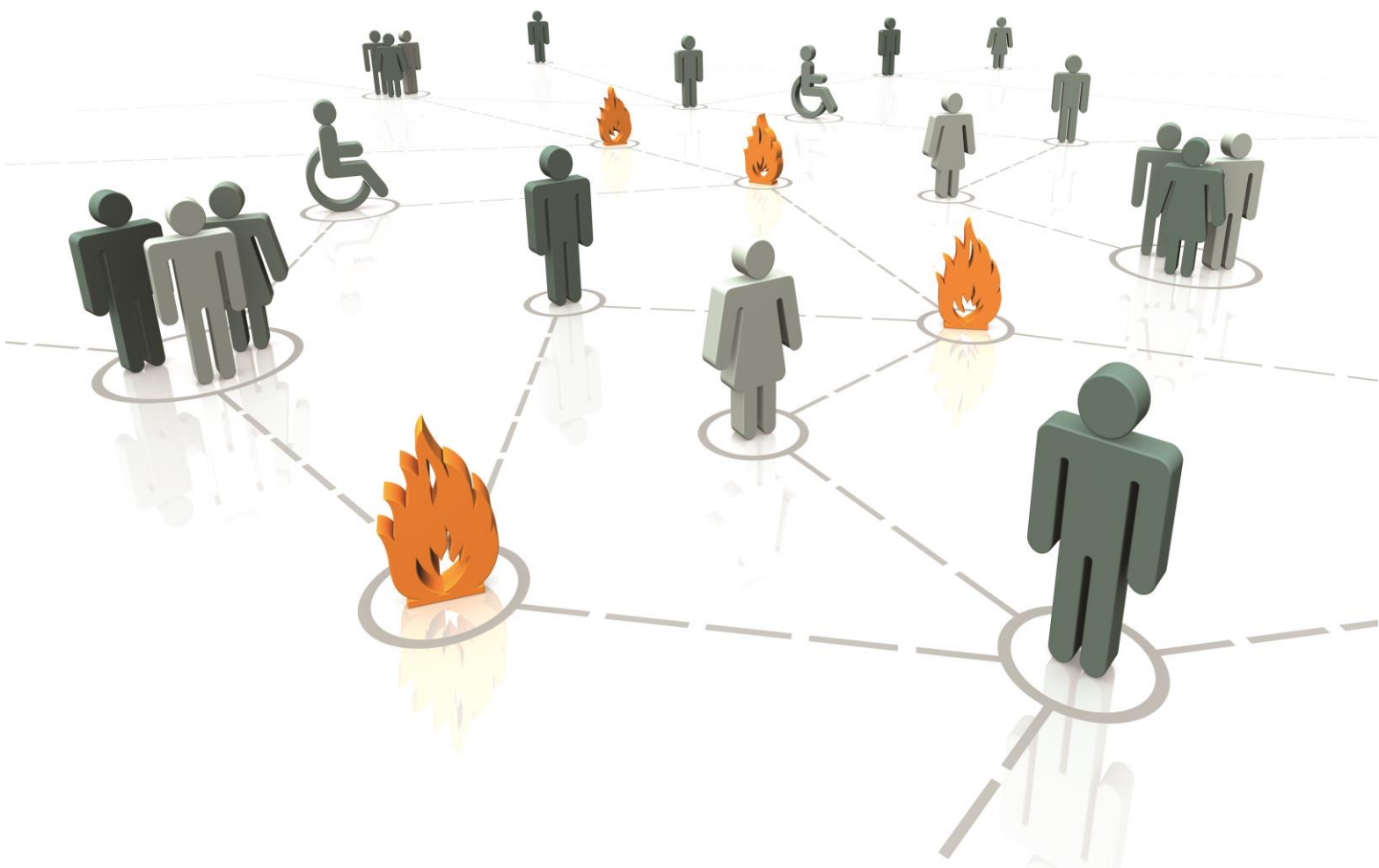# Level 3 Introductory Certificate in Fire Safety (Fire Auditors)

Fire Safety Checks (Operational fire safety visits)

XACT

Contents

1. 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.

1.1 Qualification: Level 3 Introductory Certificate in Fire Safety (Fire Auditors)

This document identifies activities individuals need to complete to achieve the above qualification.

1.2 Target audience

This qualification is suitable for operational personnel who conduct fire safety checks of low risk simple buildings.

1.3 Simple building types

In this context it applies to those who conduct fire safety checks of low risk simple buildings such as shops, offices, hotels and residential care homes.

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

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

1.4 NFCC Competency Framework for Fire Safety Regulators

The qualification is part of knowledge/skills competency requirements of "*Non Fire Safety Specialist Personnel*" e.g. operational crews or advocates who conduct fire safety checks of simple buildings.

1.5 Qualification requirements and National Occupational Standards (NOS)

This qualification consists of Three NOS. Please see Section 2. Qualification for more details.

1.6 Further Progression

This qualification creates the opportunity for progression to the Level 3 Certificate in Fire Safety (Fire Auditors) by the completion of three additional National Occupational Standards (NOS):

NOS 7: Review fire protection systems in simple premises

NOS 10: Plan and gather evidence for the purpose of fire safety regulation in simple premises

NOS 12: Visit simple premises for the purposes of fire safety regulation

Therefore, this introductory certificate can be used as a foundation for Level 3 Certificate in Fire Safety qualification by completion of three additional NOS.

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1.7   Continual Professional Development Certificates

Individuals receive CPD certificates on completion of each course.

1.8   Open-courses booking

For **on-line booking**

1.9   Terms and conditions

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

All orders and bookings made will be subject to our Terms and Conditions.

2. Qualification

2.1 Qualification: **Level 3 Introductory Certificate in Fire Safety (Fire Auditors)**

This foundation qualification has been introduced for individuals who work or intend to work in fire safety. It is aimed at those who are new to fire safety and also existing staff in fire and rescue services.

It has been designed for operational crew managers and firefighters to assess and report to a fire safety officer on significant fire safety issues following operational incidents, community safety visits or premises visits under the Fire & Rescue Services Act etc.

2.2 Qualification Awarding Bodies

This qualification is provided via awarding body Skills for Justice Awards. Xact is an Approved Assessment Centre for this awarding body.

2.3 Qualification NOS

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

NOS	Unit title	Credit	TQT	GLH
1	Identify and report hazards and risks associated with fire in simple premises	4	40	20
2	Assess risks associated with fire in simple premises	5	50	25
3	Confirm measures are in place to protect people from fire in simple premises	5	50	21
			140	66

Note 1: Guided learning hours (GLH): The number of hours with specific guidance towards learning.

Note 2: 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.

2.4 Study commitment

To complete this qualification individuals are committing to a programme of study of 140 TQT which consists of a wide variety of activities, including:

    a) Self-study, research and reading course reference material

    b) Attending courses and completing an audit

    c) Application of learning and writing assignments

Note: The programme consists of 32 hours attending courses with the remainder being from self-study, research, application of learning and written assignments. See Section 2.3.

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2.5 Cross mapping of activities with qualification NOS

The table below cross maps activities with qualification NOSs

Activity title	Days	NOS	Page
Fire Safety Checks: Theory	4	FS1[1], FS2[1], FS3[1]	5
Fire Safety Checks: Practical	2	FS1[1], FS2[1], FS3[1]	7

Notes

Note 1: Days: Course duration in days

Note 2: NOS: National Occupational Standard Identity Number

Note 3: Page: Document page number of course/activity

Note 4[1]: Evidence from more than one course/activity is required to complete NOS assessment criteria

2.6 Qualification requirements

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

2.6.1 Knowledge requirements

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 the area of study or work.

d) Is aware of different perspectives or approaches within the area of study or work.
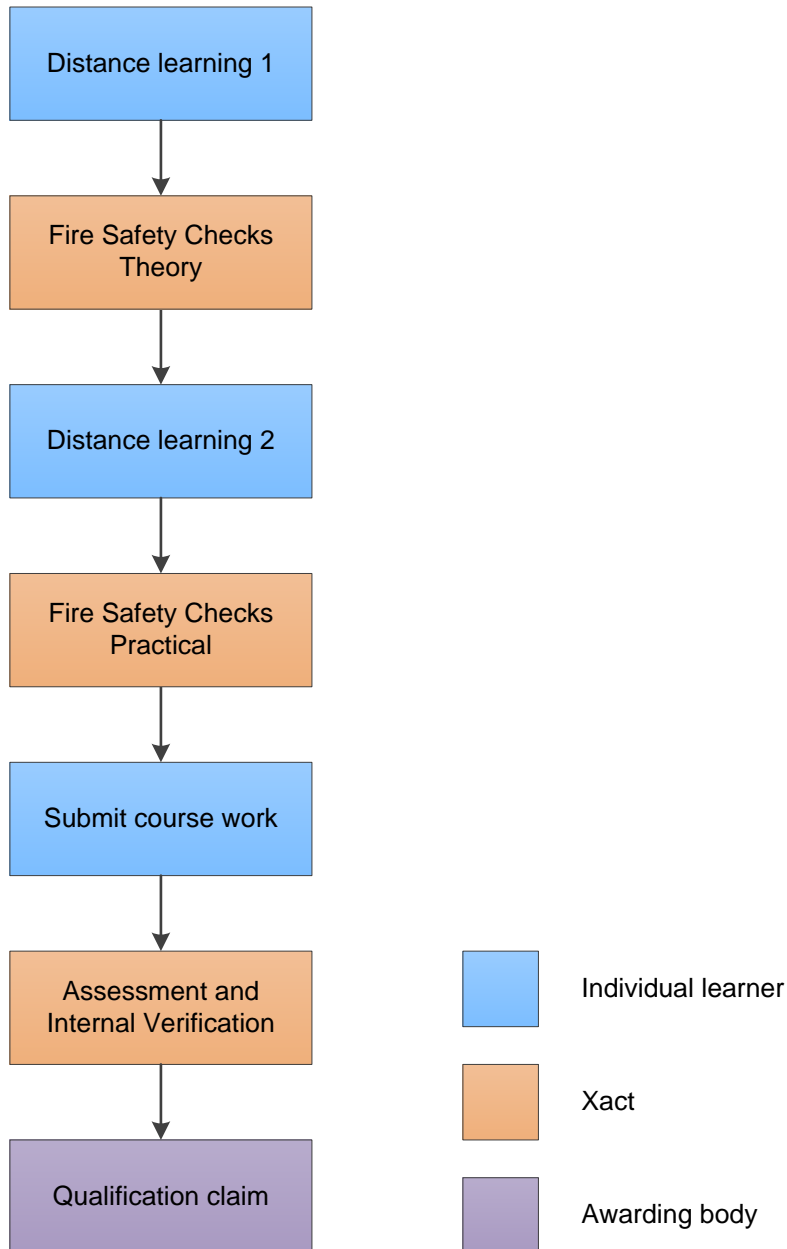
2.6.2 Skill requirements

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 the effectiveness of methods and actions.

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3. Level 3 Introductory Certificate Activities

Introduction

The flowchart below illustrates the progression of Level 3 Introductory Certificate activities from start to finish.

```
┌─────────────────────────┐
│   Distance learning 1   │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│   Fire Safety Checks     │
│        Theory            │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│   Distance learning 2   │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│   Fire Safety Checks     │
│       Practical          │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│   Submit course work    │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐         ┌───┐
│   Assessment and         │         │   │  Individual learner
│   Internal Verification  │         └───┘
└─────────────────────────┘
            │                        ┌───┐
            ▼                        │   │  Xact
┌─────────────────────────┐         └───┘
│   Qualification claim   │
└─────────────────────────┘         ┌───┐
                                     │   │  Awarding body
                                     └───┘
```

Note: Distance learning modules are issued one month before proceeding course.

3.1 Fire Safety Checks: Theory

Aim

To enable individuals to understand how to:

   a) identify and assess risks associated with fire in buildings

   b) check measures are in place to protect people from fire in buildings

Main topic areas

   ▪ Fire Safety Legislation

Principles of:

   ▪ Human behaviour in fire and 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

   ▪ Horizontal and vertical means of escape

Core course documents

   ▪ CFOA Enforcers' Guidance

   ▪ DCLG: Fire Safety Risk Assessment Guides

   ▪ Xact notes regarding: BS 5839, BS 5266, BS 5499, BS 5306, PAS 79, BS 9999

Qualification and units

Course includes assessment criteria for NOS FS1[1], FS2[1] and FS3[1] of qualification: Level 3 Introductory Certificate in Fire Safety (Fire Auditors).

Note[1]: Evidence from more than one course/activity is required to complete NOS.

Delivery

Sessions will be delivered using PowerPoint, whiteboard presentation, interactive group discussion, individual tuition and practical exercises.

Note: Due to current situation the courses will be delivered using iVC. See Section 5 for more details.

3.1 Course: Fire Safety Checks: Theory

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Duration

4 days

Course assessment

Assessment of all course work is to the qualification assessment criteria.

Entry requirements

Individuals should:

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

Prior learning

Before the course, individuals are required to have the ability to recognise typical fire safety measures in buildings e.g. smoke detectors, fire extinguishers, exit signs. They also need to have an understanding of the fire auditor role. Plus, individuals should also have experience of observing an auditor assessing a building's fire safety measures.

Pre-course distance learning

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

Note: Distance learning modules are issued one month before course commences.

Post course

Individuals must complete course work within four weeks of course completion.

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3.2 Fire Safety Checks: Practical

Aim

To enable individuals to:

    a) identify and assess risks associated with fire in buildings

    b) conduct checks to ensure measures are in place to protect people from fire in buildings

Main topic areas

Practical exercises to:

- Identify occupancy and risks
- Identify suitability of fire safety measures e.g.
    - Fire detection and alarm systems
    - Emergency escape lighting
    - Fire safety signs, notices and routines
    - Extinguishing media
    - Fire risk assessment
    - Fire safety management
    - Means of escape
- Reporting to a fire safety officer
- Recording fire safety checks e.g. forms

Note: This will be conducted in a range of simple buildings e.g. Offices, shops, factories, warehouses, hotels and residential care buildings.

VR Exercise

A virtual reality exercise is utilised to practice fire safety checks.

Core course documents

- DCLG: Fire Safety Risk Assessment Guides
- Xact Notes
- Form: Building Fire Safety Checks

Qualification and units

This course includes assessment criteria for NOS FS1[1], FS2[1] and FS3[1] of qualification: Level 3 Introductory Certificate in Fire Safety (Fire Auditors).

Note[1]: Evidence from more than one course/activity is required to complete NOS.

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Delivery

Sessions will be delivered using PowerPoint, whiteboard presentation, interactive group discussion, individual tuition and practical exercises.

Note: Due to current situation the courses will be delivered using iVC. See Section 5 for more details.

Duration

2 days

Prior learning

Individuals must have completed: Fire Safety Checks: Theory course

Pre-course distance learning

Course includes pre-course distance learning module on fire safety checks.

Note: Distance learning modules are issued one month before course

Post course

Individuals must complete workbooks within four weeks of course completion.

Course assessment

Assessment of all course work is to National Occupational Standards.

4. Course and Qualification Costs

4.1 Costs

Item	Activity	Duration	Page	Cost[1]
1	Fire Safety Checks: Theory	4 days	6	600
2	Fire Safety Checks: Practical	2 days	8	300
3	Qualification registration		3	60
4	**Inclusive cost[2]**			**£960**

Note[1]: **Cost** per individual

Note[2]: **Inclusive cost**: Includes all elements detailed in Section 3 i.e. Course development and design, course documents, distance learning modules, postage, assessments, internal verification and qualification fee.

Note 3: **IT Resources**: Costs based on assumption that individuals will have the resources identified in Section 5.1 iVC Individual Requirements. See also 5.4 Restrictions to using iVC software.

Note 4: **VAT** will be added at the current rate.

Note 5: **Payment terms**: Within 30 days of invoice date.

Note 6: Additional fees are incurred when:

    i) Submission deadlines are missed for non-valid reasons

    ii) Resubmission amounts to over 25% of original submission

    iii) Re-submission does not achieve a pass

4.2 COVID-19 Pandemic

The above presents increased risks of infection and other negative consequences to both tutors and individuals in attending classroom courses. These potentially entail:

a) Disruption due to Government or local area restrictions or lock down

b) Health risks to tutors and their families/social bubble

c) Impact on insurance cover

d) Requirement to self-isolate

e) Non-availability for work due to self-isolation or infection

f) Additional risks come from the requirement to use hotel accommodation, training facilities and public transport

Xact continues to review the situation. Should risk levels return to those pre March 2020, other options, such as classroom delivery, may be considered subject to Government guidelines.

5. **iVC** Interactive Virtual Classroom

5.1   iVC Individual Requirements

Individuals require the following to participate in Interactive Virtual Classroom:

- 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 sent on to their home address

5.2   iVC Delivery

iVC means individuals 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, they facilitate – currently in pairs – interactive learning where individuals are actively engaged in the learning process from the safety and convenience of their own preferred locations.

With **iVC**, customers save on accommodation and travelling fees while ensuring that individuals 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 have experienced **iVC** training courses and our hugely-popular demonstration sessions have been impressed with the polished, professional presentation and how easy it is to:

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

5.3   iVC Provision

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

- Two tutors with experience and expertise in course subject areas
- Course design
- Comprehensive course manuals
- Exercises to practise learning outcomes
- Reference documents
- Course evaluation and assessment

5.4   Restrictions to using iVC software:

Common restrictions to using iVC software:

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

5.5   iVC Software Security

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

6. XLE: On-line Portal

6.1 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:

6.2 Guidance Notes

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

6.3 Course reference documents

Reference documents used on the programme are provided either online or within course folder.

6.4 Submission deadlines

On-line calendar detailing deadlines.

6.5 Electronic submissions

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

6.6 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.

6.7 Assessor Reports

Assessor reports and feedback are available on the XLE portal.

XACT

7. Xact Consultancy and Training Limited

Company Registration No:	05295715
VAT Registration No:	855 4570 04
Web site:	www.xact.org.uk
Email:	info@xact.org.uk

Insurance

Xact are insured for:

Public and Employers Liability

Professional Indemnity

Office

Telephone:	01386 277980
Address:	3 Abbey Lane Court
	Evesham
	Worcestershire
	WR11 4BY

Contact

Trevor Norwood:	01386 277980
Email:	courses@xact.org.uk