

Level 4 Diploma in Fire Safety Fire Inspectors



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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.

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.

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.

Premises type

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.

National Occupational Standards (NOS) and qualification units

There are 12 fire safety National Occupational Standards within this qualification. Some units are mandatory and others are optional. For more details please see tables on the following pages.

Courses

Nine courses 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.

Delegate numbers: In-house courses

A maximum of 16 delegates.

Location and dates

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

Open-courses: Yarnfield Park. See Appendix D, for dates see website:

Booking

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

Open-courses: Please use on-line booking form: <http://www.xact.org.uk/open-course-dates-and-costs/>

Introduction

Level 4 Diploma 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
Mandatory Units					
FS2	Assess risks associated with fire in complex premises and environments	5	20	Principles of fire safety Auditing complex premises Regulated and licensed venues	6 8 10
FS3	Ensure measures are in place to protect people from fire in complex premises and environments	5	21	Principles of fire safety Auditing complex premises Regulated and licensed venues	6 8 10
FS7	Review fire protection systems in complex premises and environments	5	28	Principles of fire safety Auditing complex premises Regulated and licensed venues	6 8 10
FS9	Review safety measures at locations that are regulated and or licensed	4	28	Regulated and licensed venues	10
FS12	Visit complex premises and environments for the purposes of fire safety regulation	4	15	Auditing complex premises Workplace audit	8 12
FS6	Review fire safety matters relating to existing or proposed construction	7	50	Building Regulations & Technical Guidance Auditing complex premises Regulated and licensed venues	13 8 10
Total guided learning hours			162		

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.

NOS	Title	Credit	GLH	Xact course	Page
Optional Units					
FS8	Review fire safety matters relating to premises under construction, demolition and alteration	4	10	CDM Regulations	14
FS11	Prepare and present evidence in court and other formal proceedings in relation to fire safety matters	3	21	FSO Enforcement Full Investigation	15
FS13	Draft statutory enforceable documents for the purposes of fire safety regulation	3	7	FSO Enforcement Full Investigation, <i>or</i> Drafting a Notice	15 or 16
FS14	Serve statutory enforceable documents for the purposes of fire safety regulation	3	7	FSO Enforcement Full Investigation, <i>or</i> Serving a Notice	15 or 17

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

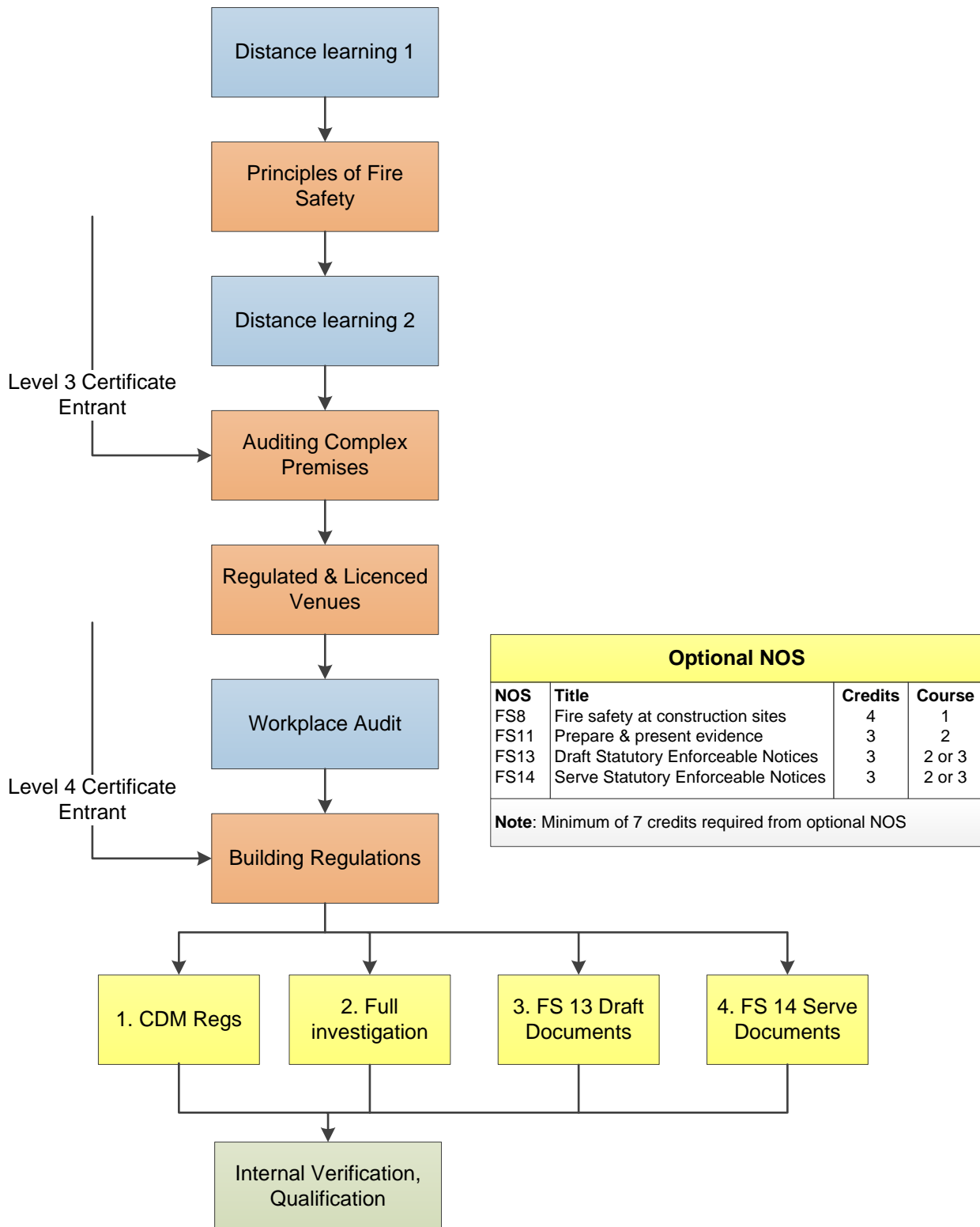
Note 4: Page – page number of course/activity

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

Introduction

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

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
Level 4 Diploma courses				
Principles of fire safety	5	4	FS2*, FS3*, FS7*	6
Auditing complex premises	5	4	FS2*, FS3*, FS7*, FS12*	8
Regulated and licensed venues	4/5	4	FS2*, FS3*, FS7, FS9	10
Workplace audit	DL	4	FS12*	12
Building Regulations & Technical Guidance	9	4	FS6*	13
CDM Regulations	1	4	FS8	14
FSO Enforcement Full Investigation	5	4	FS11, FS13, FS14	15
Drafting a Notice	DL	4	FS13	16
Serving a Notice	1	4	FS14	17

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

Principles of fire safety

Aim

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

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). * 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

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

Level 4: Principles of fire safety

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.

Auditing complex premises

Aim

To enable delegates to:

- Confirm measures are in place to protect people from fire in complex premises
- Visit complex premises 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). * 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

Level 4: 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.

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
- Houses in multiple occupation (HMO)
- 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
- LACORS Housing Fire Safety Guide
- 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
- HSG 195: The event safety guide (Purple Guide)
- Guide to safety at Sports Grounds (Green Guide)

Qualification and units

This course includes assessment criteria for NOS FS9, FS2*, FS3* and FS7 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.

Level 4: 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.

Workplace audit

On completion of the “Auditing complex premises” 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 premises 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). * Evidence from two activities is required to complete FS12.

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

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.

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; 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.

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.

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.

In-house and open course costs

Please note that in-house course costs are based on customer provision of teaching facilities as outlined in Appendix C

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

Qualification fees

Registration fee for Level 4 Diploma Fire Safety (Fire Inspectors)	55.00
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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 Appendix C. 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: VAT will be added at the current rate.

Note 5: Payment terms: Within 30 days of invoice date.

Note 6: Open courses are normally located at Yarnfield Park Training and Conference Centre, Yarnfield Lane, Yarnfield, Stone, Staffordshire ST15 0NL.

Note 7: 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 8: Open courses are also provided at other locations. Accommodation charges at these venues will differ from those quoted above

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

Post course assignment

Delegates are provided with all resources during the course. They complete the last phase in their workplace on course: Auditing complex premises; Workplace fire risk assessment or audit.

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 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

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.

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

Appendix D: 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 introduction.

Stone conference centre – open courses

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



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Insurance

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