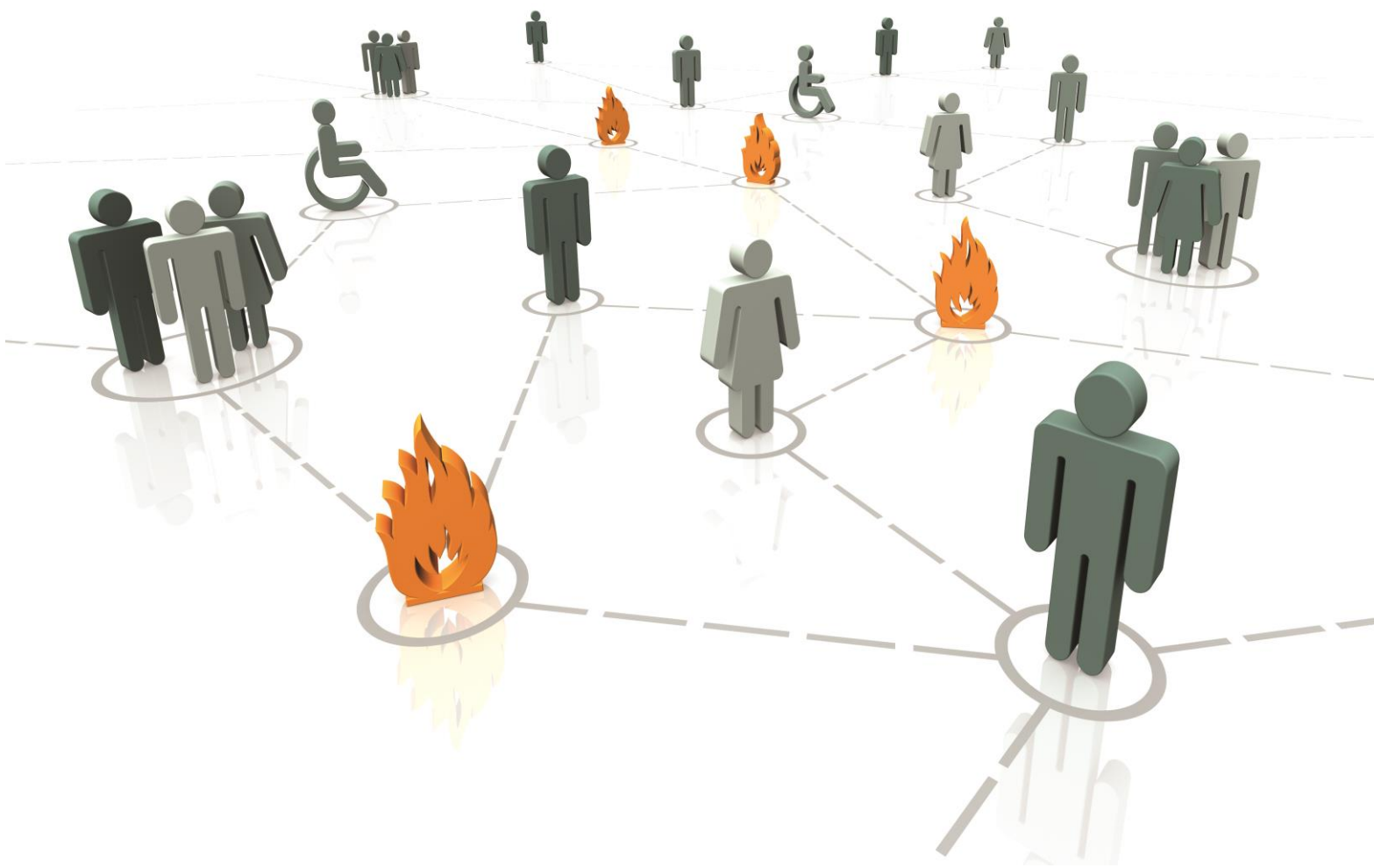


Level 2 Certificate in Fire Sprinkler Installation



Competent (experienced) installer qualification route



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1. Introduction

This document is designed to help those who are already competent sprinkler installers to claim a qualification retrospectively having achieved competence via courses, personal development, workplace learning and experience.



1.1 Qualification: Level 2 Certificate in Fire Sprinkler Installation

This qualification, which is provided by awarding body Industry Qualifications, is aimed at those who install fire sprinkler systems to industry standards:

- a) Domestic and residential systems: BS 9251, BS EN 16925
- b) Commercial systems: BS EN 12845

1.2 Qualification activities

The qualification covers the following areas:

- a) Workplace health and safety
- b) Communication methods and workplace relationships
- c) Management of workplace resources
- d) Understanding of the fire sprinkler sector
- e) Installing systems, ensuring compliance and effective handover

Note: See Section 6 for more details about qualification units and learning outcomes.

1.3 RPL: Recognition of Prior Learning

RPL is a process of assessing an individual's (applicant's) ability based on prior learning e.g. courses, on-the-job training, personal development, experience and workplace activities, to determine if they meet the qualification criteria.

1.4 Qualification for competent (experienced) installers

The RPL process of achieving a qualification where applicants provide evidence to show:

- a) how they became competent and then maintained their competency
- b) that they are currently competent to the qualification criteria

Note: See Section 2 for more details about this process.

1. Introduction

1.5 Evidence sources

Evidence may be obtained from a variety of sources for this qualification, the most common being:

- a) Completion of online questionnaire
- b) Witness testimony of applicants workplace activities e.g. from a supervisor
- c) Pictures and video of applicant installing sprinkler pipework
- d) Professional discussion

1.6 Evidence currency

The process requires applicants to demonstrate that they are currently competent i.e. their evidence is of activities carried out within the last twelve months.

1.7 Additional module for residential installers

This additional module is for residential installers who have no experience in commercial installations. It allows them to collect evidence of commercial installation if they are unable to collect it from their workplace activities.

Note: See Section 4 for more details

1.8 Qualification units

See Section 6 for more details about qualification units and learning outcomes.

1.9 Competent (experienced) installer and qualification fees

See Section 5 for more details.

Note 1: RSA (Residential Sprinkler Association) members and their employees are offered a discount of up to 15%. See Section 5: Competent (experienced) installer route fees for details..

1.10 Application

Please submit a completed application form, obtained by emailing qualifications@xact.org.uk

1.11 Terms and conditions

Terms and conditions apply. Please follow our website [link](#) for a copy of our Terms and Conditions or contact courses@xact.org.uk to request a copy. All orders and will be subject to our terms and conditions.

2. Competent (experienced) installer route

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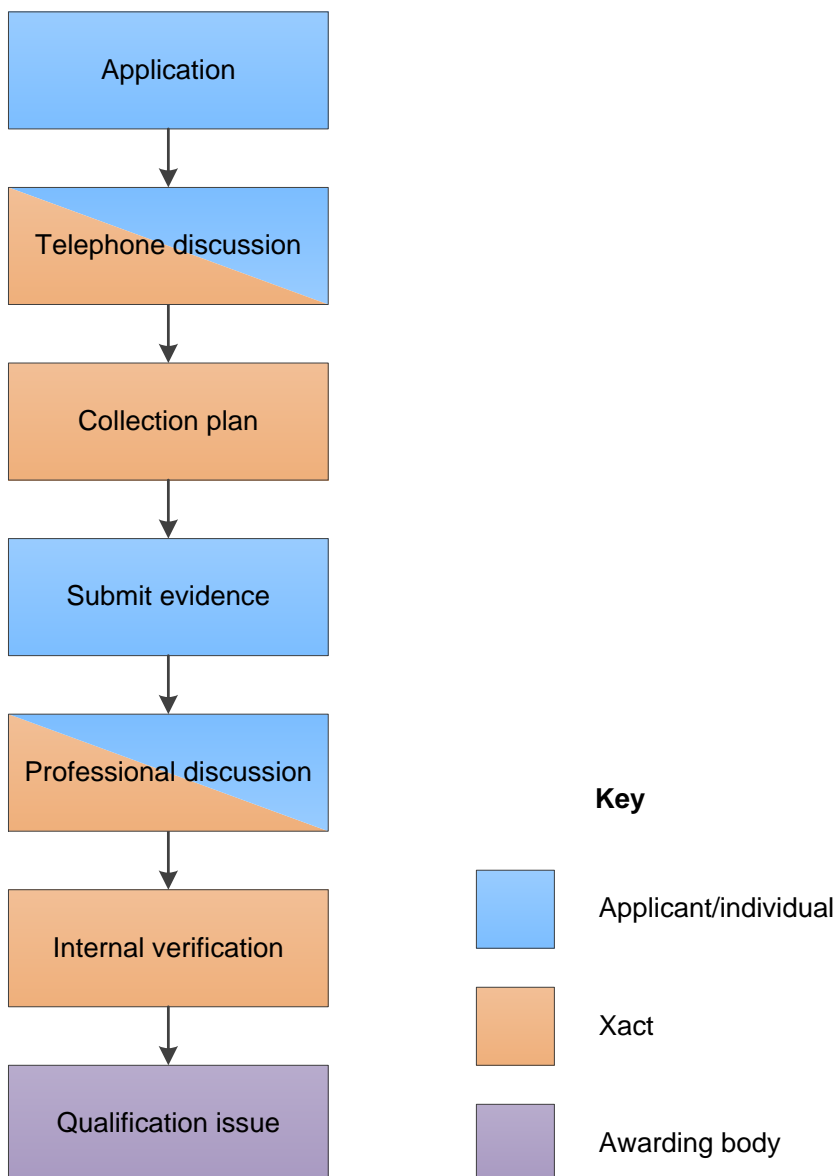
2.1 Introduction

This section details the process for competent (experienced) fire sprinkler installers to achieve a qualification.

2.2 Demonstration of competence

Applicants must demonstrate that they are currently competent to the qualification assessment criteria i.e. provide evidence from the last 12 months.

2.3 Competent installer flowchart



2. Competent (experienced) installer route

2.4 Qualification

The competent (experienced) fire sprinkler route for qualification consists of five main stages:

2.4.1 Application

This involves completion of an application form to enable Xact to assess:

- a) Current CV showing how applicant became and maintained their competence
- b) Recent or future workplace activities to collect evidence of applicant's competence

2.4.2 Telephone discussion

A telephone discussion with applicant based on information provided in the application. This will be used as basis to identify suitable workplace activities for evidence of competence. See examples below:

Evidence may be obtained from a variety of activities, the most common being:

- a) Your understanding of the fire sprinkler sector and codes of practice
- b) Knowledge and application of health and safety in the workplace
- c) Your communication with others at work
- d) How you manage your workplace resources e.g. PPE, installation tools etc
- e) Installing sprinkler systems using CPVC pipework, metal pipework involving both threaded and rolled grooved joints
- f) How you ensure installation complies with drawings and sprinkler standards
- g) How you handover sprinkler system you installed

2.4.3 Collection plan

Following telephone discussion with applicant, Xact provides a collection plan for each applicant which identifies sources to collect evidence for qualification. Examples include:

- a) Completion of online questionnaire. Topics include:
 - i) Communication skills
 - ii) Managing yourself
 - iii) Health and safety
 - iv) Fire sprinkler industry
 - v) Fire sprinkler installation
- b) Video of sprinkler installation activities, including:
 - i) Wearing and using PPE
 - ii) Using installation tools
 - iii) Referring to installation plan and paperwork to select appropriate pipework and fittings
 - iv) Installing metal pipework with screw thread fittings

2. Competent (experienced) installer route

- v) Installing metal pipework with grooved fittings
- vi) Installing CPVC pipework
- c) Witness statement from supervisor to confirm applicants
 - i) communication skills
 - ii) ability to manage themselves
 - iii) installation skills

2.4.4 Submit evidence

Submission of evidence agreed in telephone conversation (2.4.2) and confirmed in collection plan (2.4.3). This is assessed on its suitability against the qualification assessment criteria.

2.4.5 Professional discussion

Normally conducted using skype, the purpose of the discussion is to clarify and discuss areas of evidence you have presented for assessment.

Notes

Note 1: Applicants are contacted to agree a date and time for professional discussion.

Note 2: Applicants are given prior notice of areas for discussion.

2.5 Other activities

Other activities involved in the process are:

- a) Evidence assessment of evidence by awarding body approved assessors
- b) Verification of assessment process by awarding body approved verifiers
- c) Qualification issue

2.6 Identify confirmation

As part of the qualification process, Xact is required to confirm the identity of each individual.

Required identity information:

- a) Photo identification
- b) UK address
- c) Date of birth

Note: Identity is confirmed by taking a copy of original documents e.g. driving licence.

2.7 Qualification units

See Section 6 for more details about the qualification units and learning outcomes to which evidence of competence is required for the qualification.

3. IT requirements

3. IT requirements

3.1 Introduction

For an applicant to complete this qualification by the competent (experienced) installer route they will need access to the following IT equipment:

- a) Telephone to contact Xact personnel
- b) Video facilities to film installation activities e.g. mobile phone
- c) Email address
- d) Skype account
- e) Computer with internet access and speaker to:
 - i) send and receive emails
 - ii) access Xact “User account”, see 3.2 below for more information
 - iii) log into Skype account to discuss installation with an assessor

In addition the following may be applicable:

- f) Computer above Adobe reader software
- g) Access to a printer

3.2 Computer access

A computer connected to the internet is required to access:

- a) Individual “User Account” information
- b) Guidance notes for collecting and submitting evidence
- c) On-line questionnaire
- d) Upload video and supervisors witness statement
- e) Assessment results and feedback

3.3 Evidence submission deadlines

Applicants must submit their evidence within eight weeks of Xact emailing their collection plan, via their “User account” on Xact’s website.

4. Additional module for residential installers

4. Additional module for residential installers

4.1 Introduction

This optional module is aimed at residential system installers who lack experience in the installation of pipework for commercial systems to BS EN 12845. It enables them to provide evidence for qualification Unit 6. See Section 6 for more details.

4.2 Aim

To enable delegates to install metal sprinkler pipework for commercial systems under supervision.

4.3 Core content

- Commercial sprinkler standards
- Personal Protective equipment
- Installation tools
- Specialist tools for metal pipework e.g. threading machines and roll grooving machine
- Installing pipework to drawings including measuring, cutting and installing bracketry
- Handover of installation

4.4 Duration

One-day conducted in workshop facilities.

4.5 Delivery

This course will be conducted in a workshop and involve using threading and roll grooving machines. It will include measuring, cutting and installing metal pipework from drawings.

4.6 Commercial system installers

This module is not required for those who install commercial sprinkler pipework and who can provide evidence of this from workplace activities.

4.7 PPE: Personal Protective Equipment

Individuals attending this course will be required to provide their own PPE. Details about PPE requirements will be listed on the course joining instructions.

5. Competent installer route and qualification fees

Level 2 Certificate in Fire Sprinkler Installation competent installer route

	Fees			
	RSA ¹ member discount			
Activity	15%	10%	5%	
Application (non-refundable)	42.50	45.00	47.50	50.00
Competent installer route	306.00	324.00	342.00	360.00
Qualification registration fee	45.00	45.00	45.00	45.00
Total cost	393.50	414.00	434.50	470.00
Additional module for residential installers	119.00	126.00	133.00	140.00

Notes

Note 1: RSA¹ (Residential Sprinkler Association) members and their employees are offered the following discount:

- 1-5 employees: 15% discount
- 6-15 employees: 10% discount
- 16 and more employees 5% discount

Additional matters:

- Discount does not apply to qualification registration fee
- Discounts above apply per 12 month period

Note 2: Qualification fees are correct at time document issue. These fees are reviewed annually by awarding bodies. Please be aware that qualification fees are subject to change and customers will be charged the current rate.

Note 3: Fees are based on following assumptions:

- Applicant can provide evidence from workplace activities relevant to qualification assessment criteria
- Applicant can attend a professional discussion at an agreed location if required
- When appropriate, the applicant's organisation will co-ordinate activities between Xact and applicant

Note 4: Fees include telephone discussions, evidence collection plan, evidence collection guides, portfolio assessment, open book assessment, qualification and awarding body fees

Note 5: Additional charges may be incurred if more than one re-submission for evidence is required

Note 6: Additional charges will be incurred when additional learning/development is required e.g. attendance at a course due to a learning need

Note 7: An invoice will be issued and is due for payment before the process commences

Note 8: Fees are shown in pounds sterling

Note 9: VAT will be added at the current rate

6. Qualification Units

6. Qualification units

Level 2 Certificate in Fire Sprinkler Installation

See details of below of the seven mandatory qualification units:

Unit	Title	Learning outcome
1	Communicate effectively with others in the workplace	<ol style="list-style-type: none">1. Understand how to communicate with others in the workplace2. Understand how to record and pass on information3. Be able to communicate with others in the workplace4. Be able to record and pass on information
2	Establish Effective Working Relationships	<ol style="list-style-type: none">1. Be able to communicate effectively2. Be able to establish and maintain positive working relationship3. Be able to understand relevant organisational procedures for communication and behaviour4. Be able to provide relevant functional and technical information to the relevant person5. Understand how to communicate effectively6. Know about establishing positive working relationships7. Know about relevant organisational procedures for communication and behaviour8. Know how to provide relevant functional and technical information to the relevant person(s)
3	Manage own resources	<ol style="list-style-type: none">1. Understand how to manage own resources2. Understand how to create and use personal development plans3. Manage own resources4. Create and use a personal development plan

6. Qualification Units

Unit	Title	Learning outcome
4	Health and Safety in the Workplace	<ol style="list-style-type: none"> 1. Understand roles and responsibilities for health, safety and welfare in the workplace. 2. Understand how risk assessments contribute to health and safety. 3. Understand how to identify and control the risks from common workplace hazards. 4. Know the procedures for responding to accidents and incidents in the workplace.
5	Awareness of Regulations in the Fire Sprinkler Industry	<ol style="list-style-type: none"> 1. Understand legislation and standards in the Fire Sprinkler Industry 2. Be able to apply organisational compliance, policies and procedures with the Fire Sprinkler Industry 3. Understand organisational procedures for dealing with non-compliance within the Fire Sprinkler Industry
6	Fire sprinkler installation and handover	<ol style="list-style-type: none"> 1. Be able to conduct pre installation checks 2. Be able to prepare work environment for installation of sprinkler system 3. Be able to install pipework and associated components 4. Be able to identify faults after installation 5. Be able to understand limits of responsibility and authority to deal with problems within own role 6. Be able to complete handover procedure for completion of work
7	Understanding the Fire Sprinkler Industry	<ol style="list-style-type: none"> 1. Understand the aims and purposes of the Fire Sprinkler Industry 2. Understand the importance of development in Fire Sprinkler Industry 3. Understand the elements of the Fire Sprinkler Industry

Notes: Applicants must provide evidence to demonstrate they are competent to the qualification learning outcomes.

7. Xact Consultancy and Training Limited

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