Level 4 Diploma in Fire Safety
Fire Inspectors
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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 Inspectors)
This document identifies courses available for delegates to achieve a Level 4 Diploma in Fire Safety.

1.2 Target audience
The qualification is suitable for those who are:
   a) responsible for ensuring fire safety arrangements are suitable, sufficient and maintained e.g. risk assessors, managers, staff, owners and occupiers.
   b) regulators of fire safety e.g. fire services.

1.3 Building types
This qualification applies to those who operate in complex premises and environments e.g. office blocks, hotels, residential premises, factories, shops and shopping centres, places of assembly, theatres, cinemas, night clubs and open air events.

1.4 National Occupational Standards (NOS) and qualification units
There are five fire safety National Occupational Standards within this qualification. For more details please see tables on following pages.

1.5 Qualification requirements
A level 4 qualification requires delegates to demonstrate they possess the following knowledge and skill:

1.5.1 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.

1.5.2 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
1. Introduction

1.6 Courses
Three courses and a workplace audit/FRA form this qualification. For more details, please see the following pages for cross-mapping with the National Occupational Standards, qualification units, course content and costs.

1.7 Delegate numbers: In-house courses
A maximum of 16 delegates.

1.8 Location and dates
1.8.1 In-house courses: Premises arranged by customer. Dates to be agreed.
1.8.2 Open-courses: See Section 15. For dates see: www.xact.org.uk/open-course-dates-and-costs/

1.9 Booking
1.9.1 In-house courses: Please contact Xact on: qualifications@xact.org.uk
1.9.2 Open-courses: Please use on-line booking: www.xact.org.uk/open-course-dates-and-costs/

1.10 Terms and conditions
Terms and Conditions apply, please see our website link at www.xact.org.uk/Terms_and_Conditions for a copy of our Terms and Conditions or contact us on courses@xact.org.uk to request a copy. All orders and bookings made will be subject to our Terms and Conditions.
1. Introduction

1.10 Level 4 Diploma in Fire Safety (Fire Inspectors)

1.10.1 Mandatory and optional units
To achieve the qualification, delegates must achieve all six mandatory units and a minimum of two optional to provide a total of 37 credits.

1.10.2 Mandatory units
The table below cross-maps the qualification units, National Occupational Standards with courses for the mandatory units.

<table>
<thead>
<tr>
<th>NOS</th>
<th>Title</th>
<th>Credit</th>
<th>GLH</th>
<th>Xact course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS2</td>
<td>Assess risks associated with fire in complex premises and environments</td>
<td>5</td>
<td>20</td>
<td>Principles of fire safety</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Auditing complex premises</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Regulated and licensed venues</td>
<td>11</td>
</tr>
<tr>
<td>FS3</td>
<td>Ensure measures are in place to protect people from fire in complex</td>
<td>5</td>
<td>21</td>
<td>Principles of fire safety</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>premises and environments</td>
<td></td>
<td></td>
<td>Auditing complex premises</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Regulated and licensed venues</td>
<td>11</td>
</tr>
<tr>
<td>FS7</td>
<td>Review fire protection systems in complex premises and environments</td>
<td>5</td>
<td>28</td>
<td>Principles of fire safety</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Auditing complex premises</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Regulated and licensed venues</td>
<td>11</td>
</tr>
<tr>
<td>FS9</td>
<td>Review safety measures at locations that are regulated and or licensed</td>
<td>4</td>
<td>28</td>
<td>Regulated and licensed venues</td>
<td>11</td>
</tr>
<tr>
<td>FS12</td>
<td>Visit complex premises and environments for the purposes of fire</td>
<td>4</td>
<td>15</td>
<td>Auditing complex premises</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>safety regulation</td>
<td></td>
<td></td>
<td>Workplace audit</td>
<td>13</td>
</tr>
<tr>
<td>FS6</td>
<td>Review fire safety matters relating to existing or proposed construction</td>
<td>7</td>
<td>50</td>
<td>Building Regulations &amp; Technical Guidance</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Auditing complex premises</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Regulated and licensed venues</td>
<td>11</td>
</tr>
</tbody>
</table>

| Total guided learning hours | 162 |

1. Introduction

1.10.3 Optional units

The table below cross-maps the qualification units, National Occupational Standards with courses for the optional units.

<table>
<thead>
<tr>
<th>NOS</th>
<th>Title</th>
<th>Credit</th>
<th>GLH</th>
<th>Xact course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Optional Units</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS8</td>
<td>Review fire safety matters relating to premises under construction,</td>
<td>4</td>
<td>10</td>
<td>CDM Regulations</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>demolition and alteration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS11</td>
<td>Prepare and present evidence in court and other formal proceedings</td>
<td>3</td>
<td>21</td>
<td>FSO Enforcement Full Investigation</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>in relation to fire safety matters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS13</td>
<td>Draft statutory enforceable documents for the purposes of fire safety</td>
<td>3</td>
<td>7</td>
<td>FSO Enforcement Full Investigation, or Drafting</td>
<td>16 or</td>
</tr>
<tr>
<td></td>
<td>regulation</td>
<td></td>
<td></td>
<td>a Notice</td>
<td>17</td>
</tr>
<tr>
<td>FS14</td>
<td>Serve statutory enforceable documents for the purposes of fire safety</td>
<td>3</td>
<td>7</td>
<td>FSO Enforcement Full Investigation, or Serving</td>
<td>16 or</td>
</tr>
<tr>
<td></td>
<td>regulation</td>
<td></td>
<td></td>
<td>a Notice</td>
<td>18</td>
</tr>
</tbody>
</table>

**Notes**

**Note 1:** NOS – National Occupational Standard number

**Note 2:** Credit - number of educational credits awarded for the unit on the QCF (Qualifications and Credit Framework)

**Note 3:** GLH, Guided learning hours - number of hours with specific guidance towards unit learning outcomes

**Note 4:** Page – page number of course/activity

**Note 5:** A minimum of 7 credits is required from optional units
1. Introduction

1.11 Level 4 Diploma course flowchart

The flowchart below illustrates the progression of courses from start to finish.

![Flowchart](image)

**Optional NOS**

<table>
<thead>
<tr>
<th>NOS</th>
<th>Title</th>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS8</td>
<td>Fire safety at construction sites</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>FS11</td>
<td>Prepare &amp; present evidence</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>FS13</td>
<td>Draft Statutory Enforceable Notices</td>
<td>3</td>
<td>2 or 3</td>
</tr>
<tr>
<td>FS14</td>
<td>Serve Statutory Enforceable Notices</td>
<td>3</td>
<td>2 or 3</td>
</tr>
</tbody>
</table>

**Note:** Minimum of 7 credits required from optional NOS

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

1.12 Cross mapping of courses to qualification units and national occupational standards

The table below cross maps Xact’s Level 4 courses with the qualification units

<table>
<thead>
<tr>
<th>Title</th>
<th>Days</th>
<th>Level</th>
<th>NOS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 4 Diploma courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of fire safety</td>
<td>5</td>
<td>4</td>
<td>FS2*, FS3*, FS7*</td>
<td>7</td>
</tr>
<tr>
<td>Auditing complex premises</td>
<td>5</td>
<td>4</td>
<td>FS2*, FS3*, FS7*, FS12*</td>
<td>9</td>
</tr>
<tr>
<td>Regulated and licensed venues</td>
<td>4/5</td>
<td>4</td>
<td>FS2*, FS3*, FS7*, FS9</td>
<td>11</td>
</tr>
<tr>
<td>Workplace audit</td>
<td>DL</td>
<td>4</td>
<td>FS12*</td>
<td>13</td>
</tr>
<tr>
<td>Building Regulations &amp; Technical Guidance</td>
<td>9</td>
<td>4</td>
<td>FS6*</td>
<td>14</td>
</tr>
<tr>
<td>CDM Regulations</td>
<td>1</td>
<td>4</td>
<td>FS8</td>
<td>15</td>
</tr>
<tr>
<td>FSO Enforcement Full Investigation</td>
<td>5</td>
<td>4</td>
<td>FS11, FS13, FS14</td>
<td>16</td>
</tr>
<tr>
<td>Drafting a Notice</td>
<td>DL</td>
<td>4</td>
<td>FS13</td>
<td>17</td>
</tr>
<tr>
<td>Serving a Notice</td>
<td>1</td>
<td>4</td>
<td>FS14</td>
<td>18</td>
</tr>
</tbody>
</table>

Notes

Note 1: Days - course duration in days
Note 2: Level - qualification level of units
Note 3: NOS – National Occupational Standard number
Note 4: Page – page number of course/activity
Note 5: * Evidence from more than one course/activity is required to complete NOS
2. Course: Principles of fire safety

2. Principles of fire safety

Aim
To enable delegates 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
This course includes assessment criteria for NOS FS2*, FS3* and FS7* of qualification: Level 4 Diploma in Fire Safety (Fire inspectors).

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

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

Duration
5 days
2. Course: Principles of fire safety

Entry requirements
Delegates 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, delegates 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 a fire risk assessor's/auditor's role. Plus, delegates should also have experience of observing a fire risk assessor/auditor assessing a building's fire safety measures.

Pre-course distance learning
Course includes pre-course distance learning modules on principles: Fire Safety Legislation, Automatic fire alarm systems and Emergency escape lighting.

Note: Distance learning modules are issued one month before course

Post course
Delegates must complete workbooks within four weeks of course completion.

Course assessment
Assessment of all course work is to National Occupational Standards.
3. Course: Auditing Complex Premises

3. Auditing complex premises

Aim
To enable delegates 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*, FS3*, FS7* and FS12*: Level 4 Diploma in Fire Safety (Fire Inspectors).

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

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

Duration
5 days.

Prior learning
Delegates must have completed: Principles of fire safety course
3. Course: Auditing Complex Premises

**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**
Delegates must complete workbooks within four weeks of course completion.

**Course assessment**
Assessment of all course work is to National Occupational Standards.
4. Course: Regulated and Licensed Venues

4. Regulated and licensed venues

Aim
To enable delegates 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*, FS3*, FS7* and FS9 of qualification: Level 4 Diploma in Fire Safety (Fire Inspectors). * Evidence from more than one course/activity is required to complete NOS.

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

Duration
5 days.
4. Course: Regulated and Licensed Venues

Prior learning
Delegates must have completed: Auditing complex premises course

Post course
Delegates must complete workbooks within four weeks of course completion.

Course assessment
Assessment of all course work is to National Occupational Standards.
On successful completion of the “Regulated and Licensed Venue” course, delegates submit a workplace audit or fire risk assessment which should fulfil the following criteria:

- a) The audit/FRA 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

Delegates are provided with a proforma (evidence collection guide) for the collection of evidence from your audit/FRA. The evidence can be provided electronically or posted to the above address.

**Qualification and units**

This course includes assessment criteria for NOS *FS12: Level 4 Diploma in Fire Safety (Fire Inspectors).*

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

Aim
To enable delegates 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, flipchart, interactive group discussion, individual tuition and practical exercises. Including a disability assessment of a premises.

Duration
9 days.

Post course
Delegates must complete workbooks within four weeks of course completion.

Prior learning
Delegates must have completed: Principles of fire safety course
7. CDM Regulations

Aim
To enable delegates to review fire safety matters relating to premises under construction, demolition 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
- 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, flipchart, interactive group discussion, individual tuition and practical exercises.

Duration
1 day.

Post course
Delegates must complete workbooks within four weeks of course completion.

Prior learning
Before the course, delegates 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 constructions sites.
8. 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).

Delivery
PowerPoint presentations, flipchart explanation, 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; Cross examination in witness box.

Course duration
5 days.

Prior learning
Delegates should have completed Level 4 Certificate in Fire Safety or have similar skills/experience.

Pre course
Delegates complete a short distance learning module.

Post course
Delegates must complete workbooks within four weeks of course completion.
9. FS13: Drafting a Notice

Aim
To enable delegates 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, delegates should have completed the Level 4 Certificate in Fire Safety (Fire Auditors).

Post course
Delegates must complete workbooks within four weeks of issue.
10. FS14: Serving a Notice

Aim
To enable delegates 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, flipchart, interactive group discussion, individual tuition and practical exercise.

Duration
One-day.

Prior learning
Before the course, delegates should have completed the Level 4 Certificate in Fire Safety (Fire Auditors).

Post course
Delegates must complete workbooks within four weeks of course completion.
11. Costs

11. In-house and open course costs

Please note that in-house course costs are based on customer provision of teaching facilities as outlined in Section 13.

<table>
<thead>
<tr>
<th>Page</th>
<th>Course</th>
<th>Duration</th>
<th>In-house</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Principles of fire safety</td>
<td>5 days</td>
<td>7,500</td>
<td>790</td>
</tr>
<tr>
<td>9</td>
<td>Auditing complex premises</td>
<td>5 days</td>
<td>7,900</td>
<td>790</td>
</tr>
<tr>
<td>11</td>
<td>Regulated and licensed venues</td>
<td>5 days</td>
<td>7,900</td>
<td>790</td>
</tr>
<tr>
<td>13</td>
<td>Workplace audit</td>
<td>DL</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>14</td>
<td>Building Regulations &amp; Technical Guidance</td>
<td>9</td>
<td>13,500</td>
<td>1,300</td>
</tr>
<tr>
<td>15</td>
<td>CDM Regulations</td>
<td>1</td>
<td>1,500</td>
<td>150</td>
</tr>
<tr>
<td>15</td>
<td>FSO Enforcement: Full Investigation: Up to 8 delegates</td>
<td>5</td>
<td>11,800</td>
<td>1,080</td>
</tr>
<tr>
<td>16</td>
<td>FSO Enforcement: Full Investigation: 9 to 12 delegates</td>
<td>5</td>
<td>12,800</td>
<td>1,080</td>
</tr>
<tr>
<td>17</td>
<td>FS13: Drafting a Notice</td>
<td>DL</td>
<td>NA</td>
<td>120</td>
</tr>
<tr>
<td>18</td>
<td>FS14: Serving a Notice</td>
<td>1</td>
<td>1,500</td>
<td>NA</td>
</tr>
</tbody>
</table>

Qualification fees

Registration fee for Level 4 Diploma Fire Safety (Fire Inspectors), per person. 60.00

Notes:

Note 1: **In-house courses** - Inclusive cost for course e.g. notes, guidance documents, exercises, tutor travelling and accommodation. Does not include teaching facilities provided by customer. See Section 8. Any charges for car parking and tutor refreshments during each teaching day will be added at cost.

Note 2: **Delegate numbers** – Maximum 16 delegates for in-house courses unless stated on course details.

Note 3: **Open courses** - cost includes teaching facilities, refreshments and lunch during teaching day. Additional charge for bed, breakfast and evening meal – see below.

Note 4: **Open courses** are normally located at Ettington Chase Conference Centre, Banbury Road, Ettington, Stratford-upon-Avon, Warwickshire CV37 7NZ.

Note 5: **Open courses: Overnight accommodation** with en-suite facilities is available at Ettington Chase at £67 for bed, breakfast and evening meal. **Note** Sunday night rate is £55 because it does not include an evening meal. Individuals can purchase meals from the restaurant if required.

Note 6: **Open courses** are also provided at other locations. Accommodation charges at these venues will differ from those quoted above.

Note 7: **VAT** will be added at the current rate.

Note 8: **Payment terms**: Within 30 days of invoice date.
12. Distance Learning

Delegates need the following resources to complete on-line distance learning options:

- Computer with internet access
- Adobe reader software
- Access to a printer

Some courses require delegates to have access to their organisations’ policies and procedures

Distance learning module
When part of the course is completed on-line by pre-course study or post course assignment or both:

On-line courses
Delegates are provided with:

- Online course guide to the module
- Reading material for course
- Module work book for completion before course commences

Note: Delegates will have to obtain copies of copyrighted material e.g. British Standards, through their own organisations.

Post course assignment
Delegates are provided with all resources during the course. They complete the last phase in their workplace, a Workplace fire risk assessment or audit.
13. Teaching facilities for in-house courses

All courses:
Require a main teaching room with following facilities:

- Delegate chairs and desks (minimum 0.75m x 0.75m per delegate)
- Tutor table and chair
- Whiteboard, dry marker pens and eraser (or flipchart)
- Data projector for PowerPoint and videos with either:
  - Computer which can upload PowerPoint from a memory stick, or
  - Connection for laptop
- Projection screen for data projector
- 240v electrical supply for laptop
- Tutor and teaching staff refreshments during teaching day
14. Course support information

**National Occupational Standards and IPDS modules**
Courses are designed to cross-map with the relevant National Occupational Standard (NOS).

For example NOS: FS2, FS3, FS7, FS9, FS12, FS6, FS8, FS11, FS13, FS14

**Legislation, British Standards and technical guidance documents**
Delegates have access to a wide range of Technical Guidance, British Standards, best practice and reference material on courses. Hard copies for classroom work and on-line versions for distance learning and study programmes are available.

**Approved Assessment Centre and National Awarding Bodies**
Xact is an Approved Assessment Centre and provides qualifications via national awarding bodies. We are externally audited by the awarding bodies which are regulated by OFQUAL, the regulator of qualifications, examinations and assessments.

**Continual Professional Development**
All delegates receive CPD certificates on course completion. All courses are designed and assessed to approved centre standards.

**Courses**
Courses consist of three phases:

- Learning – acquiring knowledge, understanding and skills
- Practising learning – using real-life reconstructions designed to replicate workplace activities of delegates
- Comprehensive debrief – to confirm learning

**Delegate numbers**
Xact restricts delegate numbers to allow an optimal level of interaction between delegates and tutor. This provides delegates with the best opportunity to achieve learning outcomes

**Assessment**
Courses are assessed. Assessment standards are based on delegates National Occupational Standard workplace roles
14. Course support information

Xact provision
On courses, Xact provides:

- Tutor with experience and expertise in course subject areas
- Specialist teaching staff such as lawyers, magistrates and trained actors
- Course design
- Comprehensive delegate manuals
- Delegate exercises to practise learning outcomes
- Reference documents
- Specialist equipment
- Course assessment
- Course evaluation

Location and dates
To suit customer. Please call to discuss options

Enquiries
Please call us on 01386 277980 or use on-line booking forms. See 1. Introduction.
15. Open courses: Ettington Chase Conference Centre

**Ettington Chase Conference Centre**

Reception: 01789 740000  
Banbury Road, Ettington, Stratford-upon-Avon, Warwickshire CV37 7NZ  
Free on-site parking

**Booking enquiries:** Xact Training  
01386 277980  courses@xact.org.uk

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Training rooms

Refreshment area

Library

Restaurant

Lounge, Costa, bar and Sky Sports

En-suite bedroom with: Wi-Fi, desk, multi-channel TV, tea, coffee making and ironing facilities

Heated swimming pool, spa pool and sauna. Air conditioned gym offering cardiovascular and weight machines. Outside there is a tennis court and lots of on-site walks.
15. Open courses: Ettington Chase Conference Centre

Road connections  Easy access from M40: J15: 10 miles, J13: 9 miles, J12: 11 miles

Train stations  Warwick Parkway (WPS) 12m or Banbury (BS) 14m: Chiltern Line stations with direct connections to London Marylebone, Birmingham, Kidderminster and Oxford

Airports  Birmingham Airport (BA): 28 miles, London Luton Airport: 68 miles

Taxi  Grafton Taxis (pre-arranged), 01789 267009. BA: £67, BS: £38, WPS: £30

Ettington Chase Conference Centre
Banbury Road, Ettington, Stratford-upon-Avon, Warwickshire CV37 7NZ
16. Company details

16: Xact Consultancy and Training Limited

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

Insurance
Xact are insured for:
- Public and Employers Liability
- Professional Indemnity

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