ITC Level 2 Award in Fire Safety

Qualification Number: 600/9581/7

G22

Qualification Specification
Guidance for Centres

ITC First

Trading Name for
ITC First Aid Ltd
Registered in England
Company Number 5750596
VAT Number 928779851

Postal Address
ITC First
Tranquility House
3rd Floor
Harbour Walk
Hartlepool
TS24 0UX

Telephone 0345 370 7610 (local rate from anywhere in UK)

Ask for
Chief Executive Officer for all queries regarding ITC operations.

E-mail mail@itcfirst.org.uk
Website www.itcfirst.org.uk

Website Access
For all policy statements and downloadable documents

Upload to:

Ofqual Portal	SQA Accreditation Share Point	ITC WebOffice Support Resources	ITC Public Website	ITC Server
☐	*x*	☐	☐	☐

© ITC First 2022

Contents

Appendix Documents Listing

Section 1
General Information
1.1 Using this Document
1.2 Documented Procedures

Section 2
Qualification Details
2.1 Qualification Objectives
2.2 Candidate Entry Requirements for this Qualification
2.3 Qualification Structure
2.4 Learning Outcomes
2.5 Awarding
2.6 Age of Learners

Section 3
Centre Approval to Deliver ITC Qualifications
3.1 Centre Approval Documents
3.2 Teaching Programme
3.3 Internal Quality Assurance
3.4 Learner Evaluation
3.5 Protecting the Interests of Learners

Section 4
Centre Staffing
4.1 Tutor Credentials

Section 5
Candidate Registration
5.1 Selection of Learners
5.2 Information to Learners
5.3 Registrations of Learners
5.4 Learner Identity

Section 6
Assessment
6.1 Assessment of the Unit
6.2 Assessment Tasks
6.3 Internal Assessment and Invigilation
6.4 Internal Quality Assurance

Section 7
Supporting Resources for Delivery
7.1 Website Support Resources List

Section 8
External Quality Assurance
8.1 Procedures
8.2 Visit Details

© ITC First 2022

Appendix Documents Listing

Hard copy documents go out of date. Up to date versions of documents can be found within the Support Resources section of the ITC WebOffice (Members area). If a document is not available please contact the ITC Office.

Unit Specifications
D/601/9698 Fire Safety Principles

Fire Safety Delivery Resources
- G22 Qualification Specification / Centre Guidance [This document]
- FS MCQ Multiple Choice Question and Answer Grids (Sets A to E)
- INVQ1 Invigilation of Multiple Choice Exams

Internal Quality Assurance
- IQA1: Internal Moderation Process
- IQA2: Centre Standardisation Records
- IQA3: Internal Moderation Sampling Record
- IQA4: Internal Moderation Sampling Report Record
- IQA5: Internal Quality Assurance Record Form

Centre Approval
- C1: Centre Approval Initial Application Form
- C9: Centre Agreement

ITC Document Forms
- C4: Access to Training & Assessment Request Form
- C7: Special Considerations Request Form
- F3: Malpractice, Maladministration & Misconduct Report Form
- 02: Learner Registration Form
- 05: Replacement Certificate Request Form
- 06.FS: Fire Safety End of Course Form
- R1: 1 Day Register

ITC Policies
- P1: Customer Charter
- P3: Fees Policy
- P5: Appeals Policy
- P6: Malpractice, Maladministration & Misconduct Policy
- P7: Language Policy
- P8: Equality, Diversity and Assessment Policy
- P9: Record Retention Policy
- P12 Automatic E-mail Policy
- P14: Sanctions Policy
- P15: Withdrawal from Delivery Policy
- P16: Complaints Policy
- P17: Invoice Policy
- P19: Recognition of Prior Learning
- P22: Data Protection and Privacy Policy

© ITC First 2022

1. General Information

1.1 Using this document

This document has been developed to provide guidance for Centre staff involved in the delivery of the ITC Level 2 Award in Fire Safety.

It explains the administration, assessment and quality assurance requirements for these qualifications.

It directs ITC Centres to appropriate and relevant ITC resources. [See contents page]

It identifies and lists other ITC documents that Centres are required to have in order to deliver ITC L2 Fire Safety qualifications.

1.2 Documented Procedures

ITC is a regulated Awarding Organisation supporting regulated qualifications. All who work with ITC are supported by a documented framework of policies and procedures updated regularly on the ITC website. To seek policy guidance to inform your relationship with ITC visit:

http://www.itcfirst.org.uk/policies.asp

If you are a Centre log into your ITC Web-Office and view or download up to date documents from 'Support Resources'

2. Qualification Details

This ITC Level 2 Award in Fire Safety is on the Register of Regulated Qualifications.

This qualification is regulated in England by the external regulators of qualifications – Ofqual.

This qualification is supported by the Sector Skills Council for Manufacturing Technologies – 'Proskills.'

2.1 Qualification Objectives

This qualification indicates that an individual can undertake a specific role in the workplace and that it may be relied upon by employers.

The qualification will benefit those involved in the management of fire safety in the workplace.

Successful completion of the course will result in knowledge and skills for the learner to:

- Understand the hazards and risks associated with fire in the workplace;
- Understand how fire risk is controlled in the workplace;
- Understand the principles and practice of fire safety management at work;
- Understand the role of the nominated fire warden.

2.2 Learner Entry Requirements for this Qualification

© ITC First 2022

a) Previous qualification requirements for Learners of this qualification
None

b) Prior knowledge, skills or understanding which the Learner is required to have before taking the qualification
None

c) Units which a Learner must have completed before the qualification will be awarded including any optional routes
There is no requirement to have completed any units previously.

d) Other requirements for a Learner to satisfy prior to assessment or awarding
None

2.3 Qualification Structure

To meet the requirements of the qualification the Learner must achieve the mandatory unit required for the particular qualification:

Unit title
Fire Safety Principles
Unit Reference number
D/601/9698

Qualification title
ITC Level 2 Award in Fire Safety
Qualification number
600/9581/7

The single mandatory unit must be completed in order for the qualification to be achieved.

The Units Review date – 31 August 2027

Unit title: Fire Safety Principles
Unit number: D/601/9698
Unit level: 2
Unit credit: 1
TQT: 10

The Award has a credit value of 1 [10 hours] with 9 hours of this required to be GLH [guided learning hours]:

GLH is the time a learner spends being taught or otherwise participating in education under the immediate guidance of an appropriate tutor. It includes directed study time and time taken for assessments.

© ITC First 2022

2.4 Learning Outcomes and Assessment Criteria

Learning Outcomes: The learner will…..	
1	Understand the hazards and risks associated with fire in the workplace
2	Understand how fire risk is controlled in the workplace
3	Understand the principles and practice of fire safety management at work
4	Understand the role of the nominated fire warden

2.5 Awarding

After the assessment evidence of achievement will be forwarded to ITC.

A list of outcomes [Pass/Not yet meeting standard] will be forwarded to the Centre along with any certificates.

The assessment result is pass, or not yet meeting standard, there is no grading.

ITC will award certificates according to the timescales in ITC Customer Charter. Awarding can only occur within the qualification lifespan.

Unit certificates may be awarded upon Learner request, for any unit completed and passed.

Replacement Certificates are available. Learners must apply using the replacement certificate request form 05. There is a small fee payable.

2.6 Age of Learners

The qualification is appropriate for learners of:

a) Pre-16;
b) 16-18 years;
c) 19 years or older.

3. Centre Approval to Deliver ITC Qualifications

3.1 Centre Approval Documents

Centres wishing to offer the ITC qualifications will need to complete:

a) Centre application on line at www.itcfirst.org.uk;
b) Binding centre agreement C9.

Centres will need to consider:

a) Sufficient resources for the delivery the qualification – physical and staffing;

© ITC First 2022

b) Learner access to sufficient resources for the award – learning centre, visual aids, text books and mentor;
c) Quality assurance procedures – internal assessment and internal moderation or verification.

3.2 Teaching Programme

The content of the teaching programme is the responsibility of the Centre and is developed by the staff team of the Centre. ITC has guidance and advice documents to assist in the development of a teaching programme that can be supplied to Centres upon request

The course programme is developed from the learning outcomes and assessment criteria for the qualification. A Centre scheme of work containing lesson plans for each session is to be available for scrutiny by ITC External Quality Assurance activity

3.3 Internal Quality Assurance

The Centre must maintain evidence of all meetings, CPD events, standardisation activity in a Central File readily accessible at any time by an ITC representative. ITC has various assessment and moderation template documents available to assist all Centres. See appendices of this document.

There should be an agreed quality assurance plan that monitors the skills of tutors, with evidence of standardisation maintained for external moderation.

The quality assurance plan should describe the internal quality assurance procedures and the evidence to be maintained for external quality assurance.

3.4 Learner Evaluation

An end of course evaluation form is to be completed by each learner and the data collected used to inform Centre quality procedures. The results of this evaluation review are to be available for scrutiny by ITC External Quality Assurance procedures

3.5 Protecting the Interests of Learners

Centres will protect the interests of learners and the integrity of the qualification by implementing a coherent series of documents policies and procedures. ITC can provide various template documents upon request.

A Centre complaints and appeals policy is to be provided for every learner upon registration.

© ITC First 2022

4. Centre Staffing

4.1 Tutor Credentials

Centres are expected to have an appropriate number of suitable tutors ideally with teaching experience who hold a teaching and subject area qualification. Experienced tutors without qualifications may be considered if there is evidence of sufficient and appropriate delivery experience and they are working towards [i.e have enrolled and specify timeframe for completion] the teaching or occupational qualification

Teaching qualification:

a) Level 3 PTLLS or Level 3 Award in Education and Training or above.

Occupational area qualification/experience may include:

a) ITC teaching and assessment process training for fire safety [this includes holding the ITC qualification you are to teach];
b) L3 qualification in Health & Safety or Fire Safety;
c) NEBOSH Certificate or Diploma in Occupational Safety or Health;
d) HNC/D or Degree in Environmental Health subject;
e) A track record as a Fire Officer [supported by logbook].

ITC require Centres to identify:

a) A nominated individual to lead the qualification delivery team in the Centre;
b) Tutors with a minimum of a level 3 PTLLS teaching and occupational competency;
c) Internal quality assurance staff who are competent at moderation/verification Evidence of competence is provided either by holding Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice or equivalent.

5. Learner Registration

5.1 Selection of Learners

There are no prerequisite entry requirements for this qualification.

Prospective learners are to be advised that they should have literacy and numeracy competency appropriate for the level of the qualification.

It is the responsibility of the Centre to provide guidance and advice to learners prior to the commencement of the programme.

5.2 Information to Learners

Pre-course information should be provided to learners containing:

a) Joining details;
b) ID requirements;
c) Expectations of course members;
d) Outline of assessment assignment timelines;

© ITC First 2022

e) Link to ITC policies and procedures on homepage of ITC website, including Appeals (P5) and Complaints (P16) procedures;
f) Information on how to request reasonable adjustment to assessment so that learners have a fair assessment opportunity;
g) Contact details for their course tutor or mentor.

5.3 Registration of Learners

Centres must meet the following requirements:
a) Learners must be registered with ITC within 5 days of course start date;
b) Learner registration details must be entered into ITC Web Office database;
c) Centres are to keep original learner registration documents;
d) Centres must have procedures in place to confirm the identity of each Learner before they undertake an assessment.

5.4 Learner Identity

Learners must be informed of the requirement to bring suitable identification to the training course [and assessment if not assessed on the day of the course].

5.5 Learner Progression

Learning routes include:
- Level 3/4 Fire Risk Assessment qualifications;
- Level 3 Awards in Health and Safety.

6. Assessment

6.1 Assessment of the Unit

Knowledge only is assessed in this unit
Evidence of meeting each assessment criteria is required
The assessment evidence is generated by a 30 question multiple choice examination

6.2 Assessment Tasks

Knowledge
The knowledge of each learner is assessed by an end of course multiple choice question examination.

- Duration: 30 minutes
- Pass mark: 20 out of 30

A typical question follows the format:

Q. Which type of fire does a fire extinguisher with a yellow label best extinguish?
a) Fires involving wood, paper, textiles

© ITC First 2022

b) Fires involving flammable liquids like petrol
c) Fires involving electrical equipment

6.3 Internal Assessment and Invigilation

Centres must have verification/moderation systems to ensure all assessment evidence is authentic, reliable, valid and sufficient and standardisation systems to ensure all staff can make consistent and fair assessment decisions.

Knowledge is assessed by multiple choice question examination using the documents provided by ITC.

Examination documents are to be opened by the learners at the venue, at the time of assessment. Examination questions and answers are to be returned to ITC within 5 working days of completion.

If learners do not meet the standard the Centre will be informed and will require arrangements to be made to allow the learner a referral opportunity, within 1 month of the original course.

If the referral is not passed then the learner will have to redo the training course.

6.4 Internal Quality Assurance

Assignment evidence is to be internally quality assured following ITC centrally produced procedures [Appendix document listing of this document] or procedures agreed with ITC External Quality Assurance.

To assist Centres in this function the following documents are available on the Centre Web-Office.

- IQA1: Internal Quality Assurance Process
- IQA2: Centre Standardisation Records
- IQA3: Internal Quality Assurance Sampling Record
- IQA4: Internal Quality Assurance Sampling Report Record
- IQA5: Internal Quality Assurance Record Form

7. Supporting Resources for Delivery

7.1 Website Support Resources List

© ITC First 2022

8. External Quality Assurance

8.1 Procedures

Centres will be notified of proposed external quality assurance events/visits.

As well as viewing assessment procedures and judgements the visit will include:

a) Confirmation of all policies and documented procedures after initial pre-visit desk research;
b) A review of the evidence of Centre internal quality assurance and staff development events;
c) A review of the evidence generated from previous external quality assurance events, including action plan evidence;
d) A review of learner assessment evidence;
e) Any guidance required to administer or deliver the qualification.

8.2 Visit Details

Centres will be allocated an External Moderator/Verifier. For each visit:

a) The Centre will be notified in advance to allow time to make suitable arrangements - normally planned at the previous external quality assurance visit;
b) The agenda for the meeting will be forwarded to the Centre;
c) The meeting will occur on the planned date;
d) Preliminary action plans will be drafted for agreement and review at the time of the Centre visit;
e) Action Plan evidence will be generated according to the specified timescale by the Centre and approved or referred by ITC;
f) Risk rating will be applied to each Centre.

© ITC First 2022