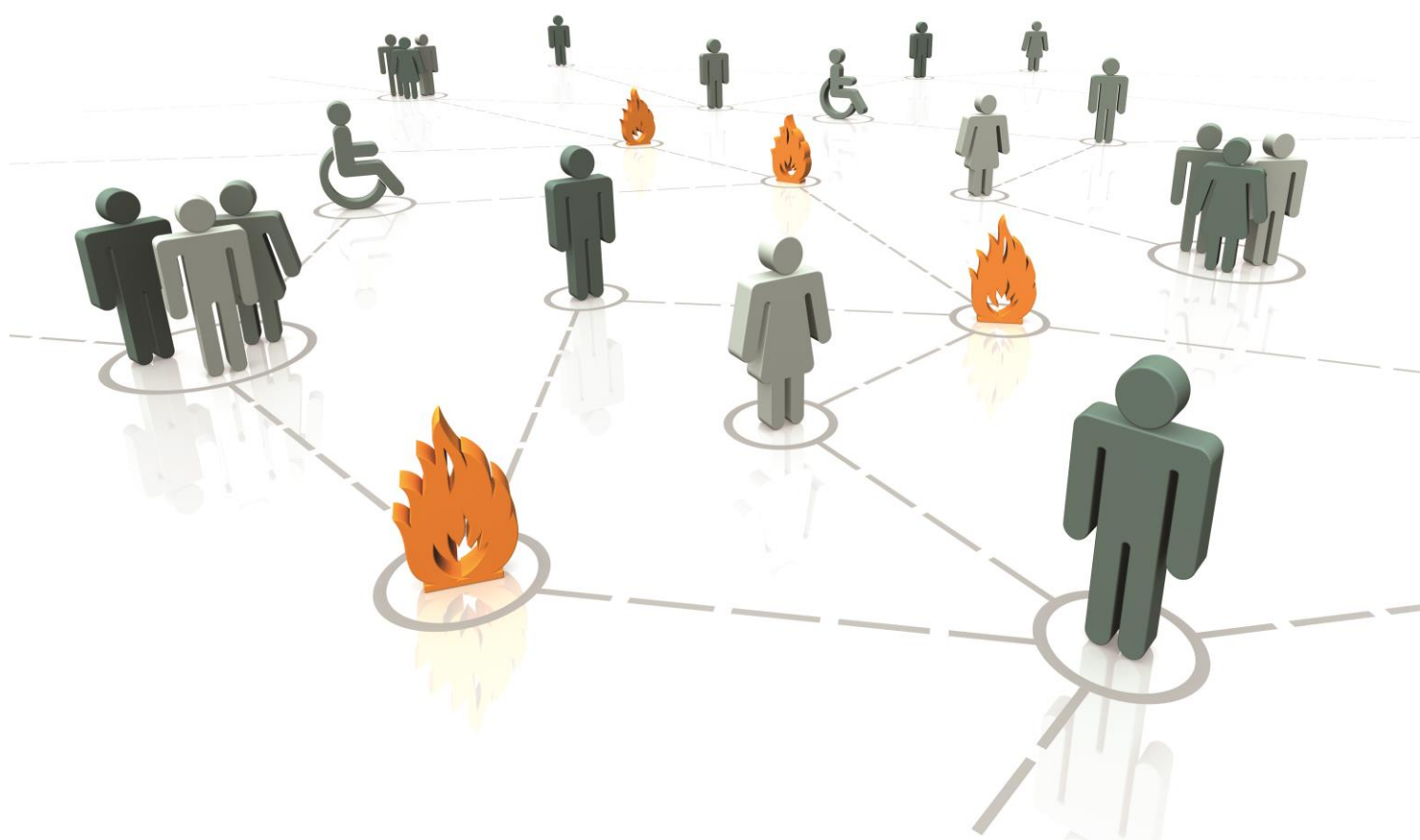


Level 3 Award in Fire Safety Management

Fire Safety Managers



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1. Introduction

1.1 Introduction

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

1.1 Qualification: Level 3 Award in Fire Safety Management

This document identifies activities individuals need to complete to achieve this qualification.

1.2 Target audience

This qualification is suitable for those responsible for the fire safety management of premises. Individuals who are, or plan to be, responsible for managing fire safety in the workplace e.g. shops, offices, hotels, residential care homes and industrial units etc.

1.3 Qualification requirements and units

This qualification consists of two units. Please see Section 4. Qualification for more details.

1.4 Setting The Bar: A New Competence Regime for Building A Safer Future

Completion of this activity fulfils the knowledge, training and qualification requirements for Building Safety Managers as detailed in the above Competence Steering Group Report. This follows the recommendations from Dame Judith Hackitt seminal 2018 report: *Building A Safer Future*,

1.5 Further Progression

This qualification creates the opportunity for progression to the Level 3 Certificate in Fire Safety (Fire Auditors). For more details see [web link](#).

1.6 Continual Professional Development Certificates

Individuals also receive a CPD certificates on completion.

1.7 Open-courses booking

For [on-line booking](#)

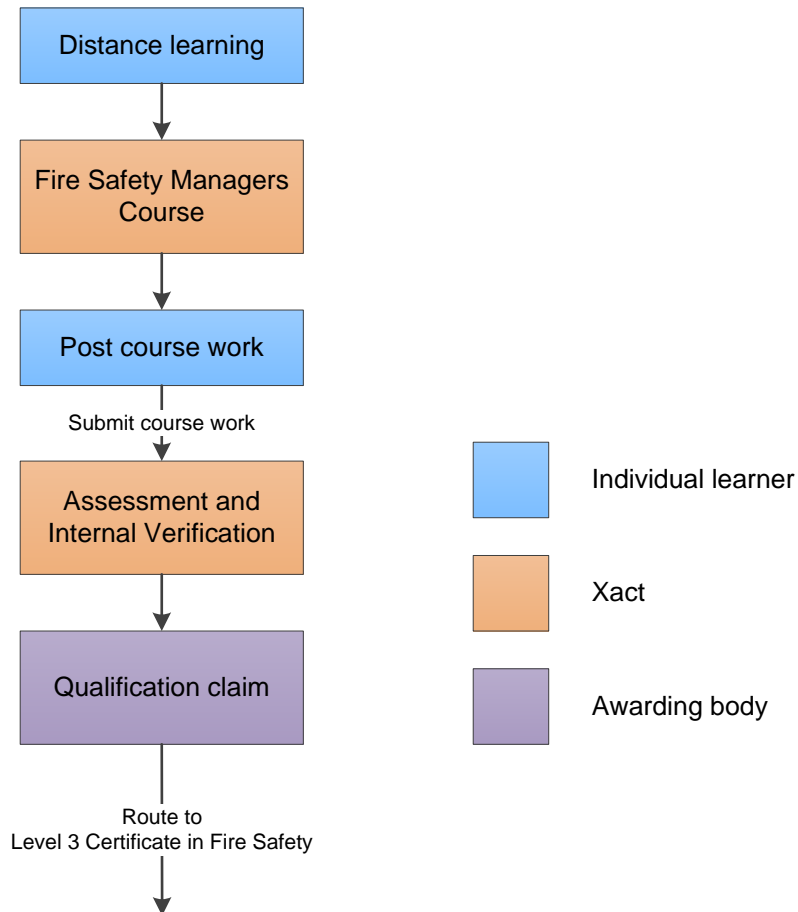
1.8 Terms and conditions

Please also see our [website link](#) for a copy of our Terms and Conditions. All orders and bookings made will be subject to our Terms and Conditions.

2.1 Fire Safety Managers: Programme activities

Introduction

Flowchart below illustrates the progression of Level 3 Award in Fire Safety Management from start to finish.



Note: Pre course modules are issued one month before proceeding course.

2.2 Fire Safety Manager Course

Aim

To enable individuals to manage the fire safety of premises, such as shops, offices, hotels, residential care homes and industrial buildings.

Main topic areas

Principles of fire safety:

- Fire safety legislation
- Causes and effects of fire, human behaviour in fire
- Fire detection and alarm systems
- Emergency escape lighting
- Fire safety signs, notices and routines
- Extinguishing media
- Means of escape
- Fire risk assessment

Fire safety management:

- Responsibilities
- Staff training
- Fire strategies
- Evacuation plans

Core course documents

- Regulatory Reform (Fire Safety) Order 2005
- DCLG: Fire Safety Risk Assessment Guides
- Xact course notes

Core course activities

- a) Review and audit a fire risk assessment
- b) Assess suitability of fire strategy. evacuation plans, training records, fire safety equipment programme and maintenance records
- c) Produce an evacuation plan for vulnerable persons
- d) Produce a plan to manage temporary fire safety measures due to contractor disruption

2. Course: Fire Safety Managers

Delivery

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

Courses are delivered both virtually (iVC) and face-to-face.

Duration

3 days

Entry requirements

Individuals should:

- a) have ability to work at Level 3 or above
- b) be proficient in use of English Language

Prior learning

Before the course, individuals 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 manager's role.

Pre-course distance learning

Course includes pre-course distance learning module on principles of Fire Safety Legislation and general fire safety arrangements.

Note: Distance learning modules are issued one month before course

Post course

Individuals must submit completed course work within four weeks of course completion.

All course work is submitted electronically through a secure portal on our website.

Course assessment

Assessment of course work is to the qualification assessment criteria.

3. Costs

3.1 Costs

Item	Activity	Duration	Page	Cost ¹	
				Open ²	In-house ³
1	Course: Fire Safety Management	3 days	2	545	5,995
2	Qualification registration	NA	6	75	1200
3	Totals			£620	£7,195
4	Inclusive cost⁴ per individual			£620	£450

Note¹: VAT will be added at the current rate.

Note²: Cost per individual on an open course which includes refreshments and lunch.

Note³: Delivery options include virtual (iVC) or face to face for 16 individuals

Note⁴: **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.

Note⁵: **IT Resources:** Costs based on assumption that individuals have the resources identified in Section 5.1 iVC Individual Requirements. See also 5.4 Restrictions to using iVC software.

Note⁶: **Payment terms:** Within 30 days of invoice date.

Note⁷: Additional fees are incurred when:

- i) Submission deadlines are missed for non-valid 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 3 Award in Fire Safety Management

This qualification is suitable for those responsible for the fire safety management of premises.

Individuals who are, or plan to be, responsible for managing fire safety in the workplace e.g. shops, offices, hotels, residential care homes and industrial units etc.

4.2 Qualification scope

The qualification is aimed at individuals whose responsibilities include:

- a) Conducting regular reviews of fire risk assessment for the premises
- b) Advising occupants about safety precautions in the building
- c) Instigating and maintaining, adequate and appropriate fire safety measures to remove or reduce the risk to life
- d) Planning for emergency situations
- e) Providing information, fire safety instruction and training for staff

4.3 Qualification Awarding Organisation

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

4.4 Qualification units

The qualification has two mandatory units.

NOS	Unit title	Credit	TQT ¹	GLH ²
1	Understand the principles of fire safety	4	12	8
2	Fire safety management	5	12	8
			24	16

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.

5. iVC Interactive Virtual Classroom

5.1 iVC Individual Requirements

Individuals require the following to participate in Interactive Virtual Classroom:

- 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 sent on to their home address

5.2 iVC Delivery

iVC means individuals 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, they facilitate – currently in pairs – interactive learning where individuals are actively engaged in the learning process from the safety and convenience of their own preferred locations.

With **iVC**, customers save on accommodation and travelling fees while ensuring that individuals 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 have experienced **iVC** training courses, are impressed with the polished, professional presentation and how easy it is to:

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

5.3 iVC Provision

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

- Two tutors with experience and expertise in course subject areas
- Course design
- Comprehensive course manuals
- Exercises to practise learning outcomes
- Reference documents
- Course evaluation and assessment

5. iVC Interactive Virtual Classroom

5.4 Restrictions to using iVC software:

Common restrictions to using iVC software:

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

5.5 iVC Software Security

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

6. XLE: On-line Portal

6.1 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:

6.2 Guidance Notes

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

6.3 Course reference documents

Reference documents used on the programme are provided either online or within course folder.

6.4 Submission deadlines

On-line calendar detailing deadlines.

6.5 Electronic submissions

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

6.6 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.

6.7 Assessor Reports

Assessor reports and feedback are available on the XLE portal.

7. Company Details

Company: Xact Consultancy and Training Limited
Company Registration No: 05295715
VAT Registration No: 855 4570 04
Web site: www.xact.org.uk
Email: info@xact.org.uk

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