

## Level 4 Certificate in Fire safety





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## Introduction

This document is designed to help individuals and organisations inform their training decisions by presenting the core courses we offer, their content, costs and our flexible methods of delivery.

### **Qualification: Level 4 Certificate in Fire Safety (Fire Auditors)**

This document identifies courses available for delegates to achieve a Level 4 Certificate in fire safety.

### **Target audience**

The qualification is suitable for those who are:

- a) **responsible for ensuring fire safety** arrangements are suitable, sufficient and maintained e.g. risk assessors, managers, staff, owners and occupiers.
- b) **regulators of fire safety** e.g. fire services.

### **Premises type**

This qualification applies to those who operate in complex premises and environments e.g. large premises, shopping centres, sleeping accommodation, places of assembly, theatres cinemas and open air events.

### **National Occupational Standards (NOS) and qualification units**

There are five fire safety National Occupational Standards within this qualification. For more details please see tables on the following pages.

### **Courses**

Three courses form this qualification. For more details, please see the following pages for cross-mapping with the National Occupational Standards, qualification units, course content and costs.

### Level 4 Certificate in Fire Safety (Fire Auditors)

The table below cross-maps the qualification units, National Occupational Standards with courses

NOS	Title	Credit	GLH	Xact course	Page
FS2	Assess risks associated with fire in complex premises and environments	5	20	Auditing complex premises 1 - theory	4
FS3	Ensure measures are in place to protect people from fire in complex premises and environments	5	21	Auditing complex premises 2 - practical	5
FS7	Review fire protection systems in complex premises and environments	5	28	Auditing complex premises 1 - theory	4
FS9	Review safety measures at locations that are regulated and or licensed	4	28	Regulated and licensed premises	6
FS12	Visit complex premises and environments for the purposes of fire safety regulation	4	15	Auditing complex premises 2 - practical	5
Total guided learning hours			<b>112</b>		

#### Notes

**Note 1: Unit** - unit number listed in the Edexcel qualification specification document

**Note 2: NOS** – National Occupational Standard number

**Note 3: Credit** - number of educational credits awarded for the unit on the QCF (Qualifications and Credit Framework)

**Note 4: GLH, Guided learning hours** - number of hours with specific guidance towards unit learning outcomes

**Note 5: Page** – page number of course

### Cross mapping of courses to qualification units and national occupational standards

The table below cross maps Xact's Level 4 courses with the qualification units

Title	Days	Level	NOS	Page
<b>Level 4 Certificate courses</b>				
Auditing complex premises 1 - theory	5	4	FS2, FS7	4
Auditing complex premises 2 - practical	5	4	FS3, FS7, FS12	5
Regulated and licensed premises	4	4	FS9	6

#### Notes

**Note 1: Days** - course duration in days

**Note 2: Level** - qualification level of units

**Note 3: NOS** – National Occupational Standard number

**Note 4: Page** – page number of course

## Auditing complex premises 1: Theory

### Aim

To enable delegates to assess and review risks associated with fires in complex premises

### Main topic areas

- Distance learning: Fire Safety Legislation
- Day 1: Fire Safety Legislation Re-cap, Human behaviour in fire, causes and effects of fire
- Day 2: fire risk assessment, Training records, Information sources, Fire detection and alarm systems
- Day 3: Fire detection and alarm systems, Emergency escape lighting
- Day 4: Fire safety signs, notices and routines, Extinguishing media
- Day 5: Extinguishing media, Fire safety management

### Core course documents

- Regulatory Reform (Fire safety) Order 2005 and CFA Fire Safety Guidance RR(FS)O
- Enforcement Concordat, Better Regulation Guide, Enforcement Management Model, IRMP
- CLG: Fire Safety Risk Assessment Guides
- PAS 79, BS 5839, BS 5266, BS 5499, BS 5306, BS EN2, BS 9999

### Qualification and units

This course includes assessment criteria for NOS FS2 + FS7 of qualifications: Level 4 Certificate and Diploma in Fire Safety (Fire Auditors/ Inspectors)

### Delivery

Sessions will be delivered using PowerPoint, flipchart, interactive group discussion, individual tuition and practical exercises

### Distance learning

This course includes a pre-course distance learning module

### Duration

5 days

## Auditing complex premises 2: Practical

### Aim

To enable delegates to confirm measures are in place to protect people from fire in complex premises and visit complex premises for the purpose of fire safety regulation

### Main topic areas

- Day 1: Risk profiling + variations, minimum protection levels, staircases
- Day 2: Ventilation, MoE in Offices, MoE in Shops, MoE in Factories and warehouses
- Day 3: MoE in Hotels, Atria, Shopping Complexes
- Day 4: Shopping Complexes, Commercial Sprinklers, Pressurisation, Smoke control systems
- Day 5: Auditing + planning, Audit of complex premises
- Post course module: Audit of a complex premises

### Core course documents

- CLG: Fire Safety Risk Assessment Guides
- BS EN 12845, BS 9999, BS 7974
- Approved Document B
- CFOA Fire Safety Guidance Notes and Audit Form

### Qualification and units

This course includes the assessment criteria for NOS FS3, FS7, FS12: Level 4 Certificate in Fire Safety (Fire Auditors)

### Delivery

Sessions will be delivered using PowerPoint, flipchart, interactive group discussion, individual tuition and practical exercises. An audit of complex premises is also included

### Distance learning

This course includes a post-course audit report

### Duration

5 days

## Regulated and licensed premises

### Aim

To enable delegates to review fire safety matters at locations that is regulated and licensed

### Main topic areas

- Legislation
- Roles, responsibilities and working with other enforcement agencies
- Crowd behaviour and control
- Reviewing safety measures
- Determine risks
- Recommend controls to manage specific risks

### Core course documents

- Regulatory Reform (Fire safety) Order 2005
- Licensing Act 2003 and Gambling Act 2005
- Safety at Sports Grounds Act 1975
- CLG: Fire Safety Risk Assessment Guides, Places of Assembly
- CLG: Fire Safety Risk Assessment Guides, Theatres, Cinemas and Similar Places
- BS 9999 Annex D: Theatres, Cinemas and Similar Venues
- The Guide to Safety at Sports Grounds (Home Office) 2008
- Guide to safety at sports grounds (fifth edition)
- CLG: Fire Safety Risk Assessment Guides, Open Air Events and Venues
- Guide to health, safety and welfare at pop concerts and similar events

### Qualification and units

This course includes the assessment criteria for NOS FS9 of qualifications: Level 4 Certificate and Diploma in Fire Safety (Fire Auditors/Inspectors)

### Delivery

Sessions will be delivered using PowerPoint, flipchart, interactive group discussion, individual tuition and practical exercises

### Duration

4 days

## In-house and open course costs

Please note that in-house course costs are based on customer provision of teaching facilities as outlined in Appendix C

Page	Course	Duration	In-house	Open
4	Auditing complex premises 1: Theory	5 days	7,500	750
5	Auditing complex premises 2: Practical	5 days	7,500	750
6	Regulated and licensed premises	4 days	5,900	590

### Qualification fees

Industry Qualifications (IQ) and Edexcel are the only awarding bodies for this qualification.

See below for additional charges for the qualification per delegate with each awarding body.

Please note that a partnership arrangement with Industry Qualifications means Xact is able to offer the qualification through IQ at a reduced rate.

Apart from price, if booked via Xact, there is no difference between qualifications offered by either awarding body.



Registration fee for Level 4 Certificate Fire Safety (Fire Auditors)	50.00
Approved Assessment Centre fees, per qualification:	35.00



Registration fee for Level 4 Certificate Fire Safety (Fire Auditors)	105.90
Approved Assessment Centre fees, per qualification:	75.00

**Notes:**

- Note 1: In-house courses** - Inclusive cost for course e.g. notes, guidance documents, exercises, tutor travelling and accommodation. Does not include teaching facilities provided by customer. See Appendix C.
- Note 2: Open courses** - cost includes teaching facilities, refreshments and lunch during teaching day. Additional charge for bed, breakfast and evening meal – see below.
- Note 3: Guidance documents** - delegates should provide their own copies of guidance documents. Alternatively copies of these documents can be provided for delegates to use on the course at no cost.
- Note 4: VAT** will be added at the current rate.
- Note 5: Payment terms:** Within 30 days of invoice date.
- Note 6: Open courses** are normally located at Yarnfield Park Training and Conference Centre, Yarnfield Lane, Yarnfield, Stone, Staffordshire ST15 0NL.
- Note 7: Overnight accommodation** with en-suite facilities is available at Yarnfield Park at £59 for bed, breakfast and evening meal. **Note** Sunday night rate is £46 because no evening meal is available. Snacks such as soup, sandwiches and pies can be purchased from the bar between 6-9 pm.
- Note 8: Open courses** are also provided at other locations. Accommodation charges at these venues will differ from those quoted above.

## Distance learning

Delegates need the following resources to complete on-line distance learning options:

- Computer with internet access
- Adobe reader software
- Access to a printer

Some courses require delegates to have access to their organisations' policies and procedures

### **Distance learning module**

When part of the course is completed on-line by pre-course study or post course assignment or both:

#### **On-line pre-course study**

Delegates are provided with:

- Online course guide to the module
- Reading material for course
- Module work book for completion before course commences

#### **Post course assignment**

Delegates are provided with all resources during the course. They complete the last phase in their workplace on course: Auditing complex premises 2: Practical: Audit report

## Teaching facilities for in-house courses

### All courses:

Require a main teaching room with following facilities:

- Delegate chairs and desks (minimum 0.75m x 0.75m per delegate)
- Tutor table and chair
- Whiteboard, dry marker pens and eraser (or flipchart)
- Data projector for PowerPoint with either:
  - Computer which can upload PowerPoint from a memory stick, *or*
  - Connection for laptop
- Projection screen for data projector
- 240v electrical supply for laptop
- Tutor and teaching staff refreshments during teaching day

### Additional requirements for specific courses:

#### 1: Auditing complex premises 2: Practical

- Day 5: venue for practical audit exercise – a complex premises
- Transport to exercise venues
- Access to FRSMIS system (or equivalent) to complete audit correspondence

## Course support information

### National Occupational Standards and IPDS modules

Courses are designed to cross-map with the relevant National Occupational Standard (NOS).

For example, courses include all NOS: FS1, FS2, FS3, FS4, FS5, FS6, FS7, FS8, FS9, FS10, FS11, FS12, FS13, FS14

### Legislation, British Standards and technical guidance documents



Delegates have access to a wide range of Technical Guidance, British Standards, best practice and reference material on courses. Hard copies for classroom work and on-line versions for distance learning, study programmes and project work are available.

### Awarding Body: Industry Qualifications



Xact provides national qualifications via awarding body Industry Qualifications. Xact is an Approved Assessment Centre for IQ. The qualifications are in all respects identical to those offered by other awarding bodies e.g. Edexcel.

### QA Associates

QA Associates, which has BTEC and Edexcel Approved Centre status, provides:



- Qualification design
- Development of BTEC approval with Edexcel
- Internal verification for qualifications

### Continual Professional Development

Xact is a member of the Continual Professional Development (CPD) Certification Service. Courses



are independently assessed by the Service and comply with their professional standards. CPD Certification Service “branded” certificates, denoting attendance of 6-7 hours per day

### Delivery method

PowerPoint presentations, flipchart explanation, group discussion, individual tuition, practical and plan-based exercises

**Courses**

Courses consist of three phases:

- Learning – acquiring knowledge, understanding and skills
- Practising learning – using real-life reconstructions designed to replicate workplace activities of delegates
- Comprehensive debrief – to confirm learning

**Site visits**

Some training may require site visits to premises to enable learning outcomes to be achieved e.g. foundation, auditing premises and building regulations. Xact will work with the customer to identify suitable training locations

**Delegate numbers**

Xact restricts delegate numbers to allow an optimal level of interaction between delegates and tutor. This provides delegates with the best opportunity to achieve learning outcomes

**Assessment**

Courses are assessed. Assessment standards are based on delegates National Occupational Standard workplace roles

**Xact provision**

On courses, Xact provides:

- Tutor with experience and expertise in course subject areas
- Specialist teaching staff such as lawyers, magistrates and trained actors
- Course design
- Comprehensive delegate manuals
- Delegate exercises to practise learning outcomes
- Specialist equipment
- Course assessment
- Course evaluation

**Location and dates**

To suit customer. Please call to discuss options

**Enquiries**

Please call us on 0845 0941 885 or complete enquiry form (Appendix F)

## Stone conference centre – open courses

### Address

Yarnfield Park Training and Conference Centre, Yarnfield, Stone, Staffordshire ST15 0NL



### Meals

Breakfast, lunch and evening meals are provided in the restaurant



### Overnight accommodation

This includes:

- Evening meal
- En-suite bedroom
- Breakfast



## Enquiry form

**Your contact details:**

Organisation:

Name:

Role:

Telephone:

Email address:

**Course details:**

Courses:

Require training designed to meet a specific need? Please state subject areas:

How many delegates for each course?

Preferred training dates?

Message:

Please complete and:

- Read our [terms and conditions](#)
- Fax to 0845 0941 887, *or*
- Scan and email to [courses@xact.org.uk](mailto:courses@xact.org.uk), *or*
- Post to Xact Consultancy & Training Limited, 1-4 Gainsborough House, Battlebrook Drive, Chipping Campden, Gloucestershire GL55 6JX

## Xact Consultancy and Training Limited

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### Insurance

Xact are insured for:  
  
Public and Employers Liability  
Professional Indemnity

### Office

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