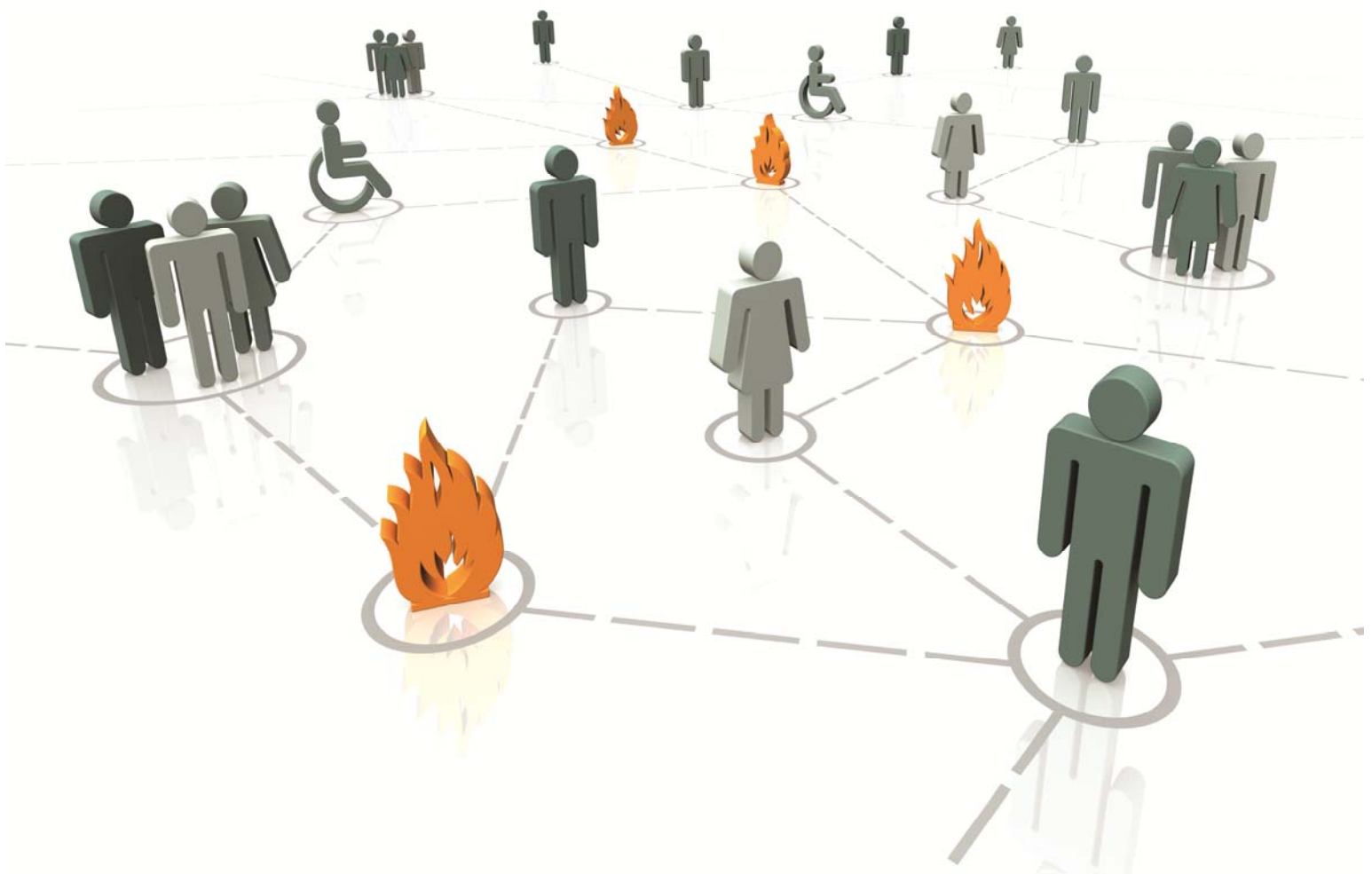


# Level 3 Certificate in Fire Safety Fire Auditors





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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 Certificate in Fire Safety (Fire Auditors)

This document identifies courses available for delegates to achieve a Level 3 Certificate in Fire Safety.

### 1.2 Target audience

The qualification is suitable for those who are:

- a) **responsible for ensuring fire safety** arrangements are suitable, sufficient and maintained e.g. risk assessors, managers, staff, owners and occupiers.
- b) **regulators of fire safety** e.g. fire services.

### 1.3 Building types

This qualification applies to those who operate in simple buildings, such as small shops, offices, hotels, residential care homes and industrial units with a simple layout and easy means of escape. Buildings which can be easily be assessed using the DCLG Fire Risk Assessment Guides.

### 1.4 National Occupational Standards (NOS) and qualification units

There are six fire safety National Occupational Standards within this qualification. For more details please see tables on following pages.

### 1.5 Qualification requirements

A level 3 qualification requires delegates to demonstrate they possess the following knowledge and skills:

#### 1.5.1 Knowledge requirements

- a) Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that while well-defined, may be complex and non-routine.
- b) Can interpret and evaluate relevant information and ideas.
- c) Is aware of the nature of the area of study or work.
- d) Is aware of different perspectives or approaches within the area of study or work.

#### 1.5.2 Skills

- a) Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine.
- b) Use appropriate investigation to inform actions.
- c) Review how effective methods and actions have been.

## 1. Introduction

### 1.6 Courses

Three courses and a workplace audit/FRA form this qualification. For more details, please see the following pages for cross-mapping with the National Occupational Standards, qualification units, course content and costs.

### 1.7 Delegate numbers: In-house courses

A maximum of 16 delegates.

### 1.8 Location and dates

**1.8.1 In-house courses:** Premises arranged by customer. Dates to be agreed.

**1.8.2 Open-courses:** Yarnfield Park. See Section 10. For dates see website: [www.xact.org.uk/open-course-dates-and-costs/](http://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](mailto:qualifications@xact.org.uk)

**1.9.2 Open-courses:** Please use on-line booking form: [www.xact.org.uk/open-course-dates-and-costs/](http://www.xact.org.uk/open-course-dates-and-costs/)

### 1.10 Terms and conditions

Terms and Conditions apply, please see our website link at [www.xact.org.uk/Terms and Conditions](http://www.xact.org.uk/Terms_and_Conditions) for a copy of our Terms and Conditions or contact us on [courses@xact.org.uk](mailto:courses@xact.org.uk) to request a copy. All orders and bookings made will be subject to our Terms and Conditions.

## 1. Introduction

### 1.10 Level 3 Certificate in Fire Safety (Fire Auditors)

The table below cross-maps the qualification units, National Occupational Standards with courses

NOS	Title	Credit	GLH	Xact course	Page
FS1	Identify and report hazards and risks associated with fire in simple premises	4	20	Principles of fire safety Auditing simple buildings	6 8
FS2	Assess risks associated with fire in simple premises	5	25	Principles of fire safety Auditing simple buildings	6 8
FS3	Confirm measures are in place to protect people from fire in simple premises	5	21	Principles of fire safety Auditing simple buildings	6 8
FS7	Review fire protection systems in simple premises	5	28	Principles of fire safety Auditing simple buildings	6 8
FS10	Plan and gather evidence for the purpose of fire safety regulation in simple premises	4	28	Planning and Gathering Evidence	10
FS12	Visit complex premises and environments for the purposes of fire safety regulation	3	14	Auditing simple buildings Workplace audit	8 11
Total guided learning hours			<b>136</b>		

#### Notes

**Note 1: NOS** – National Occupational Standard number

**Note 2: Credit** - number of educational credits awarded for the unit on the QCF (Qualifications and Credit Framework)

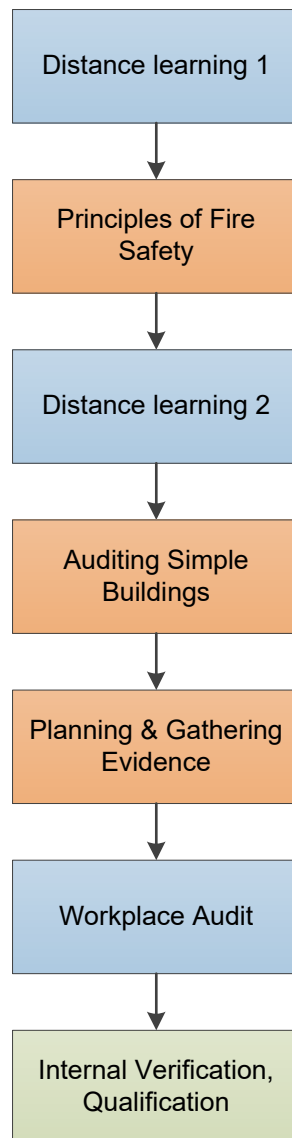
**Note 3: GLH, Guided learning hours** - number of hours with specific guidance towards unit learning outcomes

**Note 4: Page** – page number of course/activity

## 1. Introduction

### 1.11 Level 3 Certificate course flowchart

The flowchart below illustrates the progression of courses from start to finish.



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



## 1. Introduction

### 1.12 Cross mapping of courses to qualification units and national occupational standards

The table below cross maps Xact's Level 3 courses with the qualification units

Title	Days	Level	NOS	Page
<b>Level 3 Certificate courses</b>				
Principles of fire safety	5	3	FS1*, FS2*, FS3*, FS7*	6
Auditing simple buildings	5	3	FS1*, FS2*, FS3*, FS7*, FS12*	8
Planning and Gathering Evidence	1	3	FS10	10
Workplace audit	DL	3	FS12*	11

#### Notes

**Note 1: Days** - course duration in days

**Note 2: Level** - qualification level of units

**Note 3: NOS** – National Occupational Standard number

**Note 4: Page** – page number of course/activity

**Note 5: \*** Evidence from more than one course/activity is required to complete NOS

## 2. Course: Principles of fire safety

### 2. Principles of fire safety

#### **Aim**

To enable delegates to identify and report hazards and assess risks associated with fire in buildings.

#### **Main topic areas**

- Fire Safety Legislation
- Human behaviour in fire
- Causes and effects of fire
- Fire detection and alarm systems
- Emergency escape lighting
- Fire safety signs, notices and routines
- Extinguishing media
- Fire safety management
- Fire risk assessment

#### **Core course documents**

- Regulatory Reform (Fire safety) Order 2005
- CFOA Enforcers' Guidance
- BIS: Regulators' Code, HSE: Enforcement Management Model
- DCLG: Fire Safety Risk Assessment Guides
- BS 5839, BS 5266, BS 5499, BS 5306, PAS 79, BS 9999 (management)

#### **Qualification and units**

This course includes assessment criteria for NOS FS1\*, FS2\*, FS3\* and FS7\* of qualification: Level 3 Certificate in Fire Safety (Fire Auditors).

**\*Note:** Evidence from more than one course/activity is required to complete NOS.

#### **Delivery**

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

#### **Duration**

5 days

## 2. Course: Principles of fire safety

### **Entry requirements**

Delegates should:

- a) have ability to work at level 3 or above
- b) be proficient in use of English Language
- c) be able to carry out mathematical calculations e.g. area and volume of cylinders and rectangular structures

### **Prior learning**

Before the course, delegates 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 fire risk assessor's/auditor's role. Plus, delegates should also have experience of observing a fire risk assessor/auditor assessing a building's fire safety measures.

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

Course includes pre-course distance learning modules on principles: Fire Safety Legislation, Automatic fire alarm systems and Emergency escape lighting.

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

### **Post course**

Delegates must complete workbooks within four weeks of course completion.

### **Course assessment**

Assessment of all course work is to National Occupational Standards.

### 3. Course: Auditing simple buildings

## 3. Auditing simple buildings

#### **Aim**

To enable delegates to:

- Confirm measures are in place to protect people from fire in buildings
- Visit simple buildings for purpose of fire safety regulation

#### **Main topic areas**

- Identifying occupancy and risk
- Horizontal and vertical means of escape
- Means of escape in:
  - . Offices and shops
  - . Factories and warehouses
  - . Hotels
  - . Residential care buildings
- Assessing fire risk assessments
- Auditing
- Fire risk assessment or audit of a simple building

#### **Core course documents**

- DCLG: Fire Safety Risk Assessment Guides
- Extracts of Approved Document B
- CFOA Fire Safety Guidance Notes and Audit Form

#### **Qualification and units**

This course includes assessment criteria for NOS FS1\*, FS2\*, FS3\*, FS7\* and FS12\* of qualification: Level 3 Certificate in Fire Safety (Fire Auditors).

**\*Note:** Evidence from more than one course/activity is required to complete NOS.

#### **Delivery**

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

#### **Duration**

5 days.

#### **Prior learning**

Delegates must have completed: Principles of fire safety course

### 3. Course: Auditing simple buildings

**Pre-course distance learning**

Course includes pre-course distance learning modules on principles of means of escape.

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

**Post course**

Delegates must complete workbooks within four weeks of course completion.

**Course assessment**

Assessment of all course work is to National Occupational Standards.

## 4. Course: Planning and Gathering Evidence

### 4. Planning and Gathering Evidence

**Aim**

To enable delegates to plan and gather evidence for purposes of fire safety regulation.

**Main topic areas**

- Identifying offences
- Taking contemporaneous notes
- Questioning to obtain information
- Writing and taking witness statements
- Managing information and evidence
- Informing relevant persons and organisations of circumstances
- Producing simple report to show an offence has been committed

**Core legislation and guidance**

- Regulatory Reform (Fire Safety) Order 2005
- CFOA Fire Safety Guidance
- BIS: Regulators' Code, HSE: Enforcement Management Model
- Police and Criminal Evidence Act 1984 (PACE)
- MG forms

**Qualification and units**

This course includes assessment criteria for NOS FS10 of qualification: Level 3 Certificate in Fire Safety.

**Delivery**

Sessions will be delivered using PowerPoint, flipchart, interactive group discussion, individual tuition, videos and practical exercises. Practical exercise includes, making a witness statement and simple reports.

**Duration**

1 day.

**Prior learning**

Delegates must have completed: Auditing simple buildings course.

**Post course**

Delegates must complete workbooks within four weeks of course completion.

**Course assessment**

Assessment of all course work is to National Occupational Standards.

## 5. Distance learning: Workplace audit

### 5. Workplace audit

On successful completion of the “Planning and Gathering Evidence” course, delegates submit a workplace audit or fire risk assessment which should fulfil the following criteria:

- a) The audit/FRA should have taken place in the last 12 months
- b) Fire safety matters at the building were not suitable and sufficient
- c) Advice on compliance, with options and prioritisation of actions, was provided

Delegates are provided with a proforma (evidence collection guide) for the collection of evidence from your audit/FRA. The evidence can be provided electronically or posted to the above address.

#### **Qualification and units**

This course includes assessment criteria for NOS FS12\*: Level 3 Certificate in Fire Safety (Fire Auditors).

**\*Note:** Evidence from more than one course/activity is required to complete NOS.

## 6. Costs

### 6. 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 8.

Page	Course	Duration	In-house	Open
6	Principles of fire safety	5 days	7,500	790
8	Auditing simple buildings	5 days	7,500	790
10	Planning and gathering evidence	1 day	1,500	170
11	Workplace audit	DL	0	0

#### Qualification fees

Registration fee for Level 3 Certificate Fire Safety (Fire Auditors), per person.	60.00
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#### Notes:

**Note 1: 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 8. Any charges for car parking and tutor refreshments during each teaching day will be added at cost

**Note 2: Delegate numbers** – Maximum 16 delegates for in-house courses unless stated on course details

**Note 3: Open courses** - cost includes teaching facilities, refreshments and lunch during teaching day. Additional charge for bed, breakfast and evening meal – see below.

**Note 4: Open courses** are normally located at Yarnfield Park Training and Conference Centre, Yarnfield Lane, Yarnfield, Stone, Staffordshire ST15 0NL.

**Note 5: Overnight accommodation** with en-suite facilities is available at Yarnfield Park at £59 for bed, breakfast and evening meal. **Note** Sunday night rate is £47 because no evening meal is available. Snacks such as soup, sandwiches and pies can be purchased from the bar between 6-9 pm.

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

**Note 7: VAT** will be added at the current rate.

**Note 8: Payment terms:** Within 30 days of invoice date.



## 7. Distance learning

### 7. Distance learning

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

- Computer with internet access
- Adobe reader software
- Access to a 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 will have 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. They complete the last phase in their workplace, a Workplace fire risk assessment or audit.

## 8. Teaching facilities for courses

### 8. Teaching facilities for in-house courses

**All courses:**

Require a main teaching room 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 and videos 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
- Tutor and teaching staff refreshments during teaching day

## 9. Course support information

### 9. 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: FS1, FS2, FS3, FS7, FS12, FS10.

#### **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

## 9. 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
- Specialist equipment
- Course assessment
- Course evaluation

### **Location and dates**

To suit customer. Please call to discuss options

### **Enquiries**

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

## 10. Open courses: Stone conference centre

### 10. Open courses: Stone conference centre

**Address**

Yarnfield Park Training and Conference Centre, Yarnfield, Stone, Staffordshire ST15 0NL

**Meals**

Breakfast, lunch and evening meals are provided in the restaurant

**Overnight accommodation**

This includes:

- Evening meal
- En-suite bedroom
- Breakfast



## 11. Company details

**11. 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)  
Email: [info@xact.org.uk](mailto:info@xact.org.uk)

**Insurance**

Xact are insured for:

Public and Employers Liability  
Professional Indemnity

**Office**

Telephone: 01386 277980  
Fax: 0845 0941 887  
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