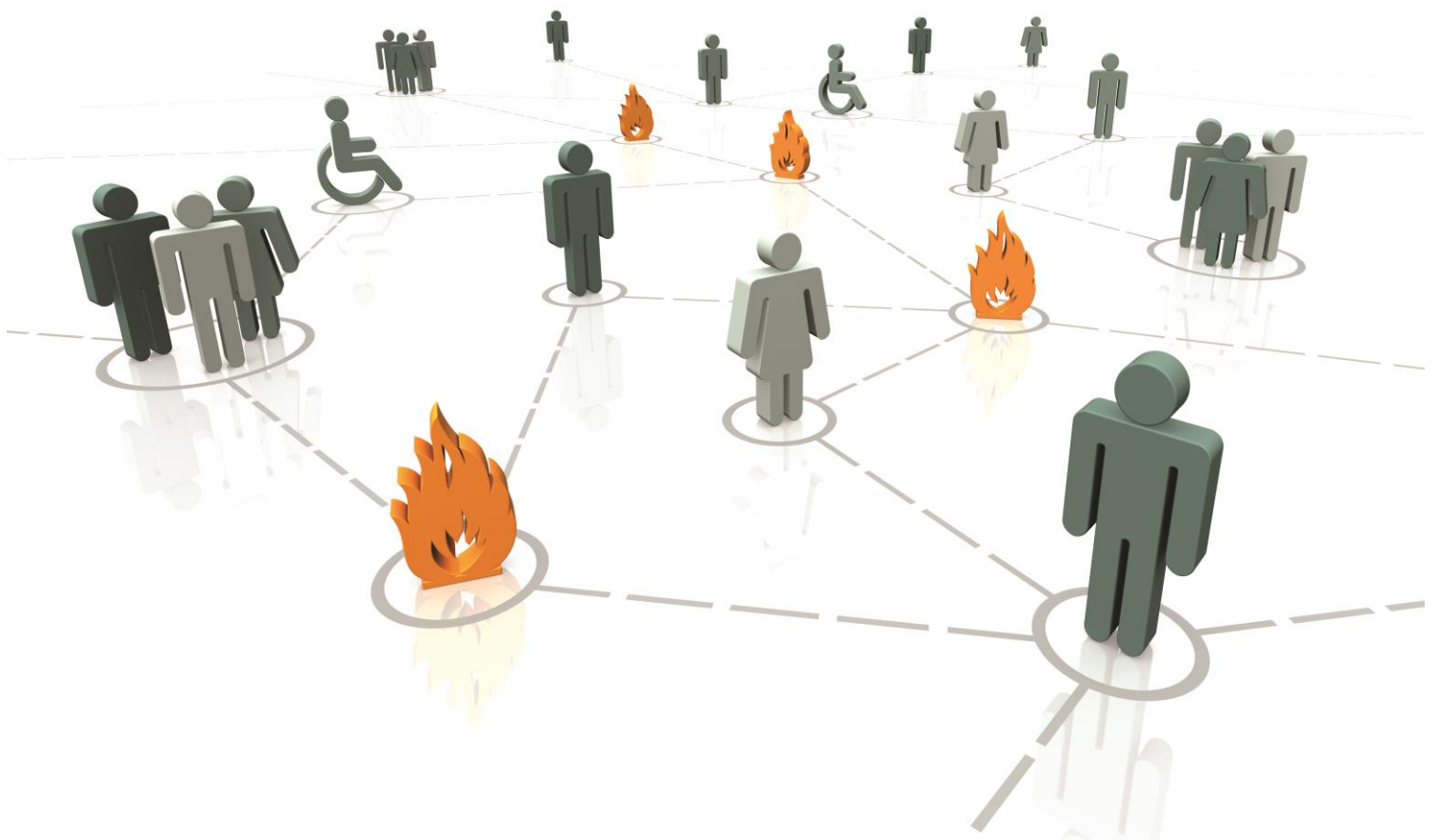


Level 4 Diploma in Fire Safety

Fire Inspectors



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1. Introduction

1.1 Introduction

This document is designed to help individuals and organisations inform their training decisions by presenting our courses, their content, costs and flexible delivery methods to complete qualification.

1.2 Qualification: Level 4 Diploma in Fire Safety (Fire Inspectors)

This document identifies activities learners need to complete to achieve this qualification. For details, see Section 4.

1.3 Target audience

This qualification is suitable for those who audit complex premises, respond to building regulation submissions and undertake formal enforcement action for breaches of fire safety requirements.

1.4 Complex premises types

Complex premises are generally those designed and built using more complex¹ design guidance such as BS 9999: Fire safety in the design, management and use of buildings. This allows a more transparent and flexible approach to fire safety design through use of a structured approach to risk-based design where designers can take account of varying physical and human factors.

Note¹: Concepts of fire safety can be applied to other complex premises types.

1.5 NFCC Competency Framework for Fire Safety Regulators

This qualification is part of knowledge and skills competency requirements of a Fire Safety Inspector e.g. an individual who can complete audits of all regulated premises including complex and high-risk premises. They may audit buildings based upon fire engineering principles, however, should be cognisant of the scope of their competence and request appropriate assistance where necessary. Inspectors can investigate and report on breaches of fire safety legislation for the commencement of legal proceedings.

They can report on submissions from building control bodies and advise on fire safety issues relating to the construction, demolition and refurbishment of simple and complex premises.

They are competent to take formal enforcement action for a breach of fire safety legislation.

1. Introduction

1.5.1 NFCC: Competency Framework

National Fire Chiefs Council (NFCC) competency framework for fire safety professionals recommends that individuals complete the national qualifications sequentially e.g.

- a) Level 3 Certificate in Fire Safety (Simple Buildings)
- b) Level 4 Certificate in Fire Safety (Complex Premises)
- c) Level 4 Diploma in Fire Safety (Complex Premises)

1.5.2 Level 4 Commitment

Individuals and their organisations should understand the additional commitment required for those who start their fire safety learning experience at Level 4 (complex premises) without previously completing the Level 3 Certificate (simple buildings) and putting the learning into practice.

1.5.3 Summary

Individuals attending Level 4 courses without previously completing a Level 3 Certificate should be aware of following:

- a) This process does not follow NFCC Competency Framework guidance.
- b) Individuals will experience a steeper learning curve, in particular using documents such as BS 9999 before having chance to use simpler guidance such as DCLG Fire Risk Assessment Guides.
- c) Some individuals, who were new to study at this level have struggled with demands of learning and course work required.
- d) Individuals will be disadvantaged by missing out of some learning aspects e.g. planning and gathering evidence is at Level 3 only.
- e) Individuals do not have the opportunity to practice and consolidate their auditing or risk assessing skills in simple buildings before moving onto complex premises.
- f) Xact recommends completing Level 3 Certificate before moving to the Level 4 qualifications.
- g) Ofqual knowledge and skills requirements for Level 4 qualifications. See Section 4.
- h) Courses amount to less than 50% hours of learning with remainder being completed outside course hours.

1.6 Further details

1.6.1 Entry requirements

Learners must:

- a) have ability to work at Level 4 or above
- b) be proficient in use of English Language

1. Introduction

- c) be able to carry out mathematical calculations e.g. area and volume of cylinders and rectangular structures
- d) be able to recognise typical fire safety measures in buildings e.g. smoke detectors, fire extinguishers, exit signs, before Principles of Fire Safety course
- e) understand the role fire risk assessors and auditors

Plus, learners should also have experience of observing an auditor/fire risk assessor assessing a building's fire safety measures.

1.6.2 Learner numbers

A maximum of 16 learners is normally permitted on courses to ensure sufficient interaction between tutor and learners.

1.7 Continual Professional Development Certificates

Learners receive CPD certificates on successful completion of each course or activity.

1.8 Further Progression

This qualification creates the opportunity for progression to Level 5 Diploma in Fire Engineering Design. See [web link](#) for more details.

1.9 Course booking

Open-course booking: Click for [on-line booking](#)

In-house course enquiry¹: Email: info@xact.org.uk

Note¹: Quoting qualification, learner numbers and preferred start date

1.10 Terms and conditions

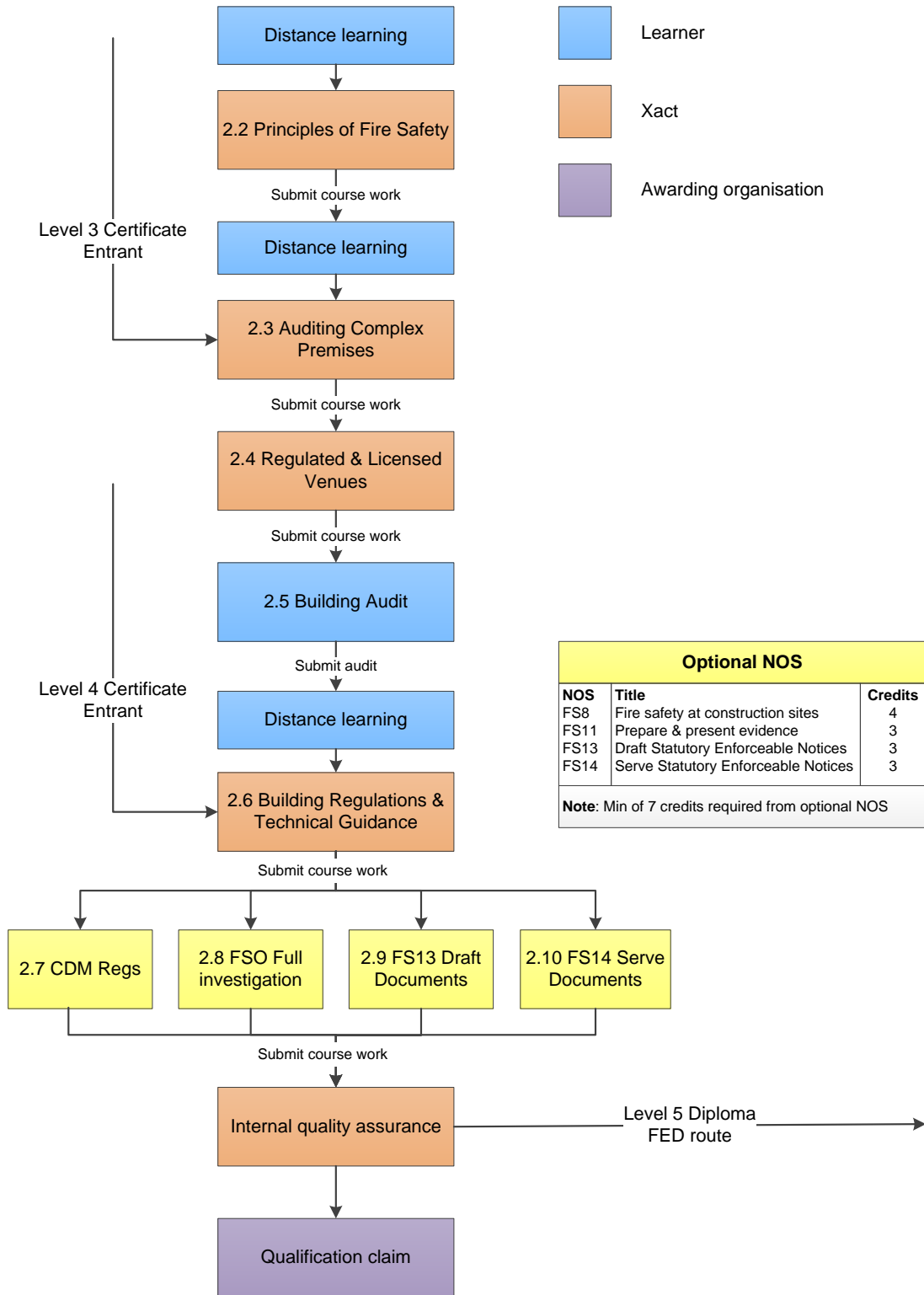
Please also see our [website link](#) for a copy of our Terms and Conditions.

All orders and bookings made are subject to our Terms and Conditions.

2.1 Level 4 Diploma in Fire Safety Overview

2.1.1 Introduction

Flowchart below illustrates progression of activities to complete Level 4 Diploma in Fire Safety from start to finish.



2.1 Level 4 Diploma in Fire Safety Overview

2.1.2 Distance Learning Modules

Distance learning modules are issued one month before proceeding course

2.1.3 Delivery

Sessions are delivered either virtually (iVC) or face-to-face using PowerPoint, whiteboard presentation, interactive group discussion, individual tuition and practical exercises.

2.1.4 Post course

Learners must submit their completed workbooks within four¹ weeks of course completion.

Note¹: Except Building Regulations and CDM courses which are six weeks

2.1.5 Course assessment

Assessment of all course¹ work is to qualification assessment criteria which are founded on National Occupational Standards. See Section 4.5.

Note¹: Evidence from more than one course is required to complete qualification assessment criteria.

2.2 Principles of Fire Safety

Aim

To enable learners 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 section)

Duration

Five-days

Pre-course Directed Learning Module

Course includes pre-course distance learning module¹ on principles of: Fire Safety Legislation, Automatic Fire Alarm Systems and Emergency Escape Lighting.

2.3 Auditing Complex Premises

Aim

To enable learners to:

- Confirm measures are in place to protect people from fire in complex premises.
- Audit 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 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

VR Exercise

Virtual reality exercises are utilised to practise building audits.

Core course documents

- Approved Document B
- BS 9999 Fire safety in the design management and use of buildings
- CFOA Audit Form

Duration

Five-days

Prior learning

Learners must have completed: Principles of Fire Safety course

Pre-course distance learning

Course includes pre-course distance learning module on principles of means of escape.

2.4 Regulated and Licensed Venues

Aim

To enable learners to review fire safety matters relating to venues 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)

Duration

Five-days

Prior learning

Learners must have completed: Auditing Complex Premises course

2.5 Workplace Activity: Building Audit

Aim

For learners to conduct a building fire safety audit which includes planning, visiting and reporting.

Activity

The learner should only conduct this activity:

- a) after they have completed Regulated and Licensed Venues course
- b) if a competent colleague accompanies them
- c) if it is conducted on a complex premises
 - i) during last 12 months
 - ii) where fire safety was unsuitable and insufficient
 - iii) where advice on compliance including options and priorities are indicated

Duration

Self-study

Submission Guidance

Learners are provided with a pro-forma (evidence collection guide) for collection of evidence from their building audit to qualification assessment criteria.

2.6 Building Regulations and Technical Guidance

Aim

To enable learners 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

Duration

9-days

Prior learning

Learners must have completed: Regulated and Licensed Venue course

Pre-course distance learning

Course includes pre-course distance learning module on The Building Act, Building Regulations and Statutory Consultation

2.7 CDM Regulations

Aim

To enable learners to review fire safety at premises under construction 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

Duration

One-day

Prior learning

Learners should have ability to apply fire safety guidance such as Approved Document B.

They also need experience in understanding access and egress issues at constructions sites.

2.8 FSO Enforcement: Full Investigation

Aim

To enable learners to investigate contraventions of 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

Practical activities

Including: Witness statements; Witness and suspect interviews; Preparing a case file; Consultation with prosecution lawyer; Cross examination in witness box.

Duration

Five-days

Prior learning

Learners should have completed Level 4 Certificate in Fire Safety.

Serving a Notice

This course includes an additional module Note: FS14 Serving a notice, a self-study module with a practical session. This module is completed after FSO Investigation course and included in course costs.

2.9 FS13: Drafting a Notice

Aim

To enable learners 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

Duration

Self-study.

Prior learning

Learners should have completed Level 4 Certificate in Fire Safety.

2.10 FS14: Serving a Notice

Aim

To enable learners 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

Duration

Self-study with a practical assessment

Prior learning

Learners should have completed Level 4 Certificate in Fire Safety.

3. Costs

3.1 Unit and qualification costs

Item	Activity	Duration	Page	Cost ^{1, 2}	
				Open ³	In-house
Mandatory unit fees					
1	Principles of Fire Safety	5 days	6	855	9,833
2	Auditing Complex Premises	5 days	7	868	9,982
3	Regulated and Licensed Venues	5 days	8	868	9,982
4	Workplace Activity: Audit	Self-study	9	80	920
5	Building Regulations and TG	9 days	10	1,447	18,088
Optional unit fees					
6	CDM Regulations	1 day	11	198	2,376
7	FSO Enforcement	5 days	12	1,250	13,750
8	FS13 Drafting a Notice	Self-study	13	135	1,890
9	FS14 Serving a Notice	Self-study	14	145	2,030
Qualification fees					
10	Qualification registration ⁵	NA	17	100	1,600

3.2 Example total qualification costs

These examples are based on two alternatives for optional units:

Option A: FSO Enforcement, FS13 Drafting a Notice and FS14 Serving a Notice

Option B: CDM Regulations and FS13 Drafting a Notice

Previous qualifications	Mandatory units	Optional units	Cost ^{1, 2, 6}	
			Open ³	In-house
None: Option A	1, 2, 3, 4, 5	7, 8, 9	5,603	68,075
				4,255⁷
None: Option B	1, 2, 3, 4, 5	6, 8	4,551	54,671
				3,417⁷
Level 3 Certificate: Option A	2, 3, 4, 5	7, 8, 9	4,748	58,242
				3,640⁷
Level 3 Certificate: Option B	2, 3, 4, 5	6, 8	3,696	44,838
				2,802⁷
Level 4 Certificate: Option A	5	7, 8, 9	2,932	37,358
				2,335⁷
Level 4 Certificate: Option B	5	6, 8	1,880	23,954
				1,497⁷

3. Costs

Note¹: VAT will be added at the current rate. See Notes 9 and 10

Note²: Delivery options include face-to-face or virtual (iVC⁸)

Note³: Cost per individual on an open course. Face-to-face option includes refreshments and lunch.

Note⁵: Including internal quality assurance fees

Note⁶: **Inclusive cost:** Includes all elements necessary to complete activity e.g. Course development, design, course documents, self-study modules, postage, assessments, internal quality assurance and qualification fee.

Note⁷: Per learner cost based on 16 delegates

Note⁸: **IT Resources:** Costs based on assumption that learners have resources identified in Section 6.1 iVC Individual Requirements. See also 6.4 Restrictions to using iVC software.

Note⁹: **Payment terms:** Within 30 days of invoice date.

Note¹⁰: Additional fees are incurred when:

- i) Submission deadlines are missed for invalid reasons
- ii) Re-submission amounts to over 25% of original submission
- iii) Re-submission does not achieve a pass

4. Qualification

4.1 Qualification: Level 4 Diploma in Fire Safety (Fire Inspectors)

This qualification is aimed at individuals who work or intend to work in a position of responsibility for fire safety arrangements. It provides learners with formal recognition of their competence to work as a regulatory fire safety inspector within complex premises.

4.2 Qualification Awarding Organisations

Currently this qualification is provided via awarding organisation¹ Skills for Justice Awards. Xact is an Approved Centre for this awarding organisation.

Note¹: Xact may change awarding organisations for business reasons

4.3 Qualification NOS

The qualification has six mandatory NOS (National Occupational Standards).

NOS	Mandatory unit title	Credit	TQT ¹	GLH ²
FS2	Assess risks associated with fire in complex premises and environments	5	50	20
FS3	Ensure measures are in place to protect people from fire in complex premises & environments	5	50	21
FS6	Review fire safety matters relating to existing or proposed construction	7	70	50
FS7	Review fire protection systems in complex premises and environments	5	50	28
FS9	Review safety measures at locations that are regulated and/or licensed	5	40	28
FS12	Visit complex premises and environments for the purposes of fire safety regulation	4	40	15
			300	162

NOS	Optional ³ unit title	Credit	TQT	GLH
FS4	Work in partnership to minimise risks to the community	4	40	10
FS5	Support the management of risks at incidents	4	40	15
FS8	Review fire safety matters relating to premises under construction, demolition and alteration	4	40	10
FS11	Prepare and present evidence in court and other formal proceedings in relation to fire safety matters	3	30	21
FS13	Draft statutory enforceable documents for the purposes of fire safety regulation	3	30	7
FS14	Serve statutory enforceable documents for the purposes of fire safety regulation	3	30	7

4. Qualification

Note¹: Total qualification time (TQT): GLH plus number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment.

Note²: Guided learning hours (GLH): The number of hours with specific guidance towards learning.

Note³: To achieve the Diploma individuals must achieve a minimum of seven credits from the optional units.

4.4 Study commitment

To complete this qualification individuals are committing to a programme of study of up to 390 TQT (depending on optional units selected) which consists of a wide variety of activities, including:

- a) Self-study, research and reading course reference material
- b) Attending courses and completing a building audit
- c) Application of learning and writing assignments

4.5 Cross mapping of activities with qualification NOS

The table below cross maps activities with qualification NOS

Mandatory units: Activity title	Days	NOS	Page
Principles of fire safety	5	FS2 ¹ , FS3 ¹ , FS7 ¹	6
Auditing complex premises	5	FS2 ¹ , FS3 ¹ , FS7 ¹ , FS12 ¹	7
Regulated & Licensed Venues	5	FS2 ¹ , FS3 ¹ , FS7 ¹ , FS9	8
Workplace Activity: Premises Audit	SS ²	FS12 ¹	9
Building Regulations & Technical Guidance	9	FS12 ¹	10
Optional units: Activity title	Days	NOS	Page
CDM Regulations	1	FS8	11
FSO Enforcement Full Investigation	5	FS11	12
Drafting a Notice	SS ³	FS13	13
Serving a Notice	SS ^{4, 5}	FS14	14

Note¹: Evidence from more than one activity is required to complete NOS

Note²: Self-study, see Section 2.5

Note³: Self-study, see Section 2.9

Note⁴: Self-study, see Section 2.10

Note⁵: Includes virtual practical session

4.6 Qualification requirements

Government regulator Ofqual provides the following guidance on the requirements for learners to demonstrate that they possess the following knowledge for a Level 4 qualification:

4.6.1 Learner 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.

4.6.2 Learner 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.

5. Support Activities

5.1 Introduction

The support we provide to learners forms part of our regulated activities. This means that flexibility in what we can provide is limited by awarding organisations and Government Regulators i.e. Ofqual.

This section explains the support we offer to learners beyond that which is provided during courses and outlines their responsibilities to enable us to support them during learning.

5.2 Learner Support

Additional support may take the form of¹:

- a) Reasonable Adjustments
- b) Special Considerations
- c) Learner Support

Note¹: See our [website](#) for more details

5.3 Learner Responsibilities¹

Responsibilities include:

- a) Ensuring they have ability to work at Level 4. For more details, see Section 4.6
- b) Allocating sufficient time to complete course work within set timeframes
- c) Building a support network for mentoring during learning
- d) Having facility to conduct a building audit. See Section 2.5
- e) Submitting course work within prescribed format and timeframes
- f) Providing appropriate evidence when applying for reasonable adjustments, special considerations, learning support etc

Note¹: When an employer is involved, it is their responsibility to support their employees and provide them with opportunity to practise learning and conduct a building audit

6. iVC Interactive Virtual Classroom

6.1 iVC Individual Requirements

Learners require the following to participate in iVC:

- Laptop: Integral web camera, microphone, speakers or equivalent
- Internet connection
- Ability to receive course notes by post directly to home address or posted to work address from where notes can be forwarded to home address

6.2 iVC Delivery

iVC means learners can access Xact's high quality training safely and securely while enjoying real-time, face-to-face contact with expert tutors.

Highly trained in our innovative format, tutors facilitate interactive learning which actively engages the learners from the safety and convenience of their own preferred locations.

With **iVC**, customers save on accommodation and travelling fees while ensuring that learners can train from home, if necessary. And it is family friendly too - welcomed by employees who prefer not to stay away from their own locations overnight to receive training.

Customers who experience **iVC** training courses are impressed with the polished, professional presentation and how easy it is to:

- a) View and interact with expert tutors and other course attendees
- b) Ask questions, discuss and share ideas
- c) Work in syndicates
- d) Enjoy enhanced learning via video, PowerPoint, virtual reality exercises

6.3 iVC Provision

On all **iVC** courses, Xact provides:

- a) Two tutors with experience and expertise in course subject areas
- b) Course design
- c) Comprehensive course manuals
- d) Exercises to practise learning outcomes
- e) Reference documents
- f) Course evaluation and assessment

6. iVC Interactive Virtual Classroom

6.4 Restrictions to using iVC software:

Common restrictions to using iVC software:

- a) Poor broadband connection
- b) VPN connections restrict video and audio. software may not function unless VPN is disabled
- c) Some company systems are locked down preventing access. Either request that your IT department lifts the restriction on your device to access software or use an alternative unrestricted device

6.5 iVC Software Security

Download details about the [security](#) measures imbedded in our **iVC** software.

7. XLE: On-line Portal

7.1 XLE: Xact Learning Environment

A secure area of Xact's website built on Moodle educational platform used by schools, colleges and universities which gives customers and users access to:

7.2 Guidance Notes

Such as educational process, responding to questions, related policies and procedures.

7.3 Course reference documents

Some reference documents used on courses are provided either online or within course folder.

7.4 Submission deadlines

On-line calendar detailing deadlines.

7.5 Electronic submissions

All activity is submitted electronically online, enabling learners to upload course work using electronic formats e.g. word and pdf.

All work submitted must be learners own work. This will ensure they are able to demonstrate their competence to the qualification assessment criteria.

Learners using another's work must reference it appropriately.

7.6 Similarity check

Turnitin software is used to check submitted documents for originality using its database containing fire safety guidance and legislation, previous submissions and content of other websites with the aim of identifying plagiarism. This facility, which is used by colleges and universities, is applied to all submissions.

7.7 Assessor Reports

Assessor reports and feedback are available on the XLE portal.

8. Company Details

Company

Company	Xact Consultancy and Training Limited
Address	3 Abbey Lane Court, Evesham, Worcestershire WR11 4BY
VAT Registration No	855 4570 04
Phone	01386 277980
Email	qualifications@xact.org.uk
Web site	www.xact.org.uk

Insurance

Insurances we have include
Public and Employers Liability
Professional Indemnity

Regulation

Organisations who regulate our activities include
Ofqual, Ofsted, DfE, Awarding organisations