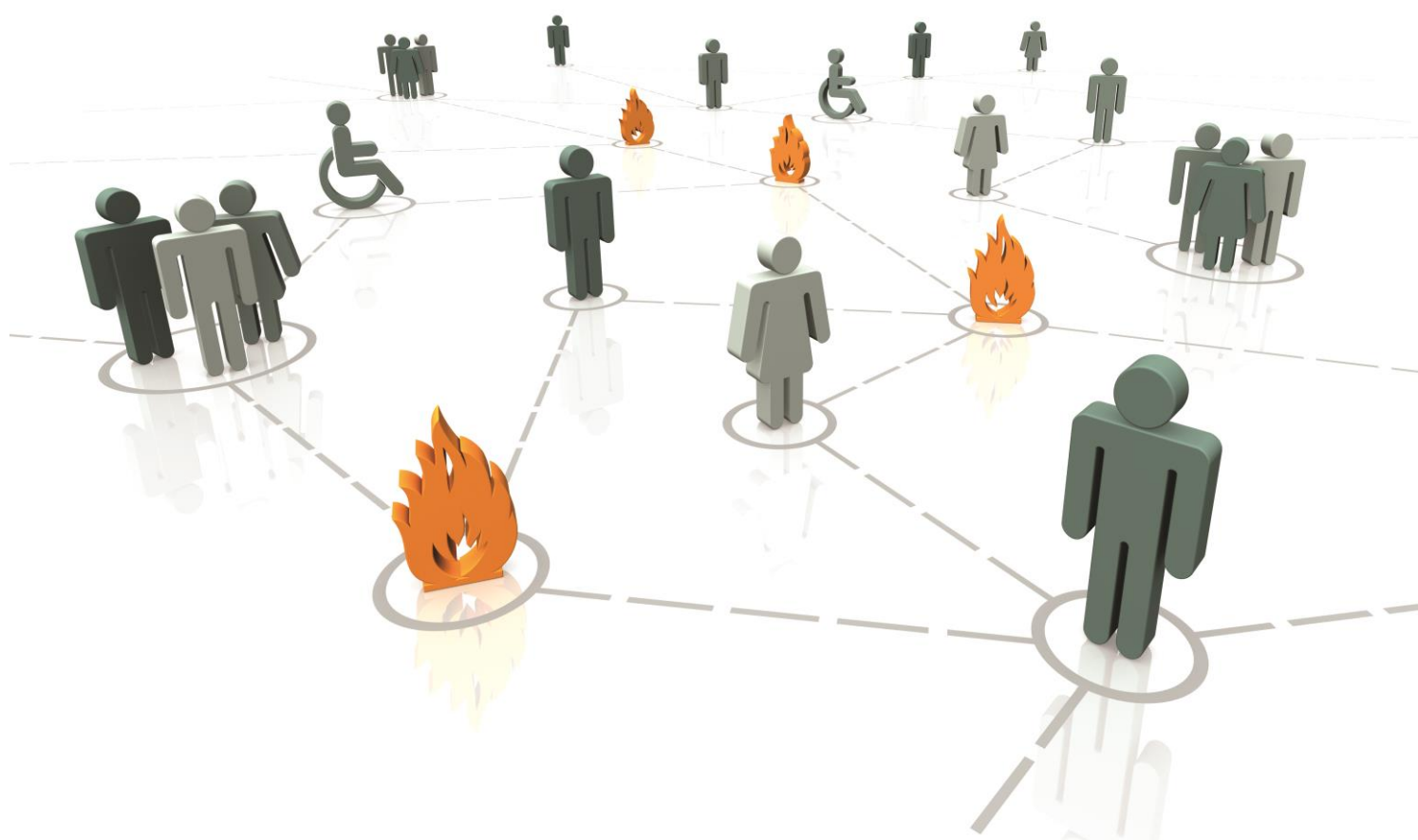


# RPL: Level 4 Certificate and Diploma in Fire Safety

## Recognition of Prior Learning



# Contents



|    |                                      |    |
|----|--------------------------------------|----|
| 1. | Introduction                         | 1  |
| 2. | NOS: National occupational Standards | 4  |
| 3. | RPL Process                          | 6  |
| 4. | Costs                                | 11 |
| 5. | Company Details                      | 12 |

## 1. Introduction

### 1.1 Introduction

This document is designed to help those already performing the role of Fire Safety Auditor or Fire Safety Inspector to claim qualifications retrospectively following competence achieved by courses, personal development, workplace learning, experience and application.

### 1.2 National Qualifications

This document includes two qualifications at Level 4:

- a) Level 4 Certificate in Fire Safety (Fire Auditors), consisting of five mandatory units<sup>1</sup>
- b) Level 4 Diploma in Fire Safety (Fire Inspectors), consisting of six mandatory units<sup>1</sup> and two or three optional units<sup>1</sup>

**Note**<sup>1</sup>: See Section 2 for more details.

### 1.3 Achieving qualification

The qualification can be achieved by:

- a) Collection of evidence from courses, *or*
- b) Recognition of prior learning (RPL), *or*
- c) Combination of a) + b)

### 1.4 Evidence requirements

To achieve a qualification by RPL, individuals must provide evidence to show:

- a) how they became competent
- b) how they have maintained their competency
- c) that they are currently competent to qualification criteria

### 1.5 Evidence sources

Some important points to remember about RPL:

- a) Individuals are required to evidence key areas of unit assessment criteria.
- b) Evidence may be obtained from a variety of sources, the most common being:
  - i) Work place activities
  - ii) Course assessments
  - iii) Technical questions
  - iv) Assignment
  - v) Professional interview

## 1. Introduction

### 1.6 Evidence currency

The process requires individuals to demonstrate that they are currently competent i.e. evidence they are submitting is no more than 12 months old. Evidence which is two years old may demonstrate that an applicant was competent two years ago, but it may not be valid now. The RPL process offers the following options to ensure evidence is current:

- a) Provision of additional evidence to show competence has been maintained, *or*
- b) Provision of evidence from an alternative source which is less than 12 months old

### 1.7 Personal evidence collection plan

To achieve a qualification by RPL, Individuals must provide evidence which demonstrates that they have the core knowledge, understanding and skills to fulfil the relevant unit assessment criteria. Following an application and subsequent telephone interview, Xact provides a collection plan for each individual which identifies:

- a) Individual's evidence sources<sup>1</sup> (workplace activities) for core areas
- b) Framework for collection of evidence (evidence collection guide) when conducting workplace activities

**Note<sup>1</sup>:** Evidence collection plans are continually reviewed until qualification is achieved.

### 1.8 RPL Terminology

RPL, which is a term used by Regulated Qualifications Framework (RQF) and Awarding Organisations, may also be referred to by following terms which broadly describe same process:

- a) Accreditation of Prior Learning (APL)
- b) Accreditation of Prior Experiential Learning (APEL)
- c) Accreditation of Prior Achievement (APA)
- d) Accreditation of Prior Learning and Achievement (APLA)

### 1.9 National Occupational Standards (NOS)

See Section 2 for more details about the qualification National Occupational Standards.

### 1.10 RPL process

See Section 3 for more details about the RPL process.

### 1.11 Unit accreditation

Individuals may apply for individual unit accreditation e.g. they do not have to complete all units.

## 1. Introduction

### 1.12 RPL Application

Please submit a completed application form, obtained by emailing [qualifications@xact.org.uk](mailto:qualifications@xact.org.uk)

### 1.13 Submission time frames

Individuals have three months<sup>1</sup> to submit all their RPL evidence electronically. See Section 3 for more details.

**Note**<sup>1</sup>: Commences from date Xact emails version 1 of an evidence collection plan

### 1.14 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. NOS: National Occupational Standards

### 2.1 Level 4 Certificate in Fire Safety (Fire Auditors)

For the purposes of this document, a Level 4 Fire Safety Auditor is an individual, who during the normal course of his/her work activities, audits complex premises and environments e.g. large premises, shopping centres, sleeping accommodation, places of assembly, theatres, cinemas and open air events.

This qualification has five mandatory NOS (National Occupational Standards).

| NOS  | Unit title  | Credit |
|------|---|--------|
| FS2  | Assess risks associated with fire in complex premises and environments                      | 5      |
| FS3  | Ensure measures are in place to protect people from fire in complex premises & environments | 5      |
| FS7  | Review fire protection systems in complex premises and environments                         | 5      |
| FS9  | Review safety measures at locations that are regulated and/or licensed                      | 4      |
| FS12 | Visit complex premises and environments for the purposes of fire safety regulation          | 4      |

### 2.2 Level 4 Diploma in Fire Safety (Fire Inspectors)

For the purposes of this document, a Level 4 Fire Safety Inspector is an individual, who during the normal course of his/her work activities, audits and regulates complex premises and environments e.g. large premises, shopping centres, sleeping accommodation, places of assembly, theatres, cinemas and open air events. In addition they respond to building regulation applications and contraventions of fire safety.

This qualification has six mandatory NOS (National Occupational Standards) and six optional NOS.

| NOS  | Mandatory unit title  | Credit |
|------|---|--------|
| FS2  | Assess risks associated with fire in complex premises and environments                      | 5      |
| FS3  | Ensure measures are in place to protect people from fire in complex premises & environments | 5      |
| FS6  | Review fire safety matters relating to existing or proposed construction                    | 7      |
| FS7  | Review fire protection systems in complex premises and environments                         | 5      |
| FS9  | Review safety measures at locations that are regulated and/or licensed                      | 5      |
| FS12 | Visit complex premises and environments for the purposes of fire safety regulation          | 4      |

## 2. NOS: National occupational Standards

| NOS  | Optional <sup>1</sup> unit title  | Credit |
|------|---|--------|
| FS4  | Work in partnership to minimise risks to the community  | 4      |
| FS5  | Support the management of risks at incidents  | 4      |
| FS8  | Review fire safety matters relating to premises under construction, demolition and alteration         | 4      |
| FS11 | Prepare and present evidence in court and other formal proceedings in relation to fire safety matters | 3      |
| FS13 | Draft statutory enforceable documents for the purposes of fire safety regulation                      | 3      |
| FS14 | Serve statutory enforceable documents for the purposes of fire safety regulation                      | 3      |

**Note<sup>1</sup>:** To achieve the Diploma individuals must achieve a minimum of seven credits from the optional units.

### 3. RPL Process

#### 3.1 Introduction

This section details the process for existing fire safety professionals to achieve a qualification.

#### 3.2 Demonstration of competence

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

**Note<sup>1</sup>:** The fact that an individual has been doing a role for several years does not demonstrate competence

**Note<sup>2</sup>:** Individuals must pass all assessment criteria of each qualification unit

**Note<sup>3</sup>:** Individuals must show that the evidence is their own

#### 3.3 Process

The process for each qualification consists of following stages:

- a) Application
- b) Virtual discussion to identify suitable workplace activities to collect evidence
- c) Issue of agreed evidence sources - evidence collection plan
- d) Evidence submission
- e) Evidence assessment
- f) Qualification

See Section 3.6 RPL Flowchart for more information.

#### 3.4 Evidence sources

Evidence may be obtained by following sources<sup>1</sup>:

- a) Evidence from work place activities e.g. audits, fire risk assessments, building regulation submissions (L4D), CDM activity (L4D), serving a notice (L4D)
- b) Evidence from recent course assessments
- c) Technical questions
- d) Assignment
- e) Distance learning module
- f) Professional discussion

**Note<sup>1</sup>:** Individuals are not required to provide evidence from all sources listed. On application, individuals will be assessed and consulted to identify suitable activities from which to collect evidence.



### 3. RPL Process

#### **3.5 Qualification requirements**

Level 4 qualification requires individuals to demonstrate the following knowledge and skills:

##### **3.5.1 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 area of study or work.

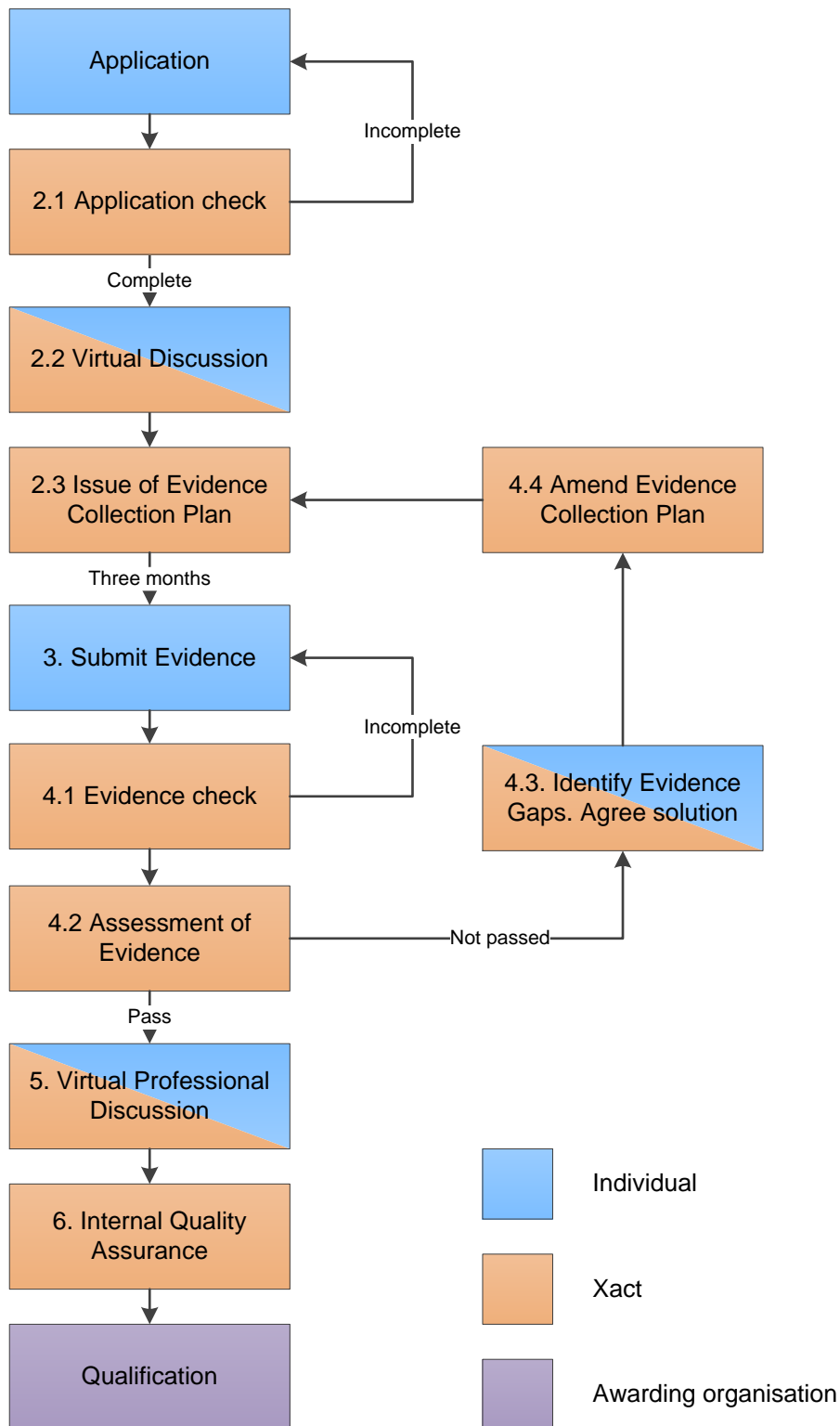
##### **3.5.2 Skills requirement**

- 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

### 3. RPL Process

#### 3.6 RPL Flow chart

Flowchart below illustrates RPL process from application to qualification.



### 3. RPL Process

#### 3.7 RPL Flowchart – further information

##### 1. Application

To enable Xact to assess an individual's:

- a) Current CV and job role
- b) How initial competence was achieved
- c) How competency has been maintained
- d) Recent workplace experience relevant to qualification assessment criteria

##### 2.2 Virtual Discussion

With individual based on information provided in the application form which is used as basis to identify suitable workplace activities for evidence. See table below:

| Qualification                      | Likely workplace activities for evidence collection  |
|------------------------------------|--|
| Level 4 Certificate in Fire Safety | Fire risk assessments or audits of complex buildings   |
| Level 4 Diploma in Fire Safety     | Fire risk assessments or audits of complex buildings<br>Building Regulation Applications<br>Optional NOS: Activities which correlate to the NOS selected |

##### 2.3 Individual ECP (Evidence Collection Plan)

Based on telephone discussion, Xact will provide a scheme for collecting evidence, consisting of:

- a) Individual Evidence collection plan
- b) Evidence collection guide for each activity agreed in the evidence collection plan<sup>1</sup>
- c) Questions will be included when it appears an activity does not provide sufficient evidence

**Note<sup>1</sup>:** If the evidence submitted on assessment (Stage 4) does not fulfil the qualification requirements, additional evidence will be required.

### 3. Evidence submission

Electronic submission of evidence agreed in the evidence collection plan and guides via the Individuals “User account” portal on a secure area of Xact’s website.

Individuals have three months to submit all their RPL evidence from emailing their evidence collection plan. See Section 3.6 for more details.

### 4. Evidence assessment

Individual’s evidence is assessed to qualification assessment criteria. See Section 2 for more information.

### 3. RPL Process

If insufficient evidence is submitted to pass the qualification assessment criteria, Xact will:

- a) request additional workplace evidence, or
- b) request evidence from alternative sources e.g. technical questions, assignment etc, or
- c) advise applicant to attend a training course

**Note**<sup>1</sup>: When appropriate, the RPL process should be supervised by applicant's line manager/co-ordinator to co-ordinate activities with Xact.

**Note**<sup>2</sup>: An individuals evidence will not be assessed until all evidence listed in ECP has been received.

**Note**<sup>3</sup>: Evidence from recent courses can be used, if assessed to qualification assessment criteria.

**Note**<sup>4</sup>: If an individual is unable to demonstrate competence, where applicable, their co-ordinator may be consulted to identify options to achieve competence.

### 5. Virtual Professional Discussion

Professional discussions are completed<sup>1</sup> by Microsoft Teams or Zoom. The purpose<sup>2</sup> of the discussion is to clarify and discuss areas not presented in the evidence submission.

**Note**<sup>1</sup>: Individuals are contacted to agree a date and time for the professional discussion.

**Note**<sup>2</sup>: Individuals are given prior notice of areas for discussion.

### 6. Internal Quality Assurance

To ensure that:

- a) assessment of evidence was appropriate
- b) evidence is valid, reliable and assessment criteria has been achieved
- c) process complies with awarding organisation and Ofqual requirements

### 7. Qualification

Once evidence has been assessed and quality assured as "passed", our assessment centre will notify the awarding organisation and claim the appropriate qualification.

Awarding organisation issues qualification to Xact which, is posted to individual's co-ordinator<sup>1</sup> for distribution.

**Note**<sup>1</sup>: When RPL process is being paid for by an individual, the qualification will be sent directly to the address provided by that individual.

## 4. Costs

## 4.1 Costs

| Item | Activity  | Cost <sup>1</sup> |
|------|---|-------------------|
| 1    | RPL Application <sup>2</sup>                    | 70                |
| 2    | Level 4 Certificate in Fire Safety <sup>3</sup> | 480               |
| 3    | Level 4 Diploma in Fire Safety <sup>3</sup>     | 580               |

**Note<sup>1</sup>:** VAT will be added at the current rate.

**Note<sup>2</sup>:** Includes initial telephone discussion

**Note<sup>3</sup>:** Includes all elements of RPL process to complete qualification e.g. evidence collection plan, evidence guides, assessments, professional discussion, internal quality assurance and qualification fee.

**Note<sup>4</sup>:** Fees are based on assumption that:

- a) Individual can access Xact's online portal for downloading and uploading documents
- b) Individual can provide evidence from workplace activities relevant to qualification assessment criteria
- c) Individual can attend a professional interview at an agreed location if required

**Note<sup>5</sup>: Payment terms:** Within 30 days of invoice date.

**Note<sup>6</sup>:** 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

## 5. Company Details

Company: Xact Consultancy and Training Limited  
Company Registration No: 05295715  
VAT Registration No: 855 4570 04  
Web site: [www.xact.org.uk](http://www.xact.org.uk)  
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