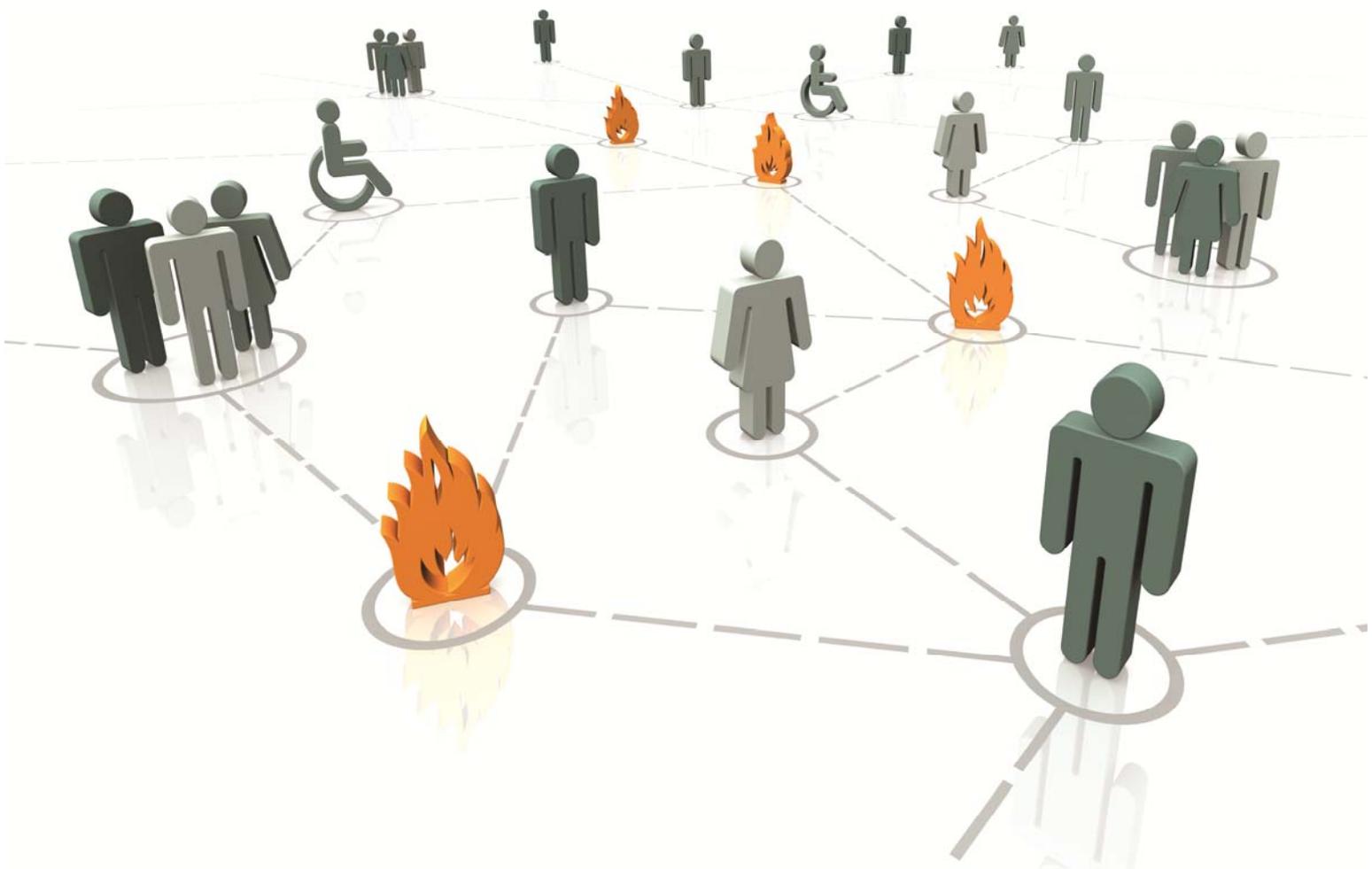


Fire Safety Order Enforcement

Level 4 Diploma in Fire Safety: Optional units



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1. Introduction

These optional unit courses provide fire safety investigators with the knowledge and skills to investigate and enforce contraventions of the Regulatory Reform (Fire Safety) Order 2005.

1.1 Qualification: Level 4 Diploma in Fire Safety (Fire Inspectors): Optional Units

These optional unit courses enable delegates to achieve all optional units in above qualification:

- a) **FS11:** Prepare and present evidence in court in relation to fire safety matters
- b) **FS13:** Draft statutory enforceable documents for the purposes of fire safety regulation
- c) **FS14:** Serve statutory enforceable documents for the purposes of fire safety regulation

Note: The three National Occupational Standards (NOS) above are each worth three credits. The Level 4 Diploma requires a minimum of seven credits from the optional units.

1.2 Optional unit courses

These optional units consist of two modules:

- a) Fire Safety Order Enforcement (5-day course)
- b) Drafting Statutory Enforceable Documents, a distance learning module which is completed after the five-day course

1.3 Target audience

These optional unit courses are suitable for those who investigate contraventions of the Regulator Fire Safety Order 2005 e.g. Fire Safety Officers, Inspectors and Fire Safety Managers.

1.4 Qualification requirements

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

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 Five-day course

This course takes delegates through a complete investigation of a contravention of the Fire Safety Order from identification of contraventions, investigation, collecting evidence, interviewing witnesses and suspects and producing a case file to prosecution and cross-examination in court.

To ensure the process replicates a realistic investigation the course includes actors, lawyer and magistrate. See Section 2 for more details.

1.6 Delegate numbers: In-house courses

A maximum of 12 delegates.

1.7 National variations

This brochure refers to legislation and process in England and Wales. When providing in-house course in other areas of the UK e.g. Scotland, Northern Ireland, Jersey, Guernsey and Isle of Man. Legislation, investigative practice and process relevant to that nation would be utilised.

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 8. For dates: 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: On-line booking: www.xact.org.uk/open-course-dates-and-costs/

1.10 Terms and conditions

Terms and Conditions apply. Please see: 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 Xact's Terms and Conditions.

2. Course: Fire Safety Order Enforcement

2. Fire Safety Order Enforcement

Delegates are guided through a complete investigation of a contravention of the Fire Safety Order from identification of contraventions, investigation, collecting evidence, interviewing witnesses and suspects and producing a case file to prosecution and cross-examination in court

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 and best practice
- Evidence gathering, evaluation and continuity
- Taking contemporaneous notes
- Writing and taking witness statements
- Interviewing witnesses and defendants
- Serving statutory enforceable documents
- Producing a case file to show offences have been committed
- Presenting evidence and facing cross examination in Court

Core course documents

- Regulatory Reform (Fire safety) Order 2005
- CFOA Enforcers' Guidance
- Human Rights Act 1998
- Public Interest Disclosure Act 1998 (Whistleblower)
- Police and Criminal Evidence Act 1984 and the Codes of Practice (PACE)
- Protection of Freedoms Act 2012
- Regulation of Investigatory Powers Act (RIPA)
- Criminal Procedure and Investigations Act 1996 (CPIA)
- CFOA Guidance documents and MG forms
- BIS: Regulators' Code, HSE: Enforcement Management Mode

Qualification and units

This course includes assessment criteria for NOS FS11 and FS14 of qualification: Level 4 Diploma in Fire Safety (Fire Inspectors).

Delivery

Sessions will be delivered using PowerPoint, flipchart, interactive group discussion, individual tuition, case studies, syndicate work, interviews and a range of practical exercises

2. Course: Fire Safety Order Enforcement

Duration

5 days

Entry requirements

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

Prior learning

Before the course, delegates are required to familiarise themselves with their organisations investigative policies, procedures and processes.

Pre-course learning

Delegates should familiarise themselves with their organisation's policies regarding searching, taking photographs, collecting evidence and recording interviews.

Post course

Delegates must complete workbooks within four weeks of course completion.

Course assessment

Assessment of all course work is to National Occupational Standards.

Timetable

	09.00	10.45	11.00	12.45	13.30	15.15	15.30	17.00
1	Introduction ----- FSO	Responsible person	Responsible person		Legislation Managing evidence	Note taking Witness statements	Blockbusters Writing a witness statement	
2	Interviewing Witnesses	Suspect interviews	Tape recording interviews	Main exercise Planning	Exercise: Serving a Notice	Main exercise Planning	Main exercise Planning	
3	Witness interview and statement		Suspect 1 interview		Suspect 2 interview		Re-interview	Workbooks
4	Investigators witness statements	Case file	Case file		Preparing prosecution And defence		Preparing prosecution And defence	
5	Court protocol		Magistrate Court Hearing		Magistrate Court Hearing		Magistrate Court Hearing	De-brief ----- Feedback

Learning

Exercises

Learning methods and syndicates

2. Course: Fire Safety Order Enforcement

Facilitated by tutors, delegates conduct exercises in groups of up to 4 to fully engage in the interactive experiential learning process. This also allows them to share existing experience and skills. In syndicates, they conduct investigations after receiving packs covering different contraventions and containing details of previous events, records, pictures and statements. Tutors and actors offer syndicates support and feedback.

- Day 1** **AM** - Investigation legislation and best practice. Planning and managing investigations, managing whistleblowers and anonymous information
PM – Decision-making and recording decisions. Visit planning, contemporaneous note-taking, managing evidence and exhibits and writing witness statements
- Day 2** **AM** – Interviewing witness and defendants. Code B notices and cautioning
PM – Delegates serve a Prohibition Notice. Working in syndicates, delegates prepare for interviews the following day.
- Day 3** **AM-PM** - Delegates interview witnesses and “responsible persons” (played by actors) at the centre of investigations. Witness statements are taken

Interviews involve procedures, facilities and equipment that form the components of real-life investigative interviews, namely:

- Using NEAL twin tape PACE interview machines
- Interviewing witnesses
- Unsealing of tapes
- Notifying defendants of their rights
- Interviewing defendants
- Labelling master tapes

Tape-recorded interviews are transcribed for Magistrates Court on Day 5

- Day 4** **AM** – Producing a case file: Investigators compile witness statements; bag, label and log evidence; discuss findings, write reports with conclusions and recommendations. Syndicates discuss their case with the prosecution lawyer
- Day 5** **AM** – Process in a Magistrates Court, managing cross-examination and introducing documents in witness box

Magistrate Court Hearings Chaired by a magistrate, reconstructions of hearings take place for each syndicates’ investigation. Each investigator is led through their findings before cross-examination by a lawyer in front of the rest of the cohort.

3. Course: Draft statutory enforceable documents

3. Draft statutory enforceable documents

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' Code
- HSE: Enforcement Management Model
- CFA Guidance documents

Qualification and units

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

Delivery

Distance learning module with provision of online reading material and course workbook

Duration

This course is a distance learning module.

Prior learning

Delegates must have completed the five-day: Fire Safety Order Enforcement course

Post course

Delegates must complete workbooks within four weeks of issue.

Course assessment

Assessment of all course work is to National Occupational Standards.

4. Costs

4. 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 6.

Page	Course	Duration	In-house	Open
2	Fire Safety Order Enforcement up to 8 delegates	5 days	11,800	1,080
2	Fire Safety Order Enforcement 9-12 delegates	5 days	12,800	1,080
6	Drafting Statutory Enforceable Documents	Distance learning	Included	Included

Qualification fees

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

Note 1: This is currently not a stand-alone qualification. The registration fee is based on the assumption that individuals have also achieved the qualifications mandatory units.

Note 2: 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 6. Any charges for car parking and tutor refreshments during each teaching day will be added at cost

Note 3: Delegate numbers – Maximum 12 delegates for in-house courses unless stated on course details

Note 4: Open courses - cost includes teaching facilities, refreshments and lunch during teaching day. Additional charge for bed, breakfast and evening meal – see below.

Note 5: Open courses are normally located at Ettington Chase Conference Centre, Banbury Road, Ettington, Stratford-upon-Avon, Warwickshire CV37 7NZ

Note 6: 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 7: Open courses are also provided at other locations. Accommodation charges at these venues will differ from those quoted above.

Note 8: Additional costs may be added to in-house locations to cover higher accommodation and travel fees e.g. Belfast, Douglas, Dublin, Glasgow, London, Saint Helier, Saint Peter Port. These additional costs will be based on Xact's additional costs.

Note 9: VAT will be added at the current rate.

Note 10: Payment terms: Within 30 days of invoice date.

5. Distance Learning

5. Distance Learning

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

- Computer with internet access
- Adobe reader software
- Access to 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 are required 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.

6. Teaching facilities for courses

6. Teaching facilities for in-house courses

The five-day course requires:

Main teaching room for course duration 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 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
- Internet access on Days 3 and 4 to enable uploading of large mp3 files or interviews for transcription.

Syndicate rooms with following facilities:

- Syndicate rooms for Days 1 to 4, each provided with a table, six chairs and 240v electrical supply:
 - Up to 8 delegates: 2 syndicate rooms
 - 9-12 delegates: 3 syndicate rooms
- Tutor and teaching staff refreshments during teaching day:
 - Day 1: Teaching staff: 2
 - Day 2: Teaching staff: 3
 - Day 3: Teaching staff: 6
 - Day 4: Teaching staff: 3
 - Day 5: Teaching staff: 4

Note: Syndicate rooms should be near the main teaching room, normal sound levels should not be heard from one room to another.

7. Course support information

7. 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: 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

7. 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
- Evidence bags and labels
- Twin tape PACE interview machines, tapes and labels
- Transcription of interview tapes
- Syndicate laptops for case file and investigation reporting
- Online access for course reference documents for distance learning module
- Course assessment
- Course evaluation

Location and dates

To suit customer. Please call to discuss options

Enquiries

Please call on 01386 277980 or use on-line booking forms. See 1. Introduction.

8. Open courses: Ettington Chase Conference Centre

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Ettington Chase Conference Centre

Reception: 01789 740000

Banbury Road, Ettington, Stratford-upon-Avon, Warwickshire CV37 7NZ

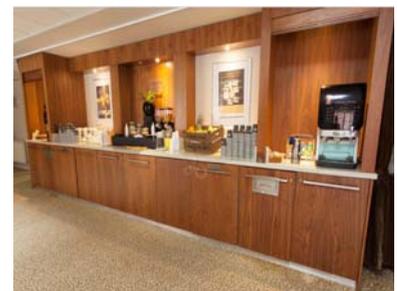
Free on-site parking

Booking enquiries: Xact Training

01386 277980 courses@xact.org.uk



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.



8. 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



Ettington Chase

9. Company details

9. 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

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WR11 4BY

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