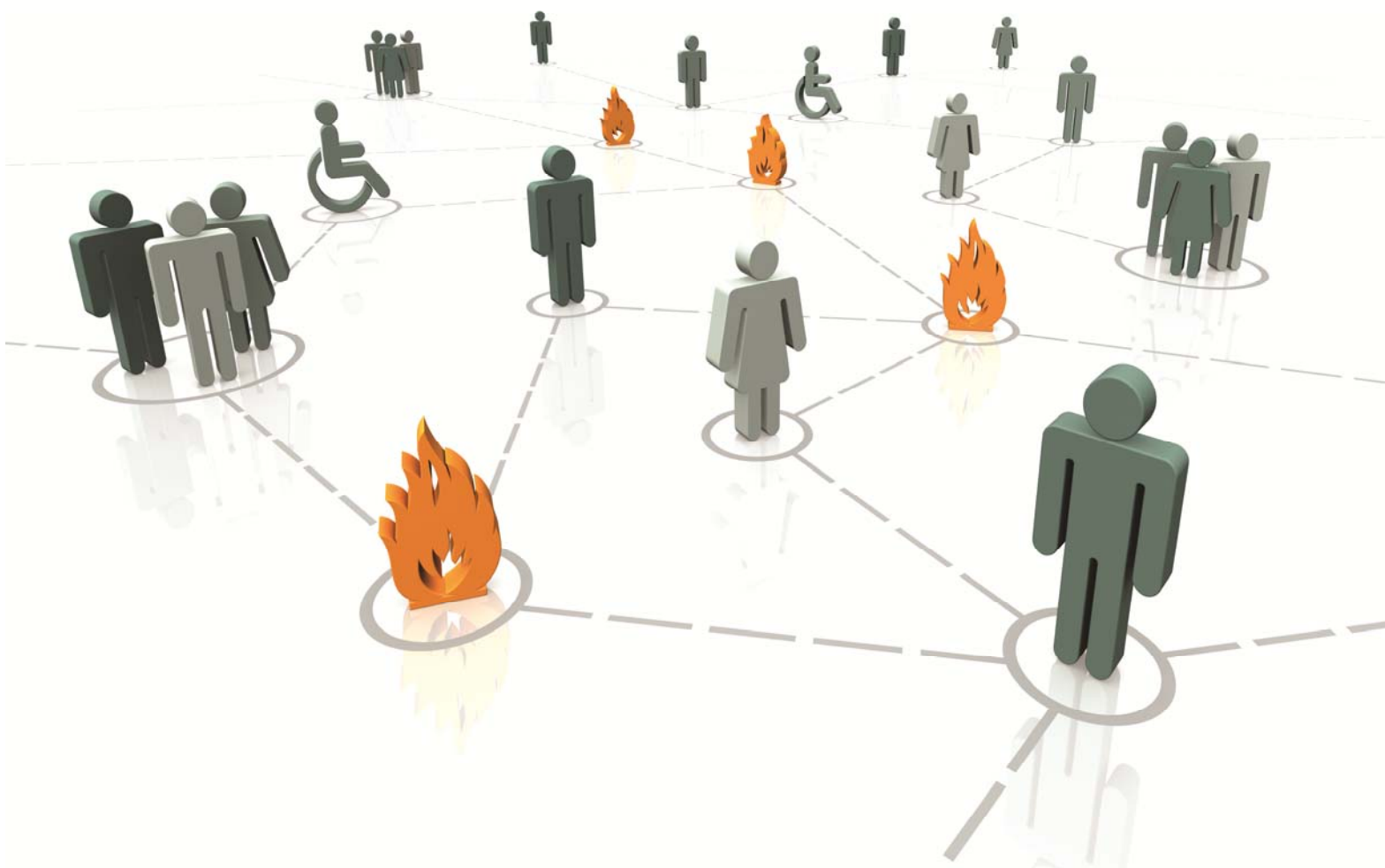


# Level 3 Certificate in Fire Safety

**RPL: Recognition of Prior Learning**





Contents

1.	Introduction	1
2.	National Occupational Standards (NOS)	3
3.	RPL Process	4
4.	RPL Fees	9
5.	Company details	10

## 1. Introduction

### 1. Introduction

This document is designed to help those already performing the role of Fire Safety Auditor or Inspector to claim a qualification retrospectively following competence achieved by courses, personal development, workplace learning and experience.

#### 1.1 National Qualification

Level 3 Certificate in Fire Safety (Fire Auditors), consisting of six mandatory units. See Section 2 for more details.

#### 1.2 Achieving qualifications

The qualification can be achieved by:

- a) Collection of evidence from courses, *or*
- b) Recognition of prior learning (RPL), *or*
- c) Combination of a) + b)

#### 1.3 RPL evidence requirements

To achieve a qualification by RPL, applicants must provide evidence to show:

- a) how they became competent and have maintained their competency
- b) that they are currently competent to the qualification criteria

#### 1.4 Evidence sources

Some important points to remember about RPL:

- a) Applicants are required to evidence key areas of unit assessment criteria.
- b) Evidence may be obtained from a variety of sources, the most common being:
  - Work place activities
  - Course assessments
  - Technical questions
  - Assignment
  - Professional interview

#### 1.5 Evidence currency

The process requires applicants to demonstrate that they are currently competent. Evidence which that they are currently competent. Evidence which is two years old may demonstrate that an applicant was competent two years ago but it may not be valid now. The RPL process offers the following options to ensure evidence is current:

- a) Provide additional evidence to show competence has been maintained, *or*
- b) Provide evidence from an alternative source which is less than 12 months old

## 1. Introduction

### 1.6 Personal evidence collection plan

To achieve a qualification by RPL, applicants must provide evidence which demonstrates that they have the core knowledge, understanding and skills to fulfil the relevant unit assessment criteria.

Following an application and subsequent telephone interview, Xact provides a collection plan for each applicant which identifies:

- a) Applicant's evidence sources (workplace activity) for those core areas
- b) Framework for the collection of evidence (evidence collection guide) when conducting workplace activities

### 1.7 RPL Terminology

RPL, which is a term used by the Qualifications and Credit Framework (QCF) and Awarding Bodies, may also be referred to by the following terms which broadly describe the same process:

- Accreditation of Prior Learning (APL)
- Accreditation of Prior Experiential Learning (APEL)
- Accreditation of Prior Achievement (APA)
- Accreditation of Prior Learning and Achievement (APLA)

### 1.8 National Occupational Standards (NOS)

See Section 2 for more details about the qualifications National Occupational Standards.

### 1.9 RPL process

See Section 3 for more details about the RPL process.

### 1.10 Unit accreditation

Applicants may apply for individual unit accreditation e.g. they do not have to complete all units.

### 1.11 Application

Please submit a completed application form, obtained by emailing [qualifications@xact.org.uk](mailto:qualifications@xact.org.uk)

### 1.12 Terms and conditions

Terms and Conditions apply, please see our website link at [www.xact.org.uk/Terms\\_and\\_Conditions](http://www.xact.org.uk/Terms_and_Conditions) for a copy of our Terms and Conditions or contact us on [courses@xact.org.uk](mailto:courses@xact.org.uk) to request a copy. All orders and bookings made will be subject to our Terms and Conditions.

**2. National Occupational Standards (NOS)****2.1 Level 3 Certificate in Fire Safety (Fire Auditors)**

For the purposes of this document, a Level 3 Fire Safety Auditor is an individual, who during the normal course of his/her work activities, audits simple premises e.g. offices, factories, shops, hotels, residential homes.

The table below identifies the qualification units and National Occupational Standards (NOS) the Level 3 Certificate addresses:

<b>NOS</b>	<b>Mandatory Unit/NOS Title</b>	<b>Credits</b>
FS1	Identify and report hazards and risks associated with fire in simple premises	4
FS2	Assess risks associated with fire in simple premises	5
FS3	Confirm measures are in place to protect people from fire in simple premises	5
FS7	Review fire protection systems in simple premises	5
FS10	Plan and gather evidence for the purpose of fire safety regulation in simple premises	4
FS12	Visit simple premises for the purposes of fire safety regulation	3

### 3. RPL Process

## 3. RPL Process

### 3.1 Introduction

This section details the process for existing fire safety professionals to achieve a qualification.

### 3.2 Demonstration of competence

Applicants must demonstrate that they are **currently competent** to the **qualification assessment criteria** e.g. provide evidence from the last 12 months.

#### Notes

**Note 1:** The fact that an applicant has been doing a role for several years does not demonstrate competence

**Note 2:** Applicants must pass all assessment criteria of each qualification unit

**Note 3:** Applicants must show that the evidence is their own

### 3.3 Process

The process for each qualification consists of five main stages:

- a) Application
- b) Identification of activities to collect evidence
- c) Evidence submission
- d) Evidence assessment
- e) Qualification issue and return of evidence

See section 3.6 RPL Flowchart for more information.

### 3.4 Evidence sources

Evidence may be obtained by the following methods:

- a) Evidence from work place activities e.g. audits, risk assessments, evidence of a fire safety offence
- b) Evidence from recent course assessments
- c) Technical questions
- d) Assignment
- e) Distance learning module
- f) Professional discussion

#### Note

Applicants are not required to provide evidence from all sources listed above. On application for the RPL process, applicants will be assessed and consulted to identify suitable activities from which to collect evidence.

### 3. RPL Process

#### 3.5 Qualification requirements

A Level 3 qualification requires RPL applicants to demonstrate the following knowledge and skills:

##### 3.5.1 Knowledge requirement

- a) 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) Interpret and evaluate relevant information and ideas
- c) Awareness of the nature of the area of study or work.
- d) Awareness of different perspectives or approaches within the area of study or work.

##### 3.5.2 Skills requirement

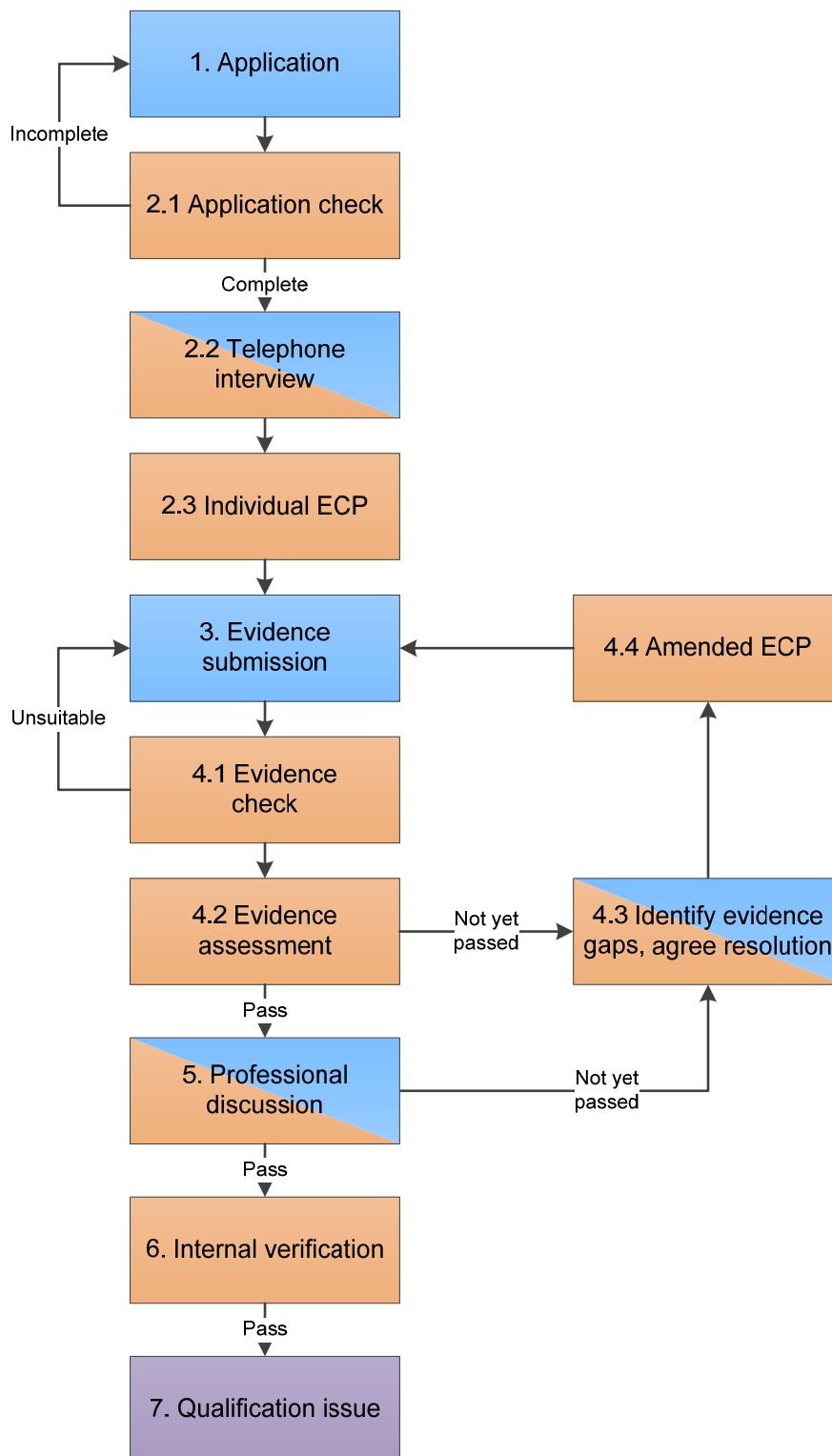
- a) Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well- defined, may be complex and non-routine.
- b) Use appropriate investigation to inform actions.
- c) Review how effective methods and actions have been.



## 3. RPL Process

### 3.6 RPL Flow chart

Flowchart below illustrates RPL process from application to qualification.



See following page for more explanation about each stage.

## 3. RPL Process

### RPL Flowchart – further information

#### 1. Application

To enable Xact to assess an applicant's:

- a) Recent workplace experience relevant to qualification assessment criteria
- b) Current CV and job role
- c) How initial competence was achieved
- d) How competency has been maintained

#### 2.2 Telephone interview

A telephone discussion with applicant based on information provided in the application form which is used as basis to identify suitable workplace activities for evidence. See table below:

Qualification	Likely workplace activities for evidence collection
Level 3 Certificate	Fire risk assessments or audits of simple buildings Collection of evidence regarding a contravention of fire safety

#### 2.3 Individual ECP (Evidence collection plan)

Based on telephone conversation, Xact will provide a scheme for collecting evidence, consisting of:

- a) Individual **Evidence collection plan**
- b) **Evidence collection guide** for each activity agreed in the evidence collection plan
- c) **Questions** will be included when it appears an activity does not provide sufficient evidence

**Note:** If the evidence submitted on assessment (Stage 4) does not fulfil the qualification requirements, additional evidence will be required.

#### 3. Evidence submission

Submission of evidence agreed in the evidence collection plan and guides.

#### 4. Evidence assessment

Applicant's evidence is assessed to unit assessment criteria. See Section 2 for more information.

If insufficient evidence is submitted to pass the qualification assessment criteria, Xact will:

- a) request additional workplace evidence, *or*
- b) request evidence from alternative sources e.g. technical questions, assignment etc, *or*
- c) advise applicant to attend a training course

### 3. RPL Process

#### Notes

**Note 1:** When appropriate, the RPL process should be supervised by applicant's line manager/co-ordinator to co-ordinate activities with Xact.

**Note 2:** An applicant's evidence will not be assessed until all evidence listed in the ECP has been received.

**Note 3:** Evidence from recent courses can be used, if assessed to qualification assessment criteria.

**Note 4:** If an applicant is unable to demonstrate competence, their co-ordinator will be consulted to identify options to achieve competence.

### 5. Professional discussion

Most professional discussions are completed by telephone. The purpose of the discussion is to clarify and discuss areas not presented in the evidence submission.

#### Notes

**Note 1:** Applicants are contacted to agree a date and time for the professional discussion.

**Note 2:** Applicants are given prior notice of areas for discussion.

### 6. Internal verification

To ensure that:

- a) evidence is valid, reliable and assessment criteria has been achieved
- b) process complies with awarding body and OFQUAL standards

### 7. Qualification issue

Once evidence has been assessed and verified as "passed", approved assessment centre will notify awarding body of results.

Awarding body issues qualification which, with evidence submission, is sent to co-ordinator for distribution to delegates.

## 4. RPL Fees

### 4. RPL Fees

The fees for the RPL process are:

#### RPL process

Application (non-refundable)	60.00
Level 3 Certificate: Issue of RPL Plan, assessment and telephone interview <sup>1</sup>	350.00

#### Awarding Body fees

Qualification	60.00
Unit accreditation (per unit) <sup>2</sup>	20.00

#### Notes

**Note 1:** <sup>1</sup>When the full qualification is not being assessed by RPL (Unit accreditation), full fees may be reduced depending on how many units are being assessed. Contact Xact for a quote.

**Note 2:** <sup>2</sup>Unit accreditation fees only apply when not all units are being assessed by RPL e.g. a fee for those not working towards the complete qualification, but wish to receive an awarding body certificate confirming they have successfully completed a unit.

**Note 3:** Qualification fees are correct at time of press but are reviewed annually by awarding bodies. Customers will be charged at current rate by awarding bodies. Please be aware that qualification fees are subject to change.

**Note 4:** Fees are based on the following assumption:

- a) Applicant has access to relevant reading material
- b) Applicant can provide evidence from workplace activities relevant to unit assessment criteria
- c) Applicant can attend a professional interview at an agreed location if required
- d) When appropriate, the applicant's organisation will co-ordinate activities between Xact and applicant

**Note 5:** Fees include telephone discussion, evidence collection plan, evidence collection guides, portfolio assessment, qualification and awarding body fees

**Note 6:** Additional charges may be incurred if more than one re-submission for evidence is required

**Note 7:** Additional charges will be incurred when additional learning/development is required e.g. to attend a course due to a learning need

**Note 8:** An invoice will be issued and is due for payment before the process commences

**Note 9:** Fees are shown in pounds sterling

**Note 10:** VAT will be added at the current rate

## 5. Company details

### 5. 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)

#### **Insurance**

Xact are insured for:

Public and Employers Liability  
Professional Indemnity

#### **Office**

Telephone: 01386 277980  
Fax: 0845 0941 887  
Address: 3 Abbey Lane Court  
Evesham  
Worcestershire  
WR11 4BY

#### **Contact**

Alan Sayers: 01386 277980  
Email: [alan.sayers@xact.org.uk](mailto:alan.sayers@xact.org.uk)