

Qualification Specification

QNUK Level 2 Award in Fire Safety for Fire Marshals (RQF)

603/0711/0

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1. Introduction

Qualifications Network Limited (QNUK) is an Awarding Organisation recognised and regulated by the Office of Qualifications and Examinations (Ofqual) in England, the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland and Qualifications Wales.

This specification outlines key information required by users of the qualification to ensure they can make an informed decision about the suitability of the qualification they are taking or proposing to take for the purposes that they intend to use it.

2. Contact Us

Please get in touch if you need any advice or guidance with this qualification.

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3. Version Number

Centres should make sure they are using the most up to date document by checking the footer which will confirm the current version number.

Document owner	Qualifications Manager
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Next review	16/02/2022
Status	Approved
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4. Qualification Objective

This qualification develops the learner's knowledge of fire safety in the workplace including the use of a range of fire controls and safe evacuation procedures. The learner will understand the role of the Fire Marshal in supporting individuals and facilitating safe evacuations. The qualification supports a role in the workplace.

5. Geographical Coverage of this Qualification

This qualification is available in England, Wales and Northern Ireland.

6. Benefit for Learners

This qualification will provide the knowledge and understanding necessary to support a role of Fire Marshal in the workplace, enhancing a learner's employability.

7. Progression

Learners could progress to:

- QNUK Level 3 Award in Fire Risk Assessment (RQF)
- QNUK Level 3 Award in Health and Safety in the Workplace (RQF)

8. Recognition of Prior Learning

QNUK are unable to accept requests for recognition of prior learning (RPL) for this qualification

9. Complementary Courses

This qualification could be delivered alongside the QNUK Level 1 Award in Fire Awareness at Work (RQF). Both courses could be delivered to a cohort where some are assessed for the Level 1 qualification only and others go on to take the Level 2 assessment. Where combined courses are being delivered the maximum learner to trainer ratio cannot be exceeded.

This qualification will complement any work-based learning providing learners will additional skills that will enhance their role in the workplace.

10. Qualification Information

Qualification Number (QN)	603/0711/0
Learning Aim	60307110
Total Qualification Time (TQT)	6
Guided Learning Hours (GLH)	6
Credit value	1
Level	2
Validity	It is recommended that this qualification is refreshed every 3 years
Assessment	Invigilated MCQ paper
Achieving the qualification	Learners must achieve the mandatory unit

11. Qualification Structure

Unit No.	Unit Title	Level	Credit	GLH
Mandatory units				
J/615/3265	Undertaking the Role of the Fire Marshal	2	1	6

The learning outcomes for the qualification may be found in Appendix 1. The Assessment Guidance details the assessment criteria which are used to determine if a learner has met the requirements of the learning outcomes. Further depth of coverage is also provided in the Assessment Guidance.

12. Learner Entry Requirements

There are no specific recommended prior learning requirements for this qualification. Entry is at the discretion of the centre; however, learners should be aged 14 years and over to take this qualification.

Learners must have sufficient command of the English language to understand and undertake the recommended assessment methods for this qualification.

There are no other pre-requisites for this qualification. However, learners should be able to work at level 1 and above.

13. Delivery

This qualification is typically delivered in a face-to-face setting over a one-day period for new learners. Learners should complete the qualification within 3 weeks.

13.1. Venue Requirements

The training venue should be suitable for learning and meet all relevant Health and Safety requirements.

13.2. Equipment Requirements

Centres should consider and utilise the range of fire safety equipment learners may encounter in the workplace.

13.3. Blended Learning

Blended learning is acceptable for this qualification provided suitable controls are in place to ensure learners complete all elements.

13.4. Trainer to Learner Ratio

The maximum Trainer to learner ratio for this qualification is 1: 20, however, a preferred maximum of 16 is recommended.

14. Centre Personnel Requirements

This qualification is delivered by suitably qualified trainers.

All those who deliver and assess this qualification must:

1. Level 3 Award in Health and Safety in the Workplace (QCF/RQF) or similar; or
2. NEBOSH General Certificate; or
3. Level 3 Certificate in Occupational Health and Safety (QCF/RQF); or
4. Be a Serving Fire Fighter or;

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5. Hold a recognised Fire Safety Train the Trainer – i.e. FPA
6. Hold one of the following qualifications or their recognised equivalent:
 - a. Cert Ed/PGCE/B Ed/M Ed
 - b. CTLLS/DTLLS
 - c. PTLLS
 - d. Further and Adult Education Teacher’s Certificate
 - e. IHCD Instructional Methods
 - f. IHCD Instructor Certificate
 - g. S/NVQ level 3 in training and development
 - h. S/NVQ level 4 in training and development
 - i. TQFE (Teaching Qualification for Further Education)
 - j. English National Board 998
 - k. Nursing mentorship qualifications
 - l. NOCN Tutor Assessor Award
 - m. Level 3 Award in Education and Training (QCF/RQF)
 - n. Level 4 Certificate in Education and Training (QCF/RQF)
 - o. Level 5 Diploma in Education and Training (QCF/RQF)
 - p. Accredited Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development
 - q. Training Group A22, B22, C21, C23, C24
 - r. SQA Accredited Planning and Delivering Learning Sessions to Groups
7. Show current evidence of continuing professional development in teaching, assessment and the subject matter.

Internal Quality Assurance Requirements

Each centre must have access to a suitably qualified IQA. The IQA cannot verify the delivery or assessment of individual learners or cohorts of learners where the IQA has been involved in the delivery or assessment of the qualification for those learners.

All those who are involved with the quality assurance of this qualification **internally** must:

1. have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
2. meet the delivery staff requirements for this qualification:
3. hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - a. Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF);
or
 - b. Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF); or
 - c. V1 Conduct internal quality assurance of the assessment process; or
 - d. D34 Internally verify the assessment process; and
4. show current evidence of continuing professional development in assessment, quality assurance and the subject matter.

15. Assessment Requirements

Learners are assessed for this qualification through:

15.1. Multiple-Choice Question Paper

The MCQ paper will be taken under examination conditions, i.e. learners will sit a minimum of 1.25 metres apart, will not confer during the examination and no electronic devices (such as mobile phones) or books, including dictionaries, will be permitted.

Language of assessment	English
Duration	45 minutes
Pass mark	70% (21/30)
Grading	Pass/Fail

Example MCQs are included at Appendix 2.

16. Moderation

The level of external moderation required for this qualification will be risk based and in line with the Centre Assessment Standards Scrutiny Strategy applicable to this qualification.

There may be situations within the centre devised assessment methodology that require observations, in these situations QNUK EQA Department will also require to conduct verification visits to ensure the accuracy and consistency of assessment decisions.

QNUK EQA Department will advise the centre of the required levels of moderation/verification to anticipate for this qualification upon centre approval for delivery.

17. Reasonable Adjustments

Learners are required to complete the assessments in a manner appropriate to the purpose of the qualification.

The prescribed assessment methods for this qualification should not unfairly disadvantage learners who would otherwise be able to demonstrate competence in line with the purpose of the qualification. Learners should contact their centre to discuss reasonable adjustment if they feel the prescribed assessment methods would disadvantage them.

18. Results

The centre is required to submit learner results within 10 working days of assessment to Qualifications Network UK for moderation. We will issue verified results and appropriate certification to the approved centre within 7 working days of receiving the results. Centres will forward results and/or certificates to learners, who can expect to receive them within 20 working days of taking the assessment. If learners have not received results and/or certificates within 25 working days, they should contact the centre in the first instance.

Appendix 1: Units

Unit 1 Undertaking the Role of the Fire Marshal (J/615/3265)

Unit Summary

This unit provides an understanding of the hazards and risks associated with the workplace and the range of fire controls that can be used. Learners will understand the importance of safe evacuation and supporting individuals who need assistance. Finally the role of a Fire Marshal is explored.

1. The learner will: Understand the hazards and risks associated with fire in the workplace		
Assessment Guidance		Types of Evidence
1.1	List the elements of the fire triangle	MCQ
1.2	Outline methods of smoke and fire spread	MCQ
1.3	Give examples of how the risk of fire can be lowered in a workplace	MCQ

2. The learner will: Know how to use a range of fire controls		
Assessment Guidance		Types of Evidence
2.1	List common fire controls in a workplace	MCQ
2.2	Explain how to use a range of fire controls including fire exits and fire doors	MCQ
2.3	Explain the importance of clear routes or travel	MCQ
2.4	Describe how to use a range of portable fire extinguishers	MCQ

3. The learner will: Understand the importance of a prompt and safe evacuation of the workplace		
Assessment Guidance		Types of Evidence
3.1	Outline the actions to be taken on hearing a fire alarm	MCQ
3.2	Outline how a safe evacuation can be undertaken in a workplace	MCQ
3.3	Outline how members of the public and visitors should be alerted to the presence of a potential fire	MCQ

4. The learner will: Know how to support individuals during an evacuation		
Assessment Guidance		Types of Evidence
4.1	Outline what is meant by the term personal emergency evacuation plan	MCQ
4.2	Explain when a personal emergency evacuation plan (PEEP) would be implemented	MCQ
4.3	List ways of supporting an individual during an evacuation	MCQ

5. The learner will: Understand the role of the Fire Marshal in the workplace		
Assessment Guidance		Types of Evidence

5.1	Explain the actions to be taken by a Fire Marshal during an evacuation	MCQ
5.2	Outline how to undertake a search of a workplace	MCQ
5.3	Outline the information that should be passed to the emergency services	MCQ
5.4	Outline the day-to-day duties of a Fire Marshal	MCQ

Rationale for level			
	Level	Emphasis	Comments
Knowledge	2	Strong	
Skills	N/A	N/A	
Overall	2		

Rationale for TUT and credit			
	Hours	Comments	
Guided learning	6		
Directed study	N/A		
Independent study	N/A		
Non invigilated assessment	N/A		
TQT:	6	Credit:	1

What needs to be learnt?	
Unit 1	
1.1	The elements of the fire triangle – oxygen, fuel, heat / ignition
1.2	The methods of smoke and fire spread including: <ul style="list-style-type: none"> Smoke spread – smoke rises; can access small gaps in building materials; vents; etc. Fire spread – conduction; convection; radiation; direct burning.
1.3	How the risk of fire can be lowered in a workplace including appropriate storage of materials; reduction in amount of stored materials; keeping fuel sources away from sources of ignition; maintained and tested electrical system and equipment; monitoring of controls.
2.1	The common fire controls in a workplace including detection of fire, heat, flame and smoke; construction to fire standards; compartmentalisation; fire doors; fire exits; fire warning systems both manual and automated.
2.2	How to use a range of fire controls including fire exits and fire doors including: <ul style="list-style-type: none"> Fire exits: generally open in direction of travel; open to a place of safety; sufficient number and size to allow safe evacuation; not locked when building is in use with some exceptions; easy to use; push bar operation. Fire doors: generally kept closed; some may need to be kept locked; must be labelled as fire doors; fire rated, generally for 30 minutes; should be self-closing; some doors are held open but automatically close when fire alarm system activated.

2.3	The importance of clear routes or travel including reduction in likelihood of trips and falls; allows maximum number of people to evacuate in short space of time; allows individuals to pass others who may be slower due to injury or other condition.
2.4	How to use a range of portable fire extinguishers including water; CO2; powder; wet chemical; foam; fire blanket.
3.1	The importance of actions to be taken on hearing a fire alarm including alert others; evacuate using nearest exit; follow instructions; close doors and windows; make way to assembly point.
3.2	How a safe evacuation can be undertaken in a workplace including following procedures; co-ordinated evacuation e.g. staggered in a larger workplace, evacuated at the required time, do not delay; personal evacuation plans in place as required.
3.3	The learner must outline how members of the public and visitors should be alerted to the presence of a potential fire including suitable and sufficient fire warning system which could consist of sounders, visual displays and verbal commands; use of Fire Marshals.
4.1	What is meant by the term personal emergency evacuation plan or a bespoke plan intended to support individuals who may need additional support when a fire alarm is activated during an evacuation.
4.2	When a personal emergency evacuation plan (PEEP) would be implemented including when an individual has a condition which means they may not be aware of the fire alarm e.g. a hearing impairment; they may not be able to safely leave a building without assistance e.g. difficulty walking or seeing signage.
4.3	Ways of supporting an individual during an evacuation including alternative fire warning e.g. a vibrating system for a person with a hearing impairment; personal support e.g. where an individual may not understand the signage or the evacuation process, where an individual normally uses a wheelchair or where walking downstairs may cause complications.
5.1	The actions to be taken by a Fire Marshal during an evacuation including ensuring they can be identified as a Fire Marshal; carry out any required shut down procedures; search their designated area; close doors and windows as appropriate; undertake a roll call.
5.2	How to undertake a search of a workplace including a systematic search of all areas ensuring others leave the building; ensuring all areas, including toilets and secondary rooms are checked.
5.3	The information that should be passed to the emergency services including any additional fire hazards e.g. presence of additional sources of oxygen and fuel; layout of the building; any persons unaccounted for.
5.4	The day-to-day duties of a Fire Marshal including checking fire controls are in place and working; completing fire alarm and emergency lighting checks; checking fire extinguishers are in place, have not been used and signed appropriately; evacuation signage is clear and visible; fire doors are being used appropriately and fire exits are openable and exit routes are clear.

Appendix 2: Specimen Assessment Material

1. Which of the following is one of the three elements of the fire triangle?

- A Fuel
- B Metal
- C Water
- D Powder

2. Which of the following statements is true? A fire exit:

- A normally opens in the direction being travelled
- B holds smoke and fire back for at least 30 minutes
- C should be kept locked shut
- D is recognised by a red and white sign above the door

3. When a fire alarm is activated:

- A Fire Marshals should leave the building immediately asking others to follow them
- B staff should clear their desks and wait to be told to leave
- C staff should follow procedure and leave the building immediately
- D staff should secure their belongings and wait for the fire and rescue service to evacuate the building