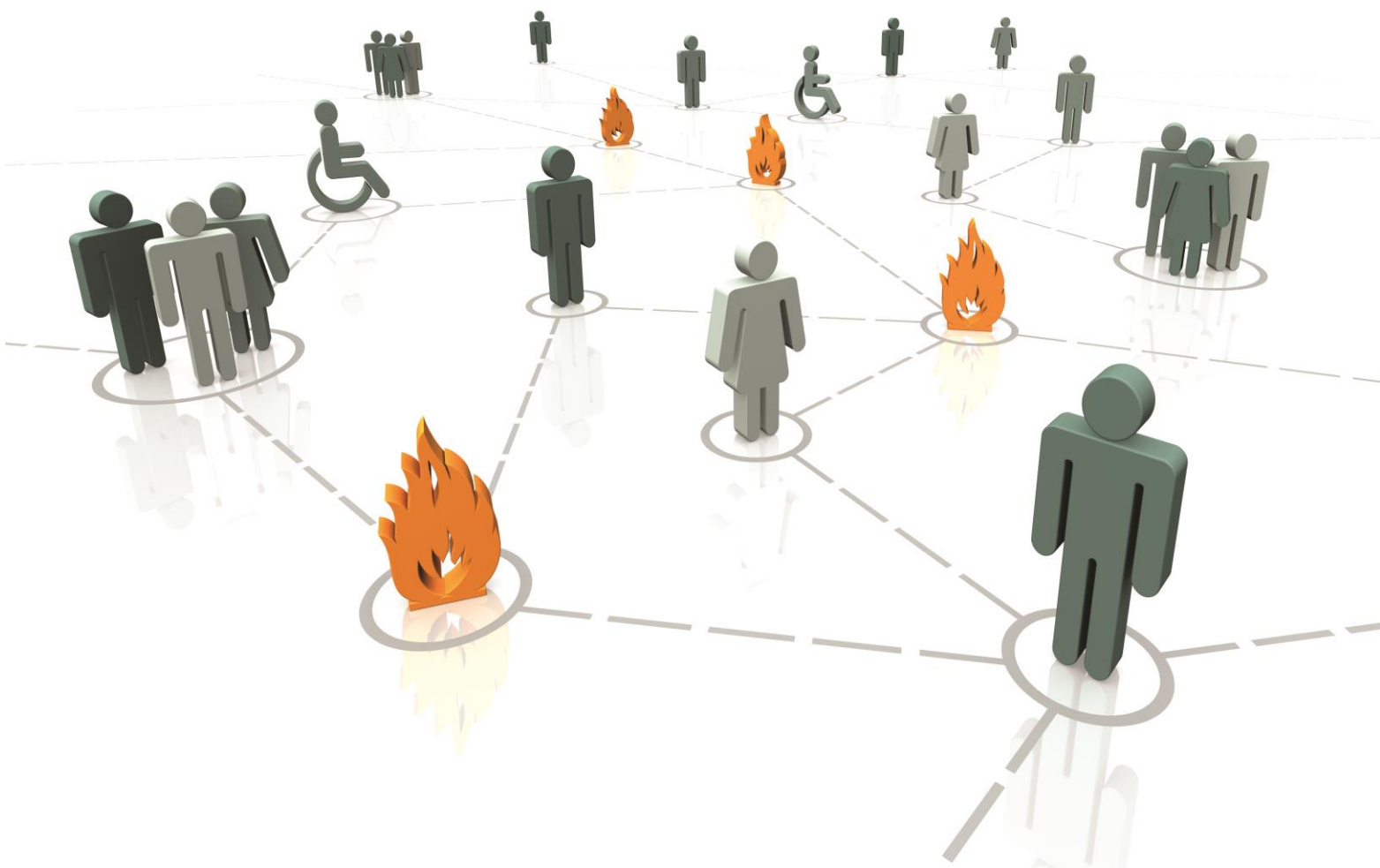


# Level 3 Award in Fire Safety Management

## Fire Safety Managers





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## 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.

### 1.1 Qualification: Level 3 Award in Fire Safety Management

This document identifies activities individuals need to complete to achieve this qualification.

### 1.2 Target audience

This qualification is suitable for those responsible for the fire safety management of premises. Individuals who are, or plan to be, responsible for managing fire safety in the workplace e.g. shops, offices, hotels, residential care homes and industrial units etc.

### 1.3 Qualification requirements and units

This qualification consists of two units. Please see Section 2. Qualification for more details.

### 1.4 Setting The Bar: A New Competence Regime for Building A Safer Future

Completion of this activity fulfils the knowledge, training and qualification requirements for Building Safety Managers as detailed in the above Competence Steering Group Report. This follows the recommendations from Dame Judith Hackitt seminal 2018 report: *Building A Safer Future*,

### 1.5 Further Progression

This qualification creates the opportunity for progression to the Level 3 Certificate in Fire Safety (Fire Auditors). For more details see [web link](#).

### 1.6 Continual Professional Development Certificates

Individuals receive CPD certificates on completion of each course.

### 1.7 Open-courses booking

For [on-line booking](#)

### 1.8 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. Qualification

## 2. Qualification

### 2.1 Qualification: Level 3 Award in Fire Safety Management

This qualification is suitable for those responsible for the fire safety management of premises. Individuals who are, or plan to be, responsible for managing fire safety in the workplace e.g. shops, offices, hotels, residential care homes and industrial units etc.

### 2.2 Qualification scope

The qualification is aimed at individuals whose responsibilities include:

- a) Conducting regular reviews of fire risk assessment for the premises
- b) Advising occupants about safety precautions in the building
- c) Instigating and maintaining, adequate and appropriate fire safety measures to remove or reduce the risk to life
- d) Planning for emergency situations
- e) Providing information, fire safety instruction and training for staff

### 2.3 Qualification Awarding Body

This qualification is provided via awarding body Skills for Justice Awards. Xact is an Approved Assessment Centre for this awarding body.

### 2.4 Qualification units

The qualification has two mandatory units.

NOS	Unit title	Credit	TQT	GLH
1	Understand the principles of fire safety	4	12	8
2	Fire safety management	5	12	8
			24	16

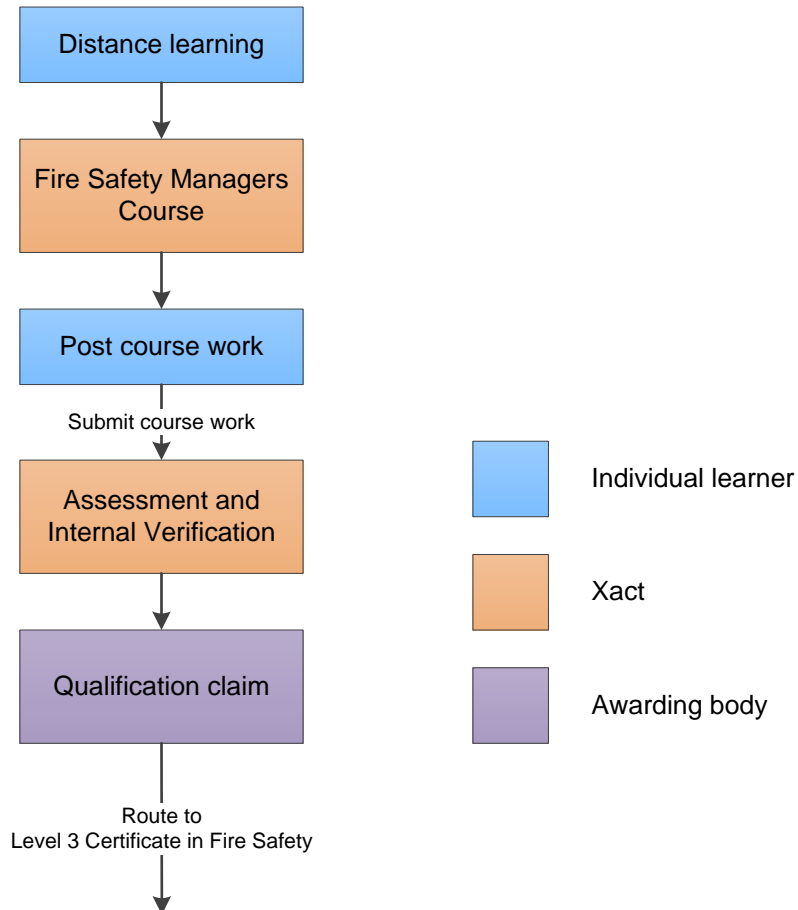
**Note 1:** Guided learning hours (GLH): The number of hours with specific guidance towards learning.

**Note 2:** Total qualification time (TQT): GLH plus number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment.

### 3. Fire Safety Managers Course Activities

#### Introduction

Flowchart below illustrates the progression of Level 3 Award in Fire Safety Management from start to finish.



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

## 3.1 Course: Fire Safety Managers

### 3.1 Fire Safety Managers

#### **Aim**

To enable individuals to manage the fire safety of premises, such as shops, offices, hotels, residential care homes and industrial buildings.

#### **Main topic areas**

Principles of fire safety:

- Fire safety legislation
- Causes and effects of fire, human behaviour in fire
- Fire detection and alarm systems
- Emergency escape lighting
- Fire safety signs, notices and routines
- Extinguishing media
- Means of escape
- Fire risk assessment

Fire safety management:

- Responsibilities
- Staff training
- Fire strategies
- Evacuation plans

#### **Core course documents**

- Regulatory Reform (Fire Safety) Order 2005
- DCLG: Fire Safety Risk Assessment Guides
- Xact course notes

#### **Core course activities**

- a) Review and audit a fire risk assessment
- b) Assess suitability of fire strategy. evacuation plans, training records, fire safety equipment programme and maintenance records
- c) Produce an evacuation plan for vulnerable persons
- d) Produce a plan to manage temporary fire safety measures due to contractor disruption

## 3.1 Course: Fire Safety Managers

### **Delivery**

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

**Note:** Due to current situation the courses will be delivered using iVC. See Section 5 for more details.

### **Duration**

3 days

### **Entry requirements**

Individuals should:

- a) have ability to work at Level 3 or above
- b) be proficient in use of English Language

### **Prior learning**

Before the course, individuals are required to have the ability to recognise typical fire safety measures in buildings e.g. smoke detectors, fire extinguishers, exit signs. They also need to have an understanding of a manager's role.

### **Pre-course distance learning**

Course includes pre-course distance learning module on principles of Fire Safety Legislation and general fire safety arrangements.

**Note:** Distance learning modules are issued one month before course

### **Post course**

Individuals must submit completed course work within four weeks of course completion.

All course work is submitted electronically through a secure portal on our website.

### **Course assessment**

Assessment of course work is to the qualification assessment criteria.



## 4. Course and Qualification Costs

### 4. Course and Qualification Costs

#### 4.1 Costs

Item	Activity	Duration	Page	Cost <sup>1</sup>
1	Course: Fire Safety Management	3 days	4	450
2	Qualification registration		2	45
3	<b>Inclusive cost<sup>2</sup></b>			<b>£495</b>

**Note<sup>1</sup>:** Cost per individual

**Note<sup>2</sup>:** **Inclusive cost:** Includes all elements detailed in Section 3 i.e. Course development and design, course documents, distance learning modules, postage, assessments, internal verification and qualification fee.

**Note 3:** **IT Resources:** Costs based on assumption that individuals will have the resources identified in Section 5.1 iVC Individual Requirements. See also 5.4 Restrictions to using iVC software.

**Note 4:** **VAT** will be added at the current rate.

**Note 5:** **Payment terms:** Within 30 days of invoice date.

**Note 6:** Additional fees are incurred when:

- i) Submission deadlines are missed for non-valid reasons
- ii) Resubmission amounts to over 25% of original submission
- iii) Re-submission does not achieve a pass

#### 4.2 COVID-19 Pandemic

The above presents increased risks of infection and other negative consequences to both tutors and individuals in attending classroom courses. These potentially entail:

- a) Disruption due to Government or local area restrictions or lock down
- b) Health risks to tutors and their families/social bubble
- c) Impact on insurance cover
- d) Requirement to self-isolate
- e) Non-availability for work due to self-isolation or infection
- f) Additional risks come from the requirement to use hotel accommodation, training facilities and public transport

Xact continues to review the situation. Should risk levels return to those pre March 2020, other options, such as classroom delivery, may be considered subject to Government guidelines.

## 5. iVC Interactive Virtual Classroom

### 5. iVC Interactive Virtual Classroom

#### 5.1 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

#### 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 – 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 and our hugely-popular demonstration sessions have been 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

#### 5.3 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

## 5. iVC Interactive Virtual Classroom

### 5.4 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

### 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. Xact Consultancy and Training Limited

Company Registration No: 05295715  
VAT Registration No: 855 4570 04  
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Email: [info@xact.org.uk](mailto:info@xact.org.uk)

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Professional Indemnity

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