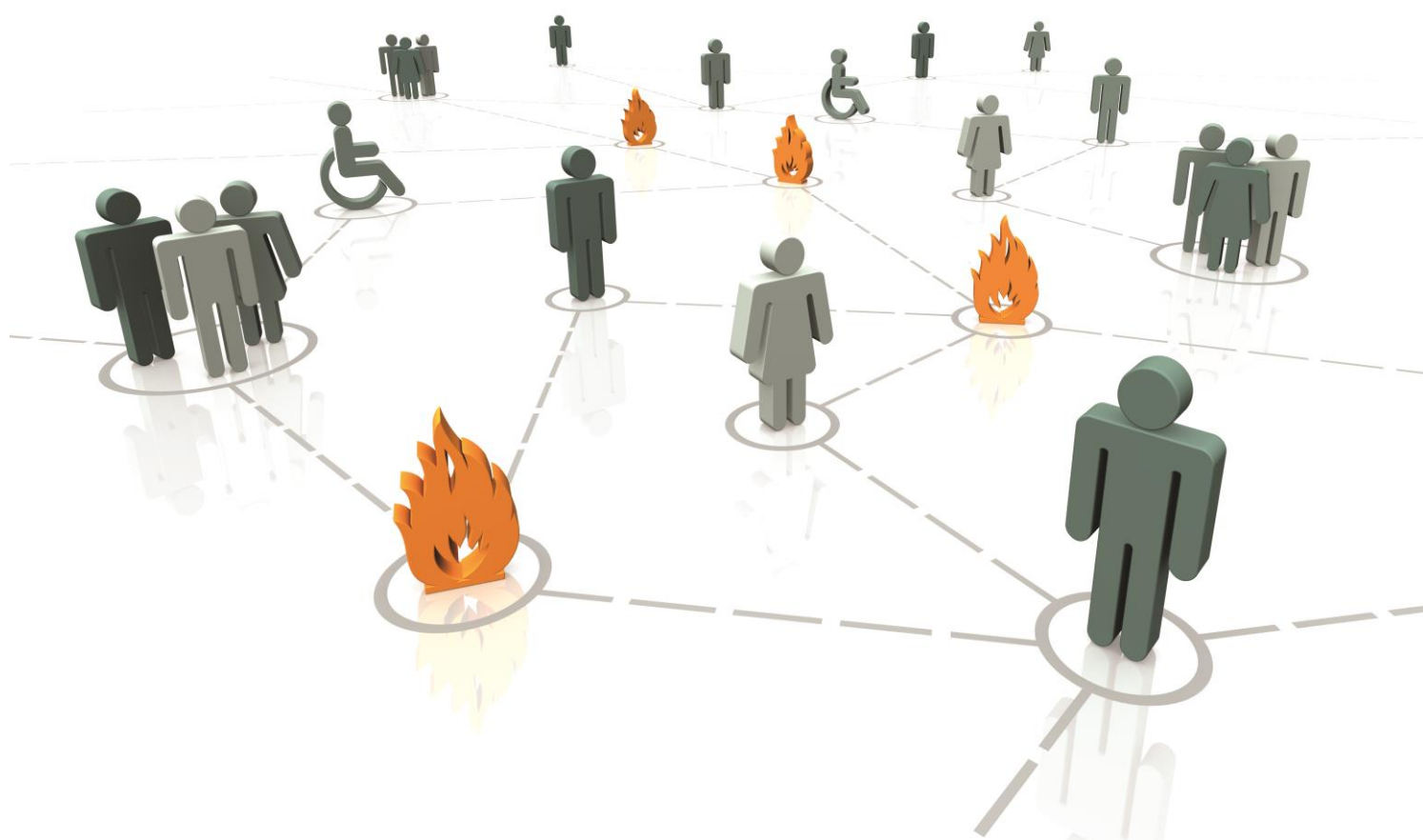


# Level 3 Certificate in Fire Safety

## Fire Safety Auditor



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## 1. Introduction

### 1.1 Introduction

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

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

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

### 1.3 Target audience

This qualification is suitable for regulators who audit simple buildings.

### 1.4 Simple building types

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

**Note<sup>1</sup>:** 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<sup>2</sup>:** 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 but they are not qualified to take formal enforcement action for a breach of fire safety legislation.”*

### 1.6 Further details

#### 1.6.1 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
- d) Before the Principles of Fire Safety course, individuals are required to have the ability to recognise typical fire safety measures in buildings e.g. smoke detectors, fire extinguishers, exit signs.

## 1. Introduction

They also need to have an understanding of the fire risk assessors or auditors role.

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

### 1.6.3 Delegate numbers

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

### 1.6.4 Post course

Individuals must complete and submit their course work within four weeks of course completion.

### 1.6.5 Qualification and Assessment of course work

Assessment of all course work is to the qualification assessment criteria. See Section 4.

## 1.7 Continual Professional Development Certificates

Individuals receive CPD certificates on successful completion of each course.

## 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<sup>1</sup>:** Email: [qualifications@xact.org.uk](mailto:qualifications@xact.org.uk)

**Note<sup>1</sup>:** Quoting qualification, delegate numbers and preferred start date

## 1.10 Terms and conditions

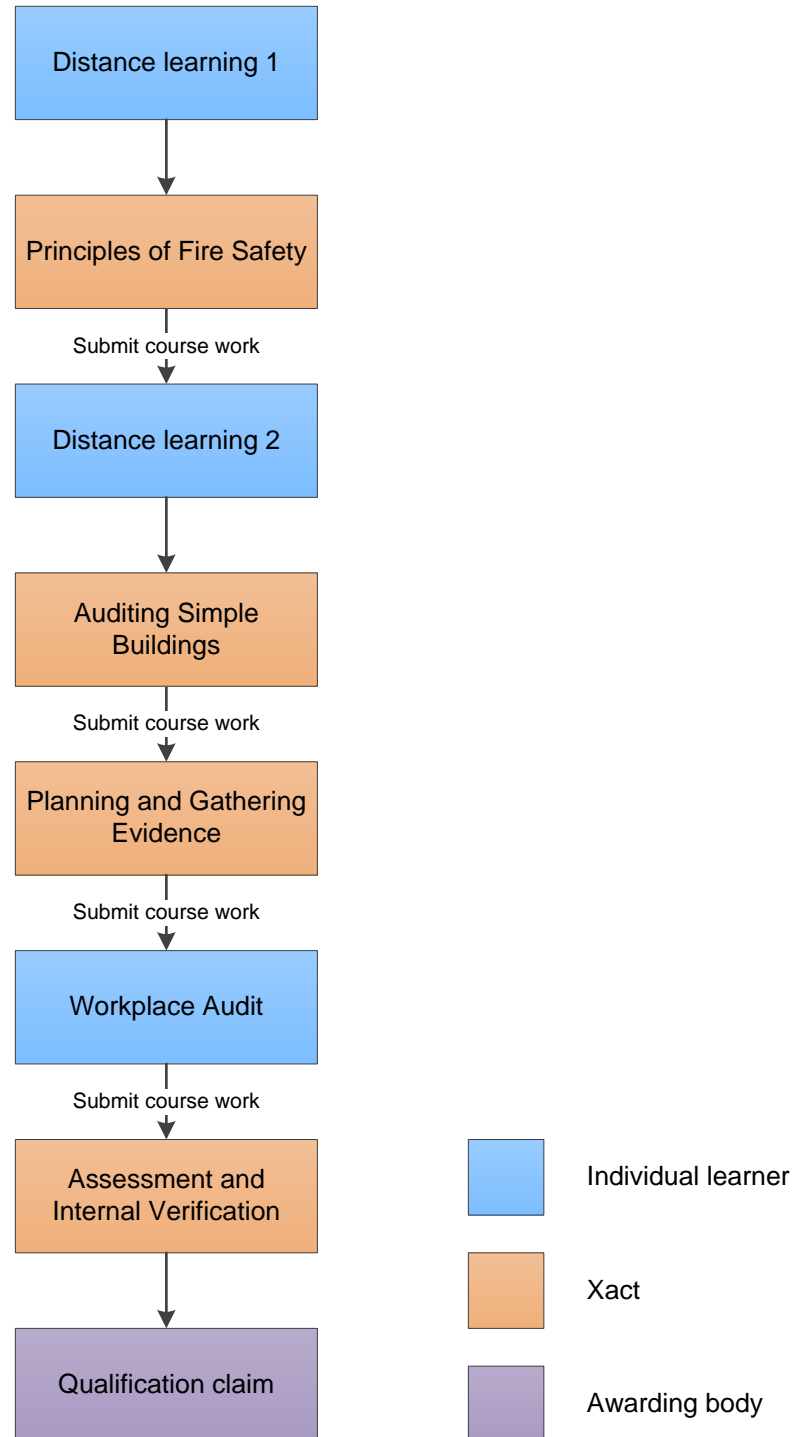
Please also see our [website link](#) for a copy of our Terms and Conditions.

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

## 2.1 Level 3 Certificate in Fire Safety Activities

### Introduction

The flowchart below illustrates progression of Level 3 Certificate in Fire Safety programme from start to finish.



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

## 2.2 Principles of Fire Safety

### **Aim**

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)

### **National Occupational Standards (NOS)**

This course includes for NOS FS1<sup>1</sup> FS2<sup>1</sup>, FS3<sup>1</sup> and FS7<sup>1</sup>

**Note**<sup>1</sup>: Evidence from more than one course/activity is required to complete NOS.

### **Duration**

5 days

### **Pre-course Directed Learning Module**

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.

## 2.3 Auditing Simple Buildings

### Aim

To enable individuals to:

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

### Main topic areas

- Identifying occupancy and risk
- Horizontal and vertical means of escape
- Means of escape in:
  - . Offices and shops
  - . Factories and warehouses
  - . Hotels
  - . Residential care buildings
- Fire safety in blocks of flats
- Assessing fire risk assessments
- Auditing

### VR Exercises

Virtual reality exercises are utilised to practice building audits.

### Core course documents

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

### Qualification and units

This course includes assessment criteria for NOS FS1<sup>1</sup>, FS2<sup>1</sup>, FS3<sup>1</sup>, FS7<sup>1</sup> and FS12<sup>1</sup> of qualification: Level 3 Certificate in Fire Safety (Fire Auditors).

**Note**<sup>1</sup>: Evidence from more than one course/activity is required to complete NOS.

## 2.3 Auditing Simple Buildings

### **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**

5 days

### **Prior learning**

Individuals 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.

**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.



## 2.4 Planning and Gathering Evidence

### **Aim**

To enable individuals 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**

1 day

### **Prior learning**

Individuals must have completed: Auditing Simple Buildings course.

## 2.4 Planning and Gathering Evidence

### **Post course**

Individuals must complete workbooks within four weeks of course completion.

### **Course assessment**

Assessment of all course work is to National Occupational Standards.

### 2.5 Workplace Activity: Audit

#### **Target audience**

On successful completion of the “Planning and Gathering evidence” course, individuals submit a workplace audit which should fulfil the following criteria:

- a) The audit should have taken place in a simple building in last 12 months.
- b) Fire safety matters at the building were not suitable and sufficient.
- c) Advice on compliance, with options and prioritisation of actions, was provided.

Individuals are provided with a pro-forma (evidence collection guide) for the collection of evidence from their audit.

#### **National Occupational Standards (NOS)**

This activity includes for NOS FS12<sup>1</sup>.

**Note**<sup>1</sup>: Evidence from more than one course/activity is required to complete NOS.

## 3. Costs

## 3.1 Costs

Item	Activity	Duration	Page	Cost <sup>1</sup>	
				Open <sup>2</sup>	In-house <sup>3</sup>
1	Principles of Fire Safety	5 days	4	835	9,185
2	Auditing Simple Buildings	5 days	5	835	9,185
3	Planning and Gathering Evidence	1 day	7	180	1,980
4	Workplace Activity: Audit	Self-study	9	60	660
5	Qualification registration	NA	11	65	1,040
6	<b>Totals</b>			£1,975	<b>£22,050</b>
7	<b>Inclusive cost<sup>4</sup> per individual</b>			<b>£1,975</b>	<b>£1,378</b>

**Note<sup>1</sup>:** VAT will be added at the current rate.

**Note<sup>2</sup>:** Cost per individual on an open course which includes refreshments and lunch.

**Note<sup>3</sup>:** Delivery options include virtual (iVC) or face to face for 16 individuals

**Note<sup>4</sup>: 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<sup>5</sup>: IT Resources:** Costs based on assumption that individuals have the resources identified in Section 5.1 iVC Individual Requirements. See also 5.4 Restrictions to using iVC software.

**Note<sup>6</sup>: Payment terms:** Within 30 days of invoice date.

**Note<sup>7</sup>:** Additional fees are incurred when:

- i) Submission deadlines are missed for non-valid 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<sup>1</sup> Skills for Justice Awards. Xact is an Approved Centre for this awarding organisation.

**Note<sup>1</sup>:** 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 <sup>1</sup>	GLH <sup>2</sup>
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<sup>1</sup>:** 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<sup>2</sup>:** Guided learning hours (GLH): The number of hours with specific guidance towards learning.

### 4.4 Study commitment

To complete this qualification individuals are committing to a programme of study of 260 TQT (Total Qualification Time) which consists of a wide variety of activities, including:

- Self-study, research and reading course reference material
- Attending courses and completing an audit
- 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	FS1 <sup>1</sup> , FS2 <sup>1</sup> , FS3 <sup>1</sup> , FS7 <sup>1</sup>	4
Auditing Simple Buildings	5	FS1 <sup>1</sup> , FS2 <sup>1</sup> , FS3 <sup>1</sup> , FS7 <sup>1</sup> , FS12 <sup>1</sup>	5
Planning and Gathering Evidence	1	FS10	7
Workplace audit	DWA <sup>2</sup>	FS12 <sup>1</sup>	9

**Note<sup>1</sup>:** Evidence from more than one activity is required to complete NOS

**Note<sup>2</sup>:** Directed Workplace Activity

### 4.6 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:

#### 4.6.1 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 the area of study or work.
- d) Is aware of different perspectives or approaches within the area of study or work.

#### 4.6.2 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 the effectiveness of methods and actions.

### 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, are 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. iVC Interactive Virtual Classroom

### 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.

### 7. Company Details

Company: Xact Consultancy and Training Limited  
Company Registration No: 05295715  
VAT Registration No: 855 4570 04  
Web site: [www.xact.org.uk](http://www.xact.org.uk)  
Email: [info@xact.org.uk](mailto:info@xact.org.uk)

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