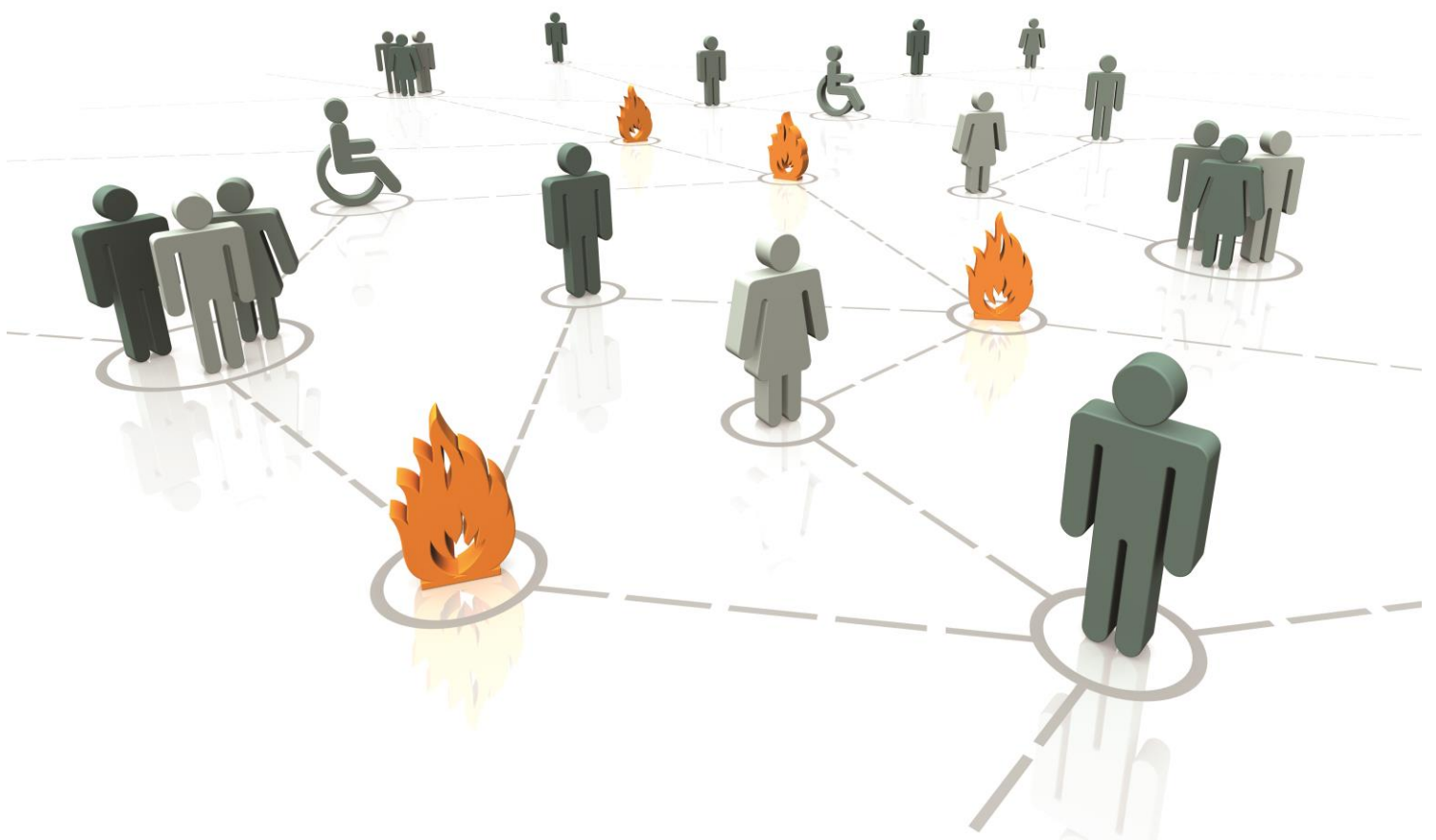


Level 4 Certificate in Fire Safety

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 4 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 complex premises.

1.4 Complex premises types

Complex premises are generally those designed and built using more complex¹ design guidance such as BS 9999: Fire safety in the design, management and use of buildings. This allows a more transparent and flexible approach to fire safety design through use of a structured approach to risk-based design where designers can take account of varying physical and human factors.

Note¹: Concepts of fire safety can be applied to other complex premises types.

1.5 NFCC Competency Framework for Fire Safety Regulators

This qualification is part of knowledge and skills competency requirements of a Fire Safety Auditor e.g. an individual who can complete audits of all regulated premises including complex and high-risk premises. They may audit buildings based upon fire engineering principles however, should be cognisant of their level of competency and request appropriate assistance where necessary.

1.5.1 NFCC: Competency Framework

National Fire Chiefs Council (NFCC) competency framework for fire safety professionals recommends that individuals complete the national qualifications sequentially e.g.

- a) Level 3 Certificate in Fire Safety (Simple Buildings)
- b) Level 4 Certificate in Fire Safety (Complex Premises)
- c) Level 4 Diploma in Fire Safety (Complex Premises)

1. Introduction

1.5.2 Level 4 Commitment

Individuals and their organisations should understand the additional commitment required for those who start their fire safety learning experience at Level 4 (complex premises) without previously completing the Level 3 Certificate (simple buildings) and putting the learning into practice.

1.5.3 Summary

Individuals attending Level 4 courses without previously completing a Level 3 Certificate should be aware of following:

- a) This process does not follow NFCC Competency Framework guidance.
- b) Individuals will experience a steeper learning curve, in particular using documents such as BS 9999 before having chance to use simpler guidance such as DCLG Fire Risk Assessment Guides.
- c) Some individuals, who were new to study at this level have struggled with demands of learning and course work required.
- d) Individuals will be disadvantaged by missing out of some learning aspects e.g. planning and gathering evidence is at Level 3 only.
- e) Individuals do not have the opportunity to practice and consolidate their auditing or risk assessing skills in simple buildings before moving onto complex premises.
- f) Xact recommends completing Level 3 Certificate before moving to the Level 4 qualifications.
- g) Ofqual knowledge and skills requirements for Level 4 qualifications. See Section 4.
- h) Courses amount to less than 50% hours of learning with remainder being completed outside course hours.

1.6 Further details

1.6.1 Entry requirements

Learners must:

- a) have ability to work at Level 4 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. Introduction

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 Level 4 Diploma in Fire Safety (Fire Inspectors) e.g. those who audit complex premises, respond to building regulation submissions and engage in fire safety regulation. See [web link](#) for more details.

1.9 Course booking

Open-course booking: Click for [on-line booking](#)

In-house course enquiry¹: Email: qualifications@xact.org.uk

Note¹: Quoting qualification, learner numbers and preferred start date

1.10 Terms and conditions

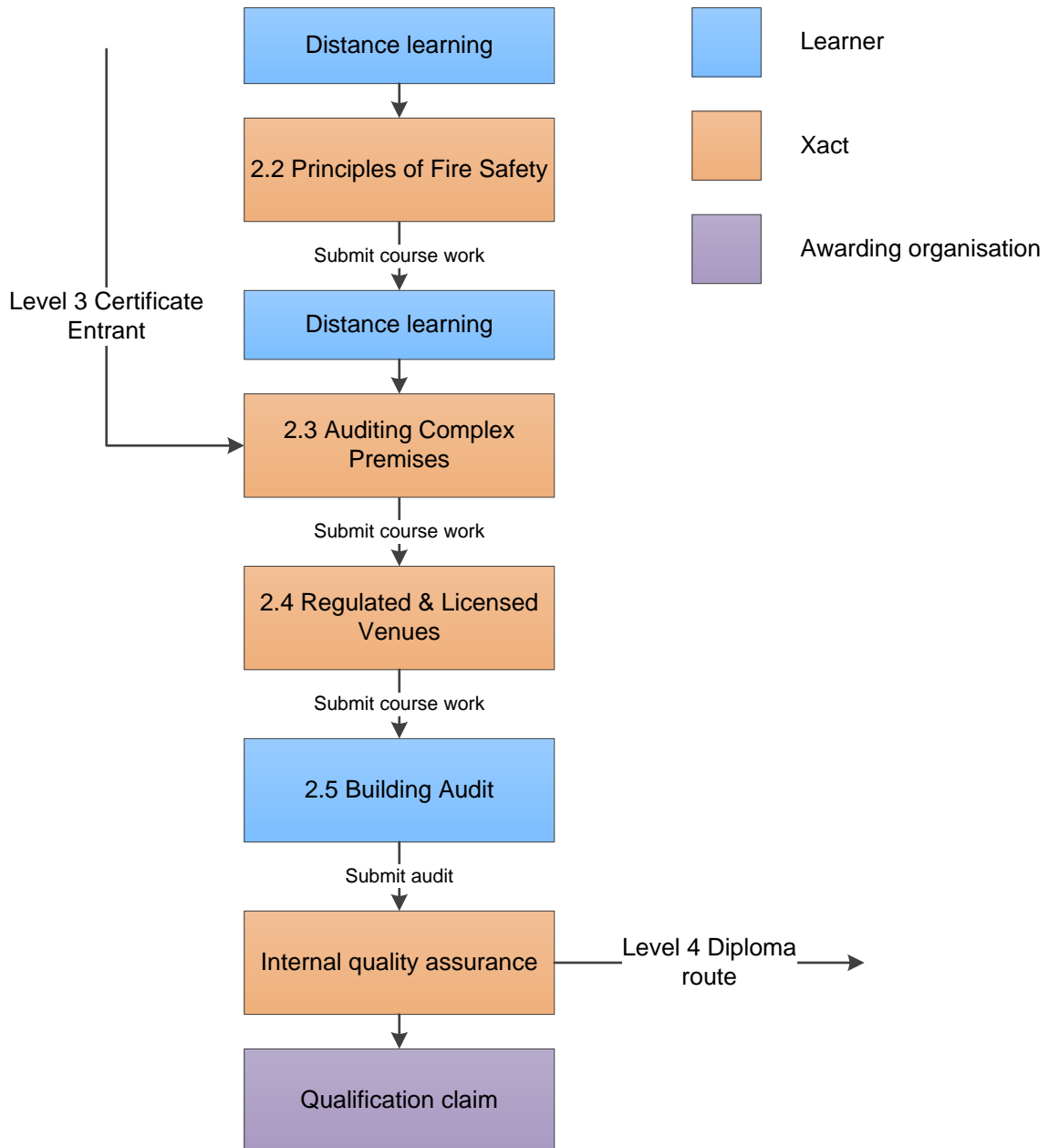
Please also see our [website link](#) for a copy of our Terms and Conditions.

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

2.1 Level 4 Certificate in Fire Safety Overview

2.1.1 Introduction

Flowchart below illustrates progression of activities to complete Level 4 Certificate in Fire Safety from start to finish.



2.1 Level 4 Certificate in Fire Safety Overview

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 course¹ work is to qualification assessment criteria which are founded on National Occupational Standards. See Section 4.5.

Note¹: 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)

Duration

Five-days

Pre-course Directed Learning Module

Course includes pre-course distance learning module¹ on principles of: Fire Safety Legislation, Automatic Fire Alarm Systems and Emergency Escape Lighting.

2.3 Auditing Complex Premises

Aim

To enable learners to:

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

Main topic areas

- Risk profiling of occupancy
- Compartmentation and ventilation
- Horizontal and vertical means of escape
- Audit planning
- External fire spread, access and facilities for fire service
- Auditing premises

Core course documents

- DCLG: Fire Safety Risk Assessment Guides
- Approved Document B
- BS 9999 Fire safety in the design management and use of buildings
- CFOA Fire Safety Guidance Notes and Audit Form

VR Exercise

Virtual reality exercises are utilised to practise building audits.

Core course documents

- Approved Document B
- BS 9999 Fire safety in the design management and use of buildings
- 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 Regulated and Licensed Venues

Aim

To enable learners to review fire safety matters relating to venues which are regulated and licensed.

Core subject areas

- Legislation and working with other enforcement agencies
- HMO's: Houses in Multiple Occupation
- Crowd behaviour, safety and control
- Assembly buildings and performance venues
- Theatres and cinemas
- Night clubs and casinos
- Outdoor events and firework displays
- Pop concerts

Core course documents

- LACORS Housing Fire Safety Guide
- CLG: Fire Safety RA Guides, Places of Assembly
- CLG: Fire Safety RA Guides, Theatres, Cinemas and Similar Places
- BS 9999 Annex D: Theatres, Cinemas and Similar Venues
- CLG: Fire Safety RA Guides, Open Air Events and Venues
- HSG 123: Working together on firework displays
- HSG 154: Managing crowds safely
- The event safety guide (Purple Guide)
- Guide to safety at Sports Grounds (Green Guide)

Duration

Five-days

Prior learning

Individuals must have completed: Auditing Complex Premises 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 Regulated and Licensed Venues course
- b) if a competent colleague accompanies them
- c) if it is conducted on a complex premises
 - 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 Unit and qualification costs

Item	Activity	Duration	Page	Cost ^{1, 6}	
				Open ²	In-house ³
1	Principles of Fire Safety	5-days	6	855	9,833
2	Auditing Complex Premises	5-days	7	868	9,982
3	Regulated and Licensed Venues	5-days	8	868	9,982
4	Workplace Activity: Building Audit	Self-study	9	80	920
Qualification fees					
5	Qualification registration ⁴	NA	11	100	1,600

3.2 Total qualification costs

Previous qualifications	Activities	Cost ^{1, 2, 6}	
		Open ³	In-house
None	1, 2, 3, 4	2,771	32,317
			2,020⁷
Level 3 Certificate	2, 3, 4	1,916	22,484
			1,405⁷

Note¹: VAT will be added at the current rate. See Notes 8 and 9

Note²: Cost per individual on an open course which includes refreshments and lunch.

Note³: Delivery options include virtual (iVC) or face-to-face

Note⁴: Including internal quality assurance fees

Note⁵: **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.

Note⁶: **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.

Note⁷: Per learner cost

Note⁸: **Payment terms:** Within 30 days of invoice date.

Note⁹: 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 4 Certificate in Fire Safety (Fire Auditors)

This qualification is aimed at individuals who work or intend to work in a position of responsibility for fire safety arrangements. It provides learners with formal recognition of their competence to work as an auditor of complex venues.

4.2 Qualification Awarding Organisations

Currently this qualification is provided via awarding organisation¹ Skills for Justice Awards. Xact is an Approved Centre for this awarding organisation.

Note¹: 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
FS2	Assess risks associated with fire in complex premises and environments	5	50	20
FS3	Ensure measures are in place to protect people from fire in complex premises & environments	5	50	21
FS7	Review fire protection systems in complex premises and environments	5	50	28
FS9	Review safety measures at locations that are regulated and/or licensed	4	40	28
FS12	Visit complex premises and environments for the purposes of fire safety regulation	4	40	15
			230	112

Note¹: 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.

Note²: 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 230 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. Qualification

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	FS2 ¹ , FS3 ¹ , FS7 ¹	6
Auditing Complex Premises	5	FS2 ¹ , FS3 ¹ , FS7 ¹ , FS12 ¹	7
Regulated and Licensed Venues	5	FS2 ¹ , FS3 ¹ , FS7 ¹ , FS9	8
Workplace Activity: Building Audit	SS ²	FS12 ¹	9

Note¹: Evidence from more than one activity is required to complete NOS and assessment criteria

Note²: 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 4 qualification:

4.6.1 Learner knowledge requirement

- Practical, theoretical or technical knowledge and understanding of a subject or field of work to address problems that are well-defined but complex and non-routine.
- Ability to analyse, interpret and evaluate relevant information and ideas.
- Awareness of the nature of approximate scope of the area of study or work.
- Informed awareness of different perspectives or approaches within the area of study or work.

4.6.2 Learner skills requirement

- Identify, adapt and use appropriate cognitive and practical skills to inform actions and address problems that are complex and non-routine while normally fairly well-defined.
- Review the effectiveness and appropriateness of methods, actions and results.

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 outlines their responsibilities to enable us to support them during learning.

5.2 Learner Support

Additional support may take the form of¹:

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

Note¹: See our [website](#) for more details

5.3 Learner Responsibilities¹

Responsibilities include:

- a) Ensuring they have ability to work at Level 4. 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

Note¹: 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. iVC Interactive Virtual Classroom



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