





## ProQual Level 3 Award in Intermediate Fire Risk Assessment

Candidate's Name:

ProQual Centre: #690

Start Date:

Registration Number:
Completion Target Date:



#### **Level 3 Award in Intermediate Fire Risk Assessment**

affect the fire safety of a building.

1	Understand legislation & guidance relevant to Intermediate Fire Risk Assessment.	3	Understand the control measured used to reduce the risk of & from fire.
.1	Describe the relevant legislative national framework, in relation to fire safety, for the country in which you are carrying out fire risk assessments.	.1	Identify common fire prevention activities that could be applied to an intermediate-risk building.
.2	Identify guidance documents that are relevant to the Intermediate Fire Risk Assessment.	.2	Identify fire safety management systems that could be appropriate for an intermediate-risk building.
.3	Explain the purpose of the guidance documents that are relevant to the Intermediate Fire Risk Assessment.	.3	Descri <mark>be the types &amp; purpose</mark> s of passive fire protection systems that might be present in an intermediate-risk building.
.4	Explain the difference between regulation & guidance.	.4	Describe the types & purposes of active fire protection systems that might be present in an intermediate-risk building.
	Describe the legal requirements placed on:	4	Understand how to develop own & other's knowledge of fire risk assessment.
.5	•Responsible persons. •Relevant regulators. •Duty holders.	.1	Identify sources of information that could be used to reflect on & inform own practice, in relation to the fire risk assessment of intermediate risk buildings.
2	Understand the principles of fire risk assessment for intermediate risk buildings.	.2	Identify sources of information that could be used to reflect on & inform own practice, in relation to the fire risk assessment of intermediate risk buildings.
.1	Explain the principles of fire risk assessment, outlined in:  •PAS 79:2020 part 1.  •PAS 79:2020 part 2, Section 5.	.3	Describe how areas of wea <mark>kness, in relation to current kn</mark> owledge & skills, can be addressed.
.2	Identify common causes of <mark>fire in various intermediate-risk buildings.</mark>		
.3	Identify common causes of fire spread in various intermediate-risk buildings.		
.4	Identify structured appr <mark>oache</mark> s that cou <mark>ld be u</mark> sed to carry <mark>ou</mark> t a fire risk assessment.		
.5	Identify the factors f <mark>or consi</mark> derat <mark>ion</mark> when adopting a fire risk assessed approach.	7	CX.
.6	Describe the different types of occupants within intermediate-risk buildings.		
.7	Explain why it is important to consider human behaviour when conducting a fire risk assessment, including:  •Different types of user groups & their likely behaviour.  •The needs of different user groups.		
.8	Describe the physical properties of materials commonly used in construction, & how the	se	aietv

#### **NVQ** Equivalents

National Qualifications Framework (NQF)		
Higher Educational level	Revised levels	Note.
Doctorate. (PhD)	Level 8 - Specialist Awards.	
	BTEC Advanced Professional Diplomas, Certificates & Awards.	An NVQ/QCF can gain a maximum of 3 CPD points for
Master's degrees (MSc), Postgraduate	Level 7 - Diplomas.	each unit you have undertaken.
certificates (PGC) & Diplomas	BTEC Advanced Professional Diplomas, Certificates & Awards.	90
	(Pre 2011 NVQ/QCF Level 5 in Management of Health & Safety).	Explanation
Honours – Bachelor's degree, Graduate	Level 6 - Diploma in Management. E.g. NEBOSH H&S Diploma	
certificates & Diplomas.	or Environmental Management Diploma.	There are nine levels in the QCF, from Entry level to level 8. Every qualification in the QCF comes in one of
	BTEC Professional Diplomas, Certificates & Awards.  NVQ Level 6 – C&G/ProQual Diploma in Occupational H&S	three sizes — Award, Certificate or Diploma. The
	Practice	qualification name — Award, Certificate or Diplom
Intermediate – Diplomas of Higher &	Level 5 – BTEC Professional Diplomas, Certificates & Awards.	tells you how long it will take to complete. The level shows how difficult the qualification is.
Further Education, Foundation Degrees,	NVQ/QCF Level 5 Diploma in Occupational Health & Safety	shows now difficult the qualification is.
Higher National Diplomas (HND).	Practice, with optional Unit 611.	Awards are made up of 1 to 12 credits (or 10 to 120 hours learning), Certificates 13 to 36 credits (130 to
Certificates of Higher Education.	Level 4 – Certificates & awards	
	Post 2011 NVQ/QCF Level 4's.	360 hours learning) & Diplomas 37 credits or more
A Levels.	Level 3 - Certificates – e.g. NEBOSH General Certificate, TUC	(370 or more hours learning) on the QCF.
	Certificate in Occupational Safety & Health.  NVQ/QCF Level 3 in Occupational Health & Safety.	
Level 2 - GCSE's & O Levels. Grades A – C.		
Several 1 day courses run by Chartered Insti		
Safety, Risk Assessment.		
Level 1 - GCSE's Grades D - G, CSE's	V	
Diplomas, Certificates & Awards, Level 1 NV	7	
Entry Level Certificate.		

#### Centre Introduction/NVQ Level 3 Award in Intermediate Fire Risk Assessment

#### 1. Introduction

Welcome to SHE Knows Health and Safety. This workbook is provided to support your NVQ Level 3 Award. It contains:

- ✓ Information about SHE Knows, policies & procedures.
- ✓ Documentation that you & your Assessor will need to complete when you register for your Award & for you to use during your programme of work. This documentation will assist you with self-assessment, identification of your development needs & it will help you to record your progress in the months to come.
- ✓ Assessor discussion & observation sheets which set out the standards applicable to your Certificate.
- ✓ Witness observation sheets

Do not be alarmed, dismayed or intimidated by the amount of work you think you will be expected to achieve - you are not alone! You have your colleagues, members of your team and, not least, the SHE Knows team to support you.

At the end of your qualification this workbook along with your portfolio of evidence & any assessor documentation will be collated in our office for final quality assurance. So please remember to send your completed workbook back to your assessor.

#### 2. Policies

SHE Knows is an approved NVQ Training Centre accredited by several Awarding Bodies. Accreditation is approved & maintained in accordance with these bodies' requirements & as such is monitored by an External Quality Assurer on an annual basis. We are committed to providing the highest quality service to all of our candidates & to achieve this we will endeavour to support, train & further develop all of our employees & business associates. Our objectives are:

- ✓ To ensure fair & equal access to assessment & qualification.
- To offer learning opportunities that are relevant to our work & are appropriate to the development needs of the individual concerned & are based on clearly identified needs.
- ✓ To continually appraise & review our working practices in providing learning opportunities in order to achieve & maintain a quality service.
- ✓ To work alongside all our partners ensuring that their staff also have access to training, assessment & qualification.
- ✓ To use a 'minimum paperwork' approach to assessment focusing on electronic communications (email) & submission of evidence where possible.
- ✓ To ensure all staff involved in the assessment process have the relevant occupational experience & access to opportunities for furthering their development through training & assessment.
- ✓ To ensure all staff are given sufficient time to provide information, advice & support to candidates. Assessors are allocated a minimum of 50 hours to assessment, standardisation & verification procedures per annum in addition to time allocated in order to achieve Assessor qualifications.

#### **Reviews & Assessor NVQ Standardisation**

- ✓ Our NVQ programmes, procedures, & workbooks are reviewed on an annual basis subject to any SHE Knows policy or legislative changes occurring in the interim.
- ✓ Standardisation of assessment procedures, processes & assessments will take place on a quarterly basis, providing sufficient candidates/learners have been enrolled.
- ✓ Internal Quality Assurance will take place across the year & will include sampling across Assessors, locations, tasks & methods. Sampling will be taken of complete & part complete portfolios.
- ✓ The purpose of the Standardisation meetings are to ensure quality & standardisation across all N.V.Q Assessment activities. Assessors must attend regular Standardisation meetings or at least 2 per year.

#### 3. Professional Discussion Workbook

In the workbook are a series of criterion/tasks. By collecting the evidence it suggests, you will gather enough evidence to support your discussions with your Assessor to complete 85% of your Certificate. You can opt to pre-record your topics for discussion (the second part in each task) if you wish.

The remaining work is in three parts:

- 1. All evidence to be put into a folder (portfolio). Each page is to be numbered.
- 2. Your Assessor (or prior designated person) to observe you in selected tasks at work, & discuss your evidence, ensuring the authenticity of your evidence.
- 3. Your line manager (or prior designated person) to read through check off & sign, a document supporting your evidence, ensuring the authenticity of a wider variety of evidence that your Assessor may be unable to observe.

On completion, your portfolio will be quality checked by a SHE Knows IQA, will then be put forward to the Awarding Body to be Externally Quality Assured. This ensures that the standard of all NVQs are at the same level & no one person has to do more or less than another to achieve their qualification.

Please contact SHE Knows if you wish to receive the workbook electronically in a different font or format.

#### **House Rules**

"I am well aware that an NVQ is a collection of work-based evidence, some of which may be created from scratch, & some may be a re-hash; a cut & paste version of someone else's documentation. Cut & paste revisions are acceptable if you can demonstrate you understand the document & have implemented them into your workplace. After all, if you change employment you will use past experience, best practice & document templates in your new position - if you can improve upon what is currently in place!

Please don't forget in this instance to consider copy write requirements.

Templates & generic documents are often taken off a company's intranet or quality system. We will only accept these if they have been amended to make them site/job specific. This can be a version which is amended in pen, or you can also enclose a generic & updated specific document in your portfolio. Remember, both your Assessors & myself, as a verifier, have seen numerous portfolios from a variety of sites/companies. One of us will know if we have seen something before. Merely taking a logo off & changing the site name/date won't suffice. The HSE do not endorse generic documents, we will not assist you to be a poor safety advisor!

Whilst we acknowledge the use of Artificial Intelligence is becoming more prevalent, & that candidates may use this as a tool to aid them, submissions must be relevant to the candidate's business practices & knowledge base. Any work that is deemed to be too generic or written by AI will be subject to review & further verification of the candidate's knowledge during the IQA process.

As part of our & your professional commitment I also want to make it clear that plagiarism of documentation is not acceptable, the SHE Knows Assessment team are all members of IOSH & uphold the value of integrity highly.

This qualification may take you 3 months or 2 years to complete. Don't dumb it down — 3 months of evidence collation is an accumulation of years' worth of work, experience & learning. Consider this — your NVQ may have taken 5 or even 10 years to complete, a NEBOSH Certificate/Diploma Level 6 could be done in 2 or 3 years.

May I wish you all the best for your NVQ journey, & thank you for choosing SHE Knows to undertake your NVQ."

Health and Safety

Linda Crossland-Mead CMIOSH RMaPS MIIRSM Dip.RSA

#### **Equal Opportunities Policy & Special Assessment Requirements**

SHE Knows believes that equality of opportunity is fundamental to the development of an environment in which those who work or study can achieve their full potential. The pursuit of equality means that all forms of unfair discrimination will be challenged in whatever form they arise. We believe that inequality can arise across the whole range of our activities - in staff recruitment, selection, dismissal, resource allocation as well as in our NVQ, training & short course activity. The use of language, gestures & other forms of symbolic behaviour can also threaten equality. SHE Knows wishes to ensure that individual potential can be encouraged & that staff & candidates can act with confidence, competence & with open & critical minds.

We will pursue not only the letter of the law, but the spirit of the law in relation to disability, race, colour, ethnic origin, sexuality, gender or marital status. All managers, staff & candidates of SHE Knows H&S, will be responsible for ensuring that their actions are carried out in the spirit of this Policy. All those involved in guidance, assessment & verification processes will be responsible for ensuring that equal opportunities issues are addressed in relation to those processes.

All marketing & other published material will reflect this Policy. SHE Knows will maintain processes for the monitoring of this Policy & will ensure that the issue is a standing item at all Management Review meetings. This policy will be reviewed on a regular basis. SHE Knows will look to monitor race, gender & disability in relation to staff & candidate profiles &, within the confines of its client base, will take positive action where necessary to redress any inequity.

Assessors must agree assessment methods appropriate to each candidate. Barriers may occur as a result of:

- ✓ A disability or learning difficulty
- ✓ Illness or indisposition
- ✓ English being a second or additional language
- ✓ Lack of confidence or experience
- ✓ Lack of access to the necessary IT equipment at home
- ✓ Shift work & location

The importance of giving appropriate feedback to candidates with Special Assessment Requirements is also recognised. Assessors are encouraged to seek advice from the Internal Quality Assurer whenever necessary.

- ✓ Special assessment arrangements will not give an unfair advantage over other learners
- ✓ Special assessment arrangements will not reduce the validity or reliability of the assessment
- ✓ Special assessment arrangements do not compromise the integrity or credibility of the qualification
- ✓ Each learner's requirements are looked at separately & specialist advice from external sources is sought as appropriate & the Assessor advised accordingly
- Any arrangements used will allow the learner to demonstrate their competence without circumventing the assessment requirements

#### **Centre Appeals Procedure**

It is the policy of SHE Knows to ensure fair, objective & honest assessment for all our candidates.

However, in the unlikely event that a candidate claims that his/her assessment has been unfair, a first stage appeal may be lodged on the grounds of one or more of the following criteria:

- ✓ Equal opportunity
- ✓ Clash of personality/culture
- ✓ An unreasonable change in timings or an unrealistic venue
- ✓ Disagreement on claimed competence
- ✓ Receipt of negative feedback

Other reasonable grounds for appeal may be accepted at the discretion of the Centre Co-ordinator.

The **first stage** appeal should be made in writing to the Candidate's Internal Verifier/Internal Quality Assurance within fourteen working days of the assessment. The IV/IQA will reply, confirming receipt of the appeal within three (3) UK working days, & will investigate the complaint. The findings of the investigation will be communicated by the IV/IQA in writing to the candidate within seven (7) UK working days of acknowledging receipt. If the complaint is upheld, re-assessment will be carried out at no additional cost by an alternative Assessor appointed by the IV/IQA & the Centre Co-ordinator.

If the first stage appeal is unsuccessful, the Candidate may submit a **second stage** appeal to the Centre Co-ordinator within seven (7) UK working days of receipt of the outcome of the first stage appeal. The procedure will follow the same timescales as for a first stage appeal & if upheld, re-assessment will be carried out at no additional cost by an alternative Assessor appointed by the Centre Co-ordinator.

If the Candidate wishes to take the appeal beyond the Centre, an appeal should be made in writing to the External Verifier (EQA) at the time of his/her next visit to the Centre. No fee will be charged at this stage. The EV may wish to refer the matter to the Chief Verifier for technical evaluation or for additional comments. If the Verifier is subsequently unable to conclude the matter satisfactorily, the candidate may appeal directly to the Awarding Body. A fee for handling such appeals will be charged to the Candidate, which will be refunded if the appeal is upheld.

Job roles & names of those holding positions within our centre are listed within this workbook.

#### **Overview of the NVQ Process**

#### What is an NVQ & how do you achieve an NVQ?

- ✓ By proving that you have the skills, knowledge & understanding as detailed in the workbook.
- ✓ Providing copies of written reports, risk assessments etc you have undertaken at work that you compile into a portfolio.
- ✓ Observations by your Assessor are carried out in your workplace or recordings of such can be sent in to be assessed.
- ✓ Testimonies by managers to state that you have certain responsibilities & duties at work.
- ✓ Your Assessor judges whether or not the standards have been met.

#### What is an intermediate-risk building?

- A residential building, where the occupants number less than 50, including those who may be unfamiliar with the layout of the building, or who have some impairments that may impact their ability to escape.
- A retail or commercial building that:
- ✓ Is occupied by less than 100 members of staff and the public.
- ✓ Has less than 7 stories above ground level.
- ✓ Has no occupied basement level.

- ✓ Has no abnormal hazards.
- Is less than 600 square metres.
- Is constructed of a traditional, or lightweight timber, frame or has an External Wall System.

#### What are the units?

- ✓ There are two units in this qualification.
- ✓ SHE Knows has cross referenced the standards for your ease & has created a workbook with a series of tasks for you to complete.

#### What if you cannot complete all the units for the award?

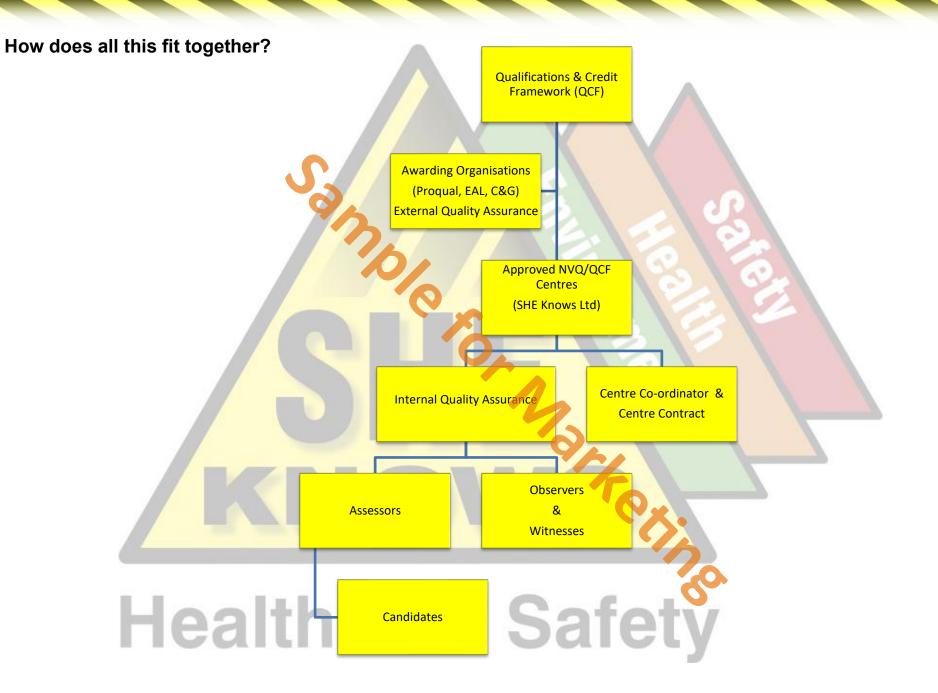
✓ If a candidate does not achieve all the units for a qualification, SHE Knows may claim a unit certificate for the candidate which will list all of the units achieved

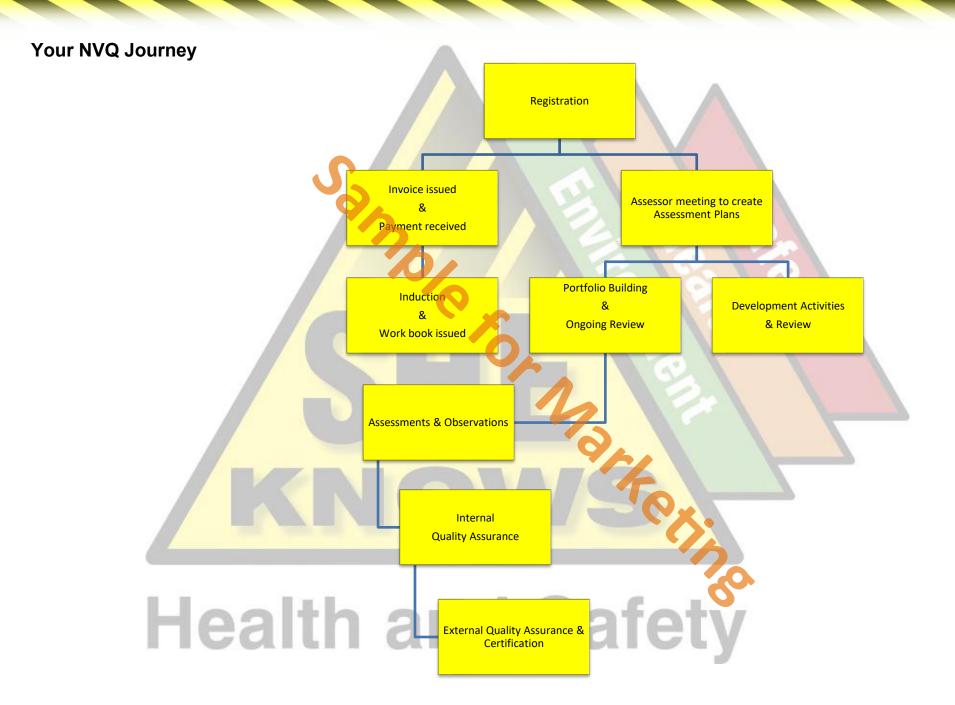
#### How long does an NVQ take?

- ✓ Every person has a different work & home schedule as well as different job roles.
- ✓ For experienced Fire Practitioners this Award should take around 1 month.

Remember: You cannot fail an NVQ. You are either competent or not yet competent.

Once you have completed your NVQ, your portfolio will be presented to the Internal Quality Assurance & then Awarding Body External Quality Assurer to ensure standards of assessment are uniform across the centres, its Assessors & also nationally or internationally with other centres.





#### Portfolio of Evidence & Assessment

#### What is assessment?

Assessment is the process of obtaining evidence & judging it against a recognised standard for each unit & element.

#### How is the evidence obtained?

Evidence is what you will provide to prove your ability to do your job, your competence & some examples are noted below. Your Assessor will discuss with you the most appropriate ways to gather the evidence & put it into your portfolio.

#### What is a portfolio?

A portfolio is a convenient way to collect & present your evidence for assessment. Your portfolio can contain any evidence that contributes towards accreditation of the units of competence. Your Assessor will guide you to ensure that the quantity of material does not become unmanageable & that only evidence relevant to the standards is included. Your portfolio should be laid out & indexed well enough that someone new to the portfolio can easily find their way through it.

#### What should the portfolio contain?

Observation by the Assessor

Notes from your Assessor, including Witness Statements that describe what has been observed & how performance criteria & range statements have been met.

Products of Performance

Letters, memos, risk assessments, reports etc which you have produced in your work environment.

Evidence from others about your Annotated letters, memos, e-mails, written abilities & work, responses, references from

colleagues; often referred to as witness testimony.

Other evidence

Any project, assignment or case study. Questions by your Assessor action plans & activity repo

Action planning & review documents are essential to document the assessment process, as are the activity reports which log any interaction between you & your Assessor.

#### Assessment Process - Your competency can be assessed at any of the following stages:

- ✓ At induction, by using our checklist, & supplying copies of previous work history & training.
- ✓ During training; formative assessment of a piece of evidence
- ✓ During observation
- ✓ Through recorded professional discussions
- ✓ Summative assessment of a unit
- ✓ Summative assessment of the entire portfolio of evidence

#### Types of Evidence - Anything to prove:

- ✓ What you do
- ✓ How well you do it
- ✓ What you know
- ✓ What you understand

This evidence is used by your Assessor to judge whether you have met the standards for your qualification.

#### For example:

Observation & questioning

Assessor reports

Work product, photocopies, letters, emails, reports, etc.

Testimony of others

Accreditation of prior learning, certificates

Written questions

Taped interviews & discussions – Audio or video

Storyboards/project reports/personal statements

Simulation

#### Questioning

- ✓ To verify your understanding & underpinning knowledge
- ✓ To give you an opportunity to show what you know
- ✓ Questions may be oral or written. These can be covered on a face to face basis or via an online method such as Skype
- ✓ The questions must be:
  - Unambiguous
  - Open not closed

- Relevant to the evidence/units
- Pitched at the right level

#### **Products of Performance**

- ✓ Evidence arising from natural performance
- ✓ Highly relevant
- ✓ Sufficient
- ✓ Valid
- ✓ Authentic

#### **Retention of Records**

- ✓ Once an NVQ is complete & certified all candidate's work will be returned to the candidate or you can opt to have your portfolio shredded at SHE Knows. Any work used as an example for other candidates is only done so by the approval of the creator intellectual property rights are respected.
- ✓ All notes & reports made by Assessors will be kept for 3 years as per the Awarding Organisation requirements & then shredded. Said reports are kept in a lockable filing cabinet & locked office along with any portfolios awaiting verification.
- ✓ Data held on computer will be stored confidentially by means of password protection, encryption or coding.
- ✓ Only authorised employees will have access to your data or work.
- ✓ Copies of certificates are taken & will be kept for the maximum period allowed.

#### The Art of Account Writing (Storyboarding) – if you feel the need!

The following bullet points provide guidance on account writing.

- ✓ Look at the task what is it asking? Write a summary of the activities you carry out in relation to this task, explain how you carry them out, who you consult/liaise with & refer to examples. It is simply a matter of noting who, what, when, why, how in relation to the particular task.
- ✓ Where your job role does not enable you to fulfil part of a task, it is quite acceptable to put in your account that this is something that you are not directly involved in, but if you were, this is what you would do. Your Mentor/Assessor will then help you to provide any required evidence by another means (i.e. project work, written or oral questioning).

#### What makes a good portfolio?

- ✓ Quality rather than quantity is the key to a good portfolio.
- ✓ Present the evidence in an orderly manner, labelling each page of evidence with the task & bullet point number,
- ✓ Ensure that the claimed competencies & supporting evidence are easy to find. Cross-reference evidence rather than photocopying the same documentation.
- ✓ Remember to give each piece of evidence a unique number or code.

#### Awkward Evidence

- ✓ Some evidence may not neatly fit into the portfolio.
- ✓ Photographs & videos can be placed in the portfolio together with descriptions of how they relate to the standards.
- ✓ Confidential documentation can be a problem. For paper documents, it may be possible to blank out identifying names etc. However, it may be that the document is too confidential to include in the portfolio. In these cases, you should include a description of the evidence, how you were involved in its production, the standard(s) to which it relates & details of why it should not be included. Where the Assessor has viewed the evidence, this will be noted.

#### Authenticating your evidence

- ✓ Where possible, any evidence you produce should be witnessed as being your own work.
- ✓ In some instances the IQA or EQA may sample these witness testimonies & contact your named persons for authentication.

# **Line Mand**Health and Safety

#### **Recommended Portfolio Structure**

Item	Comment
Candidate's cover sheet with name & qualification	
Ownership document	Template held in this workbook & competed on final submission
Task 1 Start with the checklist, add supporting evidence.	S E S
10/6	Each piece of evidence should be labelled to match the relevant bullet point.
Task 2	
Start with the checklist, prepare to discuss these with your assessor, ensure that you know how the subjects relate to your business.	
Task 3	
Start with the checklist, answer the questions in relation to your knowledge, business/employer	

#### Competence Analysis – NVQ Level 3 Award in Intermediate Fire Risk Assessment

This document gives us, & you, an evaluation on how much of the NVQ you can undertake without further experience, assistance or training. It can be filled in with either your current or past work experiences in mind. If we can identify where a certain gap will be in your evidence provision, we will be able to advise you on how to fill it. To cross the boxes electronically in word, just click on them or just use pen in your workbook. Once complete send it back to your Assessor to read. If you want any impartial advice The Institution of Occupational Safety & Health (IOSH) have volunteer Educational Advisors (EDA) who can signpost you to qualifications & Awarding Organisations who you can contact for further educational & training information.

Part of the NVQ process involves taking the learner forward & adding to them as a SHE Practitioner. We at SHE Knows feel that an initial honest evaluation helps with this. Please do not be put off with the terminology used, if you are not sure, just leave the box blank! I hope that any questions you may have can be answered quickly. E-mails are checked regularly so you can always contact us for answers or translations!

It is worth while noting that part of the IOSH Initial Professional Development process involves identifying your learning needs as a practitioner & discussing (during your membership peer review) how you have overcome any gaps in your competence. This self-analysis is an ideal document to benchmark yourself against some national standards.

#### **Unit 1: Principles of the Intermediate Fire Risk Assessment**

Unit 1. Principles of the intermediate Fire Risk Assessment				
Within your job do you do, or expect to understand the following?	Often	Occasionally	Rarely	No
✓ Understand fire legislation & guidance?				
✓ Understand the principles of fire risk assessment intermediate risk buildings?				
✓ Understand fire risk control measures to reduce risk from fire?				
✓ Understand how to develop own & others knowledge of fire risk assessment?				
	65			
Unit 2: Practice of the Intermediate Fire Risk Assessment	1			
✓ Prepare to carry out a fire risk assessment in an intermediate-risk building?				
✓ Conduct a fire risk assessment of an intermediate-risk building?				
<ul> <li>Communicate effectively with relevant stake holders whilst carrying out a fire risk assessment of an intermediate-risk building?</li> </ul>				
✓ Demonstrate appropriate <mark>&amp; professio</mark> nal b <mark>eh</mark> aviour?				
	-			

## Health and Safety

Professional discussion of	on any training/experience needs identified fro	m your Competence Analy	rsis
Gaps identified in experience that may aff	ect your ability to provide work-based evidence &	suggested solution.	
Cana identified in knowledge that sould be	a quaranta thu mantaring /training 2 auggested as	lution (S)	
Gaps identified in knowledge that could be	e overcome by mentoring/training & suggested so	iduon.	
Has the candidate declared any learning of	difficulties? Yes  No Prefer not to say .		
	firmation of Candidate Literacy & English Pro	ficiency	
"I can confirm that I h <mark>ave u</mark> ndertaken the	e necessary assessments to ascertain the Candid B Award before their enrolment. I can confirm the	date's literacy & English lan	
Candidate's Name	Assessor's Signature:	Countersigning Assessor	Date:
Candidate's Signature	h and Safe	tv	
IQA/EQA Sampled ☐ Observed ☐	Signature:	T Y	Date:

#### Observations to be undertaken

Your Assessor (or prior designated Observer) will need to observe you in selected tasks at work. Over the next pages are the requirements that may be assessed in your observations. It is not necessary to fulfil all the requirements of these observational criteria, as an NVQ is about what you do at work & the observations are a snapshot of this.

If you are providing evidence through "distance submission" then the following criteria will show you what sort of activity you need to record yourself undertaking to submit to us as evidence.

Observations to be undertaken	Undertaken on	Signed by	(1) Assessor (2) Observer (3) Witness	Name
Understand how to develop own & other's knowledge of fire risk assessment.		4		
Conduct a fire risk assessment of an intermediaterisk building.		3/4		
Communicate effectively with relevant stakeholders while carrying out a fire risk assessment of an intermediate-risk building.				
Demonstrate appropriate & professional behaviour.	nd <sup>9</sup>	Safe	21V	

Evidence Collection, Professional Discussions & Written Questions for your Level 3 Award in Intermediate Fire Risk Assessment

**Task 1** Prepare to carry out a fire risk assessment in an intermediate-risk building, conduct a fire risk assessment of an intermediate-risk building, Communicate effectively with relevant stakeholders while carrying out a fire risk assessment of an intermediate-risk building & Demonstrate appropriate & professional behaviour.

Provide examples of company & personal information & communications. These may be in paper or electronic format. It is recommended that you supply the following: (Check the relevant right-hand box when you have a copy of the following).

Checklist	Electronic	Completed on	Electronic
1. Your up-to-date CV.  2. Provide key guidance documents relevant to intermediate fire risk assessments Pre-assessment actions taken  a) Pre-assessment client briefing materials.  b) Fire risk assessment plan (include sample)  3. Submit 2x completed risk assessments aligned with PAS 79		4. Evidence of stakeholder communication (emails, meeting mins, summaries for both risk assessments)  a) Statement on data protection & confidentiality. b) Final Fire Risk Assessment Report. c) Summary provided to client with confirmation of understanding	
<ul> <li>✓ State premise types</li></ul>		Safety	

29

#### Task 2 - Explain to your Assessor the following:

Understand legislation & guidance relevant to Intermediate Fire Risk Assessment, Understand the principles of fire risk assessment for intermediate risk buildings & understand the control measured used to reduce the risk of & from fire.

#### **Theory Knowledge**

- 1. Describe the national legislative framework in relation to fire safety for your country.
- 2. List key guidance documents relevant to intermediate fire risk assessments.
- 3. Explain the purpose of each guidance document listed.
- 4. Explain the difference between Regulation & Guidance



I have discussed the above with the owner of this workbook & have received sufficient explanations about how these requirements are undertaken at work. We agree that this is an accurate record or our discussion. Assessor's Signature:

Candidate's signature:

Date:



#### Task 3 – Written Questions

Col	mpleted on	Signed	Candidate's signature	
	Questions		Answers	Accepted √
1. Identify sour	ces of professional development & good	d practice		
2. Describe how	w to support others in the industry			
3. Describe how	w to contribute to improvement of practic		Safety	



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