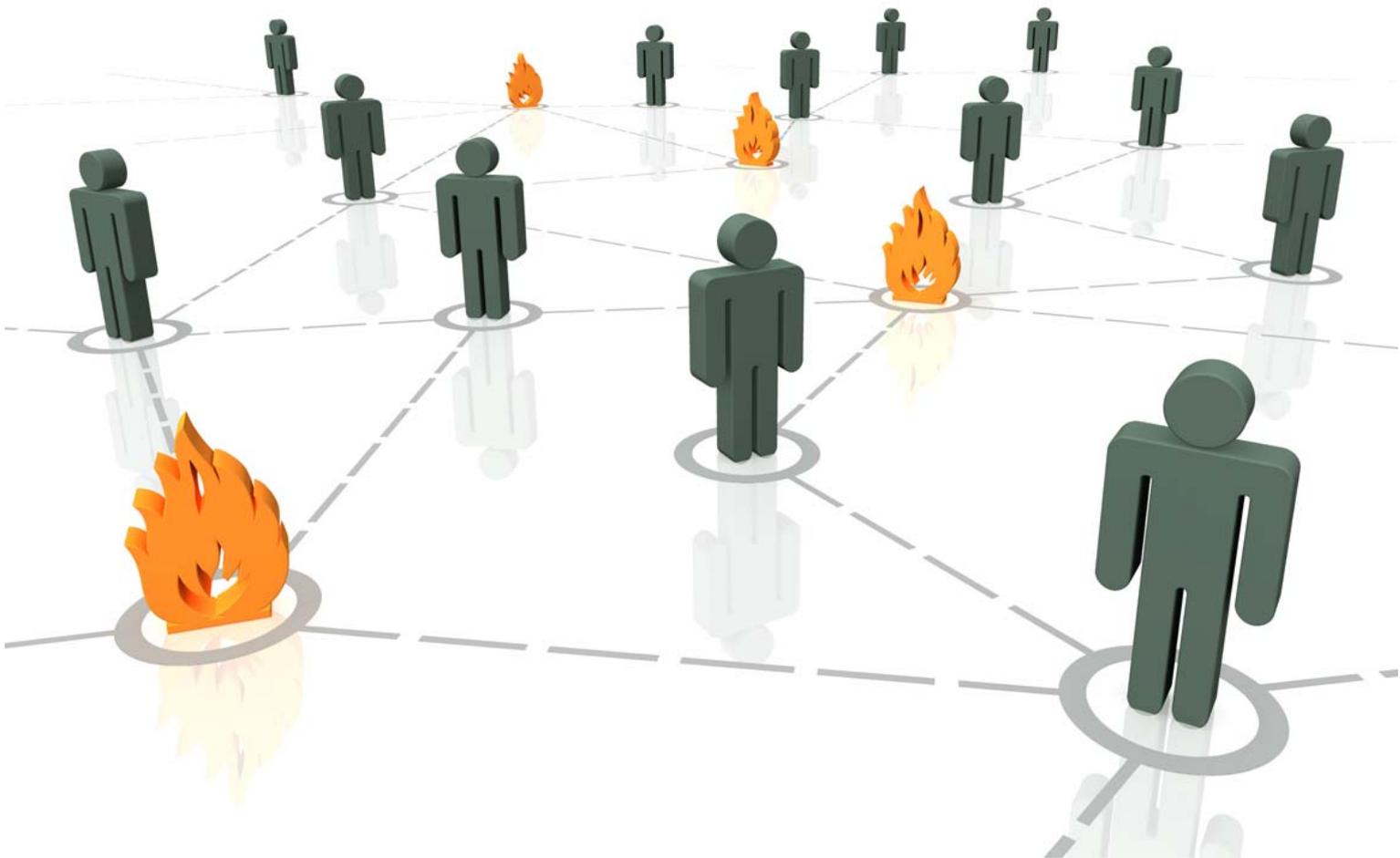


Fire Safety Qualifications

RPL: Recognition of Prior Learning

Level 3 + 4: National fire safety qualifications



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RPL Summary

Introduction

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

Achieving qualifications

The qualifications can be achieved by:

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

To achieve a qualification by prior learning, applicants must provide evidence to show that they are competent to the qualification criteria.

Evidence sources

Some important points to remember about RPL:

- a) Applicants are required to evidence key areas of NOS assessment criteria.
- b) Evidence may be obtained from a variety of sources, the most common being:
 - Work place activities e.g. audit or risk assessment of premises, responding to building regulations applications
 - Course assessments
 - Telephone discussion
 - Technical questions
 - Assignment
 - Professional interview

Evidence currency

The process requires applicants to demonstrate that they are currently competent. 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) Provide additional evidence to show competence has been maintained, *or*
- b) Provide evidence from an alternative source which is less than 12 months old

Personal evidence collection plan

To achieve a qualification by RPL, applicants must provide evidence which demonstrates that they have core knowledge, understanding and skills to fulfil the relevant NOS criteria.

Xact provides a collection plan for each applicant which identifies:

- a) Applicant's evidence sources (workplace activity) for those core areas
- b) Framework for the collection of evidence (evidence collection guide) when conducting workplace activities

An evidence collection plan is continually reviewed until qualification is achieved.

Terminology

RPL, which is a term used by the Qualifications and Credit Framework (QCF) and Awarding Bodies, may also be referred to by the following terms which broadly describe the same process:

- Accreditation of Prior Learning (APL)
- Accreditation of Prior Experiential Learning (APEL)
- Accreditation of Prior Achievement (APA)
- Accreditation of Prior Learning and Achievement (APLA)

Fire safety national qualifications

Introduction

The focus of this document is the following three qualifications:

- a) Level 3 Certificate in Fire Safety (Fire Auditors)
- b) Level 4 Certificate in Fire Safety (Fire Auditors)
- c) Level 4 Diploma in Fire Safety (Fire Inspectors)

Level 3 Certificate in Fire Safety (Fire Auditors)

For the purposes of this document, a Level 3 Fire Safety Auditor is an individual, who during the normal course of his/her work activities, audits simple premises e.g. offices, factories, shops, hotels, residential homes.

The table below identifies the qualification units and National Occupational Standards (NOS) the Level 3 Certificate addresses:

NOS	Mandatory Unit/NOS Title	Credits
FS1	Identify and report hazards and risks associated with fire in simple premises	4
FS2	Assess risks associated with fire in simple premises	5
FS3	Confirm measures are in place to protect people from fire in simple premises	5
FS7	Review fire protection systems in simple premises	5
FS10	Plan and gather evidence for the purpose of fire safety regulation in simple premises	4
FS12	Visit simple premises for the purposes of fire safety regulation	3

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

The table below identifies the qualification units and National Occupational Standards (NOS) the Level 4 Certificate addresses:

NOS	Mandatory Unit/NOS Title	Credits
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 and 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

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.

The table below identifies the qualification units and National Occupational Standards (NOS) the Level 4 Diploma addresses:

NOS	Mandatory Unit/NOS Title	Credits
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 and 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
FS6	Review fire safety matters relating to existing or proposed construction	7
NOS	Optional Unit/NOS Title	Credits
FS4	Work in partnership to minimise risks to 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

Mandatory and optional units

To achieve the Diploma Qualification, applicants must achieve all six mandatory units and a minimum of two optional units to provide a total of **37** credits.

RPL process

Introduction

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

Demonstration of competence

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

Notes:

Note 1: The fact that an applicant has been doing a role for several years does not demonstrate competence

Note 2: Applicants must pass all assessment criteria of each qualification unit

Note 3: Applicants must show that the evidence is their own

Process

The process for each qualification consists of 5 main stages:

- i) Application
- ii) Identification of activities to collect evidence
- iii) Evidence submission
- iv) Evidence assessment
- v) Qualification issue and return of evidence

Evidence sources

Evidence may be obtained by the following methods:

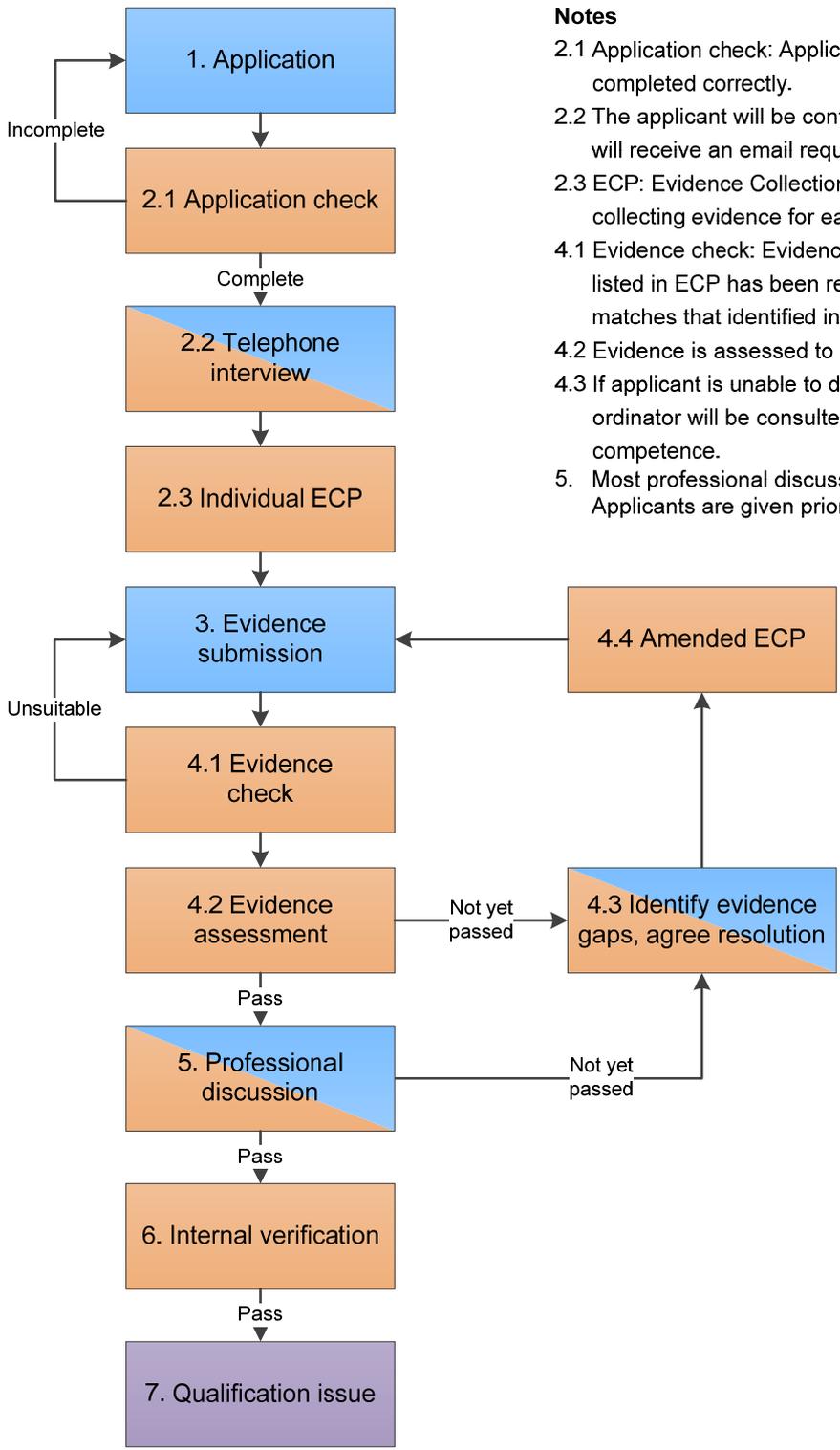
- a) Evidence from work place activities e.g. audits, risk assessments, serving a notice
- b) Evidence from recent course assessments
- c) Technical questions
- d) Assignment
- e) Distance learning module
- f) Professional discussion

Notes:

Applicants are not required to provide evidence from all sources listed above. On application for the RPL process, applicants will be assessed and consulted to identify suitable activities from which to collect evidence.

RPL Flow chart

Flowchart below illustrates RPL process from application to qualification



Notes

- 2.1 Application check: Applications will be returned if they are not completed correctly.
- 2.2 The applicant will be contacted by phone. If unavailable, they will receive an email requesting they contact Xact.
- 2.3 ECP: Evidence Collection Plan will include guidance on collecting evidence for each workplace activity.
- 4.1 Evidence check: Evidence will not be assessed until all evidence listed in ECP has been received and evidence submitted matches that identified in ECP.
- 4.2 Evidence is assessed to qualification assessment criteria
- 4.3 If applicant is unable to demonstrate competence, their co-ordinator will be consulted to identify options to achieve competence.
- 5. Most professional discussions are completed by telephone. Applicants are given prior notice of areas for discussion.

See following page for more information on each flow chart step.

RPL Flowchart – further information

1. Application

Identify applicant's:

- a) Selected qualification and optional units for RPL process
- b) Recent workplace experience relevant to qualification assessment criteria
- c) Current CV and job role
- d) Courses attended

2.2 Telephone interview

A telephone discussion with applicant based on information provided in Section 3-7 of application form which is used as basis to identify suitable workplace activities for evidence. See table below:

Level	Qualification	Likely workplace activities for evidence collection
3	Certificate	Fire risk assessments or audits of simple buildings
4	Certificate	Fire risk assessments or audits of complex buildings
4	Diploma	Fire risk assessments or audits of complex buildings Building Regulation Applications Optional NOS: Activities which correlate to the NOS selected

2.3 Individual ECP (Evidence collection plan)

Based on telephone conversation, 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
- c) **Questions** will be included when it appears an activity does not provide sufficient evidence

Note: If on assessment (stage 4) the evidence submitted does not fulfil the qualification requirements, additional evidence will be required.

3. Evidence submission

Submission of evidence agreed in the evidence collection plan and guides.

4. Evidence assessment

Applicant's evidence is assessed to NOS assessment criteria.

RPL process

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

- 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

Notes

Note 1: The RPL process should be supervised by applicant's line manager/co-ordinator to co-ordinate activities with Xact.

Note 2: An applicant's evidence will not be assessed until all evidence listed in the ECP has been received.

Note 3: Evidence from recent courses can be used, if assessed to qualification assessment criteria.

Note 4: If an applicant is unable to demonstrate competence, their co-ordinator will be consulted to identify options to achieve competence.

5. Professional discussion

Most professional discussions are completed by telephone. The purpose of the discussion is to clarify and discuss areas not presented in the evidence submission.

Notes

Note 1: Applicants are contacted to agree a date and time for the professional discussion.

Note 2: Applicants are given prior notice of areas for discussion.

6. Internal verification

To ensure that:

- a) evidence is valid, reliable and assessment criteria has been achieved
- b) process complies with awarding body and OFQUAL standards

7. Qualification issue

Once evidence has been assessed and verified as "passed", approved assessment centre will notify awarding body of results.

Awarding body issues qualification which with evidence submission is sent to co-ordinator for distribution to delegates.

Costs

Assessment fees

The costs for the qualification assessment process per applicant is:

Level 3 Certificate in Fire Safety (Fire Auditors)	400.00
Level 4 Certificate in Fire Safety (Fire Auditors)	400.00
Level 4 Diploma in Fire Safety (Fire Inspectors)	450.00

Qualification fees: Per qualification

Level 3 Certificate in Fire Safety (Fire Auditors)	55.00
Level 4 Certificate in Fire Safety (Fire Auditors)	55.00
Level 4 Diploma in Fire Safety (Fire Inspectors)	55.00

Please note qualification fees are correct at time of press but are reviewed annually by awarding bodies. Customers will be charged at current rate by awarding bodies. Please be aware that qualification fees are subject to change.

Notes

Note 1: Costs are based on the following assumption:

- a) Applicant has access to relevant reading material
- b) Applicant can provide evidence from workplace activities relevant to qualification NOS
- c) Applicant can attend a professional interview at an agreed location if required
- d) Applicant's organisation will co-ordinate activities between Xact and applicant

Note 2: Costs include telephone discussion, evidence collection plan, evidence collection guides, portfolio assessment, qualification and awarding body fees

Note 3: Additional charges may be incurred if more than one re-submission for evidence is required

Note 4: Additional charges will be incurred when additional learning/development is required e.g. to attend a course due to a learning need

Note 5: An invoice will be issued and is due for payment before the process commences

Note 6: Costs are shown in pounds sterling

Note 7: VAT will be added at the current rate

RPL: Application form

1: Applicant details			
First name		Mobile	
Surname		Tel contact	
Organisation			
Email address			
2: Co-ordinator details			
Name		Tel contact	
Email address			
3.1: Qualification: Tick box to indicate qualification you wish to achieve.			
Qualification	Level 3 Certificate in fire safety (Fire Auditors)		
	Level 4 Certificate in fire safety (Fire Auditors)		
	Level 4 Diploma in fire safety (Fire Inspectors)		
3.2: Optional units (Level 4 Diploma only): Select *optional units. For more details see following pages			
NOS	Title	Credits	Tick
FS4	Work in partnership to minimise risks to community (CFS)	4	
FS5	Support the management of risks at incidents	4	
FS8	Review fire safety matters relating to premises under construction, demolition and alteration (CDM Regulations)	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	
* Optional units must total a minimum of 7 credits			
4: Job description: Summary of workplace role (job description)			

5. Fire safety activities

Summarise a selection of **specific** workplace activities involving significant areas of non-compliance e.g. they merited or could have merited issue of schedule of works, serving an Enforcement/Prohibition Notice.

Note 1: Summarise **recent activities only** e.g. those you conducted in the last 12 months.

Note 2: **Do not** simply list that you audit/FRA offices, hotels, factories HMOs etc. We expect this to be the case otherwise you would be unsuitable for the RPL process.

Note 3: Include types of premises audited by you (for Certificate or Diploma) and building regulation applications (Diploma only) to which you have responded.

Note 4: Building regulation applications (see Note 3), identify those which resulted in you commenting on areas of non-compliance with functional requirements of the Building Regulations. This can include consultation prior to application.

Note 5: Continue on a separate sheet of paper if necessary.

Note 6: Information in this section is required to enable Xact to identify suitable evidence sources for discussion.

6: Courses attended relevant to qualification
Please provide on a separate sheet, the following course information: a) Course title b) Subject areas covered c) Provider d) Duration e) Year/month
7: CV
Please include a current CV

Please complete form for each applicant and:

- Fax to 0845 0941 887, *or*
- Email to qualifications@xact.org.uk, *or*
- Post to Xact Training, 3 Abbey Lane Court, Evesham, Worcestershire, WR11 4BY

Level 4 Diploma in Fire Safety (Fire Inspectors)**Optional unit summary****Introduction**

This section is designed to assist applicants and managers to select the appropriate optional unit (NOS) for applicants applying for the qualification.

Below details are provided from each optional unit/NOS followed by Xact's guide to their requirements.

Unit credits

Each optional unit is worth 3 or 4 credits. To gain a diploma, an applicant must achieve a minimum of 7 credits. They can take two units providing one is worth 4 credits or they can select three 3-credit units.

Note: The information in black print is an extract from the qualification unit/National Occupational Standard (NOS).

FS4: Work in partnership to minimise risks to the community (4 credits)

This unit is about the management and coordination, liaison with stakeholders and implementation of action to improve fire safety and community safety. As well as a community that is served by a Fire and Rescue Service, the community can be specific to those that work/use specific environments such as: airports; docks and ports; industrial sites; railways etc.

1. Understand requirements for working in partnership to minimise risks to the community
2. Be able to liaise with stakeholders to improve safety in the community
3. Be able to implement action to improve community safety

Xact interpretation: *This unit is about having the knowledge, understanding and skills in providing fire safety campaigns in stages such as:*

- a) *Pre-campaign: Guidance, best practice, stakeholder liaison, evaluate of issues*
- b) *Campaign: Development, design, promotion and implementation of campaigns*
- c) *Post campaign: Report of effectiveness and lessons learned*

FS5: Support the management of risks at incidents (4 credits)

This unit is about fire safety specialists or site safety specialists advising and supporting the Incident Commander or person with the delegated responsibility of the Incident Commander at an incident. Individuals will work at their personal level of responsibility and authority for providing advice and information, as well as progressing enforcement issues where relevant.

1. Understand requirements for supporting the management of risks at incidents
2. Be able to obtain information to assist with the management of risks at incidents
3. Be able to advise on the management of risks during incidents
4. Be able to advise on the management of risks following incidents

Xact interpretation: *This unit is about having the knowledge, understanding and skills to support the management of incidents in areas such as:*

- a) *Principles of risk assessment and fire safety measures at premises*
- b) *Pre-incident: Provide information to support the operational tactics at incidents, e.g. compartmentation, firefighting shafts, ventilation controls, refuges*
- c) *During incident: Advise on impact of incident on occupants of premises*
- d) *Post incident: Provide fire safety advice on premises, support investigation of potential non-compliance issues*

FS8: Review fire safety matters relating to premises under construction, demolition and alteration (4 credits)

This unit is about advising on the fire risks associated with premises under construction, demolition or alteration. Individuals will work within their personal level of responsibility and authority with regard to providing advice and information and dealing with compliance issues.

1. Understand requirements for reviewing fire safety matters relating to premises under construction, demolition and alteration
2. Be able to assess fire risks associated with planned construction, demolition and alteration
3. Be able to advise on controls to manage fire risks in premises under construction, demolition and alteration
4. Be able to advise on controls to manage fire risks in the vicinity of premises under construction, demolition and alteration

Xact interpretation: *This unit is about having the knowledge, understanding and skills in the application of fire safety at construction projects at premises and includes area such as:*

- a) *The requirements of The Construction (Design and Management) Regulations 2007*
- b) *Providing fire safety advice at construction projects*
- c) *Auditing fire safety measures at construction projects*

FA11: Prepare and present evidence in court and other formal proceedings in relation to fire safety matters (3 credits)

This unit is about the preparation and presentation of evidence for court and other hearings. The individual may be required to provide evidence in various capacities and must ensure all notes, reports and evidence is prepared in an accurate and timely fashion in accordance with relevant procedural guidance and legislation.

1. Understand requirements for preparing and presenting evidence in court and other formal proceedings in relation to fire safety matters
2. Be able to prepare evidence and reports relating to fire safety for court and other formal proceedings
3. Be able to present evidence relating to fire safety to court and other formal proceedings

Xact interpretation: *This unit is about having the knowledge, understanding and skills to legitimately and in line with best practice:*

- *Collect evidence*
- *Compile a case file for prosecution*
- *Liaise with witnesses, solicitors, other parties, etc.*
- *Appearing in court, present evidence and face cross-examination in the witness box*

FS13: Draft statutory enforceable documents for the purposes of fire safety regulation (3 credits)

This unit is about enforcing statutory provisions on behalf of the regulatory authority.

1. Understand requirements for drafting statutory enforceable documents for the purposes of fire safety regulation
2. Be able to draft statutory enforceable documents

Xact interpretation: *This unit is about having the knowledge, understanding and skills to draft Prohibition Notices, Enforcement Notices and Alterations Notices legitimately and in line with best practice.*

FS14: Serve statutory enforceable documents for the purposes of fire safety regulation (3 credits)

This unit is about enforcing statutory provisions on behalf of the regulatory authority.

1. Understand requirements for serving statutory enforceable documents for the purposes of fire safety regulation.
2. Be able to serve statutory enforceable documents.

Xact interpretation: *This unit is about having the knowledge, understanding and skills to serve Prohibition Notices, Enforcement Notices and Alterations Notices legitimately and in line with best practice.*

Terms and conditions

Terms and conditions

These are the terms and conditions for booking qualification assessment process provided by Xact Consultancy and Training Limited (Xact).

If you have any questions please contact 01386 277980.

Application

Please complete the application form on the previous page and:

- Fax to 0845 0941 887, *or*
- Scan and email to qualifications@xact.org.uk, *or*
- Post to Xact Training Limited, 3 Abbey Lane Court, Evesham, Worcestershire WR11 4BY

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Registered office

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Public and Employers Liability
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