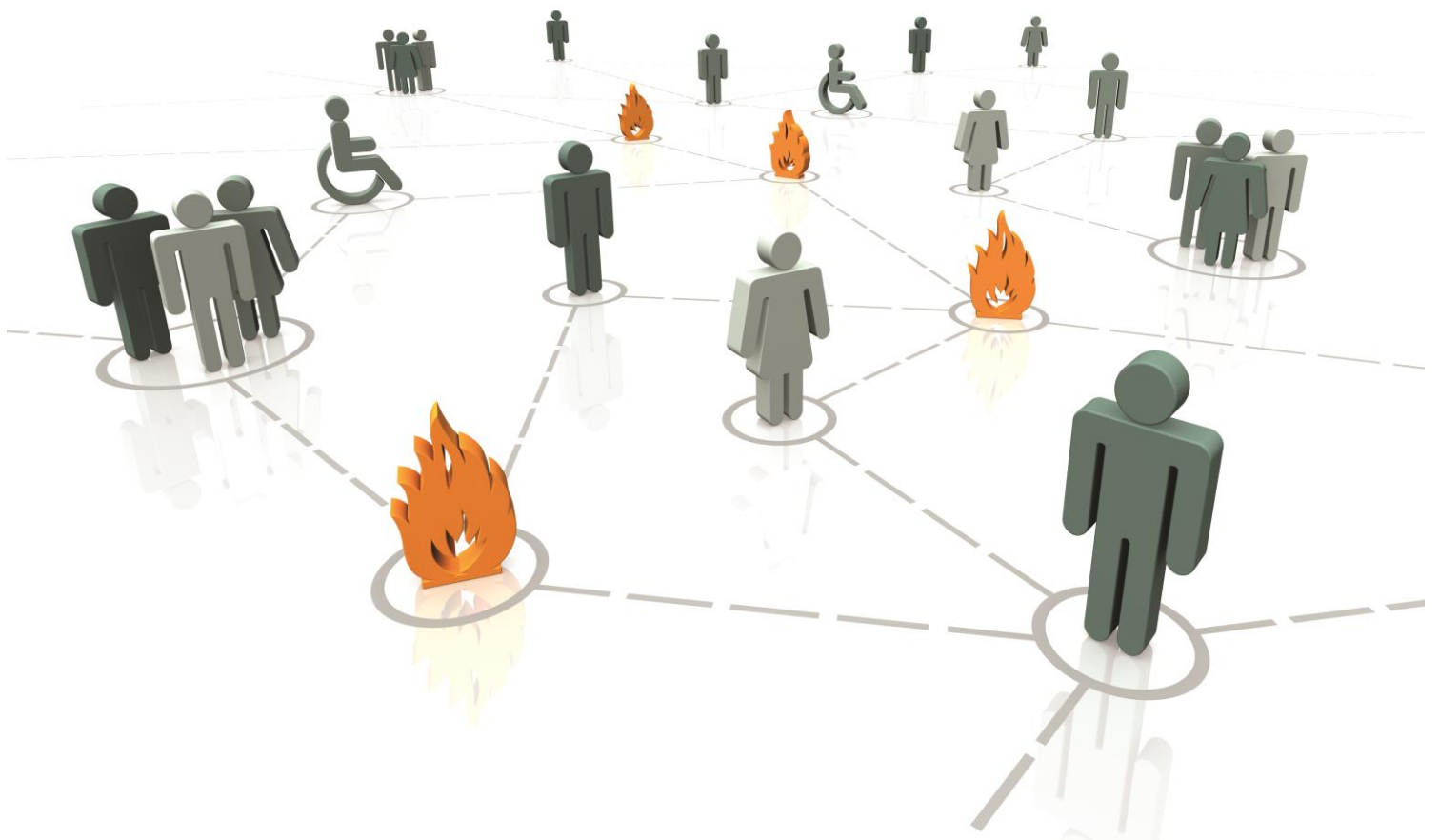




Level 3: Fire Safety Advisor



Contents

1.	Introduction	1
2.	Apprenticeship: Level 3: Fire Safety Advisor	2
3.	Apprentice Journey	7
4.	Apprenticeship Costs	9
5.	iVC Interactive Virtual Classroom	10
6.	XLE: On-line Portal	12
7.	Company details	13

1. Introduction

1. Introduction

1.1 Introduction

This document is designed to help individuals and organisations inform their career development decisions by presenting information about the core apprenticeships we offer, their content, requirements, costs and our flexible methods of delivery.

It also identifies the responsibilities and requirements of both apprentices and their employers to achieve Level 3 Fire Safety Advisor Apprenticeship. See Section 2 for details.

1.2 ASFP: Association for Specialist Fire Protection



Apprentices are eligible for free student membership of ASFP as part of their apprenticeship package. [Details](#)

1.3 Apprenticeship Programmes Offered

Xact's range of apprenticeship provisions include:

- a) Level 3 Community Safety Advisor (in development)
- b) Level 3 Fire Safety Advisor – See Section 2 for more details
- c) Level 4 Fire Safety Inspector – See website [details](#)

See our [website](#) for further information

1.4 EPA: End Point Assessment

Final stage of an apprenticeship. An impartial assessment of whether an apprentice has developed skills, knowledge and behaviours outlined in apprenticeship standard, we support employers to appoint their chosen EPAO.

1.5 Further Progression

Upon completion of this apprenticeship, apprentices can achieve professional recognition with:

- a) Chartered Association of Building Engineers
- b) Institution of Fire Engineers
- c) Institute of Fire Safety Managers

Apprentices may also progress to Level 4 Fire Safety Inspector Apprenticeship.

2. Apprenticeship: Level 3: Fire Safety Advisor

2. Apprenticeship: Level 3 Fire Safety Advisor

2.1 Target audience

This apprenticeship is suitable for those undertaking a specialist fire safety role with responsibility for auditing or regulating simple premises and environments e.g. shops, offices.

The role involves working with businesses to help keep people, premises and the environment safe from fire. This will include visiting a wide spectrum of businesses and working with other agencies in order to actively support and promote business safety. The postholder may also be involved in proactive promotional work and reactive work after incidents to raise awareness of fire safety in the business community.

The apprenticeship programme requires a general level of English, maths and IT, to enable the apprentice to complete a programme which includes self-study, attending courses, work-based application and assessments.

2.2 Simple building types

Simple buildings are defined by the sector as small premises with a simple layout such as small shops, office or industrial units with non-complex means of escape and simultaneous evacuation conforming to a recognised code of practice. Simple premises may range from low to high-risk dependent upon the use, management and maintenance of the premises.

2.3 Eligibility Requirements

There are no specific qualification entry requirements to undertake this apprenticeship, although employers may wish to adopt their own selection criteria.

Xact and NFCC (National Fire Chiefs Council) competency framework for fire safety professionals recommend that individuals complete fire safety apprenticeships sequentially e.g:

- a) Level 3 Fire Safety Advisor
- b) Level 4 Fire Safety Inspector

2.4 NFCC Competency Framework for Fire Safety Regulators

This apprenticeship is part of the knowledge and skills competency requirements of a Fire Safety Advisor e.g. an individual who can offer advice and educate those responsible for fire safety in low-

2. Apprenticeship: Level 3: Fire Safety Advisor

risk simple premises. They may audit simple premises but they are not qualified to take formal enforcement action for breach of fire safety legislation.

2.5 Apprenticeship Overview

Apprenticeship Standard:	Fire Safety Advisor
Apprenticeship Qualification Level:	Level 3 Advanced Apprenticeship
Maximum Apprenticeship Funding ¹ :	£6,000

Note¹: Includes apprenticeship programme and End Point Assessment

2.6 Knowledge, skills and behaviours

Level 3 Fire Safety Advisor [Apprenticeship Standard](#) details knowledge, skills and behaviours that the apprentice is expected to demonstrate on apprenticeship completion.

2.7 Duration

Total duration of this apprenticeship is expected to be 16¹ months:

Total Apprenticeship Training Period:	13 ¹ months
End Point Assessment Period:	3 months
Total Duration:	16 months

Note¹: Apprenticeship standard is 18 months. We anticipated completing in 13 months.

2.8 Mandatory Qualifications

This apprenticeship requires the following mandatory qualifications to be achieved before progressing through Gateway to begin End Point Assessment:

Mandatory Qualifications	Awarding Organisation ^{1,2}
Level 3 Certificate in Fire Safety (Fire Auditor)	Skills for Justice Awards
Functional Skills Level 2 English ³	Highfield Qualifications
Functional Skills Level 2 Maths ³	Highfield Qualifications

Note¹: Xact is an Approved Centre for these awarding organisations

Note²: Xact may change awarding organisation for business continuity reasons

Note³: Apprentice is exempt if they already hold this qualification or its equivalent

2. Apprenticeship: Level 3: Fire Safety Advisor

2.9 Apprenticeship: Level 3 Fire Safety Advisor

The apprentices' learning journey is detailed in Section 3 and consists of 5 modules:

- a) Introduction to the Role of Fire Safety Advisor
- b) Principles of Fire Safety
- c) Auditing Simple Buildings
- d) Planning and Gathering Evidence
- e) Workplace Audit

2.10 Method of Delivery

The apprenticeship delivery model adopts a blended learning approach consisting of:

- a) guided distance learning through self-study using our bespoke web-based Xact Learning Environment (XLE)
- b) tutor-led classroom delivery involving one-to-one and group activities,
- c) assessments
- d) application of knowledge, skills and behaviours within the workplace, *and*
- e) virtual classroom delivery

The apprenticeship also includes the following key activities:

- f) Induction
- g) Off-the-Job Training
- h) Progress Reviews
- i) Assessments
- j) Portfolio Development
- k) Feedback
- l) Gateway Preparation and Meeting
- m) End Point Assessment

2.11 Delivery Options

Apprenticeship programme is offered:

- a) open cohort consisting of apprentices from a variety of employers, *or*
- b) exclusively to an employer who can fill a cohort of 16 apprentices per cohort

Note: Delivery options include face-to-face, virtual or a mixture of both.

2. Apprenticeship: Level 3: Fire Safety Advisor

2.12 Off-the-Job Training

Learning outside normal day-to-day duties which supports achievement of apprenticeship i.e. that provided by Xact. This relates to the knowledge, skills, and behaviours detailed in apprenticeship standard and may consist of following activities:

- a) Self-study
- b) Taught Sessions
- c) Workplace Application

ESFA (Education and Skills Funding Agency) require apprentices to undertake a minimum average of six hours per week (full-time) off-the-job training throughout apprenticeship. Level 3 Fire Safety Advisor Apprenticeship Programme requires a minimum of **321** hours off-the-job training.

Apprenticeship programme has the following minimum training hours programmed as part of the Apprentices Journey:

Off-the-Job Training Activity	Total Programmed Hours
Self-Study	237
Taught Sessions	84
Total:	321

2.13 Taught Sessions

Each module is supported by blocks of virtual or face-to-face learning delivered by subject specialists. Courses and mentoring sessions are programmed in advance to enable planning of apprentice workplace activity.

2.14 Progress Reviews

Regular progress reviews are essential in providing the opportunity for a three-way conversation between employer, apprentice and Xact to maintain engagement and support successful completion of an apprenticeship programme.

Eight progress reviews every six to twelve weeks are included in the Level 3 Fire Safety Advisor Apprenticeship programme.

2. Apprenticeship: Level 3: Fire Safety Advisor

Progress reviews are conducted virtually as part of a planned activity using digital meeting technology such as Zoom or Teams.

2.15 Functional Skills

Apprentices who require functional skills qualifications will be supported through their learning programmes using a specialist digital assessment and learning platform, mock resources from the awarding body and one-to-one tutor support.

2.16 Resources

Apprentices have access to following resources to support them through apprenticeship programme:

- a) Xact Learning Environment (XLE)
- b) Interactive Virtual Classroom (iVC) delivery
- c) Course workbooks
- d) Range of guidance documents
- e) Dedicated apprenticeship support team
- f) Reviews with apprenticeship skills and development mentor
- g) Functional skills support
- h) Safeguarding and wellbeing team

2.17 EPA: End Point Assessment

An EPAO (End Point Assessment Organisation) assess the apprentice on completion of their training programme to confirm that the apprentice is competent to fully undertake a fire safety advisors' role. We support employers to appoint their chosen EPAO.

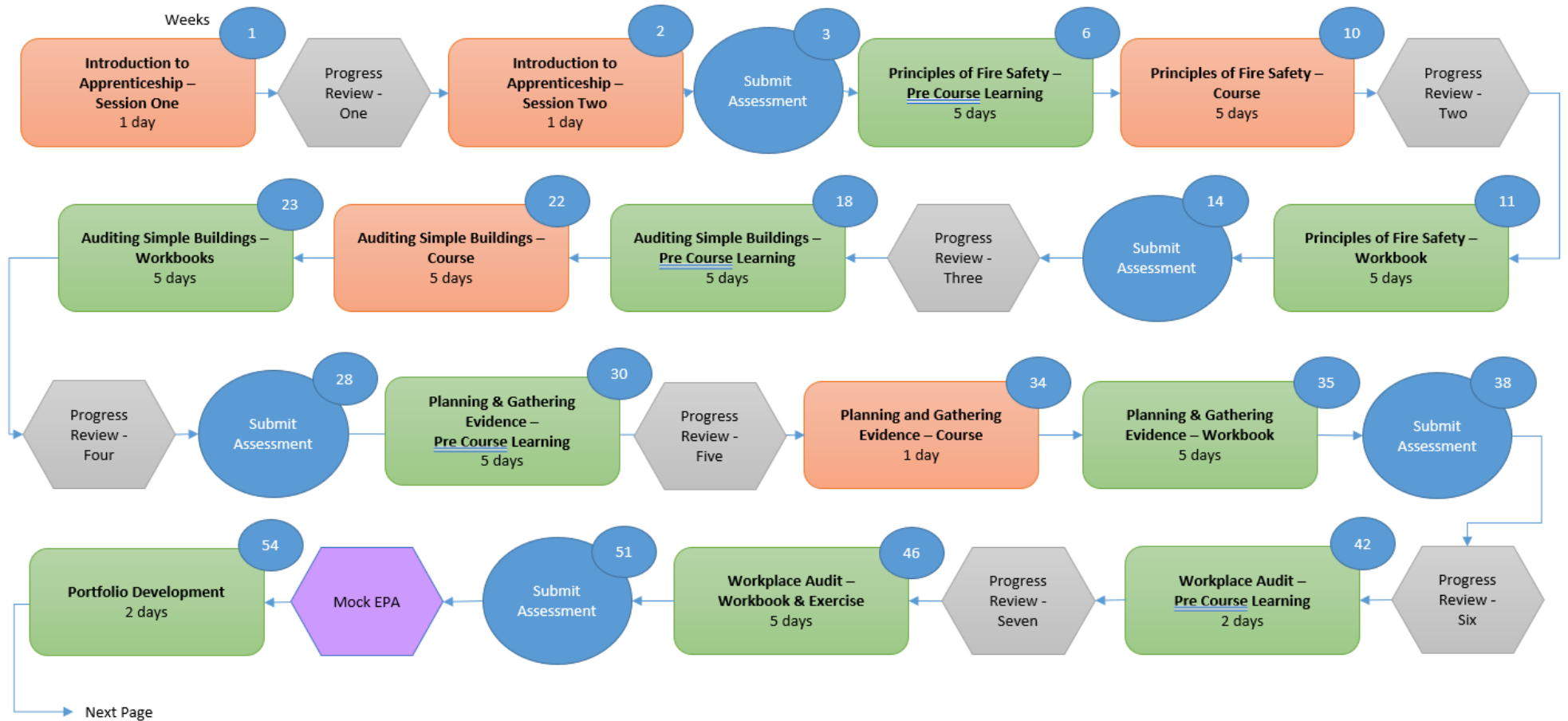
EPA for this apprenticeship, which follows the published [End Point Assessment Plan](#), consists of the following two assessments:

- a) Practical Assessment
- b) Professional Discussion underpinned by a Portfolio of Evidence

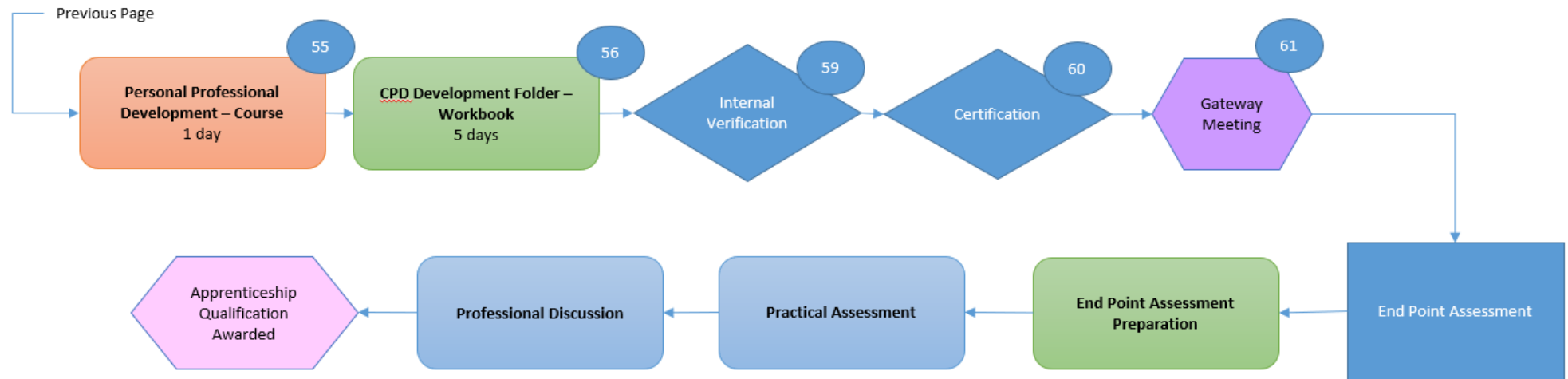
3. Apprentices Journey



Apprentice Journey: Level 3 Fire Safety Auditor



3. Apprentice Journey



4. Apprenticeship Costs

4. Apprenticeship Costs

4.1 Apprenticeship Funding

Level 3 Apprenticeship programme has been reviewed and received ministerial approval in December 2023 for a revised funding of £6k. Funding covers both apprenticeship training programme and EPA. See Section 2.17 for details about EPA.

4.2 Apprenticeship Funding

Apprenticeship training costs¹ are partially or wholly met through Government funding. The funding level employers receive depends on whether or not the employer pays into the Apprenticeship Levy.

Eligibility for apprenticeship funding requires both employer and the apprentice to meet set criteria which are detailed in our Apprenticeship Eligibility Policy.

Note¹: Apprenticeship funding does not include the additional costs for apprentices attending open face-to-face courses e.g. travel, accommodation, meals etc. These are the employers responsibility

4.3 Levy Payers

Organisations, which have an annual wage bill over £3 million pay an apprenticeship levy of 0.5% of that bill. Government tops this up by 10% which can be spent on apprenticeship training.

Plus, where an organisation fully utilises its levy, the cost of any additional apprenticeship training to the employer is only 5%, with Government funding the remaining 95%.

Note: Apprenticeship levy cannot be used for other purposes, expiring if unused after 24 months.

4.4 Non-Levy Payers

Government funds 95% of apprenticeship programme if employer does not pay into the levy, with employer funding remaining 5% at £300 for this apprenticeship programme.

4.5 Additional Funding

Additional funding may be available in the form of incentive payments, depending on employer and apprentice circumstances.

5. iVC Interactive Virtual Classroom

5. iVC Interactive Virtual Classroom

5.1 iVC Individual Requirements

Individuals require the following to participate in iVC:

- 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 forwarded to home address

5.2 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 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 experience **iVC** training courses are impressed with the polished, professional presentation and how easy it is to:

- a) View and interact with expert tutors and other course attendees
- b) Ask questions, discuss and share ideas
- c) Work in syndicates
- d) Enjoy enhanced learning via video, PowerPoint, virtual reality exercises

5.3 iVC Provision

On all **iVC** courses, Xact provides:

- a) Two tutors with experience and expertise in course subject areas
- b) Course design
- c) Comprehensive course manuals
- d) Exercises to practise learning outcomes
- e) Reference documents
- f) Course evaluation and assessment

5. iVC Interactive Virtual Classroom

5.4 Restrictions to using iVC software:

Common restrictions to using iVC software:

- a) Poor broadband connection
- b) VPN connections restrict video and audio. software may not function unless VPN is disabled
- c) Some company systems are locked down preventing access. Either request that your IT department lifts the restriction on your device to access software or use an alternative unrestricted device

5.5 iVC Software Security

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

6. XLE: On-line Portal

6. XLE: On-line Portal

6.1 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:

6.2 Guidance Notes

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

6.3 Course reference documents

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

6.4 Submission deadlines

On-line calendar detailing deadlines.

6.5 Electronic submissions

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

6.6 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.

6.7 Assessor Reports

Assessor reports and feedback are available on the XLE portal.

7. Company Details

7. Company Details

Company: Xact Consultancy and Training Limited
Company Registration No: 05295715
VAT Registration No: 855 4570 04
UKPRN: 10029525
Web site: www.xact.org.uk
Email: apprenticeships@xact.org.uk

Insurance

Xact are insured for:

Public and Employers Liability
Professional Indemnity

Office

Telephone: 01386 277980
Address: 3 Abbey Lane Court
Evesham
Worcestershire
WR11 4BY