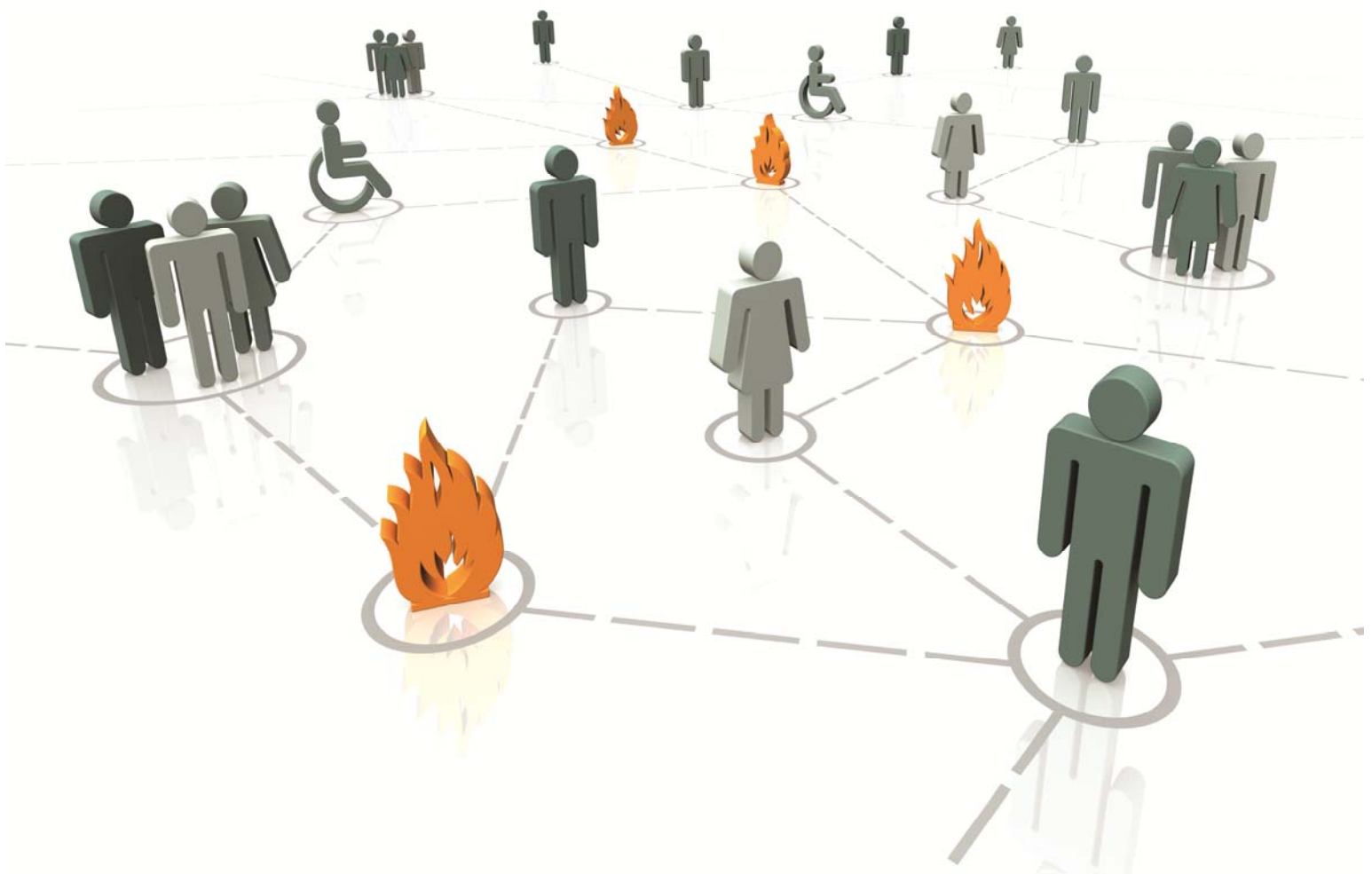


# Level 4 Diploma in Fire Safety Fire Inspectors





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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 4 Diploma in Fire Safety (Fire Inspectors)

This document identifies courses available for delegates to achieve a Level 4 Diploma 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 complex premises and environments e.g. office blocks, hotels, residential premises, factories, shops and shopping centres, places of assembly, theatres, cinemas, night clubs and open air events.

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

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

### 1.5 Qualification requirements

A level 4 qualification requires delegates to demonstrate they possess the following knowledge and skill:

#### 1.5.1 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 the area of study or work.

#### 1.5.2 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

## 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 15. 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 4 Diploma in Fire Safety (Fire Inspectors)

#### 1.10.1 Mandatory and optional units

To achieve the qualification, delegates must achieve all six mandatory units and a minimum of two optional to provide a total of 37 credits.

#### 1.10.2 Mandatory units

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

NOS	Title	Credit	GLH	Xact course	Page
FS2	Assess risks associated with fire in complex premises and environments	5	20	Principles of fire safety	7
				Auditing complex premises	9
				Regulated and licensed venues	11
FS3	Ensure measures are in place to protect people from fire in complex premises and environments	5	21	Principles of fire safety	7
				Auditing complex premises	9
				Regulated and licensed venues	11
FS7	Review fire protection systems in complex premises and environments	5	28	Principles of fire safety	7
				Auditing complex premises	9
				Regulated and licensed venues	11
FS9	Review safety measures at locations that are regulated and or licensed	4	28	Regulated and licensed venues	11
FS12	Visit complex premises and environments for the purposes of fire safety regulation	4	15	Auditing complex premises	9
				Workplace audit	13
FS6	Review fire safety matters relating to existing or proposed construction	7	50	Building Regulations & Technical Guidance	14
				Auditing complex premises	9
				Regulated and licensed venues	11
Total guided learning hours			<b>162</b>		

# 1. Introduction

## 1.10.3 Optional units

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

NOS	Title	Credit	GLH	Xact course	Page
<b>Optional Units</b>					
FS8	Review fire safety matters relating to premises under construction, demolition and alteration	4	10	CDM Regulations	15
FS11	Prepare and present evidence in court and other formal proceedings in relation to fire safety matters	3	21	FSO Enforcement Full Investigation	16
FS13	Draft statutory enforceable documents for the purposes of fire safety regulation	3	7	FSO Enforcement Full Investigation, <i>or</i> Drafting a Notice	16 <i>or</i> 17
FS14	Serve statutory enforceable documents for the purposes of fire safety regulation	3	7	FSO Enforcement Full Investigation, <i>or</i> Serving a Notice	16 <i>or</i> 18

### 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

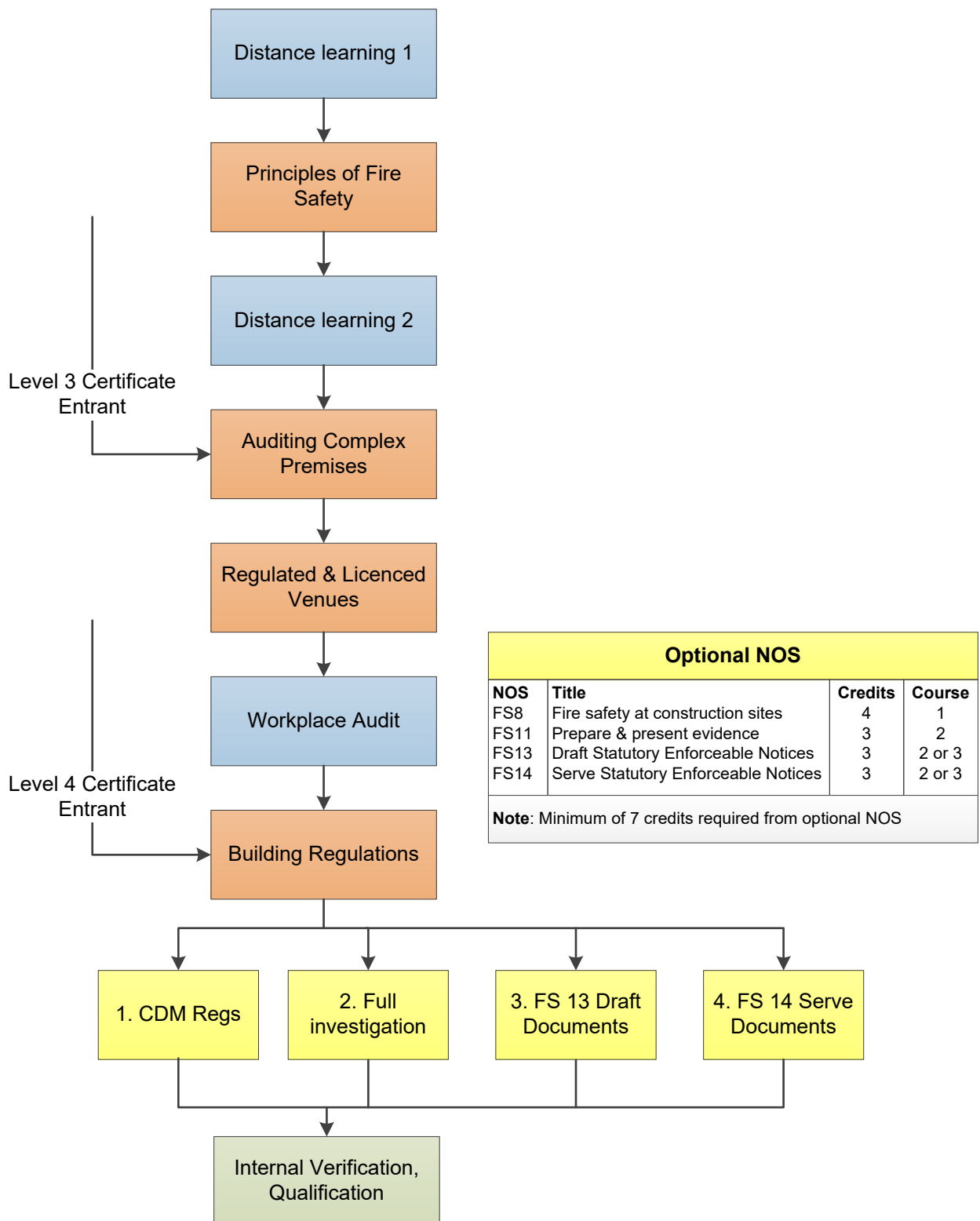
**Note 5:** A minimum of 7 credits is required from optional units



## 1. Introduction

### 1.11 Level 4 Diploma 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 4 courses with the qualification units

Title	Days	Level	NOS	Page
<b>Level 4 Diploma courses</b>				
Principles of fire safety	5	4	FS2*, FS3*, FS7*	7
Auditing complex premises	5	4	FS2*, FS3*, FS7*, FS12*	9
Regulated and licensed venues	4/5	4	FS2*, FS3*, FS7*, FS9	11
Workplace audit	DL	4	FS12*	13
Building Regulations & Technical Guidance	9	4	FS6*	14
CDM Regulations	1	4	FS8	15
FSO Enforcement Full Investigation	5	4	FS11, FS13, FS14	16
Drafting a Notice	DL	4	FS13	17
Serving a Notice	1	4	FS14	18

#### 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. 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 FS2\*, FS3\* and FS7\* of qualification: Level 4 Diploma in Fire Safety (Fire inspectors).

**\*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 Complex Premises

## 3. Auditing complex premises

#### **Aim**

To enable delegates to:

- Confirm measures are in place to protect people from fire in complex premises
- Visit complex premises and for purpose of fire safety regulation

#### **Main topic areas**

- Risk profiling of occupancy
- Compartmentation and ventilation
- Horizontal and vertical means of escape
- Audit planning
- External fire spread
- Access and facilities for the fire service
- Auditing premises

#### **Core course documents**

- DCLG: Fire Safety Risk Assessment Guides
- Approved Document B
- BS 9999 Fire safety in the design management and use of buildings
- CFOA Fire Safety Guidance Notes and Audit Form

#### **Qualification and units**

This course includes assessment criteria for NOS FS2\*, FS3\*, FS7\* and FS12\*: Level 4 Diploma in Fire Safety (Fire Inspectors).

**\*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 Complex Premises

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

Course includes pre-course distance learning modules on principles of means of escape. Main topic areas include:

- Compartmentation
- Exits: widths, direction, discounting, alternative, inner rooms, corridors
- Travel distance
- Floor space factors
- Horizontal means of escape
- Vertical 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: Regulated and Licensed Venues

### 4. Regulated and licensed venues

#### **Aim**

To enable delegates to review fire safety matters relating to locations which are regulated and licensed.

#### **Core subject areas**

- Legislation and working with other enforcement agencies
- HMO's: Houses in Multiple Occupation
- Crowd behaviour, safety and control
- Assembly buildings and performance venues
- Theatres and cinemas
- Night clubs and casinos
- Outdoor events and firework displays
- Pop concerts

#### **Core course documents**

- LACORS Housing Fire Safety Guide
- CLG: Fire Safety RA Guides, Places of Assembly
- CLG: Fire Safety RA Guides, Theatres, Cinemas and Similar Places
- BS 9999 Annex D: Theatres, Cinemas and Similar Venues
- CLG: Fire Safety RA Guides, Open Air Events and Venues
- HSG 123: Working together on firework displays
- HSG 154: Managing crowds safely
- The event safety guide (Purple Guide)
- Guide to safety at Sports Grounds (Green Guide)

#### **Qualification and units**

This course includes assessment criteria for NOS FS2\*, FS3\*, FS7\* and FS9 of qualification: Level 4 Diploma in Fire Safety (Fire Inspectors). \* 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.

## 4. Course: Regulated and Licensed Venues

### **Prior learning**

Delegates must have completed: Auditing complex premises 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 “Regulated and Licensed Venue” 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 4 Diploma in Fire Safety (Fire Inspectors).

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

## 6. Building Regulations and Technical Guidance

### 6. Building Regulations and Technical Guidance

**Aim**

To enable delegates to assess building design submissions and give advice

**Main topic areas**

- The Building Act, Building Regulations and Statutory Consultation
- Means of escape horizontal and vertical
- Internal fire spread linings and structure
- External fire spread
- Access to buildings' and evacuation of disabled people
- Access and facilities for fire and rescue service

**Core course documents**

- Regulatory Reform (Fire safety) Order 2005
- The Building Regulations and Fire Safety Procedural Guidance
- Approved Document B Volume II
- Approved Document M
- BR 187, BS 5839, BS 5266
- BS 9999: Disability, access and facilities sections

**Qualification and units**

This course includes assessment criteria for NOS FS6 of qualification: Level 4 Diploma in Fire Safety (Fire Inspectors)

**Delivery**

Sessions will be delivered using PowerPoint, flipchart, interactive group discussion, individual tuition and practical exercises. Including a disability assessment of a premises.

**Duration**

9 days.

**Post course**

Delegates must complete workbooks within four weeks of course completion.

**Prior learning**

Delegates must have completed: Principles of fire safety course

## 7. CDM Regulations

### 7. CDM Regulations

#### **Aim**

To enable delegates to review fire safety matters relating to premises under construction, demolition and alteration.

#### **Core topic areas**

- Legislative framework
- Construction Planning
- Enforcement responsibilities
- Overview of Guidance
- Fire Risk Management on Construction Sites
- General Fire Precautions on Construction Sites
- Emergency Procedures
- Higher Fire Risk Materials and Methods of Construction
- Health and Safety Hazards on Construction Sites

#### **Core course documents**

- Insulated panels, The Fire Safety Order (2005)
- HSG 168: Fire safety in construction
- L144: Managing health and safety in construction
- Guidance Note 1: Labelling of Insulating Panels
- Design Guide to separating distances during construction
- 16 Steps to Fire Safety on Timber Frame Construction Sites

#### **Qualification and units**

This course includes assessment criteria for NOS FS8: Level 4 Diploma in Fire Safety (Fire Inspectors)

#### **Delivery**

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

#### **Duration**

1 day.

#### **Post course**

Delegates must complete workbooks within four weeks of course completion.

#### **Prior learning**

Before the course, delegates should have ability to apply fire safety guidance such as Approved Document B. They also need to have experience of observing access and egress issues at constructions sites.

## 8. FSO Enforcement: Full Investigation

### 8. FSO Enforcement: Full Investigation

**Aim**

To investigate contraventions of the Regulatory Reform (Fire Safety) Order 2005

**Main topic areas**

- Legal powers, duties and responsibilities
- Identifying offences and responsible person/s
- Investigation planning
- Evidence gathering and continuity
- Taking contemporaneous notes
- Writing and taking witness statements
- Interviewing witnesses and defendants
- Serving statutory enforceable documents
- Producing a report and case file to show an offence has been committed
- Presenting evidence and facing cross examination in Court

**Qualification and units**

Course includes assessment criteria for NOS FS11 & FS14: Level 4 Diploma in Fire Safety (Fire Inspectors).

**Delivery**

PowerPoint presentations, flipchart explanation, group discussion, individual tuition, case studies, syndicate work. Practical exercises include; Serving a Prohibition Notice; Taking statements; Witness and suspect interviews; Preparing a case file; Cross examination in witness box.

**Course duration**

5 days.

**Prior learning**

Delegates should have completed Level 4 Certificate in Fire Safety or have similar skills/experience.

**Pre course**

Delegates complete a short distance learning module.

**Post course**

Delegates must complete workbooks within four weeks of course completion.

## 9. FS13: Drafting a Notice

### 9. FS13: Drafting a Notice

**Aim**

To enable delegates to draft statutory enforceable documents for purposes of fire safety regulation

**Main topic areas**

- Legislation, offences and notices
- Identifying offences and responsible person/s
- Requirements for drafting statutory enforceable documents
- Drafting statutory enforceable documents

**Core course documents**

- Regulatory Reform (Fire safety) Order 2005
- Regulators' Compliance Code
- HSE: Enforcement Management Model
- Article 31 Prohibition / Restriction Notices
- CFOA Guidance documents

**Qualification and units**

This course includes assessment criteria for NOS FS13 of qualification: Level 4 Diploma in Fire Safety (Fire Inspectors)

**Delivery**

Provision of reading guide, reading material and assignment

**Distance learning**

This course is a distance learning course.

**Prior learning**

Before the course, delegates should have completed the Level 4 Certificate in Fire Safety (Fire Auditors).

**Post course**

Delegates must complete workbooks within four weeks of issue.

## 10. FS14: Serving a Notice

### 10. FS14: Serving a Notice

**Aim**

To enable delegates to serve statutory enforceable documents for purposes of fire safety regulation

**Main topic areas**

- Legislation, offences and notices
- Identifying offences and responsible person/s
- Taking contemporaneous notes
- Informing relevant persons and organisations of circumstances
- Requirements for servicing statutory enforceable documents
- Serving statutory enforceable documents

**Core course documents**

- Regulatory Reform (Fire safety) Order 2005
- Regulators' Compliance Code
- HSE: Enforcement Management Model
- Article 31 Prohibition / Restriction Notices
- CFOA Guidance documents

**Qualification and units**

This course includes assessment criteria for NOS FS14 of qualification: Level 4 Diploma in Fire Safety (Fire Inspectors)

**Delivery**

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

**Duration**

One-day.

**Prior learning**

Before the course, delegates should have completed the Level 4 Certificate in Fire Safety (Fire Auditors).

**Post course**

Delegates must complete workbooks within four weeks of course completion.

## 11. Costs

### 11. 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 13.

Page	Course	Duration	In-house	Open
7	Principles of fire safety	5 days	7,500	790
9	Auditing complex premises	5 days	7,900	790
11	Regulated and licensed venues	5 days	7,900	790
13	Workplace audit	DL	0	0
14	Building Regulations & Technical Guidance	9	13,500	1,300
15	CDM Regulations	1	1,500	150
15	FSO Enforcement: Full Investigation: Up to 8 delegates	5	11,800	1,080
16	FSO Enforcement: Full Investigation: 9 to 12 delegates	5	12,800	1,080
17	FS13: Drafting a Notice	DL	NA	120
18	FS14: Serving a Notice	1	1,500	NA

#### Qualification fees

Registration fee for Level 4 Diploma Fire Safety (Fire Inspectors), 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.

## 12. Distance learning

### 12. 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.



## 13. Teaching facilities for courses

### 13. 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

## 14. Course support information

### 14. 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: FS2, FS3, FS7, FS9, FS12, FS6, FS8, FS11, FS13, FS14

#### **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

## 14. 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.

## 15. Open courses: Stone conference centre

### 15. 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



## 16: 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

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