

LEARNER GUIDE

Coordinated Incident Management System (CIMS) Assessment



What this guide includes

The Coordinated Incident Management System (CIMS) Assessment is used to assess people that have received basic / introductory training in CIMS. Successful completion of this assessment will result in the following unit standard being awarded by NZQA.

Unit	Title	Level	Credits	Version
32158	Demonstrate basic knowledge of New Zealand's Coordinated Incident Management System	3	2	1

This guide includes

- information on accessing the assessment
- the process for completing the assessment
- where to get help or support

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Skills - supporting workforce development

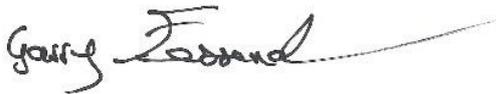


For 25 years, Skills has been supporting workplace development across New Zealand. We work closely with organisations to achieve this.

The CIMS Assessment is one of the many examples of online delivery that Skills has developed and offers a formal recognition for learners of the work they have done and the knowledge that they hold.

We have been consulting closely with many organisations in order to develop this assessment package and will continue to refine these resources based on your feedback.

We hope an online assessment for CIMS will contribute to a common understanding of incident management in NZ and support the lifting of capability across the sector.



Garry Fissenden, CEO of Skills

Coordinated Incident Management System (CIMS)

This unit standard is for people whose role requires a basic understanding of the CIMS framework.

People credited with this unit standard are able to demonstrate knowledge of:

- roles and principles in CIMS; and
- functions, structure, and terms used in the CIMS framework and
- situational awareness in response

The assessment is offered through an online Learning Management System. Read the next section for more on this.



The CIMS Online Learning Management System (CIMS LMS)

NOTE: We strongly recommend using Google Chrome as the preferred browser for the CIMS LMS.

Learner Support

There are three key roles in using a LMS:

1. The **learner** who is going to complete any learning and assessment modules on the LMS
2. The **manager** who may have many learners on the LMS
3. The **learner support person** who will support the learner through the learning and assessment on the LMS. The learner support person may also be the learner's manager.

Enrolment

Initial enrolment information will be submitted to Skills by your organisation via an enrolment spreadsheet. Once we have this you will be enrolled on the Intel LMS. The link to the site is:

<https://www.cims.org.nz/>

You will receive an email with a link to the LMS and a username and password to access the site. Following this link will take you to your login for the first time, where you will be prompted to do the following:

1. Change your password to something you will remember. If you forget your password at any time, use the 'Forgotten your Username or Password' link. **Your username is always your email address.** It's worthwhile saving this login page as a favourite or bookmark in your internet browser.
2. You will then be taken to the Skills Privacy Policy page where you must acknowledge and confirm that you have read this.
3. You will then be taken to your profile page where you must complete their registration details. Skills needs this completed in order to enrol you with NZQA. Some of the information is optional but you won't be able to access your dashboard and the assessment without providing the required information.

Your profile contains:

- **Contact details**
- **Basic personal information**
- **Birth certificate no. / Passport no. / Driver's Licence & Version no.**

Duration

You have **ONE MONTH** to complete your assessment. Once you receive your login details the system will apply the following rules:

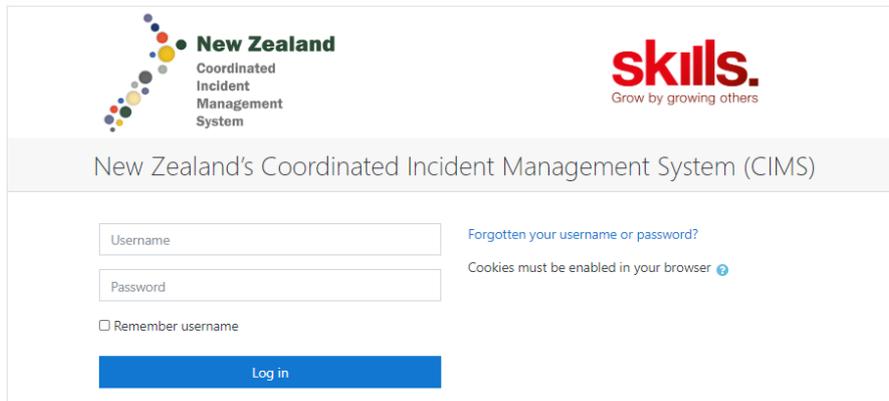
Enrolment not complete

If you don't log in and complete your profile the system will send you a reminder email after a week. If you still don't complete your profile it will send a further reminder email indicating your account might be suspended approximately three days later. If after two weeks you still haven't logged in and completed your profile your account will be suspended. **You may be required to pay to re-activate your account.**

Profile complete, assessment not complete

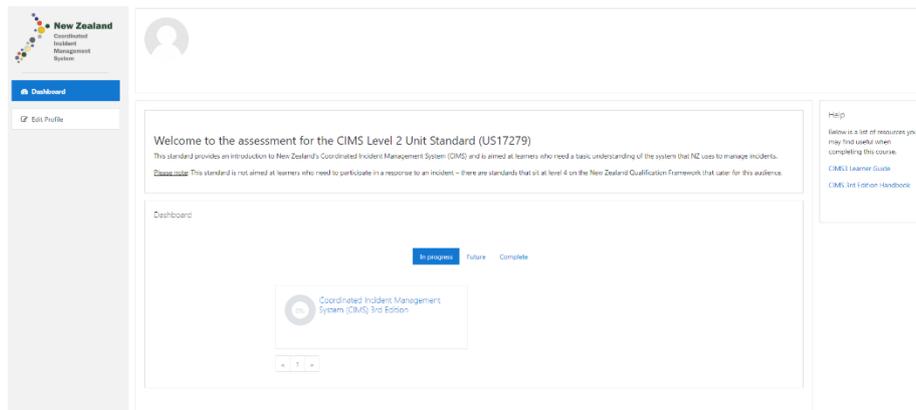
If you have logged in and completed your profile but haven't completed your assessment the system will send you a reminder email to complete assessment after two weeks. A week later you will be reminded again indicating your account might be suspended. If you still haven't completed the assessment after four weeks you will receive an email indicating your account has been suspended. **You may be required to pay to re-activate your account.**

The login page



You can login here or reset your password by clicking the 'forgotten password' link.

The main dashboard



Here you can

- access the assessment
- edit your profile
- access help files

Left vertical menu

This is your navigation menu to get around the LMS.

'Edit Profile' takes you to your personal information which you can amend at any time. You will also find the name and contact email addresses for your assigned organisational Learning Support Person and Manager.

Clicking 'Dashboard' takes you back to viewing all your modules.

There are also some additional helpful resources on the right of your dashboard including this guide.

Feedback

If at all possible, please try to take a screenshot and send in with your feedback as this helps with resolving issues. Please send this to cims@skills.org.nz

Skills contact details

If you have another reason to get in touch with the Skills team, the contact details are in the footer of every page of the CIMS LMS.



Assessment (Quiz)

The CIMS online assessment is open book, meaning that you can refer to the CIMS Manual as you sit the assessment.

The assessment has been written with reference to the CIMS 3rd Edition and this is available on your dashboard along with this learner guide.

You need to achieve 100% to pass each module. To do this, you will have up to three chances to re-attempt the assessment.

How it works:



Step 1: Learner

- a. Complete your first attempt at the assessment.
- b. The assessment has been designed so that your progress through the questions is saved. If, for any reason, you cannot complete it you can return to the assessment and you will be able to continue from where you left off.
- c. Submit your assessment. You cannot undo this so make sure you have completed all questions.
- d. You will be able to see your result and can review any question you get incorrect before having a second attempt. **You will only have to complete questions you got wrong.** All other questions will be marked correct. You can review your questions at any time before starting another attempt.
- e. You only have **THREE** attempts – if you are unsuccessful at the third attempt you will need to contact your learning support person to discuss next steps.



Learning Support Person / Manager

Your learning support person is available to assist you. If you are unsuccessful at any attempts you should review your results with them however you are responsible for managing your attempts.

Assessment Navigation

You will see the navigation area on the right of the assessment. You can attempt questions in any order and can navigate between questions using this area. You can also use the navigation area when reviewing your assessments.

Coordinated Incident Management System (CIMS) 3rd Edition

[Dashboard](#) / [My courses](#) / [CIMS3](#) / [Sections](#) / [Assessment: CIMS 3rd Edition](#) / [Assessment: CIMS 3rd Edition](#) / [Preview](#)

Question 1
Not yet answered
Marked out of 1.00
Flag question
Edit question

There are many benefits to using an incident management system to manage responses to both incidents and emergencies.

CIMS is New Zealand's incident management system. For those responding to incidents in NZ, it is important to understand CIMS, how it works and how it is applied. This helps ensure that we are all on the same page when we are responding and increases efficiencies and effectiveness across the response, from which our communities benefit.

From the options below select those that best describe the benefits of using an incident management system.

Select one or more:

- Provides a manageable span of control
- Makes it easier to write and pass legislation changes
- Improves speed and effectiveness of operations when working in a multi-agency environment
- Ensures staff get paid for all overtime that they do
- Clearly defined roles and responsibilities reduces duplication of effort
- Provides a clearly defined chain of command
- Supports agencies and organisations to come together and work with each other

Quiz navigation

1	2	3	4	5
6	7	8	9	
10	11	12	13	14
15	16	17	18	19
20	21	22		

Finish attempt ...

Start a new preview

Quiz navigation

1	2	3	4	5
6	7	8	9	
10	11	12	13	14
15	16	17	18	19
20	21	22		

Finish attempt ...

Start a new preview

This shows your progress as you complete a question. The grey questions are those the system has recorded. You can navigate to any question by clicking on the question no. When you have finished all questions, you can click on **Finish attempt**. You cannot undo this so make sure all questions are completed.

Summary of your previous attempts

Attempt	State	Review
Preview	In progress	

Continue the last attempt

If you exit the assessment without completing all questions you will be able to continue by clicking on **Continue the last attempt**.

Assessment Results

Coordinated Incident Management System (CIMS) 3rd Edition

[Dashboard](#) / [My courses](#) / [CIMS3](#) / [Sections](#) / [Assessment: CIMS 3rd Edition](#) / [Assessment: CIMS 3rd Edition](#)

Started on	Thursday, 23 July 2020, 2:40 PM
State	Finished
Completed on	Thursday, 23 July 2020, 3:44 PM
Time taken	1 hour 3 mins
Grade	18.43 out of 22.00 (84%)

Question 1
Correct
Marked out of 1.00
Flag question

There are many benefits to using an incident management system to manage responses to both incidents and emergencies. CIMS is New Zealand's incident management system. For those responding to incidents in NZ, it is important to understand CIMS, how it works and how it is applied. This helps ensure that we are all on the same page when we are responding and increases efficiencies and effectiveness across the response, from which our communities benefit.

From the options below select those that best describe the benefits of using an incident management system.

Select one or more:

- Provides a clearly defined chain of command ✓
- Ensures staff get paid for all overtime that they do
- Supports agencies and organisations to come together and work with each other ✓
- Makes it easier to write and pass legislation changes
- Improves speed and effectiveness of operations when working in a multi-agency environment ✓
- Provides a manageable span of control ✓
- Clearly defined roles and responsibilities reduces duplication of effort ✓

Your answer is correct.

Quiz navigation

1	2	3	4	5
6	7	8	9	
10	11	12	13	14
15	16	17	18	19
20	21	22		

Show one page at a time
Finish review

Once you have completed an attempt you can go back and review your results at any time. You can then make your second or third attempt by clicking on **Re-attempt quiz**.

Summary of your previous attempts

Attempt	State	Grade / 22.00	Review
1	Finished Submitted Thursday, 23 July 2020, 3:44 PM	18.43	Review

Highest grade: 18.43 / 22.00.

[Re-attempt quiz](#)

When you re-attempt the assessment you will only have to complete the questions you got incorrect.

Coordinated Incident Management System (CIMS) 3rd Edition

[Dashboard](#) / [My courses](#) / [CIMS3](#) / [Sections](#) / [Assessment: CIMS 3rd Edition](#) / [Assessment: CIMS 3rd Edition](#)

Question 1
Previously Completed
Already answered correctly

Question 2
Previously Completed
Already answered correctly

Question 3
Not yet answered
Marked out of 1.00
Flag question

Read the example below and then use it to answer the following question.

Flooding had caused the evacuation of over 100 residents from their homes by Civil Defence & Emergency Management (CDEM) staff from the local Emergency Operations Centre. The staff were well-placed to meet the needs of their community as they had a good understanding of what the community's needs were. The CDEM staff also had a good understanding of local strengths, expertise and resources and were able to contact a local business whose expertise they could use to help support the response to the flood.

Select the phrase that best describes what is being shown in the example.

Select one:

- Incident Management benefitting from having clearly defined response facilities.
- Incident Management benefitting from communicating across response levels.
- The benefit of having an Incident Management System.
- Incident Management benefitting from external engagement.

Question 4
Previously Completed
Already answered correctly

Quiz navigation

1	2	3	4	5
6	7	8	9	
10	11	12	13	14
15	16	17	18	19
20	21	22		

Finish attempt ...

If you don't complete the assessment successfully, you will have failed the assessment and will not gain the unit standard. There will be a stand-down period before you can re-attempt the assessment. If this happens, you will have to complete the entire assessment again and will need to **pay for this re-attempt**.

Got an issue?

If you have any issues whatsoever, please get in touch with your **assigned Learning Support Person or Manager** in the first instance. Their contact details are in your profile section of the LMS.

If the issue cannot be resolved, get in touch with the Skills team – cims@skills.org.nz

The outcomes for you

- **RECOGNITION:** You will hold a nationally recognised unit standard in CIMS
- **ASSURANCE:** You will know that you have met the nationally determined minimum knowledge requirement for learners operating at this level.
- **RETURN ON TRAINING INVESTMENT** – Agencies will know that you have learnt, understood and can apply the knowledge gained from the training that has been invested in.
- **TRUST:** Other agencies will know what levels you have been developed to.
- **CAREER PATHWAYS:** For you, this level of development is the start of a career pathway in incident management.
- **ACHIEVE** unit standard 32158 Demonstrate basic knowledge of New Zealand’s Coordinated Incident Management System Level 3 and this will be reported to NZQA.

Contacts

In the first instance you should contact your learning support person:

Department of Conservation:

Steve Tully, Senior Capability Development Advisor, stully@doc.govt.nz, 0273377277; or

Dave Greenberg, Emergency Preparedness Services, dave@davegreenberg.co.nz, 029-233-8284

If you can’t get hold of this person: **The Skills CIMS team**

DDI: 0508 754 557 | **E:** cims@skills.org.nz

For ongoing support with the online learning platform, graduations, and other operational queries.