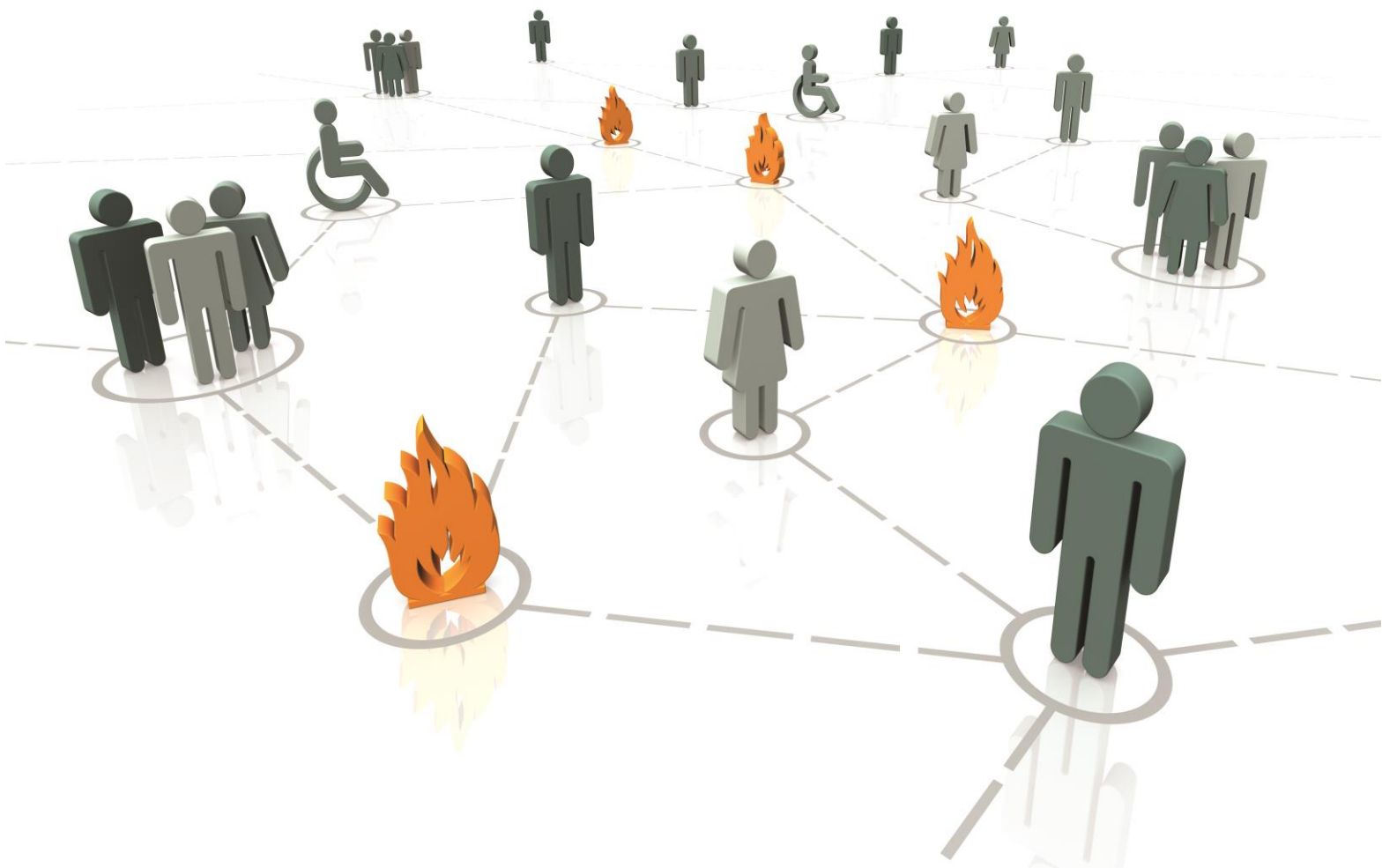


# Level 4 Certificate and Diploma in Fire Safety

**RPL: Recognition of Prior Learning**





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## 1. Introduction

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

### 1.1 National Qualifications

This document includes two qualifications at Level 4:

- a) Level 4 Certificate in Fire Safety (Fire Auditors), consisting of five mandatory units
- b) Level 4 Diploma in Fire Safety (Fire Inspectors), consisting of six mandatory units and two or three optional units

**Note:** 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 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. Introduction

### 1.5 Evidence currency

The process requires applicants to demonstrate that they are currently competent e.g. the evidence they are submitting is no more than 12 months old. 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) Provision of additional evidence to show competence has been maintained, *or*
- b) Provision of evidence from an alternative source which is less than 12 months old

### 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

An evidence collection plan is continually reviewed until qualification is achieved.

### 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 qualification 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. Introduction

### 1.11 Application

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

### 1.12 Submission time frames

Applicants have three months to submit all their RPL evidence electronically. See Sections 1.6 and flow chart explanation in Section 3.6 for more details.

**Note:** Three months commences from when Xmailing their evidence collection plan.

### 1.13 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 4 Certificate in Fire Safety (Fire Auditors)

For the purposes of this document, a Level 4 Fire Safety Auditor is an individual, who during the normal course of his/her work activities, audits complex premises and environments e.g. large premises, shopping centres, sleeping accommodation, places of assembly, theatres, cinemas and open air events

The table below identifies the qualification units and National Occupational Standards (NOS) the Level 4 Certificate addresses:

NOS	Mandatory Unit/NOS Title	Credits
FS2	Assess risks associated with fire in complex premises and environments	5
FS3	Ensure measures are in place to protect people from fire in complex premises and environments	5
FS7	Review fire protection systems in complex premises and environments	5
FS9	Review safety measures at locations that are regulated and or licensed	4
FS12	Visit complex premises and environments for the purposes of fire safety regulation	4

## 2. National Occupational Standards

### 2.2 Level 4 Diploma in Fire Safety (Fire Inspectors)

For the purposes of this document, a Level 4 Fire Safety Inspector is an individual, who during the normal course of his/her work activities, audits and regulates complex premises and environments e.g. large premises, shopping centres, sleeping accommodation, places of assembly, theatres cinemas and open air events.

The table below identifies the qualification units and National Occupational Standards (NOS) the Level 4 Diploma addresses:

NOS	Mandatory Unit/NOS Title	Credits
FS2	Assess risks associated with fire in complex premises and environments	5
FS3	Ensure measures are in place to protect people from fire in complex premises and environments	5
FS7	Review fire protection systems in complex premises and environments	5
FS9	Review safety measures at locations that are regulated and or licensed	4
FS12	Visit complex premises and environments for the purposes of fire safety regulation	4
FS6	Review fire safety matters relating to existing or proposed construction	7
NOS	Optional Unit/NOS Title	Credits
FS4	Work in partnership to minimise risks to community	4
FS5	Support the management of risks at incidents	4
FS8	Review fire safety matters relating to premises under construction, demolition and alteration	4
FS11	Prepare and present evidence in court and other formal proceedings in relation to fire safety matters	3
FS13	Draft statutory enforceable documents for the purposes of fire safety regulation	3
FS14	Serve statutory enforceable documents for the purposes of fire safety regulation	3

#### Mandatory and optional units

To achieve the Diploma Qualification, applicants must achieve all six mandatory units and a minimum of two optional units to provide a total of **37** credits.



## 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, building regulation submissions (L4D), CDM activity (L4D), serving a notice (L4D)
- b) Evidence from recent course assessments
- c) Technical questions
- d) Assignment
- e) Distance learning module
- f) Professional discussion

### 3. RPL Process

**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.

#### **3.5 Qualification requirements**

A Level 4 qualification requires RPL applicants to demonstrate the following knowledge and skills:

##### **3.5.1 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.

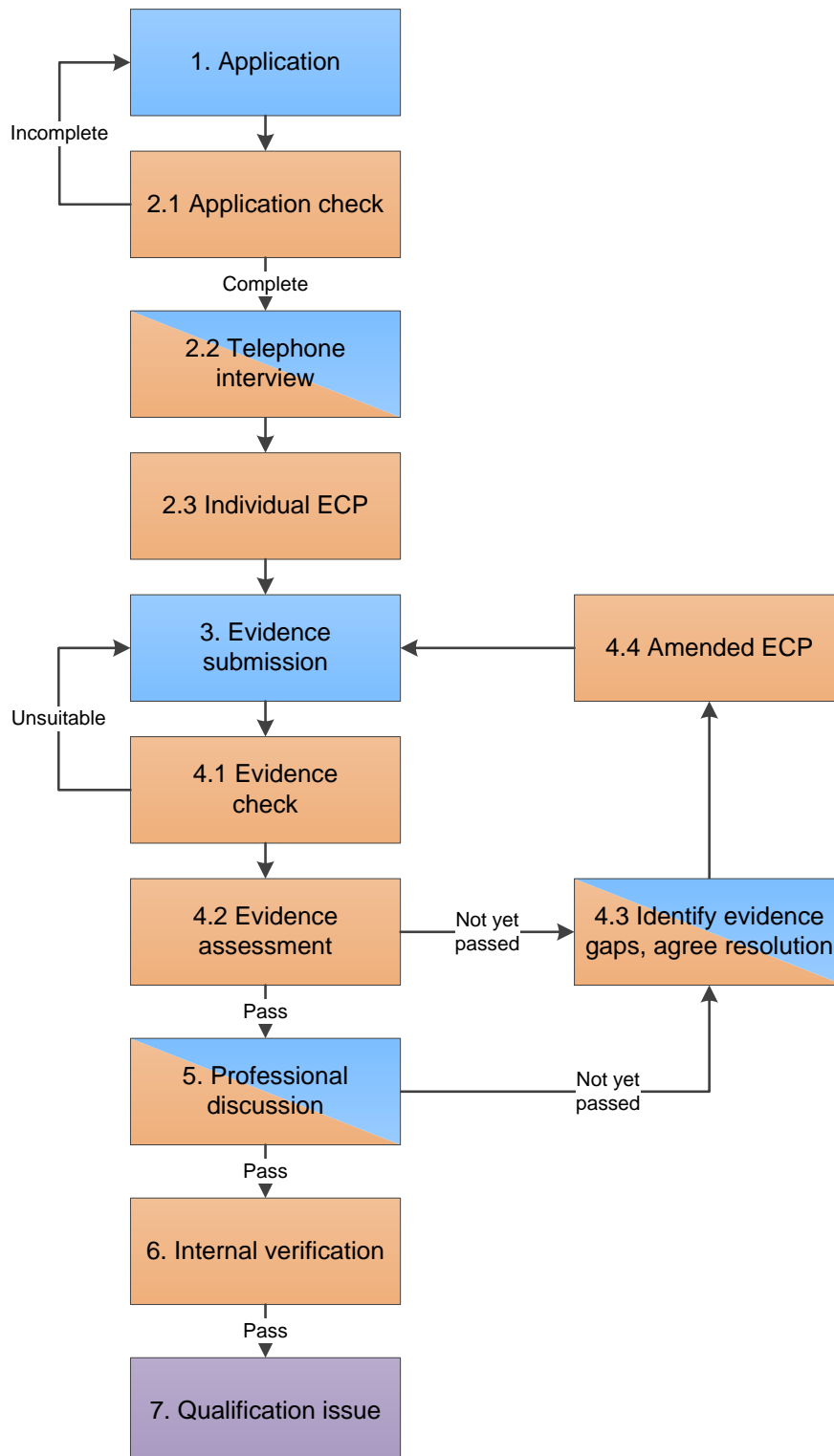
##### **3.5.2 Skills requirement**

- 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

## 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 4 Certificate	Fire risk assessments or audits of complex buildings
Level 4 Diploma	Fire risk assessments or audits of complex buildings Building Regulation Applications Optional NOS: Activities which correlate to the NOS selected

#### 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

Electronic submission of evidence agreed in the evidence collection plan and guides via the applicants "User account" portal on a secure area of Xact's website.

Applicants have three months to submit all their RPL evidence from emailing their evidence collection plan. See Sections 1.6 and 3 for more details.

### 4. Evidence assessment

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

## 3. RPL Process

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

### 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", our approved assessment centre will notify the awarding body of results.

Awarding body issues qualification to Xact which, is sent to applicant's co-ordinator for distribution.

**Note:** When the RPL process is being paid for by an individual, the qualification will be sent directly to the address provided by the applicant.

## 4. RPL Fees

### 4. RPL Fees

The fees for RPL process are:

#### RPL process

Application (non-refundable)	60.00
Level 4 Certificate: Issue of RPL Plan, assessment and telephone interview <sup>1</sup>	380.00
Level 4 Diploma: Issue of RPL Plan, assessment and telephone interview <sup>1</sup>	440.00

#### 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

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