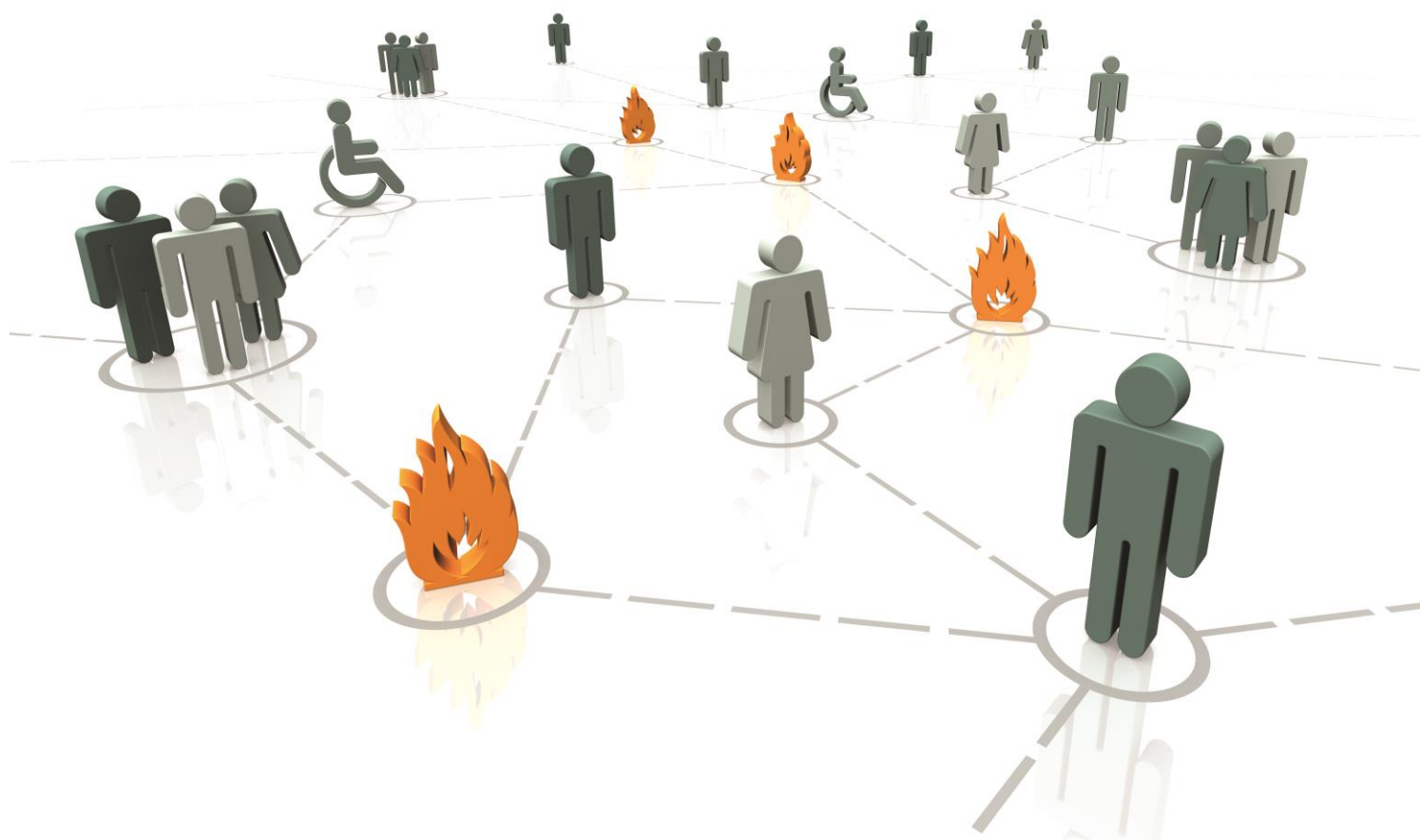


Level 2 Award in Fire Safety Checks

Operational Fire Safety Checks



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1. Introduction

1.1 Introduction

This document is designed to help fire and rescue services inform their training decisions by detailing the courses we offer, their content, costs and our flexible methods of delivery to complete the qualification below:

1.1 Qualification: Level 2 Award in Fire Safety Checks

Activities individuals are required to complete to achieve this qualification are also outlined.

1.2 Target audience

This qualification is suitable for operational fire service personnel to enable them to identify and report on fire safety issues as part of their workplace activities i.e. checking fire safety measures are in place, identifying and escalating any fire safety issues appropriately.

1.3 Qualification requirements and units

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

1.4 NFCC Competency Framework for Non-Fire Safety Specialist Personnel

Fulfills knowledge and skills competency requirements for operational personnel i.e. non-fire safety specialist who conduct a fire safety check, which does not constitute an audit or regulatory enforcement, using set criteria designed to minimise risk in residential buildings and work places.

1.5 Further Progression

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

1.6 Continual Professional Development Certificates

Individuals receive CPD certificates on course completion.

1.7 Course booking

In-house course enquiry: Email: qualifications@xact.org.uk

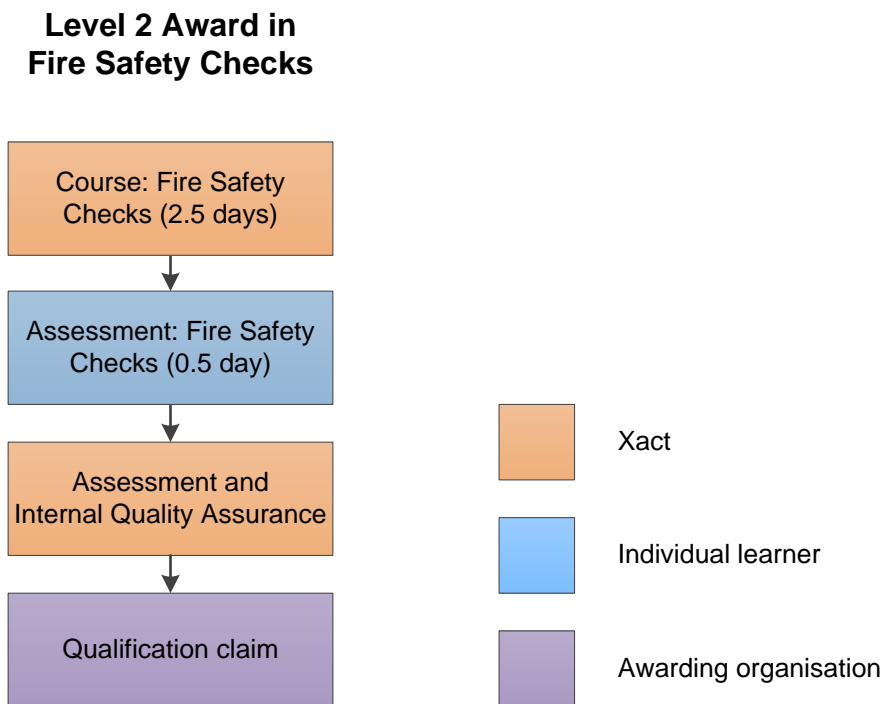
1.8 Terms and conditions

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. Fire Safety Checks Activities

Introduction

Flowchart below illustrates progression of Level 2 Award in Carrying Out Fire Safety Checks from start to finish.



2.1 Course: Fire Safety Checks

Aim

Enables operational personnel to conduct fire safety checks in residential and commercial buildings and other places of work.

Key outcomes

The purpose of this course is to enable operational personnel to conclude one of the following:

- a) Building is safe for further year
- b) Building has a few fire safety issues and fire safety department should conduct an audit within a month
- c) Building has serious risk to life and fire safety department should conduct an audit immediately

Main topic areas

- Fire safety legislation
- Organisational policies
- Role and responsibilities
- Specialist advice and support
- Principles of fire risk assessment
- Principles of means of escape, fire detection and emergency lighting systems
- Causes and effects of fire and human behaviour in fire
- Planning fire safety checks
- Conducting fire safety checks
- Liaising with relevant persons and providing advice
- Reporting on outcomes of fire safety checks

Core course documents

Xact course notes

Delivery

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

Duration

Course delivery: 2.5 days

2.1 Course: Fire Safety Checks

Entry requirements

Individuals should:

- a) have ability to work at Level 2 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 an auditor's role.

Course assessment

See Section 2.2 Assessment: Fire Safety Checks

2.2 Assessment: Fire Safety Checks

2.2.1 Assessment Aim

To ensure that individuals are competent to conduct fire safety checks in their workplace.

2.2.2 Qualification Assessment Options

Options¹ for assessing competence for this qualification include:

- a) E-assessment
- b) Multiple choice examination
- c) Portfolio of evidence e.g. question and answer sessions, work products, workbooks etc
- d) Observation
- e) Practical Demonstration / Assignment
- f) Professional Discussion

Note¹: Assessment methods in 2.2.3 are used for this course. Options above may be used for reasonable adjustments and re-submissions

2.2.3 Assessment Methodology

The following assessment methods¹ are used for this qualification:

- a) Closed book multiple choice questionnaire: 30 minutes
- b) Open book assessment: 45 minutes
- c) Open book practical exercise²: 90 minutes

Note¹: Overseen by an invigilator, with responses completed online via Xact's XLE portal, See Section 5.

Note²: Tour round a virtual reality exercise to enable individuals to identify level of fire safety and complete a fire safety check assessment

2.2.4 Assessment Duration

0.5 day

2.2.5 Assessment Requirements

See Section 5.

3. Costs

3.1 Costs

Item	Activity	Duration ¹	Page	Cost ²
1	Course: Fire Safety Checks	2.5 days	3	4,210
2	Assessment: Fire Safety Checks	0.5 day	5	975
3	Qualification registration	NA	7	544
4	Inclusive cost^{3,5} per cohort of 16			£5,729
5	Inclusive cost^{4,5} per individual			£358

Note¹: Completed in three consecutive days

Note²: VAT will be added at the current rate

Note³: Cost per cohort of 16 individuals

Note⁴: Cost per individual

Note⁵: Inclusive cost: Includes all elements necessary to complete activity e.g. Course development, design, course documents, postage, assessments, internal quality assurance and qualification fee. Does not include IT resources.

Note⁶: IT Resources: Costs based on assumption that individuals are provided with resources identified in Section 5.4

Note⁷: Payment terms: Within 30 days of invoice date.

Note⁸: Additional fees are incurred when:

- i) Re-submission amounts to over 25% of original submission
- ii) Re-submission does not achieve a pass

4. Qualification

4.1 Qualification: Level 2 Award in Carrying Out Fire Safety Checks

This qualification is aimed at operational fire service personnel to enable them to identify and report on fire safety issues as part of their workplace activities i.e. checking fire safety measures are in place, identifying and escalating any fire safety issues appropriately.

The aim of a fire safety check is to identify and report issues and outcomes to specialist fire safety personnel as appropriate. It does not constitute an audit or involve regulatory enforcement.

Note¹: Does not include single private dwellings

4.2 Qualification scope

The qualification is aimed at individuals whose responsibilities include:

- a) Understanding requirements for carrying out fire safety checks
- b) Understanding hazards and risks associated with the impact of fire
- c) Understanding risk assessment and control measures to mitigate risks from fire
- d) Preparing for visits to premises to carry out fire safety checks
- e) Carrying out fire safety checks
- f) Reporting fire hazards and risks following fire safety checks

4.3 Qualification Awarding Organisation

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

4.4 Qualification units

The qualification has two mandatory units.

NOS	Unit title	Credit	TQT ¹	GLH ²
1	Understand requirements for carrying out fire safety checks	2	14	8
2	Carry out fire safety checks	2	6	4
			20	12

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. XLE: On-line Portal

5.1 XLE: Xact Learning Environment

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

5.2 Guidance Notes

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

5.3 Course reference documents

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

5.4 Assessment

What you need to know:

- a) Employer must provide each individual a separate computer¹ to access online assessments via Xact's XLE Portal
- b) Overseen by an invigilator, assessment consists of three sections^{2, 3}:
 - i) Closed book multiple choice questionnaire: 30 minutes
 - ii) Open book exam: 45 minutes
 - iii) Open book virtual exercise⁴ with assessment: 90 minutes

Note¹: Desktop, laptop, tablet etc

Note²: Accessed via the XLE Portal

Note³: At end of each section, individuals submit their work

Note⁴: Exercise requires a video to be projected onto a single screen/TV via invigilator's laptop, so all individuals can view the video whilst completing their online assessment

5.5 Similarity check

Turnitin software checks submitted documents for originality using its database containing fire safety guidance and legislation, previous submissions and content from other websites with the aim of identifying plagiarism. Used routinely by colleges and universities, this software is applied to all submissions.

5.6 Assessor Reports

Assessor reports and feedback are available on XLE portal.

6. Company Details

Company: Xact Consultancy and Training Limited
Company Registration No: 05295715
VAT Registration No: 855 4570 04
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Insurance

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