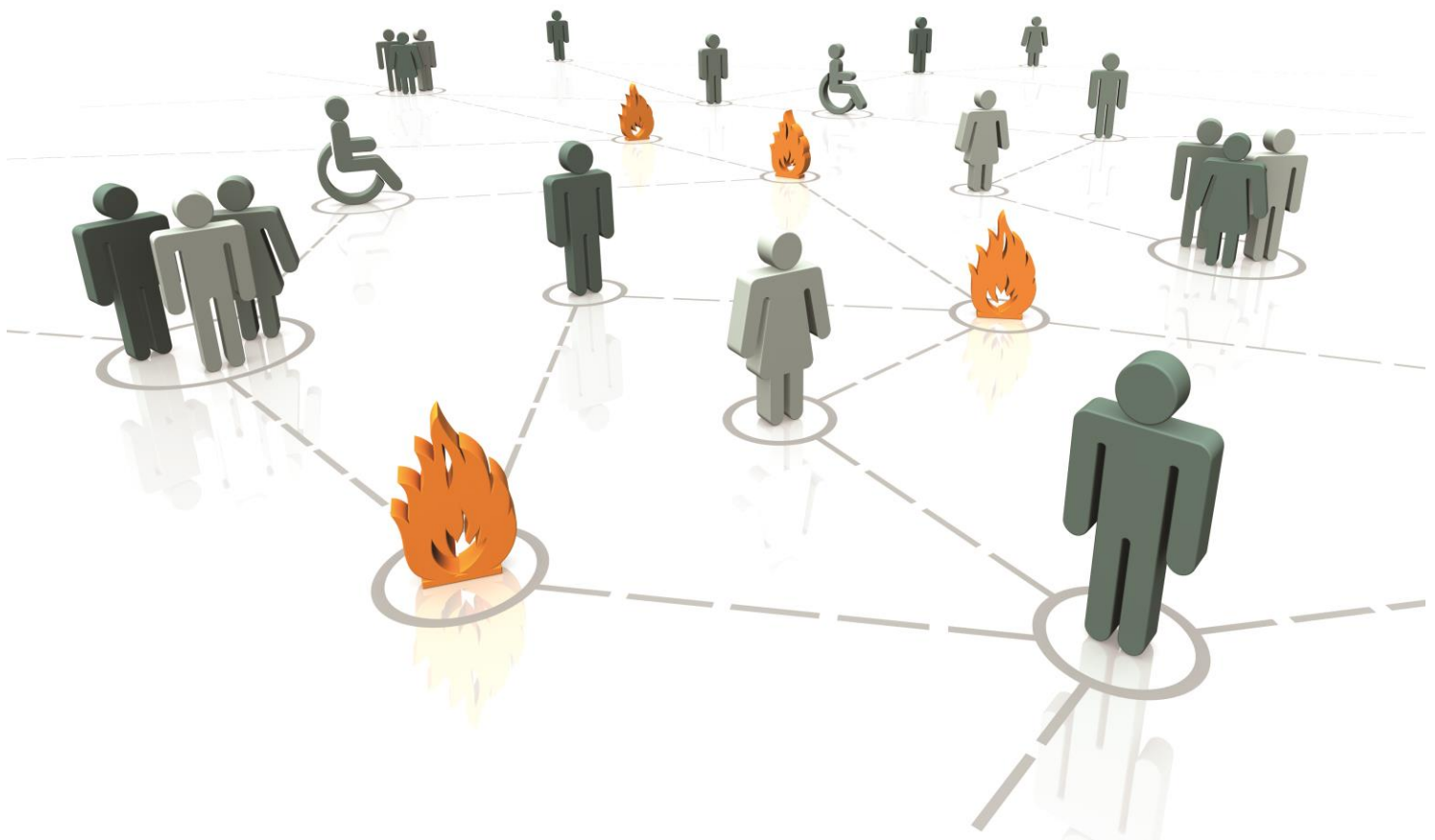




Level 4: Fire Safety Inspector



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1. Introduction

1.1 Introduction

This document is designed to help individuals and organisations inform their career development decisions by presenting information about the core apprenticeships we offer, their content, requirements, costs and our flexible methods of delivery.

It also identifies the responsibilities and requirements of both apprentices and their employers to achieve Level 4 Fire Safety Inspector Apprenticeship. See Section 2 for details.

1.2 ASFP: Association for Specialist Fire Protection



Apprentices are eligible for free student membership of ASFP as part of their apprenticeship package. [Details](#)

1.3 Apprenticeship Programmes Offered

Xact's range of apprenticeship provisions include:

- a) Level 3 Community Safety Advisor (in development)
- b) Level 3 Fire Safety Advisor – See website [details](#)
- c) Level 4 Fire Safety Inspector – See Section 2 for more details

See our [website](#) for further information

1.4 EPA: End Point Assessment

Final stage of an apprenticeship. An impartial assessment of whether an apprentice has developed skills, knowledge and behaviours outlined in apprenticeship standard, we support employers to appoint their chosen EPAO.

1.5 Further Progression

Upon completion of this apprenticeship, apprentices can achieve professional recognition with:

- a) Chartered Association of Building Engineers
- b) Institution of Fire Engineers
- c) Institute of Fire Safety Managers

Apprentices may also progress to Level 6 Fire Safety Engineer (Degree) Apprenticeship.

2. Apprenticeship: Level 4: Fire Safety Inspector

2. Apprenticeship: Level 4 Fire Safety Inspector

2.1 Target audience

This apprenticeship is suitable for those undertaking a specialist fire safety role with responsibility for auditing or regulating complex premises and environments e.g. large premises, shopping centres, sleeping accommodation, places of assembly and open-air events.

The role also involves working with a wide variety of partner agencies, providing advice and technical expertise, recommending improvements to reduce fire risk to life, property and the environment, participating in consultation and enforcing fire safety legislation through investigation and prosecution.

Please note that the complexity of the Level 4 apprenticeship programme means that, additional commitment is required by apprentices and employers when the programme is undertaken without previously completing the Level 3 apprenticeship.

The apprenticeship programmes require a general level of English, maths and IT, to enable the apprentice to complete a programme which includes self-study, attending courses, work-based application and assessments.

2.2 Complex building types

Complex premises are generally those designed and built using more complex 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 the use of a structured approach to risk-based design where designers can take account of varying physical and human factors.

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

2.3 Prior Learning

The apprenticeship programme is adjusted when an apprentice has completed the Level 3 Fire Safety Advisor Apprenticeship, Level 3 Certificate in Fire Safety or equivalent.

If an apprentice has completed a Level 3 Fire Safety Advisor apprenticeship, or Level 3 Certificate in Fire Safety, they can claim prior learning and shortened the Level 4 Fire Safety Inspector apprenticeship programme by four months.

2. Apprenticeship: Level 4: Fire Safety Inspector

2.4 Eligibility Requirements

There are no specific qualification entry requirements to undertake this apprenticeship, although employers may wish to adopt their own selection criteria.

Xact and NFCC (National Fire Chiefs Council) competency framework for fire safety professionals recommend that individuals complete fire safety apprenticeships sequentially e.g:

- a) Level 3 Fire Safety Advisor
- b) Level 4 Fire Safety Inspector

2.5 NFCC Competency Framework for Fire Safety Regulators

This apprenticeship is part of the 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 while remaining cognisant of their level of competency and ready to request appropriate assistance where necessary.

Inspectors can investigate and report on breaches of fire safety legislation for the commencement of legal prosecutions. They can report on submissions from building control bodies and advise on fire safety issues relating to the construction, demolition and/or refurbishment of regulated premises. They are qualified to take formal enforcement action for a breach of fire safety legislation.

2.6 Apprenticeship Overview

Apprenticeship Standard:	Fire Safety Inspector
Apprenticeship Qualification Level:	Level 4 Higher Apprenticeship
Maximum Apprenticeship Funding ¹ :	£11,000

Note¹: Includes apprenticeship programme and End Point Assessment

2.7 Knowledge, skills and behaviours

Level 4 Fire Safety Inspector [Apprenticeship Standard](#) details knowledge, skills and behaviours that the apprentice is expected to demonstrate on apprenticeship completion.

2. Apprenticeship: Level 4: Fire Safety Inspector

2.8 Duration

Total duration of this apprenticeship is expected to be 28¹ months:

Total Apprenticeship Training Period:	22 ^{1,2} months
End Point Assessment Period:	6 months
Total Duration:	28 months

Note¹: Duration is reduced by four months for apprentices with prior learning. See 2.3.

Note²: Apprenticeship standard is 24 months. We anticipated completing in 22 months.

2.9 Mandatory Qualifications

This apprenticeship requires the following mandatory qualifications to be achieved before progressing through Gateway to begin End Point Assessment:

Mandatory Qualifications	Awarding Organisation ^{1, 2}
Level 4 Diploma in Fire Safety (Fire Inspector)	Skills for Justice Awards
Functional Skills Level 2 English ³	Highfield Qualifications
Functional Skills Level 2 Maths ³	Highfield Qualifications

Note¹: Xact is an Approved Centre for these awarding organisations

Note²: Xact may change awarding organisation for business continuity reasons

Note³: Apprentice is exempt if they already hold this qualification or its equivalent

2.10 Apprenticeship: Level 4 Fire Safety Inspector

The apprentices' learning journey is detailed in Section 3 and consists of 10 modules:

- a) Introduction to the Role of Fire Safety Inspector
- b) Principles of Fire Safety
- c) Principles of Means of Escape
- d) Auditing Complex Premises
- e) Regulated and Licensed Venues
- f) Workplace Audit
- g) Building Regulations and Technical Guidance
- h) Fire Safety Order Enforcement
- i) Serving a Notice
- j) Drafting Statutory Enforceable Documents

2. Apprenticeship: Level 4: Fire Safety Inspector

2.11 Method of Delivery

The apprenticeship delivery model adopts a blended learning approach consisting of:

- a) guided distance learning through self-study using our bespoke web-based Xact Learning Environment (XLE)
- b) tutor-led classroom delivery involving one-to-one and group activities,
- c) assessments
- d) application of knowledge, skills and behaviours within the workplace, *and*
- e) virtual classroom delivery

The apprenticeship also includes the following key activities:

- f) Induction
- g) Off-the-Job Training
- h) Progress Reviews
- i) Assessments
- j) Portfolio Development
- k) Feedback
- l) Gateway Preparation and Meeting
- m) End Point Assessment

2.12 Delivery Options

Apprenticeship programme is offered:

- a) open cohort consisting of apprentices from a variety of employers, *or*
- b) exclusively to an employer who can fill a cohort of 16 apprentices

Note: Delivery options include face-to-face, virtual or a mixture of both.

2.13 Off-the-Job Training

Learning outside normal day-to-day duties which supports achievement of apprenticeship i.e. that provided by Xact. This relates to the knowledge, skills, and behaviours detailed in apprenticeship standard and may consist of following activities:

- a) Self-study
- b) Taught Sessions
- c) Workplace Application

ESFA require apprentices to undertake a minimum average of six hours per week (full-time) off-the-job training throughout apprenticeship. Level 4 Fire Safety Inspector Apprenticeship Programme requires a minimum of **509** hours off-the-job training.

2. Apprenticeship: Level 4: Fire Safety Inspector

Apprenticeship programme has the following minimum training hours programmed as part of the Apprentices Journey:

Off-the-Job Training Activity	Total Programmed Hours
Self-Study	323
Taught Sessions	328
Total:	651

2.14 Taught Sessions

Each module is supported by blocks of virtual or face-to-face learning delivered by subject specialists. Courses and mentoring sessions are programmed in advance to enable planning of apprentice workplace activity.

2.15 Progress Reviews

Regular progress reviews are essential in providing the opportunity for a three-way conversation between employer, apprentice and Xact to maintain engagement and support successful completion of an apprenticeship programme.

Nine progress reviews every six to eight weeks are included in the Level 4 Fire Safety Inspector Apprenticeship programme.

Progress reviews are conducted virtually as part of a planned activity using digital meeting technology such as Zoom or Teams.

2.16 Functional Skills

Apprentices who require functional skills qualifications will be supported through their learning programmes using a specialist digital assessment and learning platform, mock resources from the awarding body and one-to-one tutor support.

2.17 Resources

Apprentices have access to following resources to support them through apprenticeship programme:

- a) Xact Learning Environment (XLE)
- b) Interactive Virtual Classroom (iVC) delivery
- c) Course workbooks

2. Apprenticeship: Level 4: Fire Safety Inspector

- d) Range of guidance documents
- e) Dedicated apprenticeship support team
- f) Reviews with apprenticeship skills and development mentor
- g) Functional skills support
- h) Safeguarding and wellbeing team

2.18 EPA: End Point Assessment

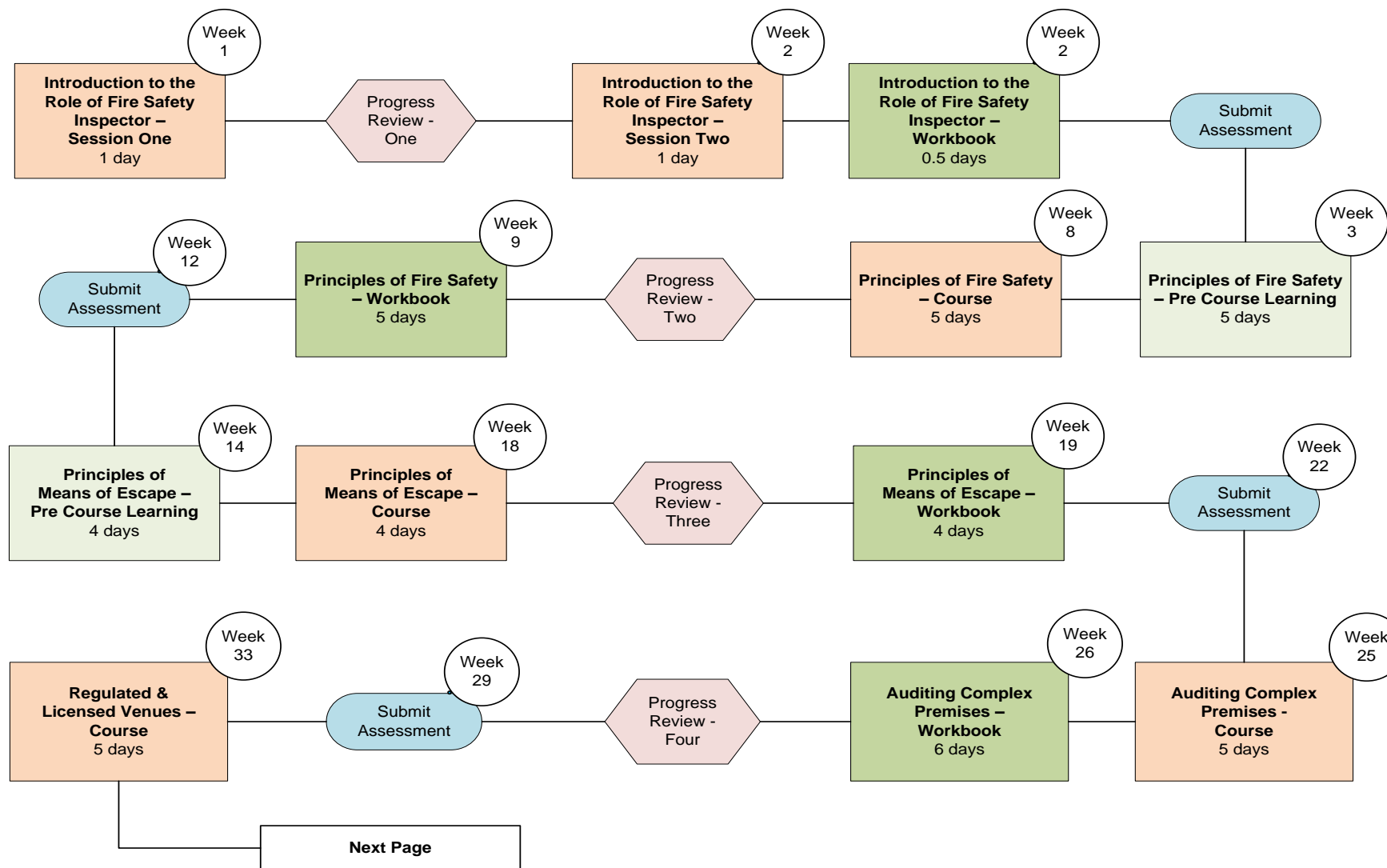
An EPAO (End Point Assessment Organisation) assess the apprentice on completion of their training programme to confirm that the apprentice is competent to fully undertake a fire safety inspectors' role. We support employers to appoint their chosen EPAO.

EPA for this apprenticeship, which follows the published [End Point Assessment Plan](#), consists of the following three assessments:

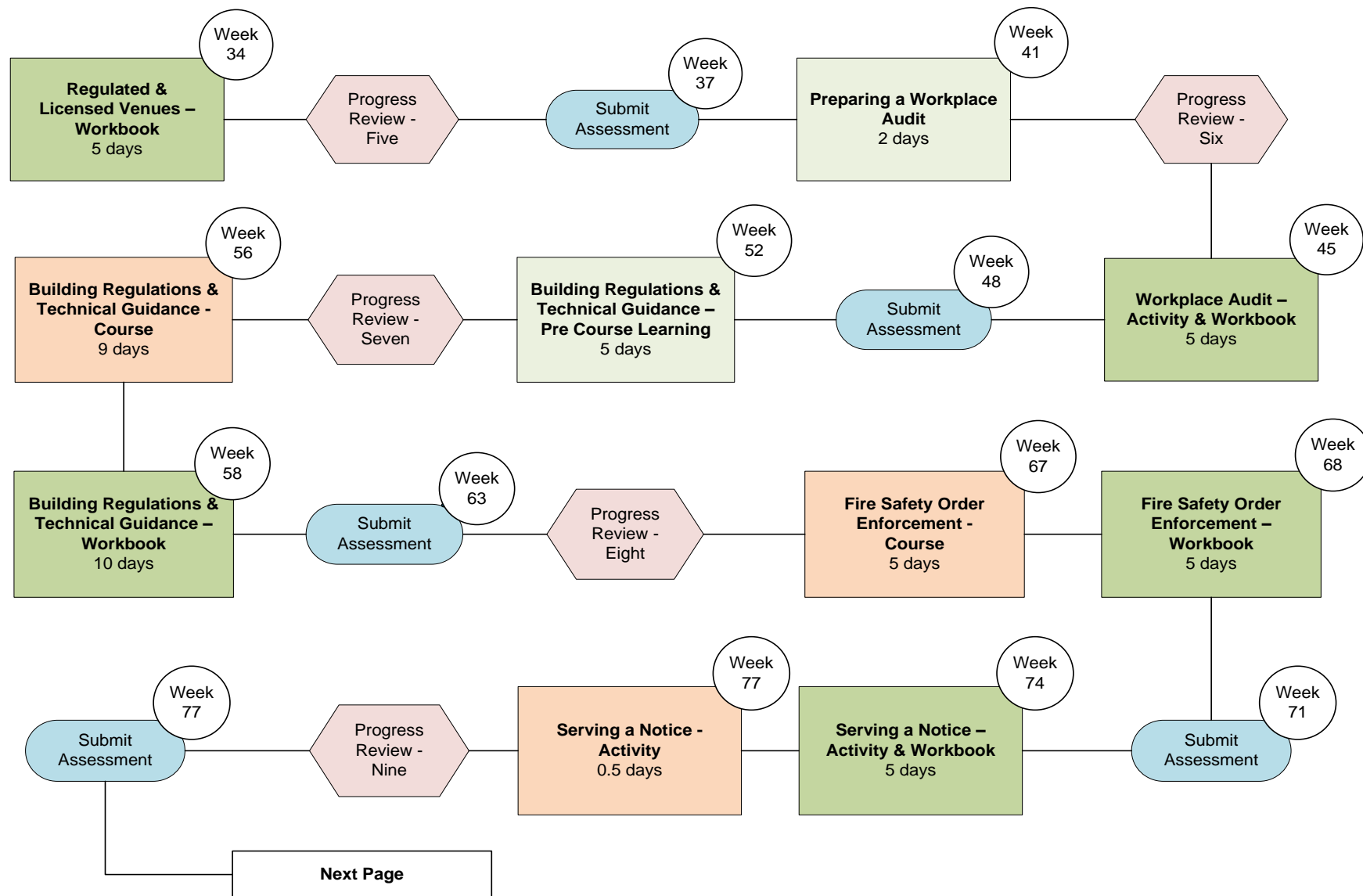
- a) Practical Assessment
- b) Professional Discussion underpinned by a Portfolio of Evidence
- c) Knowledge Test

3. Apprentice Journey

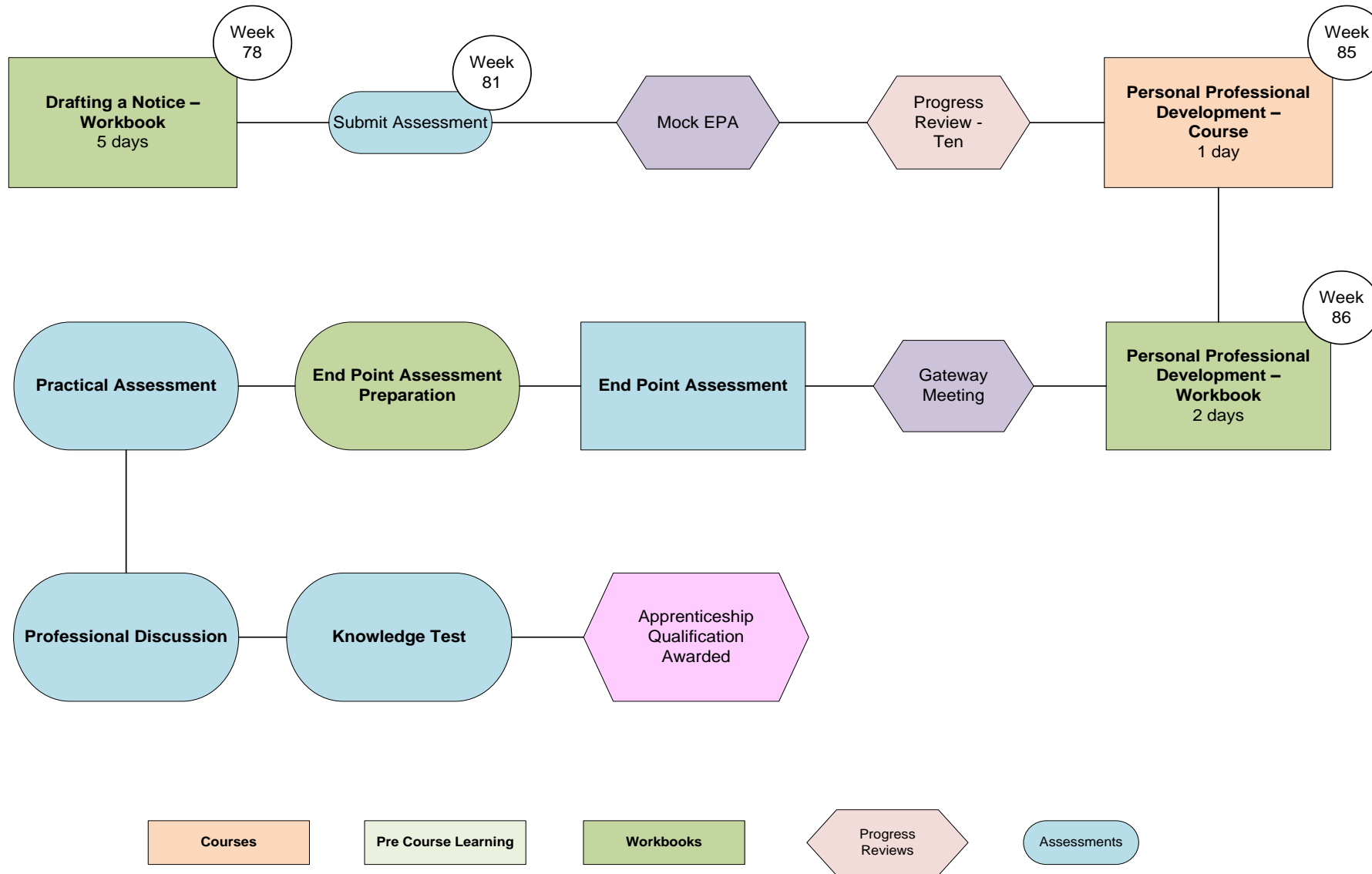
Apprentice Journey: Level 4 Fire Safety Inspector



3. Apprentice Journey



3. Apprentice Journey



4. Apprenticeship Costs

4. Apprenticeship Costs

4.1 Apprenticeship Funding

Level 4 Apprenticeship programme has been reviewed and received ministerial approval in February 2023 for a revised funding of £11k. Funding covers both apprenticeship training programme and EPA. See Section 2.17 for details about EPA.

4.2 Apprenticeship Funding

Apprenticeship training costs¹ are partially or wholly met through Government funding. The funding level employers receive depends on whether or not the employer pays into the Apprenticeship Levy.

Eligibility for apprenticeship funding requires both employer and the apprentice to meet set criteria which are detailed in our Apprenticeship Eligibility Policy.

Note¹: Apprenticeship funding does not include the additional costs for apprentices attending open face-to-face courses e.g. travel, accommodation, meals etc. These are the employers responsibility

4.3 Levy Payers

Organisations, which have an annual wage bill over £3million pay an apprenticeship levy of 0.5% of that bill. Government tops this up by 10% which can be spent on apprenticeship training.

Plus, where an organisation fully utilises its levy, the cost of any additional apprenticeship training to the employer is only 5%, with Government funding the remaining 95%.

Note: Apprenticeship levy cannot be used for other purposes, expiring if unused after 24 months.

4.4 Non-Levy Payers

Government funds 95% of apprenticeship programme if employer does not pay into the levy, with employer funding remaining 5% at £550 for this apprenticeship programme.

4.5 Additional Funding

Additional funding may be available in the form of incentive payments, depending on employer and apprentice circumstances.

5. iVC Interactive Virtual Classroom

5. iVC Interactive Virtual Classroom

5.1 iVC Individual Requirements

Individuals 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

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 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 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

5.3 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

5. iVC Interactive Virtual Classroom

5.4 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

5.5 iVC Software Security

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

6. XLE: On-line Portal

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

7. Company Details

Company: Xact Consultancy and Training Limited
Company Registration No: 05295715
VAT Registration No: 855 4570 04
UKPRN: 10029525
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Email: apprenticeships@xact.org.uk

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