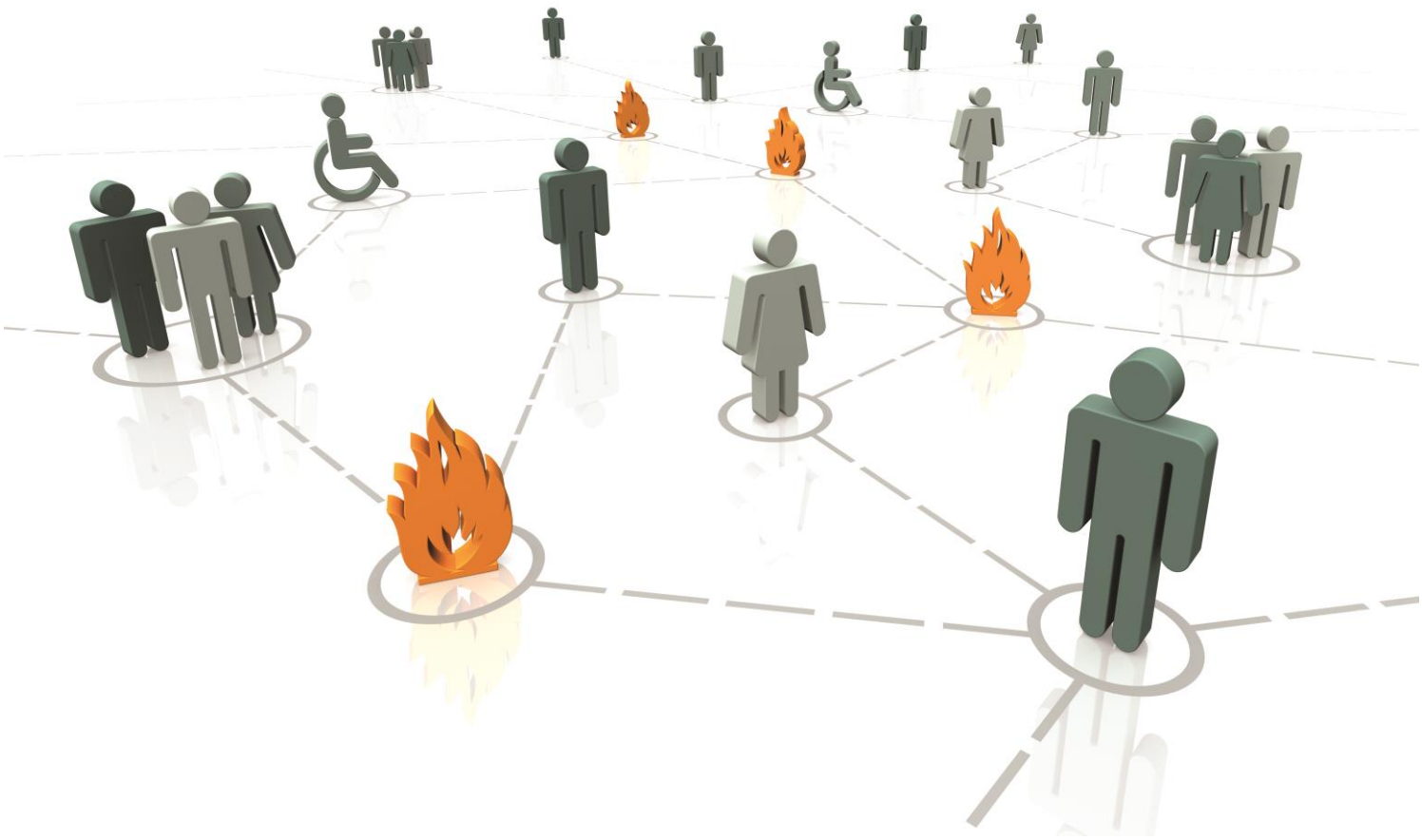
iVC™ Interactive Virtual Classroom

XACT™

Level 3 Certificate in Fire Safety

Fire Auditors



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1. Introduction

1.1 Introduction

This document is designed to help individuals and organisations inform their training decisions by presenting our courses, their content, costs and flexible delivery methods to complete qualification.

1.2 Qualification: Level 3 Certificate in Fire Safety (Fire Auditors)

This document identifies activities learners need to complete to achieve this qualification. For details, see Section 4.

1.3 Target audience

This qualification is suitable for those who audit simple buildings.

1.4 Simple building types

It applies to those who audit simple[1, 2] buildings such as shops, offices, hotels, residential care homes, industrial units and blocks of flats.

Note[1]: Simple building can be defined as one with a simple layout and easy means of escape e.g. buildings which can easily be assessed using DCLG Fire Risk Assessment Guides.

Note[2]: Concepts of fire safety can be applied to other simple building types.

1.5 NFCC Competency Framework for Fire Safety Regulators

This qualification is part of the knowledge and skills competency requirements of a Fire Safety Advisor e.g. an individual who "*can offer advice and educate those responsible for fire safety in low risk simple premises. An Advisor can undertake audits of simple low risk premises...*"

1.6 Further details

1.6.1 Entry requirements

Learners must:

a) have ability to work at Level 3 or above

b) be proficient in use of English Language

c) be able to carry out mathematical calculations e.g. area and volume of cylinders and rectangular structures

d) be able to recognise typical fire safety measures in buildings e.g. smoke detectors, fire extinguishers, exit signs, before Principles of Fire Safety course

e) understand the role fire risk assessors and auditors

Plus, learners should also have experience of observing an auditor/fire risk assessor assessing a building's fire safety measures.

1.6.2 Learner numbers

A maximum of 16 learners is normally permitted on courses to ensure sufficient interaction between tutor and learners.

1.7 Continual Professional Development Certificates

Learners receive CPD certificates on successful completion of each course or activity.

1.8 Further Progression

This qualification creates the opportunity for progression to the Level 4 Certificate in Fire Safety e.g. those who audit complex premises. See web link for more details.

1.9 Course booking

Open-course booking: Click for on-line booking

In-house course enquiry[1]: Email: qualifications@xact.org.uk

Note[1]: Quoting qualification, learner numbers and preferred start date

1.10 Terms and conditions

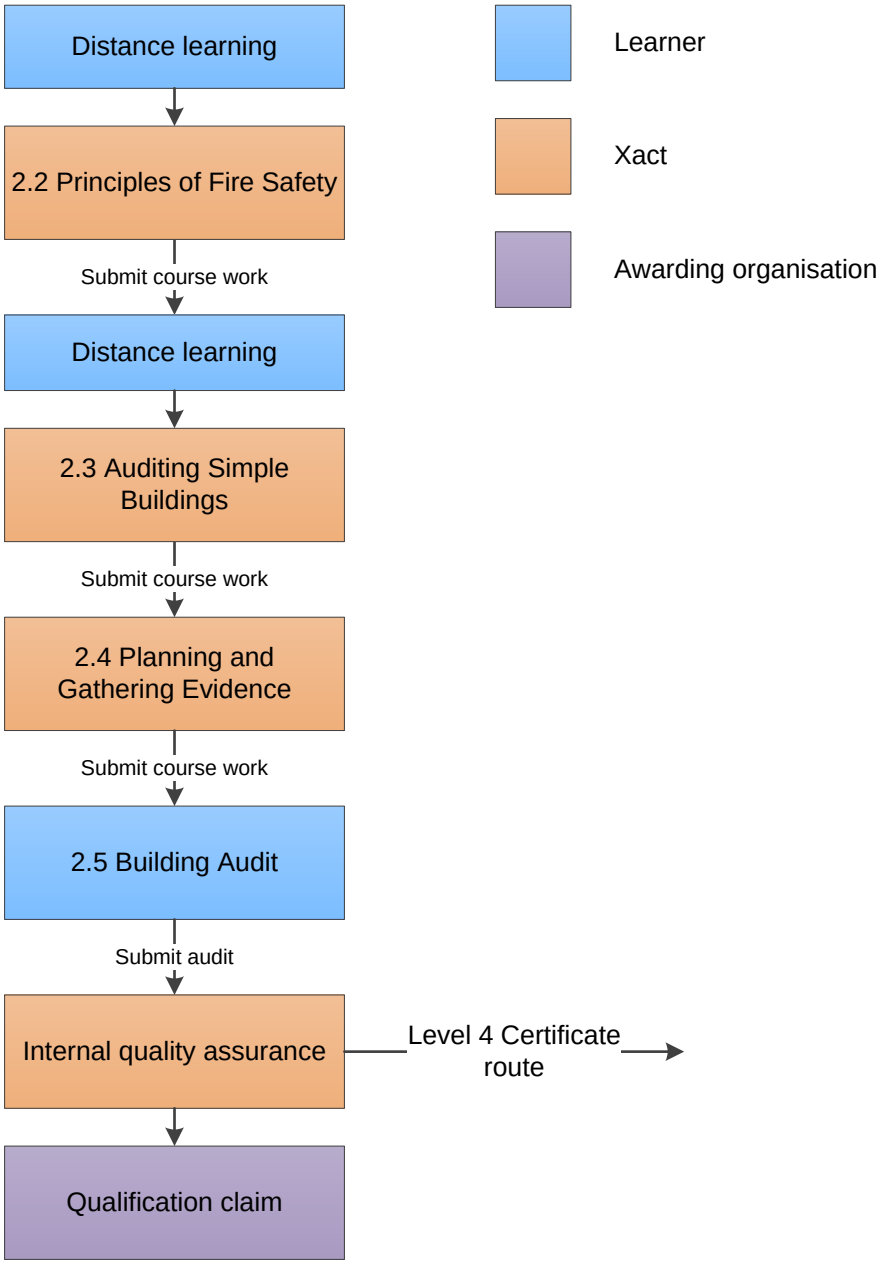
Please also see our website link for a copy of our Terms and Conditions.

All orders and bookings made are subject to our Terms and Conditions.

2.1 Level 3 Certificate in Fire Safety Overview

2.1.1 Introduction

Flowchart below illustrates progression of activities to complete Level 3 Certificate in Fire Safety from start to finish.



2.1.2 Distance Learning Modules

Distance learning modules are issued one month before proceeding course

2.1.3 Delivery

Sessions are delivered either virtually (iVC) or face-to-face using PowerPoint, whiteboard presentation, interactive group discussion, individual tuition and practical exercises.

2.1.4 Post course

Learners must submit their completed workbooks within four weeks of course completion.

2.1.5 Course assessment

Assessment of all course[1] work is to qualification assessment criteria which are founded on National Occupational Standards. See Section 4.5.

Note[1]: Evidence from more than one course is required to complete qualification assessment criteria.

2.2 Principles of Fire Safety

Aim

To enable learners to identify and report hazards and assess risks associated with fire in buildings.

Main topic areas

- Fire Safety Legislation
- Human behaviour in fire
- Causes and effects of fire
- Fire detection and alarm systems
- Emergency escape lighting
- Fire safety signs, notices and routines
- Extinguishing media
- Fire safety management
- Fire risk assessment

Core course documents

- Regulatory Reform (Fire safety) Order 2005
- CFOA Enforcers' Guidance
- BIS: Regulators' Code, HSE: Enforcement Management Model
- DCLG: Fire Safety Risk Assessment Guides
- BS 5839, BS 5266, BS 5499, BS 5306, PAS 79, BS 9999 (management section)

National Occupational Standards (NOS)

This course includes assessment criteria from NOS FS1 FS2, FS3 and FS7.

Duration

Five-days

Pre-course Directed Learning Module

Course includes pre-course distance learning module on principles of: Fire Safety Legislation, Automatic Fire Alarm Systems and Emergency Escape Lighting.

2.3 Auditing Simple Buildings

Aim

To enable learners to:

- Confirm measures are in place to protect people from fire in simple buildings.
- Audit simple buildings for purpose of fire safety regulation.

Main topic areas

- Identifying occupancy and risk
- Horizontal and vertical means of escape in offices and shops, factories and warehouses, hotels. residential care premises
- Assessing fire risk assessments and management of fire safety
- Auditing simple buildings

VR Exercises

Virtual reality exercises are utilised to practise building audits.

Core course documents

- DCLG: Fire Safety Risk Assessment Guides
- Extracts of Approved Document B volumes 1 and 2, BRE documents
- CFOA Fire Safety Guidance Notes
- CFOA Audit Form

Duration

Five-days

Prior learning

Learners must have completed: Principles of Fire Safety course

Pre-course distance learning

Course includes pre-course distance learning modules on principles of means of escape.

2.4 Planning and Gathering Evidence

Aim

To enable learners to plan and gather evidence for purposes of fire safety regulation.

Main topic areas

- Identifying offences
- Taking contemporaneous notes
- Questioning to obtain information
- Writing and taking witness statements
- Managing information and evidence
- Informing relevant persons and organisations of circumstances
- Producing simple report to show an offence has been committed

Core legislation and guidance

- Regulatory Reform (Fire Safety) Order 2005
- CFOA Fire Safety Guidance
- BIS: Regulators' Code, HSE: Enforcement Management Model
- Police and Criminal Evidence Act 1984 (PACE)
- MG forms. Witness Statements

Qualification and units

Course includes assessment criteria for NOS FS10 of qualification: Level 3 Certificate in Fire Safety

Delivery

Sessions will be delivered using PowerPoint, whiteboard presentation, interactive group discussion, individual tuition, videos and practical exercises. Practical exercise includes, making a witness statement and simple reports.

Duration

One-day

Prior learning

Learners must have completed: Auditing Simple Buildings course.

2.5 Workplace Activity: Building Audit

Aim

For learners to conduct a building fire safety audit which includes planning, visiting and reporting.

Activity

The learner should only conduct this activity:

a) after they have completed Planning and Gathering evidence course
b) if a competent colleague accompanies them
c) if it is conducted on a simple building
    i) during last 12 months
    ii) where fire safety was unsuitable and insufficient
    iii) where advice on compliance including options and priorities are indicated

Duration

Self-study

Submission Guidance

Learners are provided with a pro-forma (evidence collection guide) for collection of evidence from their building audit to qualification assessment criteria.

3. Costs

3.1 Costs

Item	Activity	Duration	Page	Cost[1, 6]	
				Open[2]	In-house[3]
1	Principles of Fire Safety	5 days	5	855	9,833
2	Auditing Simple Buildings	5 days	6	855	9,833
3	Planning and Gathering Evidence	1 day	7	185	2,128
4	Workplace Activity: Audit	Self-study	8	75	863
5	Qualification registration[4]	NA	10	100	1,600
6	**Totals**			£2,070	£24,255
7	**Inclusive cost[5]** per learner			**£2,070**	**£1,516**

Note[1]: VAT will be added at the current rate. See Notes 7 and 8

Note[2]: Cost per individual on an open course which includes refreshments and lunch.

Note[3]: Delivery options include virtual (iVC) or face-to-face

Note[4]: Including internal quality assurance fees

Note[5]: **Inclusive cost**: Includes all elements necessary to complete activity e.g. Course development, design, course documents, self-study modules, postage, assessments, internal quality assurance and qualification fee.

Note[6]: **IT Resources**: Costs based on assumption that learners have resources identified in Section 6.1 iVC Individual Requirements. See also 6.4 Restrictions to using iVC software.

Note[7]: **Payment terms**: Within 30 days of invoice date.

Note[8]: Additional fees are incurred when:

i) Submission deadlines are missed for invalid reasons
ii) Re-submission amounts to over 25% of original submission
iii) Re-submission does not achieve a pass

4. Qualification

4.1 Qualification: Level 3 Certificate in Fire Safety (Fire Auditors)

This qualification is aimed at those who are new to working in a fire safety role and wish to expand their knowledge and gain recognition of their competence to work as a regulatory fire safety auditor for simple premises.

4.2 Qualification Awarding Organisations

Currently this qualification is provided via awarding organisation[1] Skills for Justice Awards. Xact is an Approved Centre for this awarding organisation.

Note[1]: Xact may change awarding organisations for business reasons

4.3 Qualification NOS

The qualification has five mandatory NOS (National Occupational Standards).

NOS	Unit title	Credit	TQT[1]	GLH[2]
FS1	Identify and report hazards and risks associated with fire in simple premises	4	40	20
FS2	Assess risks associated with fire in simple premises	5	50	25
FS3	Confirm measures are in place to protect people from fire in simple premises	5	50	21
FS7	Review fire protection systems in simple premises	5	50	28
FS10	Plan and gather evidence for the purpose of fire safety regulation in simple premises	4	40	28
FS12	Visit simple premises for the purposes of fire safety regulation	3	30	14
			260	136

Note[1]: Total qualification time (TQT): GLH plus number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment.

Note[2]: Guided learning hours (GLH): The number of hours with specific guidance towards learning.

4.4 Study commitment

To complete this qualification, learners must commit to a study programme of 260 TQT (Total Qualification Time). This consists of a wide variety of activities, including:

a) Self-study, research and reading course reference material
b) Attending courses and completing a building audit
c) Application of learning and writing assignments

4.5 Cross mapping of activities with qualification NOS

The table below cross maps activities with qualification NOS

Activity title	Days	NOS	Page
Principles of Fire Safety	5	FS1[1], FS2[1], FS3[1], FS7[1]	5
Auditing Simple Buildings	5	FS1[1], FS2[1], FS3[1], FS7[1], FS12[1]	6
Planning and Gathering Evidence	1	FS10	7
Workplace Activity: Building Audit	SS[2]	FS12[1]	8

Note[1]: Evidence from more than one activity is required to complete NOS and assessment criteria

Note[2]: Self-study, see Section 2.5

4.6 Qualification requirements

Government regulator Ofqual provides the following guidance on the requirements for learners to demonstrate that they possess the following knowledge for a Level 3 qualification:

4.6.1 Learner knowledge requirement

a) Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that, while well-defined, may be complex and non-routine.
b) Can interpret and evaluate relevant information and ideas.
c) Is aware of the nature of area of study or work.
d) Is aware of different perspectives or approaches within the area of study or work.

4.6.2 Learner skills requirement

a) Can identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that, while well-defined, may be complex and non-routine.
b) Can use appropriate investigation to inform actions.
c) Has the ability to review effectiveness of methods and actions.

5. Support Activities

5.1 Introduction

The support we provide to learners forms part of our regulated activities. This means that flexibility in what we can provide is limited by awarding organisations and Government Regulators i.e. Ofqual.

This section explains the support we offer to learners beyond that which is provided during courses and outliners their responsibilities to enable us to support them during learning.

5.2 Learner Support

Additional support may take the form of[1]:

a) Reasonable Adjustments
b) Special Considerations
c) Learner Support

Note[1]: See our website for more details

5.3 Learner Responsibilities[1]

Responsibilities include:

a) Ensuring they have ability to work at Level 3. For more details, see Section 4.6
b) Allocating sufficient time to complete course work within set timeframes
c) Building a support network for mentoring during learning
d) Having facility to conduct a building audit. See Section 2.5
e) Submitting course work within prescribed format and timeframes
f) Providing appropriate evidence when applying for reasonable adjustments, special considerations, learning support etc

Note[1]: When an employer is involved, it is their responsibility to support their employees and provide them with opportunity to practise learning and conduct a building audit

6. **iVC** Interactive Virtual Classroom

6.1 iVC Individual Requirements

Learners require the following to participate in iVC:

- Laptop: Integral web camera, microphone, speakers or equivalent
- Internet connection
- Ability to receive course notes by post directly to home address or posted to work address from where notes can be forwarded to home address

6.2 iVC Delivery

iVC means learners can access Xact's high quality training safely and securely while enjoying real-time, face-to-face contact with expert tutors.

Highly trained in our innovative format, tutors facilitate interactive learning which actively engages the learners from the safety and convenience of their own preferred locations.

With **iVC**, customers save on accommodation and travelling fees while ensuring that learners can train from home, if necessary. And it is family friendly too - welcomed by employees who prefer not to stay away from their own locations overnight to receive training.

Customers who experience **iVC** training courses are impressed with the polished, professional presentation and how easy it is to:

a) View and interact with expert tutors and other course attendees
b) Ask questions, discuss and share ideas
c) Work in syndicates
d) Enjoy enhanced learning via video, PowerPoint, virtual reality exercises

6.3 iVC Provision

On all **iVC** courses, Xact provides:

a) Two tutors with experience and expertise in course subject areas
b) Course design
c) Comprehensive course manuals
d) Exercises to practise learning outcomes
e) Reference documents
f) Course evaluation and assessment

6.4 Restrictions to using iVC software:

Common restrictions to using iVC software:

a) Poor broadband connection
b) VPN connections restrict video and audio. software may not function unless VPN is disabled
c) Some company systems are locked down preventing access. Either request that your IT department lifts the restriction on your device to access software or use an alternative unrestricted device

6.5 iVC Software Security

Download details about the security measures imbedded in our **iVC** software.

7. XLE: On-line Portal

7.1 XLE: Xact Learning Environment

A secure area of Xact's website built on Moodle educational platform used by schools, colleges and universities which gives customers and users access to:

7.2 Guidance Notes

Such as educational process, responding to questions, related policies and procedures.

7.3 Course reference documents

Some reference documents used on courses are provided either online or within course folder.

7.4 Submission deadlines

On-line calendar detailing deadlines.

7.5 Electronic submissions

All activity is submitted electronically online, enabling learners to upload course work using electronic formats e.g. word and pdf.

All work submitted must be learners own work. This will ensure they are able to demonstrate their competence to the qualification assessment criteria.

Learners using another's work must reference it appropriately.

7.6 Similarity check

Turnitin software is used to check submitted documents for originality using its database containing fire safety guidance and legislation, previous submissions and content of other websites with the aim of identifying plagiarism. This facility, which is used by colleges and universities, is applied to all submissions.

7.7 Assessor Reports

Assessor reports and feedback are available on the XLE portal.

8. Company Details

Company

Company	Xact Consultancy and Training Limited
Address	3 Abbey Lane Court, Evesham, Worcestershire WR11 4BY
VAT Registration No	855 4570 04
Phone	01386 277980
Email	qualifications@xact.org.uk
Web site	www.xact.org.uk

Insurance

Insurances we have include

Public and Employers Liability

Professional Indemnity

Regulation

Organisations who regulate our activities include

Ofqual, Ofsted, DfE, Awarding organisations