



**FireQual Level 3 Certificate for Fire Safety Enforcement
Officers (Northern Ireland)**

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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
June 2021	Nic Preston	Creation of document

Contents

About Us.....	5
Qualification Summary	6
Qualification Details	6
Qualification Structure	7
Regulatory Details	8
The Regulator.....	8
The Regulated Qualification Framework (RQF).....	9
Qualification Level	9
Qualification Size	10
Total Qualification Time (hours)	10
Delivery Organisation Requirements	11
Pre-Approval	11
Delivery of Training	11
Registration of Individuals	11
Certification of Individuals	11
Delivery Staff Requirements	12
Centre Assessment Standards Scrutiny	12
Candidate Information	13
Entry Requirements	13
Assessment Method.....	13
Recognised Prior Learning.....	13
Reasonable Adjustments and Special Considerations	15
Appeals	15
Complaints	16
Units	17
Statutory Duties for Fire Safety Officers (Northern Ireland).....	18
Unit Overview	18
Unit Detail.....	18

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 develop and provide an understanding of the statutory duties for fire safety officers within Northern Ireland.

Those who undertake this qualification do not require previous experience or training in fire safety and it may be appropriate for officers not engaged in fire safety on a full time basis.

The qualification has been developed to provide the necessary training for Northern Ireland Fire and Rescue Service (NIFRS) personnel enabling the fire authority to meet the statutory duties.

These officers are responsible for the enforcement of fire safety legislation and for providing advice on fire risk assessment in buildings.

Qualification Details

Title	FireQual Level 3 Certificate for Fire Safety Enforcement Officers (Northern Ireland)
Regulator	CCEA Regulation
Qualification Reference Number	603/7663/6
Date for First Registrations	1 st July 2021
Last Date for Registrations	31 st December 2024
Grading System	Pass/Fail
Qualification Total Credits	14
TQT (hours)	148
Guided Learning (hours)	76
Directed Learning (hours)	60
Assessment Time (hours)	12
Age Ranges	19+
Assessment Type	Portfolio of evidence
Entry Requirements	Candidates should be proficient in core skills literacy, numeracy, and communication. Candidates do not require previous experience or training in fire safety, and it may be appropriate for officers not engaged in fire safety on a full time basis
Progression Routes	Candidates undertaking this qualification could progress to the FireQual Level 4 Diploma for Fire Safety Enforcement Officers (Northern Ireland) to support progression through learning and career

Qualification Structure

This qualification has the following structure:

Those undertaking this qualification must achieve the one unit listed within this specification

Unit Reference	Unit Title	Unit Level	Unit Credit	Mandatory/Optional
Y/618/7744	Statutory Duties for Fire Safety Officers (Northern Ireland)	3	14	Mandatory

Regulatory Details

The Regulator

CCEA Regulation's work includes the recognition and monitoring of Awarding Bodies and evaluating their qualifications against published criteria and conditions.

CCEA Regulation approves and monitors Awarding Bodies offering qualifications in Northern Ireland, ensuring that they have the capability to offer these qualifications and that they meet the CCEA Regulation General Conditions of Recognition.

Further details regarding CCEA Regulation can be seen by visiting their website, <https://ccea.org.uk/regulation>.

The Regulated Qualification Framework (RQF)

The RQF was launched in 2015 as a framework within England, Northern Ireland and Wales 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 both a level and a size.

Qualification Level

There are eight levels of qualification within the RQF, supported by three 'entry levels' with each qualification being allocated one level which will be represented within the title.

The levels within the RQF are as follows:

RQF	Equivalence
Level 1	GCSE – grades 3, 2, 1 or grades D, E, F, G Music grades 1, 2 and 3
Level 2	CSE – grade 1 GCSE – grades 9, 8, 7, 6, 5, 4 or grades A*, A, B, C Intermediate apprenticeship Music grades 4 and 5 O level – grades A, B or C
Level 3	A level Access to higher education diploma Advanced apprenticeship Applied general AS level International Baccalaureate diploma Music grades 6, 7 and 8 Tech level
Level 4	Certificate of Higher Education (CertHE) Higher Apprenticeship Higher National Certificate (HNC)
Level 5	Diploma in Higher Education (DipHE) Foundation Degree Higher National Diploma (HND)
Level 6	Degree Apprenticeship Degree with Honours Graduate Certificate/Diploma Ordinary Degree Without Honours
Level 7	Integrated Master's Degree Master's Degree Postgraduate Certificate Postgraduate Certificate in Education (PGCE) Postgraduate Diploma
Level 8	Doctorate

Qualification Size

There are three sizes of qualification within the RQF, which will be represented within the title. These sizes are determined by the Total Qualification Time (TQT) that has been allocated to the qualification by the Awarding Body as part of the development process.

TQT is calculated as follows:

Guided Learning + Direct Learning + Assessment = Total Qualification Time

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.

The sizes within the RQF are as follows:

Size	Total Qualification Time (hours)
Award	120 or less
Certificate	121 – 369
Diploma	370 or more

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

Those wishing to deliver, assess or internally quality assure this qualification should hold sufficient knowledge of the subject matters covered within the qualification and demonstrate that they have undertaken continuous professional development to ensure their knowledge is kept up to date.

Sufficient knowledge will be demonstrated by individuals having been serving officers or having worked within a related area for a minimum of two years.

Although not mandatory, Assessors and Internal Quality Assurers (IQAs) would be demonstrating best practice if they held or were working towards a relevant teaching/training qualification.

Centre Assessment Standards Scrutiny

As part of our duty to maintain standards of the delivery and certification of FireQual qualifications, Centres will be subject to quality monitoring activities.

We will sample the evidence generated by candidates for the achievement of this qualification to check that the requirements for the delivery and assessment of the qualification have been consistently met and that certification claims are accurate and justified.

We will sample Centres at a frequency based on the risk rating that has been allocated to them as follows:

Risk Rating	Sampling Frequency	Sampling Ratio (as a minimum)
Green	Once a year unless required more frequently due to not holding Direct Claims Status for an eligible qualification	1 folder for every 10 completed
Amber	6-monthly unless required more frequently due to not holding Direct Claims Status for an eligible qualification	2 folders for every 10 completed
Red	Quarterly or more frequently due to the nature of the sanction giving rise to a Red risk rating	5 folders for every 10 completed

If it is deemed necessary, either due to information held about a Centre or whilst conducting the review, a greater sample can be selected without prior notice as can the frequency of sampling be increased as deemed necessary.

Where possible, we will select folders from each of the Assessors/Trainers and IQAs and each of the delivery locations of the Centre where multiple exist.

Candidate Information

Entry Requirements

Candidates should be proficient in core skills literacy, numeracy, and communication. Candidates do not require previous experience or training in fire safety, and it may be appropriate for officers not engaged in fire safety on a full time basis.

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

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 CCEA Regulation and further details of their escalation and appeals process can be found on their site at <https://ccea.org.uk/regulation>.

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 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.

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.

Statutory Duties for Fire Safety Officers (Northern Ireland)

Reference Number	Y/618/7744
Unit Status	Mandatory
Unit Level	3
Unit Credit	14
Guided Learning (hours)	76
Directed Learning (hours)	60
Assessment Time (hours)	12
Grading System	Pass/Fail
Assessment Method	Portfolio of evidence

Unit Overview

This unit covers the statutory duties of fire safety officers in relation to premises in accordance with the practical fire safety guidance produced for those with responsibilities under The Fire Safety Regulations (Northern Ireland) 2010 and The Fire and Rescue Services (Northern Ireland) Order 2006. It would be beneficial for candidates to familiarise themselves with the following prior to commencing this unit:

- The content of the Northern Ireland Fire Safety legislation website and the legislation overview provided in the Fire Safety Regulations (Northern Ireland) 2010 Act section.

Unit Detail

Learning Outcomes		Assessment Criteria
A	Understand statutory duties for Fire Safety Officers (Northern Ireland)	<p>Candidates will be able to:</p> <ol style="list-style-type: none"> 1. Explain the requirements of the Building Regulations (Northern Ireland) 2012 and the need to consult with the Fire and Rescue Service 2. Describe the legislative framework and the mechanisms of enforcement of fire safety for which fire authorities have responsibility 3. Discuss the disapplication of the Fire Precautions Act 1971 and the requirement for fire certificates 4. Describe the generic principles of means of escape and fire safety and have an appreciation of fires in buildings and of their development in particular 5. Identify the methods of passive fire protection in buildings 6. Describe the functions of fire alarms, emergency lighting, fire fighting equipment, and fire safety signs and notices 7. Explain the principles and scope of the fire risk assessments required by legislation 8. Explain the Fire Safety Guidance provided by the Department of Health, Social Services and Public Safety in order to support the fire safety legislation and in particular for small premises providing sleeping accommodation, offices and shops and factories and storage premises 9. Describe the methodology and process of conducting audits of risk premises, identifying hazards and initiating appropriate actions in respect of premises affected by fire safety legislation

Indicative Content:

- Role of the enforcement officer
- Education/training objectives
- The Fire and Rescue Services (Northern Ireland) Order 2006 and Fire Safety Regulations (Northern Ireland) 2010
- Enforcement, audit, and inspection procedures
- Principles of fire safety and means of escape
- Fire protection systems, signs and notices, and extinguishers
- Building construction
- Fire behaviour in buildings
- Introduction to fire risk assessment
- Practical fire safety guidance in offices, shops, factories, and warehouses
- Practical fire safety guidance in small sleeping risks, HMOs, and small B&B