

1. Introduction

This provides guidance on the roles of those involved in achieving qualifications by RPL (Recognition of Prior learning).

2. Qualifications

It focuses on the three national qualifications in fire safety which have the following number of assessment criteria:

Qualification	Assessment criteria	GLH²	Credits
Level 3 Certificate	144	136	26
Level 4 Certificate	145	112	23
Level 4 Diploma	201 – 227 ¹	179 - 198 ¹	37

Note¹ Varies depending on optional NOS selected.

Note² GLH: Guided learning hours.

To achieve a qualification, an applicant must demonstrate competence to the qualification assessment criteria. See table on page 3 for more information.

3. Demonstration of competence

Applicants must demonstrate that they are currently competent to the qualification assessment criteria via evidence from the last 12 months:

- a) Evidence, which is taken from workplace activities, is cross-mapped to the qualification assessment criteria
- b) Evidence from courses can be used if it can be cross-mapped to the qualification assessment criteria
- c) The fact that an applicant has been doing a role for several years does not demonstrate competence

4. Awarding body

- a) awards qualifications to those who demonstrate that they are currently competent to the qualification assessment criteria
- b) externally verify that assessment centres such as Xact comply with the qualification specification

5. Xact's role (Assessment Centre)

- a) Guide applicants through process
- b) Assess applicant evidence
- c) Internally verify applicants evidence
- d) Prove to the awarding body that applicant is currently competent to qualification assessment criteria

6. Applicant role

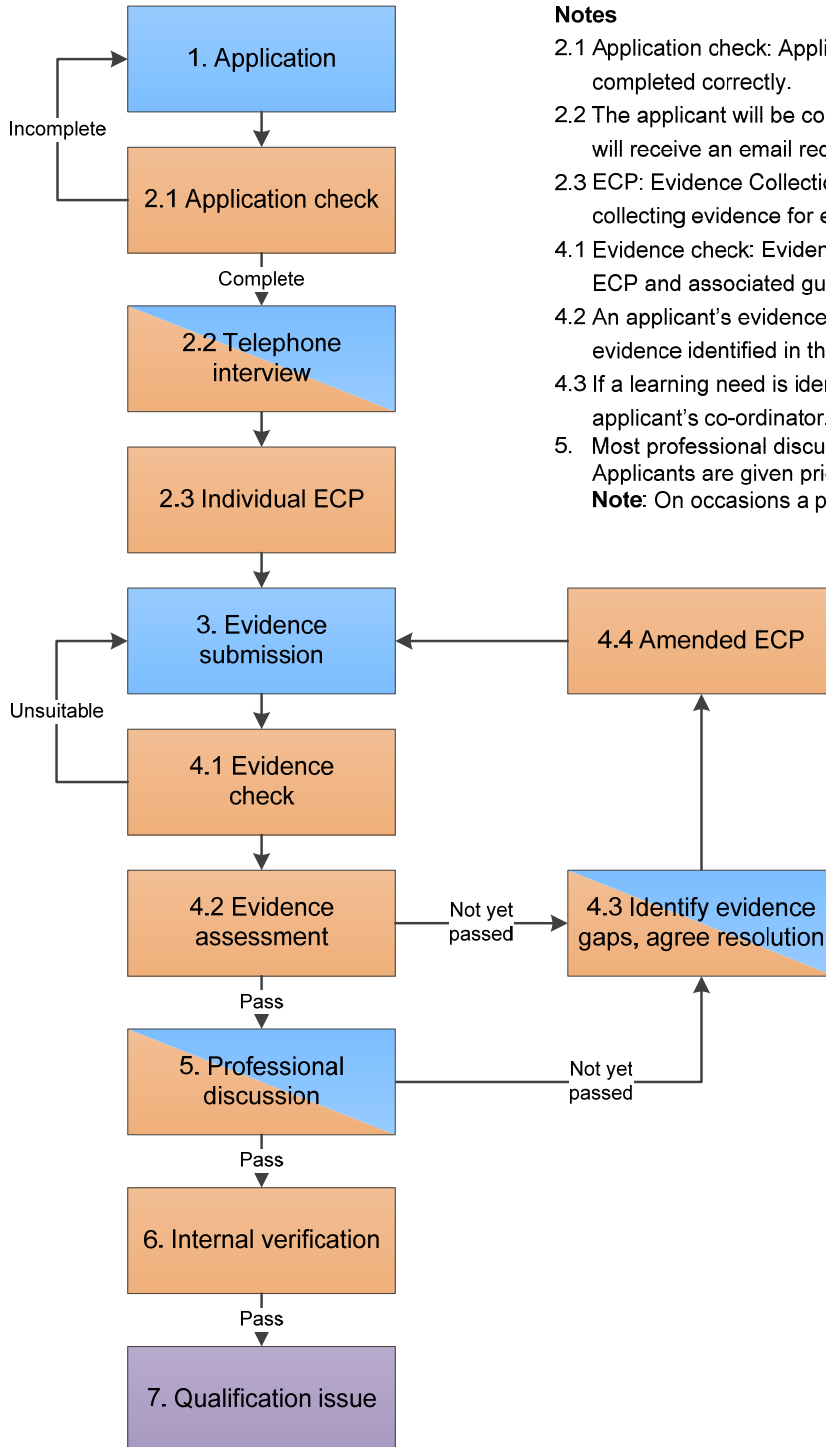
- a) Complete application form
- b) Follow guidance provided by Xact
- c) Respond to requests from Xact
- d) On guidance from Xact, identify suitable workplace activities
- e) Submit evidence in a timely manner
- f) Provide suitable evidence to enable Xact to demonstrate to the awarding body that they are currently competent to the qualification assessment criteria

7. Co-ordinator role

- a) Confirm which applicants are to be processed for which qualification
- b) Co-ordinate interaction between Xact and applicants
- c) Support and guide applicants through process including:
 - i) completing application form
 - ii) responding in a timely manner to requests from Xact e.g. completion of application forms, requests for telephone calls and supporting information, submission of evidence
- d) Agree a programme of learning with Xact when an applicant has been identified as having a learning need

8. RPL Process flowchart

The flowchart below illustrates the relationship between the applicant, Xact and awarding body.



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 which does not comply with the ECP and associated guidance will be returned for re-submission.
- 4.2 An applicant's evidence will not be assessed until all the evidence identified in the ECP has been received.
- 4.3 If a learning need is identified, this will be discussed with the applicant's co-ordinator.
- 5. Most professional discussions are completed by telephone. Applicants are given prior notice of areas for discussion.
Note: On occasions a professional discussion is not required.

NOS Assessment criteria

NOS	NOS	Outcomes	Assessment criteria	GLH
Level 3				
FS1	Identify and report hazards and risks associated with fire in simple premises	4	24	20
FS2	Assess risks associated with fire in simple premises	4	29	25
FS3	Confirm measures are in place to protect people from fire in simple premises	2	15	21
FS7	Review fire protection systems in simple premises	4	21	28
FS10	Plan and gather evidence for the purpose of fire safety regulation in simple premises	4	24	28
FS12	Visit simple premises for the purposes of fire safety regulation	4	31	14
Level 4				
FS2	Assess risks associated with fire in complex premises and environments	4	29	20
FS3	Ensure measures are in place to protect people from fire in complex premises and environments	2	15	21
FS4	Work in partnership to minimise risks to the community	3	24	10
FS5	Support the management of risks at incidents	4	24	15
FS6	Review fire safety matters relating to existing or proposed construction	6	29	50
FS7	Review fire protection systems in complex premises and environments	4	22	28
FS8	Review fire safety matters relating to premises under construction, demolition and alteration	4	18	10
FS9	Review safety measures at locations that are regulated and/or licensed	3	16	28
FS11	Prepare and present evidence in court and other formal proceedings in relation to fire safety matters	3	19	21
FS12	Visit complex premises and environments for the purposes of fire safety regulation	4	31	15
FS13	Draft statutory enforceable documents for the purposes of fire safety regulation	2	13	7
FS14	Serve statutory enforceable documents for the purposes of fire safety regulation	2	9	7