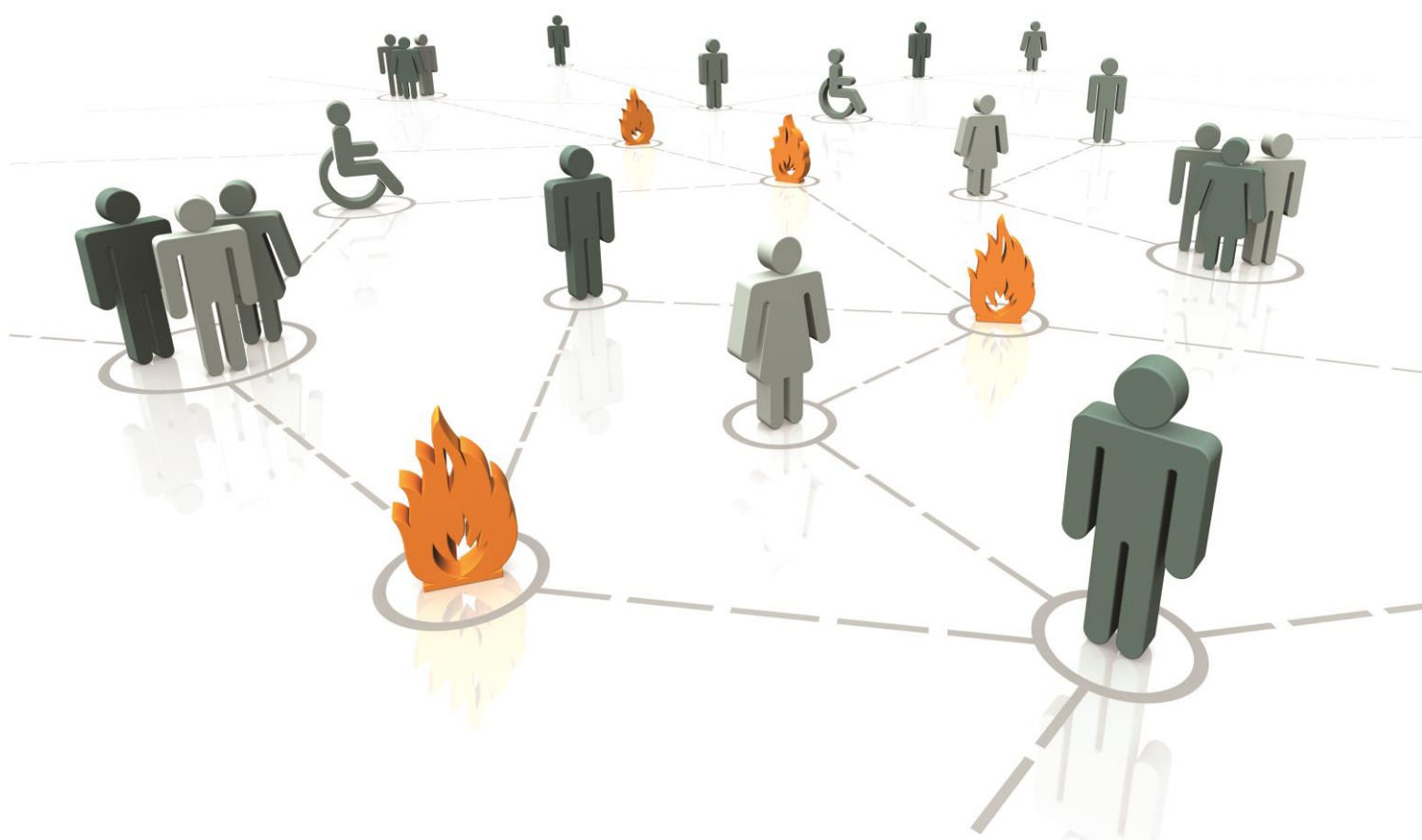


Specialist Fire Safety Courses



Contents



1.	Introduction	1
2.	Specialist Fire Safety Courses	
2.1	Fire safety in Existing Blocks of Flats	3
2.2	BS 9991: Fire Safety in Residential Buildings	5
2.3	BS 9999: Fire Safety in Commercial Buildings	7
2.4	HTM: Healthcare Premises	9
2.5	BB 100: Fire Safety in Schools	11
2.6	Fire Safety at Sports Grounds	13
3.	Costs	15
4.	iVC Interactive Virtual Classroom	16
5.	XLE: On-line Portal	18
6.	Company Details	19

1. Introduction

1.1 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.

1.2 Target Audience

These qualifications are for building control officers, approved inspectors, fire engineers, fire safety auditors, inspectors, risk assessors, managers, surveyors and fire safety professionals.

They build on previous experience in applying fire safety guidance such as Approved Document B and BS 9999 fire safety in the design, management and use of buildings or equivalent experience

1.3 Competency Framework for Fire Safety Auditors

These courses enable attendees to develop an understanding in specialised areas of fire safety.

1.4 Assessment to Level 4 National Standards

All courses are assessed to Level 4 Certificate and Diploma National Occupational Standards (NOS). They can also be used as evidence towards these qualifications.

Government regulator Ofqual provides the following guidance on the requirements for individuals to demonstrate that they possess the following knowledge for a Level 4 NOS:

1.4.1 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.

1.4.2 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

1.5 Continual Professional Development Certificates

Individuals receive CPD certificates on completion of each course.

1.6 Further Progression

This qualification creates the opportunity for progression to Level 5 Diploma in Fire Engineering Design. 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

1.7.2 Post course

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

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 5 Diploma in Fire Engineering Design. See [web link](#) for more details.

1.10 Course booking

Open-course booking: Click for [on-line booking](#)

In-house course enquiry¹: Email: qualifications@xact.org.uk

Note¹: 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.

2.1 Fire Safety in Existing Blocks of Flats

Target audience

Fire Safety Auditors and Fire Risk Assessors

Aim

To enable individuals to:

- a) Identify and understand fire safety measures in blocks of flats
- b) Assess fire safety measures in blocks of flats

Core topic areas

- Fire Safety Legislation and other Regulators
- Compartmentation
- Fire alarm arrangements
- Evacuation strategy
- Ventilation arrangements
- Mobility scooters
- External coverings
- Access and facilities for Fire Service
- Rubbish chutes and storage
- PIB: Premises Information Box
- Different ventilation systems in common areas, AOV OV, natural, mechanical, pressurised staircases
- Firefighting shafts and different types of lift arrangements
- Access control systems and security
- Building Safety Certificate

Core reference documents

Elements of the reference documents below are employed during the course:

- Approved Document B: Volume 1 (England)
- BS 9991: Fire Safety in the Design, Management and Use of Residential Buildings
- Fire Safety in Purpose-built Flats
- BS 5839-1, BS 5839-6, BS 8629, BS 9251

2.1 Fire Safety in Existing Blocks of Flats

- BRE: Smoke Ventilation of Common Access Areas of Blocks of Flats and Maisonettes
- BRE: Cladding tests
- BRE: Heat release and smoke production from burning Mobility Scooters
- BRE: Fire experiments on mobility scooters protected by sprinklers

Delivery

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

Duration

2 days

Prior learning

This course is designed for professionals who are have

- a) Level 3 Certificate in Fire Safety, *or*
- b) Level 4 Certificate in Fire Safety, *or*
- c) Equivalent experience

Post course

Individuals must complete workbooks within four weeks of course completion.

Course assessment

This course include assessment criteria for National Occupational Standards FS2, FS3, FS7 and FS9 of Level 4 Certificate/Diploma qualifications in Fire Safety.

2.2 BS 9991 Fire Safety in Residential Buildings

Target Audience

Design Engineers, Building Managers, Fire Safety Professionals, Building Control Officers, Fire Safety Officers and Fire Risk Assessors.

Aim

To provide individuals with an understanding of BS 9991, a risk-based approach to the fire safety design and management of residential buildings.

Core content

- Means of escape and provision for rescue from houses
- Fire alarms in flats and maisonettes and BS 5839-6 proposed changes
- Internal planning and MoE from flats and maisonettes
- Smoke control systems to protect MoE and fire-fighting access in flats
- BRE Project Report 79204: Smoke Shafts
- Sprinklers in houses, flats and maisonettes and variations from guidance
- Construction FR and variations of guidance using sprinklers & ventilation
- Heating, ventilation and air conditioning systems
- Compartmentation, linings and concealed spaces
- Access and facilities for fire-fighters and permitted variations for sprinklers
- Atria in residential buildings
- Fire safety design for sheltered, extra care and other specialist housing
- Roof gardens and balconies
- Management of flats, maisonettes and other housing

Delivery

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

Duration

3 days

Prior learning

This course is designed for professionals who have experience in application of fire safety guidance such as Approved Document B or equivalent.

Post course

Individuals must complete workbooks within four weeks of course completion.

Course assessment

This course includes assessment criteria for National Occupational Standards FS2, FS3 and FS7 of Level 4 Certificate/Diploma qualifications in Fire Safety.

2.3 BS 9999 Fire Safety in Commercial Buildings

Target audience

Design Engineers, Building Managers, Fire Safety Professionals, Building Control Officers, Fire Safety Officers and Fire Risk Assessors.

Aim

To provide individuals with an understanding of BS 9999, a risk-based approach to the fire safety design and management of buildings.

Core content

- ASET – time based analysis
- Risk profiling
- Minimum fire protection measures
- Variation of risk profile
- Additional measures and their limits – sprinklers, AFD, ceiling height
- Management levels
- Progressive levels of horizontal evacuation
- Staircase options
- Ventilation factors effecting levels of fire resistance
- Functional design freedoms
- Options for a flexible design approach
- Annex D: Theatres, cinemas and similar venues
- Annexes B + C: Atria
- Annex E: Shopping complexes

Delivery

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

Duration

5 days

2.3 BS 9999 Fire Safety in Commercial Buildings

Prior learning

This course is designed for professionals who have experience in application of fire safety guidance such as Approved Document B or equivalent.

Post course

Individuals must complete workbooks within four weeks of course completion.

Course assessment

This course includes assessment criteria for National Occupational Standards FS2, FS3 and FS7 of Level 4 Certificate/Diploma qualifications in Fire Safety.

2.4 HTM Healthcare Premises

Target audience

Fire safety officers, inspectors, fire engineers, building control officers, risk assessors, building managers, fire safety professionals, hospital fire safety managers and advisers.

Aim

To provide individuals with a knowledge of the Firecode series so they can apply them to design, management and use of healthcare premises.

Core topic areas

On course completion, individuals should have an understanding of:

- Health Technical Memorandums (HTMs) series
- HTM 05.01: Managing healthcare fire safety
- HTM 05.02: Functional provisions in healthcare
- HTM 05.03: Part A General Fire Safety
- HTM 05.03: Part D Commercial enterprises
- Lessons from previous hospital case studies
- Responding to a 3-storey hospital ward extension
- Assessing suitability of a Hospital Fire Policy
- Audit planning for healthcare premises

The course focuses on:

- Firecode Guides: Functional provision in healthcare
- Application of Firecode Guides to design, fire risk assessment and auditing of healthcare premises
- Areas include geriatric, secure mental health, infectious diseases, obstetrics and gynaecology. Day surgeries, clinics, pharmacy, outpatients, radiotherapy, operating theatres, administration blocks and shops.

Delivery

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

Duration

4 days

2.4 HTM Healthcare Premises

Pre-course distance learning

Course includes pre-course distance learning module.

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

Prior learning

This course is designed for professionals who have experience in application of fire safety guidance such as Approved Document B or equivalent and BS 9999.

Post course

Individuals must complete workbooks within four weeks of course completion.

Course assessment

This course includes assessment criteria for National Occupational Standards FS2, FS3, FS6 and FS7 of Level 4 Certificate/Diploma qualifications in Fire Safety.

2.5 BB 100 Fire Safety in Schools

Target audience

Design Engineers, Building Managers, Fire Safety Professionals, Building Control Officers and Fire Safety Officers.

Aim

To provide individuals with a knowledge of Building Bulletin 100: Design for fire safety in schools.

Core topic areas

On course completion, individuals should have an understanding of:

- BB 100: Design for fire safety in schools
- Fire Risk Analysis Tool
- Cost Benefit Analysis Tool
- Technical Bulletin 221: Sprinkler Protection of Schools
- BS EN 12845 and LPC Sprinkler Rules

Individuals apply standard using exercises to assess a school for compliance with BB 100.

The course focuses on:

- Functional requirements of the building regulations
- Compartmentation
- Places of special fire hazard
- Application of Fire Risk Analysis Tool
- Sprinkler protection

Delivery

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

Duration

3 days

Prior learning

This course is designed for professionals who have experience in application of fire safety guidance such as Approved Document B or equivalent and BS 9999.

Post course

Individuals must complete workbooks within four weeks of course completion.

Course assessment

This course includes assessment criteria for National Occupational Standards FS2, FS3, FS6 and FS7 of Level 4 Certificate/Diploma qualifications in Fire Safety.

2.6 Fire Safety at Sports Grounds

Target audience

Design Engineers, Building Managers, Fire Safety Professionals, Building Control Officers and Fire Safety Officers, Sports Ground Managers.

Aim

To provide individuals with a knowledge of Building Bulletin 100: Design for fire safety in schools.
To enable individuals to review safety measures at sports grounds.

Core topic areas

On course completion, individuals should have an understanding of:

- Legislation and working with enforcement agencies
- Crowd behaviour, safety and control
- Sports Grounds
- Disability access
- Sporting events
- Music events at sports grounds

Core Reference Documents

- HSG 154: Managing crowds safely
- The event safety guide (Purple Guide)
- Guide to Safety at Sports Grounds (Green Guide)
- Accessible Atria
- BS 9999 Annex D: Theatres, Cinemas and Similar Venues
- CLG: Fire Safety RA Guides, Open Air Events and Venues

Delivery

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

Duration

3 days

2.6 Fire Safety at Sports Grounds

Prior learning

This course is designed for professionals who have experience in application of fire safety guidance such as Approved Document B or equivalent and BS 9999.

Post course

Individuals must complete workbooks within four weeks of course completion.

Course assessment

This course includes assessment criteria for National Occupational Standards FS2, FS3, FS7 and FS9 of Level 4 Certificate/Diploma qualifications in Fire Safety.

3. Costs

3.1 Costs

Item	Activity	Duration	Page	Cost ¹	
				Open ²	In-house ³
1	Fire safety in Existing Blocks of Flats	2 days	3	370	4,070
2	BS 9991: Fire Safety in Residential Buildings	3 days	5	525	5,775
3	BS 9999: Fire Safety in Commercial Buildings	5 days	7	855	9,405
4	HTM: Healthcare Premises	4 days	9	685	7,535
5	BB 100: Fire Safety in Schools	3 days	11	525	5,775
6	Fire Safety at Sports Grounds	3 days	13	525	5,775

Note¹: VAT will be added at the current rate.

Note²: Cost per individual on an open course which includes refreshments and lunch.

Note³: Delivery options include virtual (iVC) or face to face for 16 individuals

Note⁴: **Inclusive cost:** Includes all elements necessary to complete activity e.g. Course development, design, course documents, self-study modules, postage, assessments, etc

Note⁵: **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.

Note⁶: **Payment terms:** Within 30 days of invoice date.

Note⁷: 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. iVC Interactive Virtual Classroom

4.1 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

4.2 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

4.3 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

4. iVC Interactive Virtual Classroom

4.4 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

4.5 iVC Software Security

Download details about the [security](#) measures imbedded in our iVC software.

5. XLE: On-line Portal

5.1 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:

5.2 Guidance Notes

Such as educational process, responding to questions, related policies and procedures.

5.3 Course reference documents

Reference documents used on the programme are provided either online or within course folder.

5.4 Submission deadlines

On-line calendar detailing deadlines.

5.5 Electronic submissions

All activity is submitted electronically online, enabling individuals to upload course work using electronic formats e.g. word and pdf.

5.6 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.

5.7 Assessor Reports

Assessor reports and feedback are available on the XLE portal.

6. 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

Insurance

Xact are insured for:

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