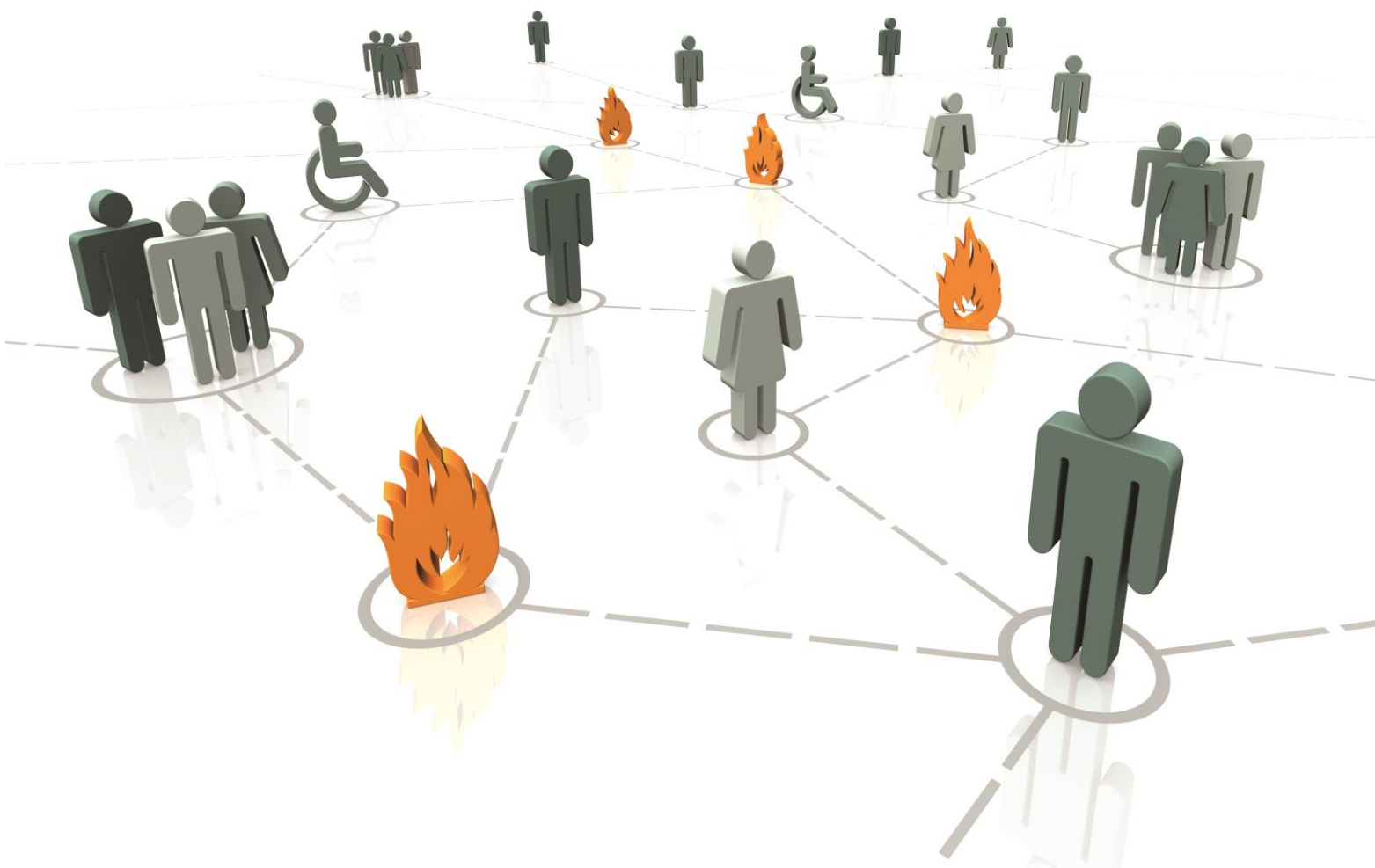


Level 4 Diploma in Fire Safety

Fire Safety Inspector



Contents

| | | |
|-----|---|----|
| 1. | Introduction | 1 |
| 2. | Qualification | 4 |
| 3. | Level 4 Diploma Activities | 7 |
| 3.1 | Principles of Fire Safety | 8 |
| 3.2 | Auditing Complex Premises | 10 |
| 3.3 | Regulated & Licensed Venues | 12 |
| 3.4 | Workplace Activity: Audit | 14 |
| 3.5 | Building Regulations & Technical Guidance | 15 |
| 3.6 | CDM Regulations | 17 |
| 3.7 | FSO Full Investigation | 19 |
| 3.8 | FS13 Drafting a Notice | 21 |
| 3.9 | FS14 Serving a Notice | 22 |
| 4. | Course and Qualification Costs | 23 |
| 5. | iVC Interactive Virtual Classroom | |
| 6. | XLE: On-line Portal | |
| 7. | Company details | |

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 4 Diploma in Fire Safety (Fire Inspector)

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

1.2 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.

1.3 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.

1.4 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.

Inspectors can investigate and report on breaches of fire safety legislation for the commencement of legal prosecutions. They can report on submissions from building control bodies and advise on fire safety issues relating to the construction, demolition and/or refurbishment of regulated premises. They are qualified to take formal enforcement action for a breach of fire safety legislation

1.4.1 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)

1. Introduction

- b) Level 4 Certificate in Fire Safety (Complex Buildings)
- c) Level 4 Diploma in Fire Safety (Complex Buildings)

1.4.2 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 2.4 for more details

1.4.3 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 2.6.
- h) Courses amount to less than 50% hours of learning with remainder being completed outside course hours.

1.5 Qualification requirements and National Occupational Standards (NOS)

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

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. Introduction

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. Qualification

2.1 Qualification: Level 4 Diploma in Fire Safety (Fire Inspectors)

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.

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 five mandatory NOS (National Occupational Standards) and six optional units.

| NOS | Mandatory unit title | Credit | TQT | GLH |
|------|---|--------|-----|-----|
| 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 |
| FS6 | Review fire safety matters relating to existing or proposed construction | 7 | 70 | 50 |
| 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 | 5 | 40 | 28 |
| FS12 | Visit complex premises and environments for the purposes of fire safety regulation | 4 | 40 | 15 |
| | | | 300 | 162 |

| NOS | Optional unit title | Credit | TQT | GLH |
|------|---|--------|-----|-----|
| FS4 | Work in partnership to minimise risks to the community | 4 | 40 | 10 |
| FS5 | Support the management of risks at incidents | 4 | 40 | 15 |
| FS8 | Review fire safety matters relating to premises under construction, demolition and alteration | 4 | 40 | 10 |
| FS11 | Prepare and present evidence in court and other formal proceedings in relation to fire safety matters | 3 | 30 | 21 |
| FS13 | Draft statutory enforceable documents for the purposes of fire safety regulation | 3 | 30 | 7 |
| FS14 | Serve statutory enforceable documents for the purposes of fire safety regulation | 3 | 30 | 7 |

Note 1: To achieve the Diploma individuals must achieve a minimum of seven credits from the optional units.

2. Qualification

Note 2: Guided learning hours (GLH): The number of hours with specific guidance towards learning.

Note 3: 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 up to to 390 TQT (depending on optional units selected) 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: Diploma programme consists of 203 hours (depending on optional units selected) attending courses with remainder being from self-study, research, application of learning and written assignments. See Section 2.3.

2.5 Cross mapping of activities with qualification NOS

The table below cross maps activities with qualification NOS

| Mandatory units: Activity title | Days | NOS | Page |
|---|------|--|------|
| Principles of fire safety + DL module | 5 | FS2 ¹ , FS3 ¹ , FS7 ¹ | 8 |
| Auditing complex premises + DL module | 5 | FS2 ¹ , FS3 ¹ , FS7 ¹ , FS12 ¹ | 10 |
| Regulated & Licensed Venues | 5 | FS2 ¹ , FS3 ¹ , FS7 ¹ , FS9 | 12 |
| Workplace audit | DL | FS12 ¹ | 14 |
| Building Regulations & Technical Guidance | | FS12 ¹ | 15 |
| Optional units: Activity title | Days | NOS | Page |
| Community fire safety | 2 | FS4 ² | NA |
| Support management of risks at incidents | 2 | FS5 ² | NA |
| CDM Regulations | 1 | FS8 | 17 |
| FSO Enforcement Full Investigation | 5 | FS11, FS13, FS14 | 19 |
| Drafting a Notice | DL | FS13 | 21 |
| Serving a Notice | 1 | FS14 ² | 22 |

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

2. Qualification

Note 4¹: Evidence from more than one course/activity is required to complete NOS assessment criteria

Note 5²: Contact Xact for a more details

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 4 qualification:

2.6.1 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.

2.6.2 Skills requirement

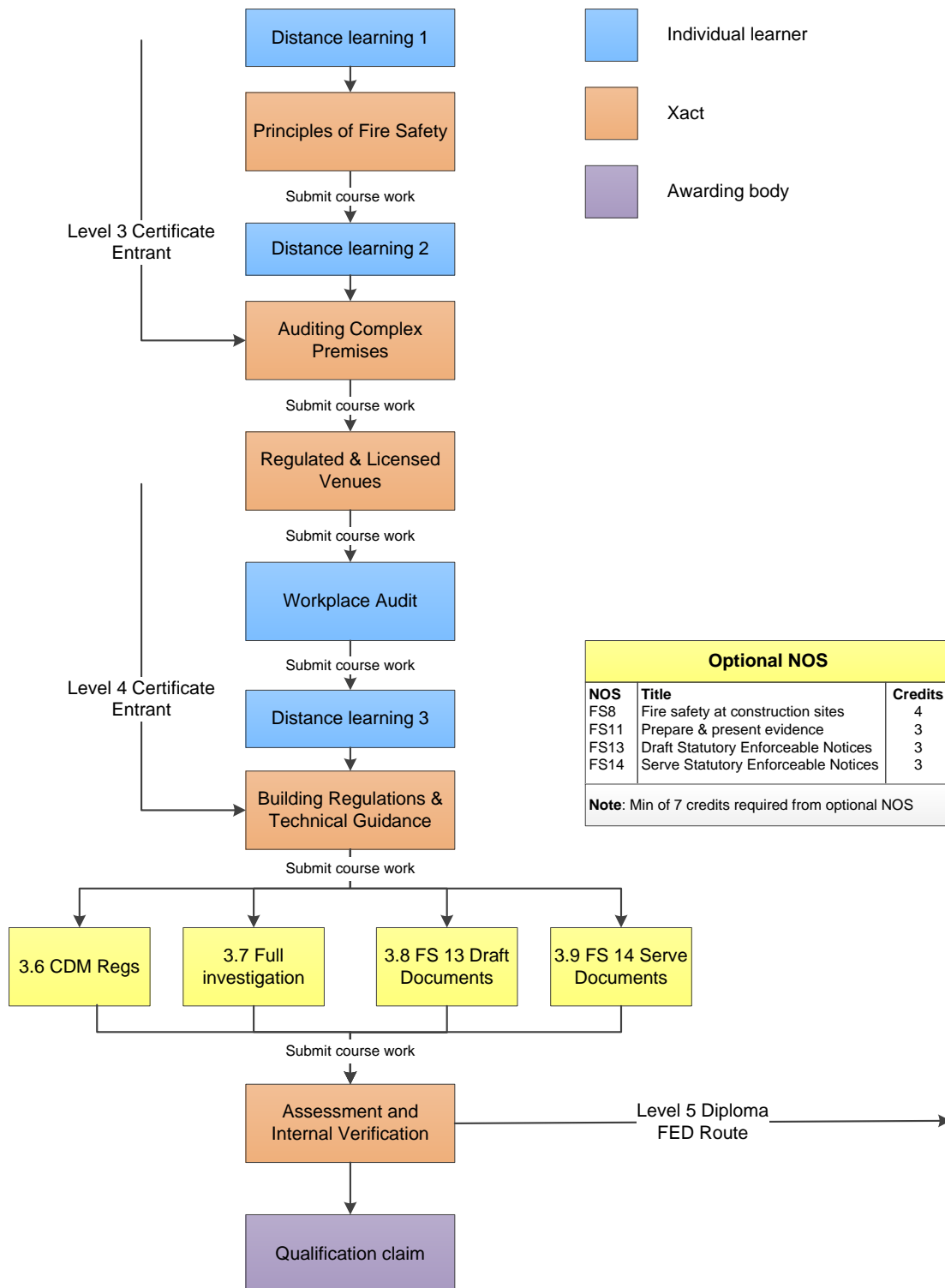
- a) Identify, adapt and use appropriate cognitive and practical skills to inform actions and address problems that are complex and non-routine while normally fairly well-defined.
- b) Review the effectiveness and appropriateness of methods, actions and results.

3. Level 4 Diploma Activities

3. Level 4 Diploma Activities

Introduction

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



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

3.1 Principles of Fire Safety

Aim

To enable individuals 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)

Qualification and units

Course includes assessment criteria for NOS FS2¹, FS3¹ and FS7¹ of qualification: Level 4 Certificate/Diploma in Fire Safety.

Note¹: 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: Principles of Fire Safety

Duration

5 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 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

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 submit completed workbooks within four weeks of course completion.

3.2 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 FS2¹, FS3¹, FS7¹ and FS12¹: Level 4 Certificate/Diploma in Fire Safety.

Note¹: 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.

3.2 Course: Auditing Complex Premises

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 submit completed workbooks within four weeks of course completion.

Course assessment

Assessment of all course work is to National Occupational Standards.

3.3 Regulated & 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 FS2¹, FS3¹, FS7¹ and FS9: Level 4 Certificate/Diploma in Fire Safety.

Note¹: Evidence from more than one course/activity is required to complete NOS.

3.3 Course: Regulated & Licensed Venues

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: Auditing Complex Premises course

Post course

Individuals must submit completed workbooks within four weeks of course completion.

Course assessment

Assessment of all course work is to National Occupational Standards.

3.4 Building Workplace Activity: Audit

3.4 Workplace Activity: Audit

Target audience

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

- a) The audit should have taken place in the 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.

Qualification and units

This activity includes assessment criteria for NOS FS12¹: Level 4 Certificate/Diploma in Fire Safety.

Note¹: Evidence from more than one course/activity is required to complete NOS.

Activity assessment

Assessment of this activity is to National Occupational Standards.

3.5 Building Regulations and Technical Guidance

3.5 Building Regulations and Technical Guidance

Aim

To enable individuals to assess building design submissions and give advice

Main topic areas

- The Building Act, Building Regulations and Statutory Consultation
- Means of escape horizontal and vertical
- Internal fire spread linings and structure
- External fire spread
- Access to buildings' and evacuation of disabled people
- Access and facilities for fire and rescue service

Core course documents

- Regulatory Reform (Fire safety) Order 2005
- The Building Regulations and Fire Safety Procedural Guidance
- Approved Document B Volume II
- Approved Document M
- BR 187, BS 5839, BS 5266
- BS 9999: Disability, access and facilities sections

Qualification and units

This course includes assessment criteria for NOS FS6 of qualification: Level 4 Diploma in Fire Safety (Fire Inspectors)

Delivery

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

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

Duration

9 days

Prior learning

Individuals must have completed: Regulated & Licensed Venue course

3.5 Building Regulations and Technical Guidance

Post course

Individuals must submit completed workbooks within four weeks of course completion.

Course assessment

Assessment of all course work is to National Occupational Standards.

3.6 CDM Regulations

3.6 CDM Regulations

Aim

To enable individuals to review fire safety matters relating to premises under construction and alteration.

Core topic areas

- Legislative framework
- Construction Planning
- Enforcement responsibilities
- Overview of Guidance
- Fire Risk Management on Construction Sites
- General Fire Precautions on Construction Sites
- Emergency Procedures
- Higher Fire Risk Materials and Methods of Construction
- Health and Safety Hazards on Construction Sites

Core course documents

- Insulated panels, The Fire Safety Order (2005)
- HSG 168: Fire safety in construction
- L144: Managing health and safety in construction
- Guidance Note 1: Labelling of Insulating Panels
- Design Guide to separating distances during construction
- 16 Steps to Fire Safety on Timber Frame Construction Sites

Qualification and units

This course includes assessment criteria for NOS FS8: Level 4 Diploma in Fire Safety (Fire Inspectors)

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.

3.6 CDM Regulations

Duration

1 day

Prior learning

Before the course, individuals should have ability to apply fire safety guidance such as Approved Document B.

They also need to have experience of observing access and egress issues at construction sites.

Post course

Individuals must submit completed workbooks within four weeks of course completion.

Course assessment

Assessment of all course work is to National Occupational Standards.

3.7 FSO Enforcement: Full Investigation

3.7 FSO Enforcement: Full Investigation

Aim

To investigate contraventions of the Regulatory Reform (Fire Safety) Order 2005

Main topic areas

- Legal powers, duties and responsibilities
- Identifying offences and responsible person/s
- Investigation planning
- Evidence gathering and continuity
- Taking contemporaneous notes
- Writing and taking witness statements
- Interviewing witnesses and defendants
- Serving statutory enforceable documents
- Producing a report and case file to show an offence has been committed
- Presenting evidence and facing cross examination in Court

Qualification and units

Course includes assessment criteria for NOS FS11 & FS14: Level 4 Diploma in Fire Safety (Fire Inspectors).

Note: FS13 (Drafting a notice) is a distance learning module which is completed after FSO Investigation course and included in course costs.

Delivery

PowerPoint presentations, whiteboard presentation, group discussion, individual tuition, case studies, syndicate work. Practical exercises include; Serving a Prohibition Notice; Taking statements; Witness and suspect interviews; Preparing a case file; Consultation with prosecution lawyer; Cross examination in witness box.

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

Course duration

5 days

3.7 FSO Enforcement: Full Investigation

Prior learning

Before the course, individuals should have completed the Level 4 Certificate in Fire Safety.

Pre course

Individuals complete a short distance learning module.

Post course

Individuals must submit completed workbooks within four weeks of course completion.

Course assessment

Assessment of all course work is to National Occupational Standards.

3.8 FS13: Drafting a Notice

3.8 FS13: Drafting a Notice

Aim

To enable individuals to draft statutory enforceable documents for purposes of fire safety regulation

Main topic areas

- Legislation, offences and notices
- Identifying offences and responsible person/s
- Requirements for drafting statutory enforceable documents
- Drafting statutory enforceable documents

Core course documents

- Regulatory Reform (Fire safety) Order 2005
- Regulators' Compliance Code
- HSE: Enforcement Management Model
- Article 31 Prohibition / Restriction Notices
- CFOA Guidance documents

Qualification and units

This course includes assessment criteria for NOS FS13 of qualification: Level 4 Diploma in Fire Safety (Fire Inspectors)

Delivery

Provision of reading guide, reading material and assignment.

Distance learning

This course is a distance learning course.

Prior learning

Before the course, individuals should have completed the Level 4 Certificate in Fire Safety.

Post course

Individuals must submit completed workbooks within four weeks of issue.

Course assessment

Assessment of all course work is to National Occupational Standards.

3.9 FS14: Serving a Notice

3.9 FS14: Serving a Notice

Aim

To enable individuals to serve statutory enforceable documents for purposes of fire safety regulation

Main topic areas

- Legislation, offences and notices
- Identifying offences and responsible person/s
- Taking contemporaneous notes
- Informing relevant persons and organisations of circumstances
- Requirements for servicing statutory enforceable documents
- Serving statutory enforceable documents

Core course documents

- Regulatory Reform (Fire safety) Order 2005
- Regulators' Compliance Code
- HSE: Enforcement Management Model
- Article 31 Prohibition / Restriction Notices
- CFOA Guidance documents

Qualification and units

This course includes assessment criteria for NOS FS14 of qualification: Level 4 Diploma in Fire Safety (Fire Inspectors)

Delivery

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

Duration

1 day

Prior learning

Before the course, individuals should have completed the Level 4 Certificate in Fire Safety.

Post course

Individuals must submit completed workbooks within four weeks of course completion.

4. Course and Qualification Costs

4. Course and Qualification Costs

4.1 Costs

| 4.1.1 Level 4 Diploma Mandatory units | | | | |
|---------------------------------------|--|----------|------|-------------------|
| Item | Activity | Duration | Page | Cost ¹ |
| 1 | Principles of Fire Safety | 5 days | 8 | 790 |
| 2 | Auditing Complex Premises | 5 days | 10 | 790 |
| 3 | Regulated & Licensed Venues | 5 days | 12 | 790 |
| 4 | Workplace Activity: Audit | NA | 14 | 00 |
| 5 | Building Regulations and Technical Guidance | 9 days | 15 | 1,300 |
| 6 | Qualification registration | | 4 | 60 |
| | Inclusive cost of mandatory units² | | | £3,730 |

| 4.1.2 Level 4 Diploma Optional units | | | | |
|--------------------------------------|------------------------------------|----------|------|-------------------|
| Item | Activity | Duration | Page | Cost ¹ |
| 7 | CDM Regulations | 1 day | 17 | 170 |
| 8 | FSO Enforcement Full Investigation | 5 days | 19 | 1,080 |
| 9 | Drafting a Notice | DL | 21 | 120 |
| 10 | Serving a Notice | 1 day | 22 | 170 |

Note¹: Cost per individual

Note²: **Inclusive cost of mandatory units:** Includes all elements detailed in Section 3.1- 3.5 i.e. Course development and design, course documents, distance learning modules, postage, assessments, internal verification and qualification fee.

Note: These costs do not include optional units which is charged at costs in 4.1.2 above

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. Course and Qualification Costs

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. 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. 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. 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

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

Telephone: 01386 277980
Email: courses@xact.org.uk