

Level 3 Certificate in Fire Safety

Fire Risk Assessors



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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. fire 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 skill:

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 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/

1.9 Booking

1.9.1 In-house courses: Please contact Xact on: qualifications@xact.org.uk

1.9.2 Open-courses: Please use on-line booking form: 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 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	5
				Fire risk assessing simple buildings	7
FS2	Assess risks associated with fire in simple premises	5	25	Principles of fire safety	5
				Fire risk assessing simple buildings	7
FS3	Confirm measures are in place to protect people from fire in simple premises	5	21	Principles of fire safety	5
				Fire risk assessing simple buildings	7
FS7	Review fire protection systems in simple premises	5	28	Principles of fire safety	5
				Fire risk assessing simple buildings	7
FS10	Plan and gather evidence for the purpose of fire safety regulation in simple premises	4	28	Planning and Gathering Evidence	9
FS12	Visit complex premises and environments for the purposes of fire safety regulation	3	14	Auditing simple buildings	7
				Workplace audit	10
Total guided learning hours			136		

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)

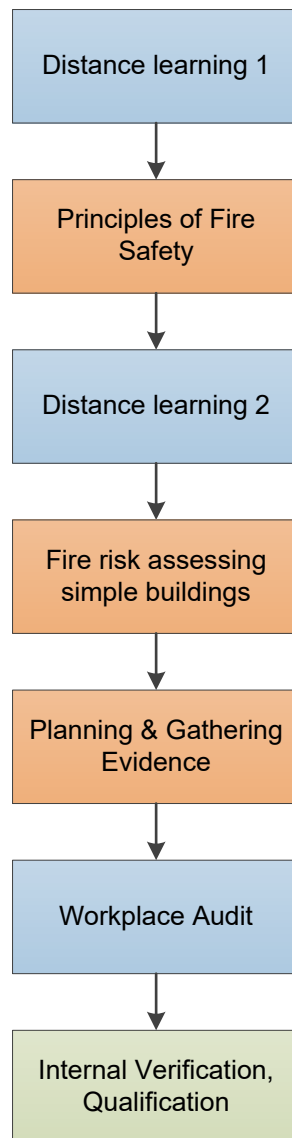
Note 3: GLH, Guided learning hours - number of hours with specific guidance towards unit learning outcomes

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
Level 3 Certificate courses				
Principles of fire safety	5	3	FS1*, FS2*, FS3*, FS7*	5
Fire risk assessing simple buildings	5	3	FS1*, FS2*, FS3*, FS7* & FS12*	7
Planning and Gathering Evidence	1	3	FS10	9
Workplace audit	DL	3	FS12*	10

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: Fire risk assessing simple buildings

3. Fire risk assessing 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: Fire risk assessing 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 identify if evidence of a fire safety contravention was gathered appropriately.

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 completion of the “Auditing complex buildings” course delegates submit a workplace audit or fire risk assessment which should fulfil the following criteria:

- a) The 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 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
5	Principles of fire safety	5 days	7,500	790
7	Fire risk assessing simple buildings	5 days	7,500	790
9	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.

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
Email: info@xact.org.uk

Insurance

Xact are insured for:

Public and Employers Liability
Professional Indemnity

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