



FireQual Award for Fire Marshals at SCQF Level 5

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Version Control

The below table displays information relating to when changes were made to this document and what changes have been made.

Please continue to check back with the FireQual website to ensure you are accessing the most recent version.

Date of Update	Name	Description of Update
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About Us

FireQual was established in 2020 in response to a need to provide structure and rigour to qualifications that support the strengthening of the competencies of those involved in all aspects of fire safety and the wider building industry.

FireQual provide nationally and internationally recognised qualifications ensuring that wherever an individual achieves the qualification, they have met the same requirements providing confidence in the level of their knowledge and skills.

As a result, industry and employers can be confident in the knowledge and skills of those that work for them and the wider society can have confidence in those that provide services to them.

Qualification Summary

This qualification is intended to provide individuals with knowledge of the hazards and risks associated with fire in the workplace, how fire risk is controlled in the workplace, the principles and practice of fire safety management at work and the role of the nominated fire marshal.

Individuals undertaking this qualification do not need to have prior knowledge or experience of fire safety or acting in the role of fire marshal. It will support those wishing to develop their general knowledge and/or those looking to take on the role of fire marshal within their workplace.

Qualification Details

Title	FireQual Award for Fire Marshals at SCQF Level 5
Regulator	SQA Accreditation
Qualification Reference Number	R701 04
Date for First Registrations	15 th September 2021
Last Date for Registrations	31 st December 2026
Grading System	Pass/Fail
SCQF Credit Rating	2
Notional Time (hours)	15
Guided Learning (hours)	7
Directed Learning (hours)	4
Assessment Time (hours)	4
Age Ranges	16-18, 19+
Assessment Type	Portfolio of evidence
Entry Requirements	There are no pre-requisite entry requirements for registration and completion of this qualification. However, candidates should be proficient in core skills literacy, numeracy, and communication
Progression Routes	Candidates who complete this qualification could progress to other higher-level qualifications provided by FireQual to further develop their knowledge of the subject of fire safety.

Qualification Structure

This qualification has the following structure:

Those undertaking this qualification must achieve the units listed within this specification

Unit Reference	Unit Title	SCQF Level	SCQF Credits	Mandatory/Optional
UQ16 04	Fire Safety Principles	5	1	Mandatory
UQ17 04	Using Portable Fire Fighting Equipment Safely	6	1	Mandatory

Regulatory Details

The Regulator

SQA Accreditation's functions are set out in the Education (Scotland) Act 1996 as amended by the Scottish Qualifications Act 2002.

The organisation has two main roles: accreditation, and awarding qualifications.

It accredits qualifications other than degrees and approves and quality assures Awarding Bodies that plan to enter people for these qualifications.

Further details regarding SQA Accreditation can be seen by visiting their website, <https://accreditation.sqa.org.uk/>.

The Scottish Credit and Qualifications Framework (SCQF)

The SCQF was launched in 2001 as a framework within Scotland to support those who undertake qualifications or otherwise engage with education understand how a qualification compares to another. Each qualification within the framework will hold a level.

By using two measures, the level of a qualification or learning programme and the number of credit points awarded, the Framework helps you understand and compare various Scottish qualifications.

The level of qualification indicates the level of difficulty and the number of credit points indicates the length of time it takes to complete. One SCQF credit point represents an average of 10 hours of learning time.

Qualification Level

There are twelve levels of qualification within the SCQF with each qualification being allocated one level which will be represented within the title. The levels within the SCQF are as follows:

SCQF Level	Comparison
Level 1	National 1, Awards
Level 2	National 2, Award, National Certificate, National Progression Award
Level 3	National 3, Award, Skills for Work, National Certificate, National Progression Award
Level 4	National 4, Award, Skills for Work, National Certificate, National Progression Award, SVQ
Level 5	National 5, Awards, Skills for Work, National Certificate, National Progression Award, Modern Apprenticeship, SVQ
Level 6	Higher, Awards, Skills for Work, National Certificate, Professional Development Award, National Progression Award, Modern Apprenticeship, Foundation Apprenticeship, SVQ
Level 7	Advanced Higher, Awards, Scottish Baccalaureate, Higher National Certificate, Advanced Certificate, Professional Development Award, Certificate of Higher Education, Modern Apprenticeship, SVQ
Level 8	Higher National Diploma, Advanced Diploma, Professional Development Award, Diploma of Higher Education, Higher Apprenticeship, Technical Apprenticeship, SVQ
Level 9	Professional Development Award, Bachelors/Ordinary Degree, Graduate Diploma, Graduate Certificate, Graduate Apprenticeship, Technical Apprenticeship, SVQ
Level 10	Professional Development Award, Honours Degree, Graduate Diploma, Graduate Certificate, Graduate Apprenticeship, Professional Apprenticeship
Level 11	Professional Development Award, Masters Degree, Integrated Masters Degree, Post Graduate Diploma, Post Graduate Certificate, Graduate Apprenticeship, Professional Apprenticeship, SVQ
Level 12	Professional Development Award, Doctoral Degree, Professional Apprenticeship

Credit Rating

SCQF qualifications will be assigned a credit value to indicate how much learning is involved when undertaking the qualification. One credit is the equivalent of ten notional learning hours.

Guided Learning is activity that is undertaken by an individual that is taught, instructed by or under the direct supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training whether face to face or through real time electronic means, e.g. video conferences.

Directed Learning is activity that is undertaken by an individual that is not under the direct supervision of a lecturer, supervisor, tutor or other appropriate provider of education including the accessing of pre-recorded training sessions where there is no real time interaction.

Assessment is activity that the learner undertakes to evidence their competency against the knowledge and/or skills requirements of the qualification in order to achieve the qualification.

Notional Learning is calculated by adding together the time that the 'average' candidate would take to complete the guided learning, directed learning and assessment activities to achieve the qualification.

Delivery Organisation Requirements

Pre-Approval

Prior to the promotion or delivery of this qualification an organisation is required to successfully apply to join the FireQual network and gain prior approval to deliver this qualification. Until this has been gained, an organisation will not be able to promote or recruit individuals to undertake this qualification.

Delivery of Training

FireQual do not deliver training or resources to aid the training and preparation of individuals in preparation for undertaking assessment of this qualification.

It is the responsibility of the organisation to design, develop and provide training resources to support individuals to develop the necessary knowledge and skills to enable them to demonstrate their competencies with relation to the requirements of this qualification.

FireQual do indicate areas for inclusion within the unit details held within this specification and can provide guidance to organisations as they develop their own materials.

Registration of Individuals

It is the responsibility of organisations to ensure that individuals they are supporting towards the achievement of the qualification are registered in a timely manner and, at the latest, by the last date for new starts as indicated within this specification.

If an individual has not been registered and entered for the relevant assessment by this date, we cannot guarantee that they will be accepted.

Certification of Individuals

It is the responsibility of organisations to ensure that certification claims are made in a timely manner to ensure that individuals are not delayed in receiving their certification.

Where a qualification has expired or withdrawn, there will be a published date for last certification and all certification claims should be submitted by this date as, if they are received late, we cannot guarantee that certification can be provided.

Delivery Staff Requirements

There are no formal qualification requirements for assessment or quality assurance of this qualification. However, assessors and IQAs should hold subject matter experience either through carrying out the role of fire marshal or other fire safety positions and/or have experience of the safe use of portable fire fighting equipment.

They should also be able to demonstrate that they have undertaken continuous professional development to ensure their knowledge is kept up to date.

IQAs should be able to demonstrate knowledge of quality systems relating to the oversight of vocational qualifications and have experience of carrying out the role of quality assurer in this respect.

Candidate Information

Entry Requirements

There are no pre-requisite entry requirements for registration and completion of this qualification. However, candidates should be proficient in core skills literacy, numeracy, and communication.

Assessment Method

This qualification is assessed through a portfolio of evidence which will be generated by the candidate with support from the Assessor/Tutor. There are no mandatory assessment methods for the achievement of this qualification, but Centres may wish to use the following methods to aid in the collection and recording of evidence:

- Competency statements
- Practical demonstrations
- Oral questioning
- Professional discussion
- Product evidence
- Knowledge questions/banks

Additional guidance, although not mandatory, has been provided within each of the units later in this document.

Recognised Prior Learning

Recognition of Prior Learning (RPL) is defined as:

'A method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills that they already possess and do not need to develop through a course of learning.' (Ofqual 08/3726)

Its aim is to reduce duplication and undue burden on candidates where they can demonstrate that they already possess the knowledge, understanding and skills through recent, robust, and demonstrable methods.

Where a candidate is thought to be suitable to access recognised prior learning (RPL), they should be aware that it is not a quick 'work around'. They are still required to meet all the requirements of the

unit and/or qualification and they are required to demonstrate sufficient evidence of their prior learning.

In applying recognised prior learning (RPL), Centres should first ensure that candidates are aware of the options available to them as part of the induction process so that opportunities are considered from the outset and no unnecessary duplication takes place in the learning and/or assessment process.

This should include the principles of recognised prior learning (RPL), the processes involved, how the candidate will be supported by the Centre and details of any impact on training and assessment costs.

Where it is thought that an application for recognised prior learning (RPL) is appropriate for a candidate, evidence should be gathered. The nature of the evidence will depend on the subject matter and qualification and guidance will be provided by FireQual as required.

For example, when a candidate makes an application based on a previous unit and/or qualification they have achieved, copies of the standards they met previously must be provided alongside evidence of their prior achievement. This ensures that FireQual can make an assessment as to whether the previous achievement meets both the content and rigour of the FireQual unit and/or qualification.

An example of this would be where the FireQual unit and/or qualification requires a candidate to have completed a task, but the previous experience or learning gave them knowledge of how to manage others who would complete the task.

This would not meet the requirements of the FireQual unit and/or qualification as one requires them to understand and be able to complete a task and the other requires them to understand and be able to manage others who would complete the task. This would demonstrate a different set of skills than required by the FireQual unit and/or qualification.

Where a candidate wishes to use worked experience of their knowledge and/or skills rather than achievement of a previous unit and/or qualification, they will need to detail their evidence of the work experience and explain how this matches the requirements of the FireQual unit and/or qualification.

Prior to making an application to FireQual, the Centre should assess the evidence against the unit and/or qualification standard making sure they are satisfied, in their best opinion, that an application will be successful.

Centres should make submissions to FireQual at the point of registration which ensures that where an application is declined there is no impact on the deadlines set for the candidate's achievement. If an application is declined, there will be additional time required if a candidate wishes to appeal the decision or where alternative assessment methods are required for completion.

An application should include, at a minimum, evidence forming the basis of the application, mapping of the evidence to the FireQual unit and/or qualification standards and a rationale for how the evidence matches the requirements.

Due to the nature of FireQual qualifications, it is important that evidence used to support the use of recognised prior learning (RPL) is up to date.

As a result, candidates that wish to make an application should be able to demonstrate evidence that is within twelve months of completing the unit and/or qualification they wish to make an application for.

If the unit and/or qualification is completed, ie. a claim for certification, after the twelve months currency, the candidate will be unable to claim RPL.

Evidence that is older than twelve months in age will not be sufficient to apply for recognised prior learning (RPL).

Additionally to this, where there is a change in law and/or other professional and/or industry standards, the twelve month limitation may be shorter to ensure that knowledge and/or skills reflects those in existence at the time of completing the unit and/or qualification.

There are circumstances that FireQual would not normally accept applications for recognised prior learning (RPL), for example:

- Where there is a legal, regulatory and/or industry professional requirement for current assessments to take place
- Where a unit and/or qualification is assessed through e-Assessment and no equivalency rules apply
- Where a unit and/or qualification relates to a regulated profession
- Where a unit and/or qualification provides a licence to practice
- Where a unit and/or qualification relates to health and safety laws and practices

This ensures that candidates demonstrate the most up to date knowledge and skills in relation to the requirements of the unit and/or qualification to meet legal, professional, and ethical requirements.

For the same reasons, a candidate can achieve a maximum of 70% of a FireQual qualification making use of recognised prior learning (RPL).

This ensures candidates demonstrate current knowledge and skills and that they have completed sufficient work towards a qualification rather than being able to achieve multiple qualifications by the achievement of a previous one.

Reasonable Adjustments and Special Considerations

A reasonable adjustment is any action that helps to reduce the effect of a disability or access issue that places the candidate at a distinct disadvantage during the completion of an assessment. They are made to an assessment for a qualification to enable a candidate to demonstrate knowledge, skills and understanding of the levels of attainment required by the specification, for the qualification.

In their application a reasonable adjustment must not impact the integrity or validity of the qualification but may include:

1. Allowing extra time to complete assessment
2. Providing assessment materials in specific formats (e.g. Braille)
3. Providing assistance during assessment (e.g. sign language interpreter)
4. Reorganising the assessment room (removal of visual stimuli for autistic learners)
5. Changing assessment method (changing from written to spoken assessment)
6. Using assistive technology
7. Providing coloured transparencies to overlay and view assessment papers.

Reasonable adjustments may be applied to either paper-based or e-Assessment and, in the case of e-Assessment, may be made available through the user settings on the electronic device used for assessment at the time of exam.

In cases where paper-based assessment is carried out, reasonable adjustments are put in place, prior to assessment, through arrangements between the Centre and FireQual.

Reasonable adjustments constitute an arrangement to give the learner fair access to the qualification and must not be used to give any learner an unfair advantage over other learners sitting the same assessment. The use of reasonable adjustments will not be taken into account during the assessment of a candidate's work.

Special considerations may be applied after the assessment if there was a reason the candidate may have been disadvantaged during the assessment. For example, special considerations may be

applied if the candidate experienced; illness, injury or another event, outside of their control and has had or is likely to have had, a material impact on the candidate's ability to take an assessment.

Requests for special considerations should be made to FireQual in accordance with the published policy on Reasonable Adjustments and Special Considerations.

Appeals

The organisation providing this qualification will have a published appeals policy detailing how a candidate should appeal any assessment decisions that they have made. If one has not been provided, it can be requested from a member of staff at the organisation who will provide one.

A candidate should follow the organisation's appeals process prior to escalating an appeal to FireQual.

Where a candidate wishes to appeal a decision made by FireQual rather than the delivery organisation, they will have four weeks from the date of notification of the assessment decision. They should submit as much detail to explain the reasons for the appeal and evidence to support the reasoning.

The FireQual appeals process contains multiple escalation stages culminating in an independent review. On completion of the FireQual appeals process, a further appeal can be escalated to SQA Accreditation and further details of their escalation and appeals process can be found on their site at <https://accreditation.sqa.org.uk/>.

Please note that there may be non-refundable charges made to support the costs of processing an appeal where an appeal is not upheld.

Complaints

The organisation providing this qualification with will have a published complaints policy detailing how a candidate should submit a complaint if they feel they have not received a satisfactory service in the delivery of this qualification. If a copy has not been provided, it can be requested from a member of staff at the organisation who will provide one.

A candidate should follow the organisation's complaints process prior to escalating a complaint to FireQual.

Where a candidate wishes to complain about the service provided by FireQual rather than the delivery organisation, they should submit as much detail to explain the reasons for the complaint and evidence to support the reasoning.

We do understand that a candidate may wish to make a complaint anonymously and we will attempt to process these complaints in the normal manner. There may however be occasions where an anonymous submission can cause any subsequent investigation to be hindered and so it may not be possible to reach a comprehensive outcome.

If a candidate does not agree with the outcome of the FireQual complaints investigation process, they can access our appeals process to challenge this.

Due to the nature of complaints and the outcomes that these can lead to, we may be unable to provide full details of remedial actions taken as a result of a complaint being upheld, for example where an action relates to personnel.

In these instances, we will provide information as to whether the complaint has been upheld and, where the candidate has been adversely affected in the progress or achievement of this qualification, the actions that will be taken to remedy this.

Where the candidate may not be happy with the outcome of the complaints process, and all FireQual stages have been exhausted, they can submit their complaint to SQA Accreditation at The Optima Building, 58 Robertson Street, Glasgow, G2 8DQ.

SQA Accreditation will consider an escalated complaint with regards to:

- A failure to provide a service
- An inadequate quality of standard of service
- A request for a service or for information which has not been actioned or answered
- The expression of a view that a policy or process is inappropriate
- Wrong information about academic programmes
- The quality and availability of facilities and learning resources
- A decision regarding centre approval made by FireQual
- A decision regarding a specific award approval
- A decision to de-approve a specific award
- An external verification decision
- Assessment decisions

Once the SQA Accreditation complaints process has been exhausted, if the candidate remains dissatisfied, they can refer the complaint to the Scottish Public Services Ombudsman (SPSO).

The SPSO cannot normally look at:

- A complaint that has not completed all previous stages
- Events that happened, or that you became aware of, more than a year ago
- A matter that has been or is being considered in court

Please note that there may be non-refundable charges made to support the costs of processing a complaint and subsequent appeal where a complaint or subsequent appeal is not upheld.

Units

The following pages contain details of the unit(s) contained within this qualification and the relevant information that must be followed to support achievement of the qualification.

Fire Safety Principles

Reference Number	UQ16 04		
Unit Status	Mandatory		
Unit SCQF Level	5	Unit SCQF Credit	1
Guided Learning (hours)	4		
Directed Learning (hours)	2		
Assessment Time (hours)	2		
Grading System	Pass/Fail		
Assessment Method	Portfolio of evidence		

Unit Overview

This unit covers the knowledge that underpins the hazards and risks associated with fire in the workplace and how it can be managed and controlled.

The unit also covers the role of fire marshal and their duties to raise awareness for those who may wish to undertake it within their workplace.

There are no mandatory assessment methods for this unit although it may be most appropriately covered through oral questioning and/or professional discussion. Where this is not appropriate a candidate may wish to evidence their understanding through a written statement.

Unit Detail

Learning Outcomes		Assessment Criteria
A	Understand the hazards and risk associated with fire in the workplace	<ol style="list-style-type: none"> 1. Explain how fires are caused in the workplace 2. Describe the components of the fire triangle 3. Identify the hazards during or after a fire, including the products of combustion 4. Describe the characteristics of fire and smoke spread
B	Understand how fire risk is controlled in the workplace	<ol style="list-style-type: none"> 1. State the different methods used to identify and control fire hazards 2. Define the term 'means of escape' in relation to fire hazards 3. Outline typical components for means of escape from fire hazards 4. Describe methods of fire detection and raising the alarm 5. Describe the principal of how fires are extinguished 6. Describe how portable firefighting equipment should be used safely 7. Identify common fixed firefighting systems and where they might be used
C	Understand the principles and practice of fire safety management at work	<ol style="list-style-type: none"> 1. Outline the duties of employers and employees with respect to fire safety in the workplace 2. Outline how to undertake a simple fire safety inspection in the workplace 3. Describe the stages involved in a fire risk assessment
D	Understand the role of the nominated fire marshal	<ol style="list-style-type: none"> 1. State the role and function of fire marshal in their workplace <ol style="list-style-type: none"> a. On a day-to-day basis b. During an emergency c. If they are not in their designated areas of responsibility when the alarm is raised 2. Outline the content of a fire safety briefing

Using Portable Fire Fighting Equipment Safely

Reference Number	UQ17 04		
Unit Status	Mandatory		
Unit SCQF Level	6	Unit SCQF Credit	1
Guided Learning (hours)	3		
Directed Learning (hours)	2		
Assessment Time (hours)	2		
Grading System	Pass/Fail		
Assessment Method	Portfolio of evidence		

Unit Overview

This unit covers the activities required to identify the type of fire hazard within the situation, how to identify the appropriate portable fire fighting equipment and/or additional methods to deal with the situation and how to use the equipment according to the correct operating instructions.

There are no mandatory assessment methods for this unit although it may be most appropriately covered through observation. Where this is not appropriate a candidate may wish to evidence their understanding through a professional discussion or written statement further supported by a witness testimony confirming the actions they took in dealing with the situation.

Unit Detail

Learning Outcomes		Assessment Criteria
A	Be able to identify and use the correct portable fire fighting equipment for the situation	<ol style="list-style-type: none"> 1. Identify the type of hazard to be tackled and ascertain whether the use of portable fire fighting equipment, eg. portable fire extinguisher or fire blanket, is the appropriate response and/or whether alternative actions should be taken, eg. contacting emergency services 2. Remove persons from the immediate area that could be put at risk by the hazard following organisational procedures 3. Raise alarms as appropriate following organisational procedures 4. Select the appropriate portable fire fighting equipment for use 5. Operate the portable fire fighting equipment according to the operating instructions 6. Confirm the situation has been made safe or take appropriate actions where the fire safety equipment has not proven to be sufficient 7. Deal with portable fire fighting equipment that has been used to ensure that replacements are organised for future use and they are disposed of appropriately following any legal, manufacturer or organisational requirements