Level 4 Certificate in Fire Safety

Fire Safety Auditor
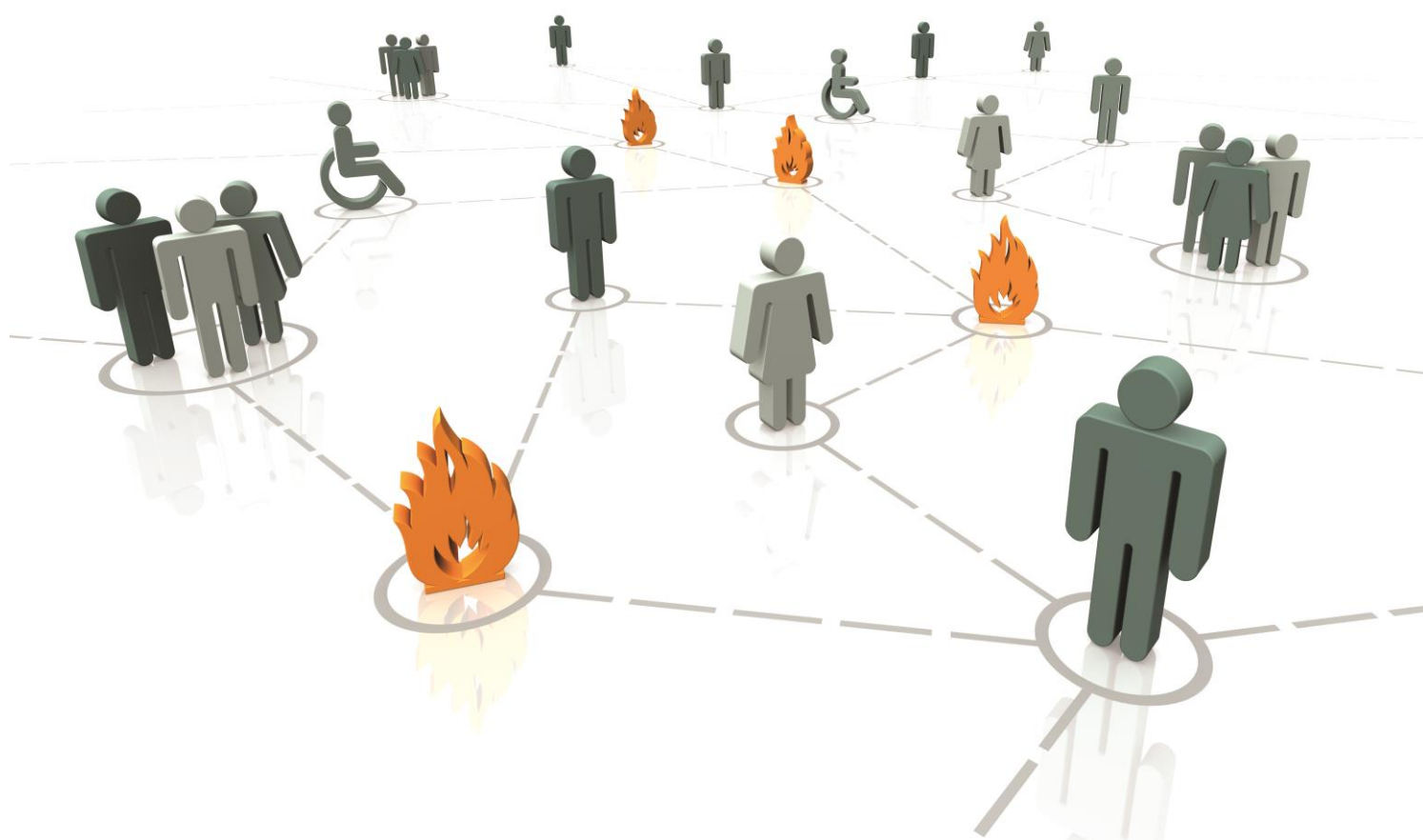
Contents

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 4 Certificate in Fire Safety (Fire Auditors)

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

1.3 Target audience

A qualification for those who audit or regulate complex premises and environments e.g. large premises, shopping centres, sleeping accommodation, places of assembly and open air events.

1.4 Complex building types

Complex premises are generally those designed and built using more complex 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.

Note: 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 the knowledge and skills competency requirements of a Fire Safety Inspector 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 Buildings)
c) Level 4 Diploma in Fire Safety (Complex Buildings)

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 buildings) without previously completing the Level 3 Certificate (simple buildings) and putting the learning into practice.

Note: See Section 4 for more details

1.5.3 Summary

Individuals attending Level 4 courses without previously completing a Level 3 Certificate should be aware of the 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 the chance to use simpler guidance such as the DCLG Fire Risk Assessment Guides.

c) Some individuals, who were new to study at this level have struggled with the demands of 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 buildings.

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 Progression

This qualification creates the opportunity for progression to the Level 4 Diploma in Fire Safety (Fire Inspectors) e.g. those who audit complex premises, responding to building regulation submissions and two/three optional units. See **web link** for more details.

1.7 Further details

1.7.1 Entry requirements

Individuals should:

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

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    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.

    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.

1.7.2   Delegate numbers

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

1.7.3   Post course

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

1.7.4   Qualification and Assessment of course work

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

1.8   Continual Professional Development Certificates

Individuals receive CPD certificates on successful completion of each course.

1.9   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.

1.10 Course booking

    Open-course booking: Click for **on-line booking**

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

Note[1]: Quoting qualification, delegate numbers and preferred start date
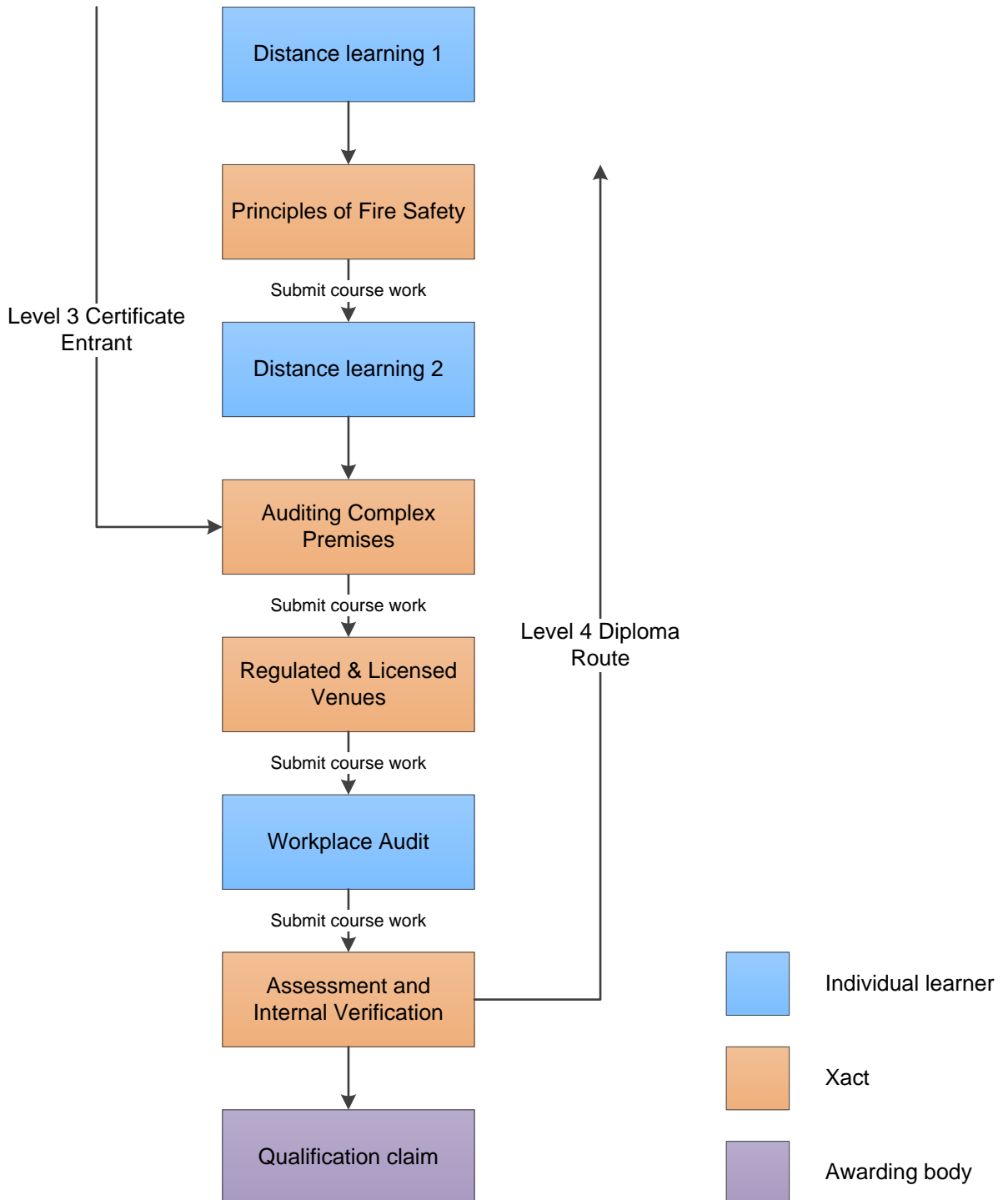
1.11 Terms and conditions

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.

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2. Level 4 Certificate in Fire Safety Activities

Introduction

The flowchart below illustrates progression of Level 4 Certificate in Fire Safety programme from start to finish.

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

2.1 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[1] FS2[1], FS3[1] and FS7[1]

Note[1]: 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.

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2.2 Auditing Complex Premises

Aim

To enable individuals to:

- Confirm measures are in place to protect people from fire in complex premises
- Visit complex premises and 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 the 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

Qualification and units

This course includes assessment criteria for NOS FS2[1], FS3[1], FS7[1] and FS12[1]: Level 4 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.

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. Main topic areas include:

- Compartmentation
- Exits: widths, direction, discounting, alternative, inner rooms, corridors
- Travel distance
- Floor space factors
- Horizontal means of escape
- Vertical 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.

2.3 Regulated and Licensed Venues

Aim

To enable individuals to review fire safety matters relating to locations 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)

Qualification and units

This course includes assessment criteria for NOS FS2[1], FS3[1], FS7[1] and FS9: Level 4 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.

Duration

5 days

Prior learning

Individuals must have completed: Auditing Complex Premises 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 Workplace Activity: Audit

Target audience

On successful completion of the "Regulated and Licensed Venues" course, individuals submit a workplace audit which should fulfil the following criteria:

a) The audit should have taken place in a complex 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[1].

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

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3. Costs

3.1 Costs

Item	Activity	Duration	Page	Cost[1]	
				Open[2]	In-house[3]
1	Principles of Fire Safety	5 days	5	835	9,185
2	Auditing Complex Premises	5 days	6	845	9,295
3	Regulated and Licensed Venues	5 days	8	845	9,295
4	Workplace Activity: Audit	Self-study	10	60	660
5	Qualification registration	NA	12	65	1,040
6	**Totals**			£2,650	**£29,475**
7	**Inclusive cost[4] per individual**			**£2,650**	**£1,842**

Note[1]: VAT will be added at the current rate.

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 for 16 individuals

Note[4]: 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[5]: 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[6]: Payment terms: Within 30 days of invoice date.

Note[7]: 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 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 a regulatory fire safety inspector within complex 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]
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

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 individuals are committing to a programme of study of 260 TQT (Total Qualification Time) 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

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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]	5
Auditing Complex Premises	5	FS2[1], FS3[1], FS7[1], FS12[1]	6
Regulated and Licensed Venues	5	FS2[1], FS3[1], FS7[1], FS9	8
Workplace audit	DL[2]	FS12[1]	10

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

Note[2]: Directed Learning – 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 4 qualification:

4.6.1 Knowledge requirement

a) 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.

b) Ability to analyse, interpret and evaluate relevant information and ideas.

c) Awareness of the nature of approximate scope of the area of study or work.

d) Informed awareness of different perspectives or approaches within the area of study or work.

4.6.2 Skills requirement

a) 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.

b) Review the effectiveness and appropriateness of methods, actions and results.

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

5.4   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.

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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.

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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
Email:	info@xact.org.uk

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Public and Employers Liability

Professional Indemnity

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