to pass the course, you need to be able to demonstrate the learned skills by performing them in the presence of a qualified fire services instructor. The instructor evaluates your performance and on a checklist that is identical to your Self-Practice Checklist, notes the skills you've performed to the standard. You can view the instructor's checks, and any remarks he or she has logged.

Enabler 3: Skills Performance Demonstration

Chapter 06 Skills Performance Demonstration Checklist

Course Completion Certificate

Once you have completed the course requirements and achieved a passing grade, you may print a course certificate.

Course Evaluation Questionnaire

Course Completion Certificate

Courses also have an evaluation questionnaire which you are encouraged to complete so that the instructor may consider your feedback about the course and improve it.

Some courses also offer a Certificate of Completion that you can print for your records. The course completion certificate can be reprinted at any time and is separate from the `Gradebook` where you overall marks are kept.

Using the Gradebook

Each firefighter in the FLMS has their own private 'Gradebook'. The Gradebook is accessed by going into any course and in the Administration menu, selecting "Grades". The Gradebook contains the marks for each activity in each course, as well as progress for final marks for each course.

User Report

By selecting the User Report (click on the hyperlink of the same title), the User Report shows the grade of each activity, the range of marks, the percentage of the mark and any feedback your instructor may record.
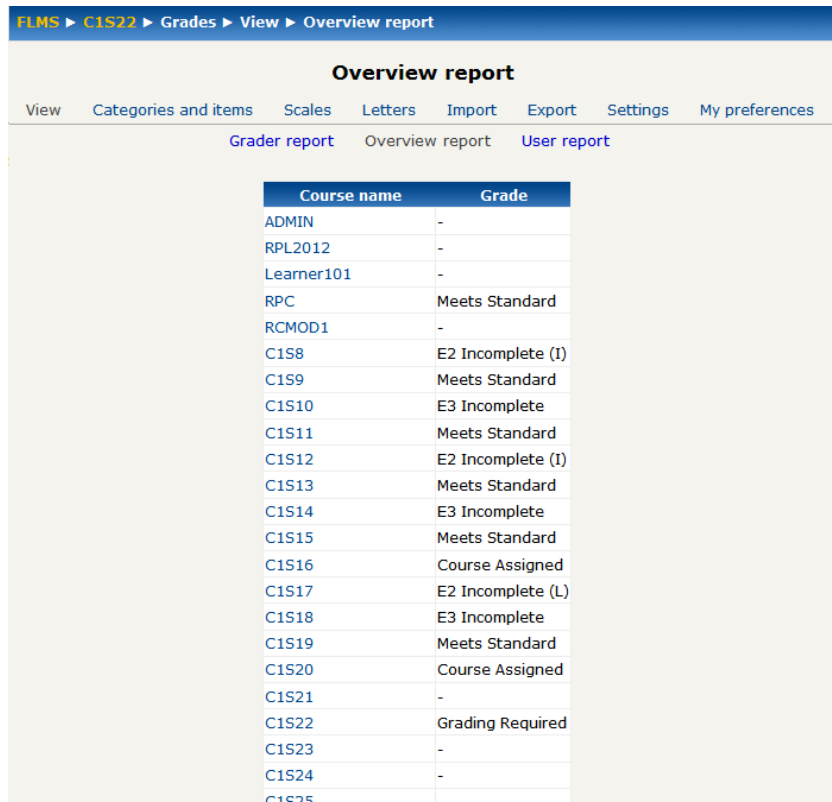
The Course Total at the bottom on the page shows your progress in the course, or, upon completion of the course your final grade. Below is a table showing each grade status and it's meaning. Some grade statuses require action on the Learner or the Instructor's part.

User report table:

Grade item	Grade	Range	Percentage	Feedback
S13 Portable Fire Extinguishers				
Course Evaluation Questionnaire	-	0–100	-	
Portable Fire Extinguishers Learner Self Check	100	0–100	100 %	
Portable Fire Extinguishers Learner Quiz	9	0–10	95 %	
Portable Fire Extinguishers Skills Demonstration	100	0–100	100 %	
x̄ Course total	Meets Standard	Meets Standard–Course Assigned	0 %	

Scale	Complete?	Who?	Explanation
Fails to Meet Standard	Yes	n/a	Learner failed to meet the program standard
Meets Standard	Yes	n/a	Learner has met the program standard (desired)
AHJ Granted	Yes	n/a	Prior experience accepted as approved by AHJ or Learner Completed the Program Offline (Old method/binder or other AHJ accepted reason on file.
E1 Incomplete	No	Learner	E1 Quiz has been assigned and has not been completed or passed at 70%
E2 Incomplete (L)	No	Learner	The Learner has not completed his E2s –or- the program has not completed all the checklist items. Possible reasons include: - Learner has not documented his E2s - Learner has not completed his E2s
E2 Incomplete (I)	No	Instructor	The program has not completed all the checklist items. Possible reasons include: - Instructor has not covered all the E2 items - The E2 requires additional resources to complete.
E3 Incomplete	No	Learner or Instructor	Either the Learner missed the E3 Performance Demonstration or it has not been documented yet by the Lead TF.
Grading Required	No	Instructor	All Learning and Performance elements must be reviewed by the Lead TF and a final grade must be set (Scale).
Course Assigned	No	Learner	Course has been assigned by AHJ for completion

Overview Report

The Overview Report enables the Learner to look at all Courses they are enrolled in, and to see all the courses Grades or Statuses.

Course name	Grade
ADMIN	-
RPL2012	-
Learner101	-
RPC	Meets Standard
RCMOD1	-
C1S8	E2 Incomplete (I)
C1S9	Meets Standard
C1S10	E3 Incomplete
C1S11	Meets Standard
C1S12	E2 Incomplete (I)
C1S13	Meets Standard
C1S14	E3 Incomplete
C1S15	Meets Standard
C1S16	Course Assigned
C1S17	E2 Incomplete (L)
C1S18	E3 Incomplete
C1S19	Meets Standard
C1S20	Course Assigned
C1S21	-
C1S22	Grading Required
C1S23	-
C1S24	-
C1S25	

FLMS ▶ C1S22 ▶ Grades ▶ View ▶ Overview report

Overview report

View   Categories and items   Scales   Letters   Import   Export   Settings   My preferences

Grader report   Overview report   User report