



**Fire Protection  
Association**  
Training

# Training and Qualifications Prospectus 2015



## Your route to fire safety excellence

Fire safety awareness | Fire risk assessment | Fire safety management | Fire extinguisher maintenance  
Emergency lighting | Fire detection and alarm systems | Fire in the built environment | Sprinkler systems  
Fire safety audit and enforcement | Bespoke training | e-learning | Qualifications

**THE UK's NATIONAL FIRE SAFETY ORGANISATION**  
Protecting people, property, business and the environment

# 2015 Course Calendar

Course Title	January	February	March	April	May
<b>Fire Safety Awareness</b>					
Fire Safety for Fire Wardens	20 Lon	2 Lon	11 Lon	14 Lon	12 Lon
Train the Trainer (Fire Safety)	20-22 MiM	3-5 Lon	4-6 MiM	14-16 Glas	6-8 MiM
Hot Work Passport	19 MiM	16 Lon	3 MiM	16 Man	13 Lon
Introduction to DSEAR		24 MiM		28 Lon	26 Man
<b>Fire Risk Assessment</b>					
Fire Risk Assessment for Simple Premises		12 Lon		17 Man	
Fire Risk Assessment	12-14 MiM, 26-28 Lon	23-25 MiM	2-4 Dub, 16-18 Lon, 23-25 MiM	20-22 Lon, 27-29 Glas	12-14 Man, 18-20 MiM
Advanced Fire Risk Assessment		4-5 MiM		23-24 Lon	6-7 Glas
Certificate in Applied Fire Risk Assessment	19-23 MiM	9-13 Lon	2-6 MiM, 9-13 Glas	20-24 MiM	11-15 Lon
Fire Risk Assessment for the Common Areas in Flats and HMOs		16-18 Lon		13-15 MiM	11-13 Lon
Advanced Fire Risk Assessment in HMOs		19-20 Lon		15-16 MiM	
Risk Management in Residential Properties		18 MiM	17-18/24-25 MiM	13/22/28 MiM	19/21 MiM
Fire Risk Assessment and Maintenance of Fire Systems for Facilities Managers			10-12 MiM		
Fire Risk Assessment for Healthcare Premises					18-23 MiM
<b>Fire Safety Management</b>					
NEBOSH Certificate in Fire Safety and Risk Management Exams			4 MiM		
Level 4 CFPA Europe Diploma in Fire Prevention	16 MiM			10 MiM	
Advanced Fire Safety Management				13-17 MiM	
<b>Fire Extinguisher Maintenance</b>					
Portable Fire Extinguisher Recharging and Maintenance	26-29 MiM	23-26 Lon	16-19 Man, 23-26 Dub	20-23 MiM	11-14 Lon
Portable Fire Extinguisher Technicians Refresher		10 MiM		24 Lon	
<b>Sprinkler Systems</b>					
Introduction to Sprinkler Systems	28-29 MiM		3-4 MiM		13-14 MiM
Basic Sprinkler Systems Design			23-27 MiM		
Intermediate Sprinkler Systems Design					11-12 MiM
Basic Refresher in Sprinkler Systems Design					
Intermediate Refresher in Sprinkler Systems Design					
Fully Hydraulically Calculated Systems Refresher					
Maintenance of Sprinkler Systems and Components		4-5/12-13/25-26 MiM	17-18 MiM	28-29 MiM	11-12 MiM
<b>Emergency Lighting</b>					
Level 2 Award: Fundamentals of Emergency Lighting			27 MiM		
<b>Fire Detection and Alarm Systems</b>					
Level 2 Award: Fundamentals of Fire Detection and Alarm Systems			16-17 MiM		5-6 MiM
<b>Fire Safety in the Built Environment</b>					
Working with Approved Document B and BS 9999				29-	1 MiM
Passive Fire Protection Modules		2-3 MiM		27-28 MiM	
Fire Engineering Principles and Practice			9-13 MiM		
<b>Fire Safety Training for Fire and Rescue Services</b>					
Level 5 Certificate in Fire Investigation	12-23 MiM			13-24 MiM	

June	July	August	September	October	November	December
2 Lon	7 Lon		8 Lon	6 Lon	3 Lon	1 Lon
3-5 Lon	1-3 MiM		2-4 MiM, 15-17 Glas	7-9 Lon	4-6 MiM	
10 MiM	9 Man		9 Lon	13 MiM	11 Man	
			10 Glas	14 MiM		
11 MiM		13 MiM		20 Glas		2 Lon
22-24 MiM	27-29 Lon	3-5 MiM	21-23 Lon, 28-30 MiM	12-14 Glas, 19-21 Man	9-11 MiM, 16-18 Bel, 30-	2 Lon
3-4 MiM			2-3 Lon	8-10 MiM	4-5 Man	
15-19 MiM, 29-	3 Lon, 13-17 MiM		7-11 Glas, 14-18 MiM	19-23 Lon, 26-	2 MiM, 23-28 Lon	
8-10 Man			14-16 Lon	5-7 MiM	9-11 Glas	
	8-9 Lon			27-29 MiM		8-10 MiM
	6 Lon		7/15-16/29-30 Lon	13/29 Lon	2/4/10/25 Lon	
			7-9 Lon		25-27 MiM	
					16-20 MiM	
3 MiM			2 MiM			2 MiM
	10 MiM		11 MiM		20 MiM	
				12-16 MiM		
	13-16 Man, 20-23 Glas		21-24 MiM	12-15 Dub	9-12 Lon, 16-19 Glas	7-10 MiM
			1 MiM		20 Glas	
			2-3 MiM		3-4 MiM	
29-	3 MiM			19-23 MiM		
			7-8 MiM			
	7-10 MiM					
			2-4 MiM			
					16-19/25-26 MiM	
2-3/16-17 MiM	1-2 MiM		9-10/16-17 MiM	23-24 MiM	10-11/17-18/24-25 MiM	
2 MiM		6 MiM	1 MiM			8 MiM
	13-14 MiM		14-15 MiM		9-10 MiM	
					3-5 MiM	
8-9 MiM		10-11 MiM		12-13 MiM		14-15 MiM
29-	3 MiM			26-30 MiM		
			7-18 MiM		9-20 MiM	

# Welcome

Develop your knowledge and understanding of fire safety with the UK's national fire safety organisation

## Welcome to the 2015 FPA Training Prospectus

To start, I would like to thank the many individuals, employers and organisations that chose to train with us in 2014. The competency of staff with a fire safety remit remains a key aspect of fire risk management in the workplace and we are delighted that increasing numbers of employers continue to work with us on a long term basis so that, together, we are continually driving up standards of fire safety. Before we move on to look at what's new for 2015, I will touch on just a few of the highlights from last year.

### FPA training highlights for 2014 included:

- the new Level 3 Award in Fire Risk Management in Residential Properties proved popular with housing associations across the country
- the FPA's state-of-the-art new sprinkler training workshop opened and received excellent feedback from learners attending courses on sprinkler systems maintenance
- a new Level 5 Diploma in Fire Investigation was launched using FPA's new practical burn facilities
- the Fire Sector Summit continues to be seen as the must-attend event of the year with numbers in 2014 at Sopwell House far exceeding previous years.

Whilst you will find many of our most popular courses and events appearing again for 2015, we are continually listening to the sector and once again will be adding to the range of training and services that we offer.

### New for 2015 are:

- a revised suite of fire detection and alarm systems qualification-based courses which allow hands-on training in purpose built booths
- clear routes to achievement of qualifications via Recognition of Prior Learning
- a suite of practical modules to develop understanding of passive fire protection
- the Level 5 Diploma in Fire Investigation which has course dates available throughout the year

- Level 3 and 4 Certificate in Fire Risk Management in Residential Properties
- a new hands-on five-day healthcare course on fire risk management for practitioners

### Our credentials speak for themselves:

- we are an Institution of Fire Engineers (IFE) Recognised Training Provider and an Institution of Fire Safety Managers (IFSM) Approved Training Centre
- we have significant experience of delivering fire safety training, from major blue chip companies to the public sector and SMEs
- we operate a quality management system in accordance with BS/EN/ISO 9001, assessed and approved by Lloyds Register
- we are a constituent member of the Confederation of Fire Protection Associations Europe (CFPA Europe)
- we are a NEBOSH Accredited Centre
- we are an SFJ Awards Accredited Centre
- we run Higher Education programmes validated by University of Derby Corporate (UDC)
- we have achieved the Investors in People Award
- the majority of our courses offer CPD points

Whether you are an established client returning to us for more training or a new customer making enquiries for the first time, we look forward to working with you in the coming year and hope that you will find this year's training offering bigger and better than ever.

With best wishes for a very successful year.



*Sue Tyley*

**Sue Tyley**  
**Associate Director, Training**

Email: [stylet@thefpa.co.uk](mailto:stylet@thefpa.co.uk)



Many of our courses can now be booked securely online at [www.thefpa.co.uk](http://www.thefpa.co.uk)



If you pay no less than 7 weeks before the course start date you will receive a 10% discount. Look out for the early bird for courses that apply.

FPA is proud to work with the institutions below:



## Awards and Approvals 4-5

The highly relevant content and robust quality assurance throughout our courses has earned recognition from a number of external bodies.

## Qualification Routes 8-9

The routes available to achieve a range of qualifications.

## FPA Academy 10

FPA Academy is our award winning online e-learning resource offering high quality, interactive fire safety training at the click of a button.

## Fire Safety Awareness 11-16

Develop an understanding of fire safety relevant to your role, whether it be general workplace fire safety, carrying out hot work safely or working with dangerous substances.

## Fire Risk Assessment 17-27

Develop your knowledge and achieve qualifications to be able to carry out Fire Risk Assessments in accordance with current legislation.

## Fire Safety Management 28-36

Develop knowledge and skills in fire safety management and achieve qualifications ranging from Level 2 to Level 6 and beyond that open up learning pathways to recognised certification and professional memberships.

## Fire Extinguisher Maintenance 37-39

Understand how this essential piece of fire safety equipment varies, operates, is maintained and should be managed on site.

## Sprinkler Systems 40-45

Develop your theoretical and practical knowledge of sprinkler systems from their components and design to their maintenance.

## Emergency Lighting 46-47

Develop knowledge of design, maintenance, installation, commissioning and verification of emergency lighting.

## Fire Detection and Alarm Systems 48-50

Develop knowledge of design, installation, commissioning and/or maintenance of fire detection and alarm systems and progress on to our qualifications available at Levels 2.

## Fire Safety in the Built Environment 51-57

Develop your understanding of fire safety within the built environment including our new training pathway in passive fire protection.


## Fire Safety Training for Fire and Rescue Services 58-66


Training and qualification pathways for those who regulate and enforce fire safety, mapped against the 2010 National Occupational Standards (NOS) in Fire Safety.

## Useful Information 67-70

Information on our membership grades, bespoke training, course booking forms and affiliate trainer programme.

### How to book:

 +44 (0)1608 812500

 +44 (0)1608 812501

 training@thefpa.co.uk

 www.thefpa.co.uk

 e-learning  
www.fpa-academy.com

 Fire Protection Association, London Road, Moreton in Marsh, Gloucestershire GL56 0RH

# Awards and Approvals

The highly relevant content and robust quality assurance throughout our courses has earned recognition from a number of external bodies including:

## The CFPA Europe Certificates, Diploma and Advanced Diploma in Fire Prevention



The Confederation of Fire Protection Associations Europe (CFPA) is the formal body, governed by statute, which links the 17 recognised fire safety organisations that exist in the countries of the European Union and the European Free Trade Area. The CFPA Europe Certificates, Diploma and Advanced Diploma are recognised in the 17 home countries of the CFPA and offer holders a Europe-wide recognised qualification in a range of aspects of fire safety management and prevention.

## NEBOSH Certificate in Fire Safety and Risk Management



Founded in 1979, NEBOSH offers qualifications that are recognised and respected by employers in all sectors of the economy and which provide the benchmark standard against which others are compared. FPA is a NEBOSH Accredited centre, delivering the underpinning knowledge for certificated units FC1 and FC2 of the nationally recognised Fire Safety and Risk Management Certificate. If you have achieved the NEBOSH National General Certificate (unit NGC1) within the last 5 years you can be awarded the full Certificate.

## Institution of Fire Engineers Membership

At selected stages the FPA's CFPA qualifications in Fire Prevention are recognised as providing appropriate training in support of applications for Institution of Fire Engineers (IFE) membership at various grades.

## EngTech

The CFPA Europe Diploma in Fire Prevention has been approved by the IFE as contributing to the academic requirements for achieving Engineering Technician (EngTech) status with the Engineering Council.

## Competency Criteria for Fire Risk Assessors

The *Fire Risk Assessment Competency Council* comprises a broad group of relevant fire sector stakeholders. Its objective has been to establish industry-wide criteria against which the competence of a fire risk assessor can be judged. These criteria are able to be used by professional bodies and third party certification bodies who register or certificate fire risk assessors, by training providers in the design of course content and by commercial companies providing fire risk assessment services.

FPA courses have been mapped against these competency criteria to ensure relevant coverage of the knowledge requirements within our fire risk assessor training. Examples of some of the national register schemes available are below:

## Institution of Fire Engineers Register of Fire Risk Assessors & Auditors



The FPA offers a number of risk assessment courses (please refer to our Fire Risk Assessment section on page 17) which have all received course approval from the IFE for the purpose of their *Register of Fire Risk Assessors and Auditors*. Successful completion of the course will support an

individual's application to the Register and may help in reducing the burden of proof required through the application process. In addition to successfully completing the course, applicants to the Register will need to be able to provide evidence of suitable and sufficient education, training and experience in fire safety, fire risk assessment and /or the audit of completed assessments before making their application. For further information please visit the IFE website at [www.ife.org.uk/frr/](http://www.ife.org.uk/frr/)

## Institute of Fire Prevention Officers



The Institute of Fire Prevention Officers (IFPO) represents fire safety professionals from all walks of life including the Fire & Rescue Services, underground and overground rail networks, the aviation sector as well as the more usual fire sectors.

IFPO operates its own fire risk assessor's register following the guidelines issued by the competency criteria council. Entry on to the register is by application and examination of qualifications. A number of fire risk assessments are then submitted for scrutinisation, with a final panel interview. IFPO offers discounted prices to those who have completed FPA fire risk assessment training. For further information please visit [www.ifpo.org.uk](http://www.ifpo.org.uk)

## National Occupational Standards

National Occupational Standards (NOS) are important benchmarks for those striving to achieve or demonstrate competence in their particular field of work as they set down what a person needs to do, know and understand in order to be competent to carry out activities or functions. A typical NOS will break down all of the required activities into units including a unit summary or overview. Each unit will describe the required standards of performance and the required standards of knowledge and understanding necessary to perform a particular function competently. In the fire sector the relevant standards that underpin activities come from the Fire Safety NOS and the Electronic Systems NOS. Each of these set of standards sit with an overarching, independent skills body who's remit it is to identify and address skills and workforce development needs. Fire Safety NOS sit with Skills for Justice and Electronic Systems NOS sit with Skills for Security.

These NOS underpin the course content of all relevant FPA courses.



## SFJ Awards



SFJ Awards is an awarding organisation approved by the Qualification Regulators to provide qualifications in England, Wales and Northern Ireland.

They develop and deliver nationally recognised qualifications for the Justice and Community Safety Sector, the Legal Sector, Local Government, Military and the Fire and Rescue Sector.

FPA is an Approved Centre for SFJ Awards qualifications for fire safety, fire risk management in residential properties & fire investigation.

By working with SFJ Awards, organisations can develop and implement learning programmes that adhere to a recognised quality assurance process. This results in a quality tailored training programme that remains the intellectual property of the organisation that has developed it, as well as providing increased confidence in the learning programme and ensuring learners have the right skills to do their jobs with proficiency.

## IQ



Industry Qualifications (IQ) is a nationally regulated awarding organisation committed to raising standards in vocational education. They are sector-focused and work in partnership with trade bodies and professional associations to develop qualifications that are relevant and valued. They believe in premium quality, thinking differently and above all, in fairness and transparency, in everything we do.

FPA is an Approved Centre for IQ qualifications in fire detection and alarm systems and emergency lighting.

## University of Derby



The University of Derby has been working with companies for several years to focus on improving employability and boost careers and professional development

through higher education. Engaging with employers to help drive up the higher skill levels of the UK workforce. Working in close partnership with the University of Derby, the FPA has developed a BSc (Hons) route which includes its well-established and highly regarded CFPA Europe Diploma and Advanced Diploma in Fire Prevention.

## Continuing Professional Development

The FPA supports the principles of CPD and credits or points may be available to members of professional institutions as a result of attending specified courses. CPD hours have been awarded for the majority of FPA courses by the *Institution of Fire Engineers* (IFE) and they are also recognised by *The Institution of Occupational Safety and Health* (IOSH) and *The Institute of Fire Safety Managers* (IFSM). The list of institutions recognising our courses is continually expanding and an enquiry about the availability of CPD points should be made at the time of booking.



# Bespoke Courses

## Tailored, cost-effective training solutions

An increasing number of organisations require training services to be provided on a 'bespoke basis', whereby the location, timing and course programme can be tailored to suit specific training objectives.

FPA is able to modify, expand and tailor any of the courses featured in our prospectus or create entirely new courses as necessary. Course content can be amended to ensure that delegates are trained in accordance with your specific company systems and procedures and, if necessary, we can also provide on-going back-up and verification services.

Our staff are able to travel extensively home and overseas to present our courses to clients. We have access to regional training centres across the UK or can run courses at your premises at a time to meet with your requirements. Alternatively FPA's practical training facilities and classrooms at Head Office can be used. Rates are by negotiation, but discounts are available for companies that book a group of customised training courses, and for those that are FPA members.

Case studies of just a few of the bespoke programmes which we were able to develop and present on behalf of our customers are featured on our website, [www.thefpa.co.uk](http://www.thefpa.co.uk)

If you feel your company can benefit from our customised training solutions then please email [training@thefpa.co.uk](mailto:training@thefpa.co.uk) with your enquiry.



*Our fire warden and general fire awareness courses are delivered at customers' premises across the UK and Ireland.*

The FPA has a growing list of satisfied customers, with companies from all sectors booking courses with us. Clients from 2014 included:



## Some of our current Satellite Centres



The courses that are available through this scheme are:

- FPA Certificate in Action in the Event of Fire
- CFPA Europe Certificate in Fire Safety for Fire Wardens (Basic Fire Fighting and Fire Prevention)
- FPA Hot Work Passport

Some of our current affiliate trainers are: Tesco Maintenance, National Safety Training and Normandie Health & Safety.

### Satellite Centre

Satellite Centre status operates in a similar manner to the Affiliate Trainer scheme but involves training which leads to the awarding of a nationally recognised qualification and is therefore subject to further administration on behalf of the centre to meet the requirements. Learners and trainers will have access to on-line activities and assessments via the FPA Academy and they will have the support and guidance of the FPA QA team. We also provide a network of contact and support between learners and Satellite centres as part of the ongoing development of the qualification. The centre will require appropriate training facilities and a minimum of one Trainer/IQA and one Administrator/Programme Manager. For larger organisations these roles are likely to be split across several members of staff.

The courses that are available through this scheme are:

- Level 2 Award: Fundamentals of Fire Detection and Alarm Systems
- Level 2 Award: Fundamentals of Emergency Lighting
- Level 3 Award: Reporting Fire Risk in Residential Properties
- Level 3 Certificate: Fire Risk Management in Simple Residential Properties
- Level 4 Certificate: Fire Risk Management in Complex Residential Properties

In order to join either scheme you will need to be, or employ trainers who have been approved by the FPA as having the required knowledge, skills and experience to offer specific training. This may include attending our 3 day Train the Trainer course. You will be required to complete an application form and provide a detailed CV, describing your relevant experience and qualifications.

FPA will review your application and issue an Action Plan which will outline any additional requirements prior to approval. All Satellite Centres will receive a centre visit from our quality management team to look at your facilities and to ensure the support and needs of the learners can be met from both a training delivery and administrative point of view. We will also provide you with various guidance on the processes involved and what learners can expect from programme delivery, assessment activities and quality assurance.

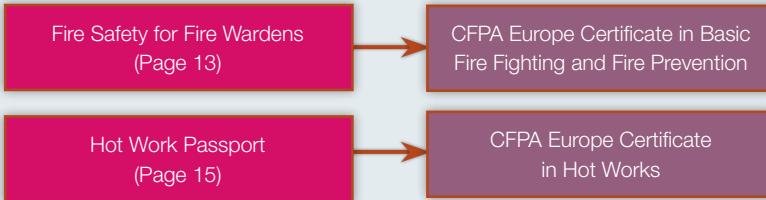
## Working with the FPA

### Affiliate Training Provider Scheme

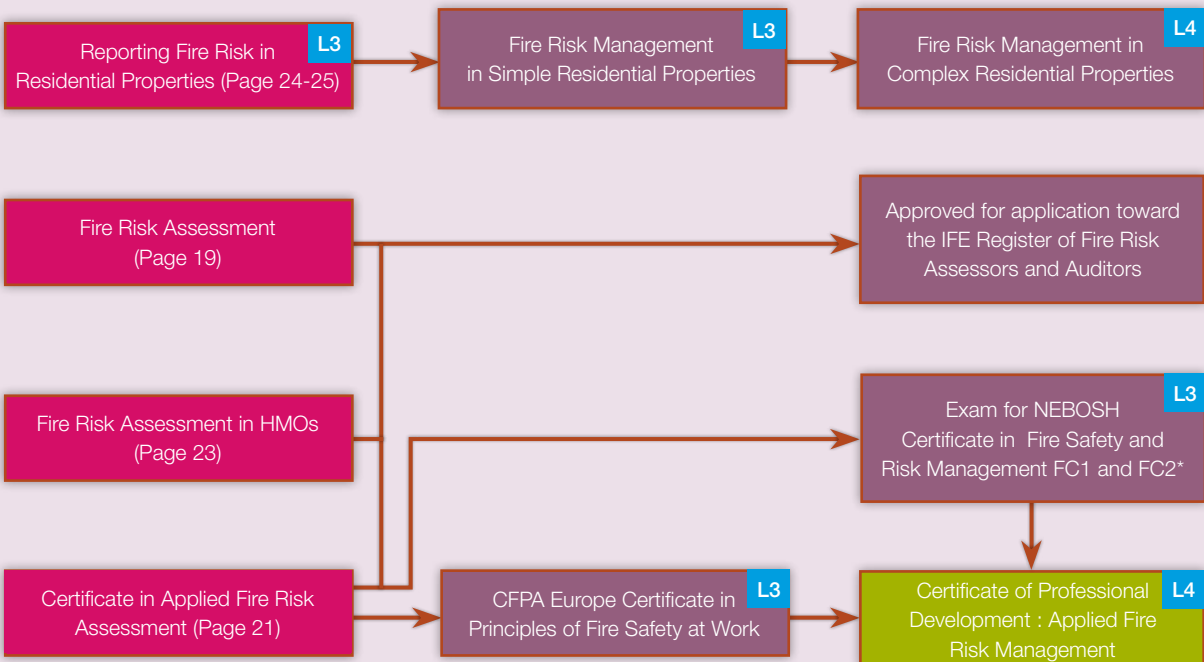
Training providers of similar educational standards and ethos can now work in partnership with FPA, bringing the knowledge, skills and experience of their own training team to the delivery of a range of FPA's training courses and qualifications. Each course is supported by comprehensive Affiliate Provider Training Materials containing learning resources and assessments. Joint marketing in the form of promotional activity and use of affiliate provider branding on certification is also available within the scheme.

# Qualification Routes

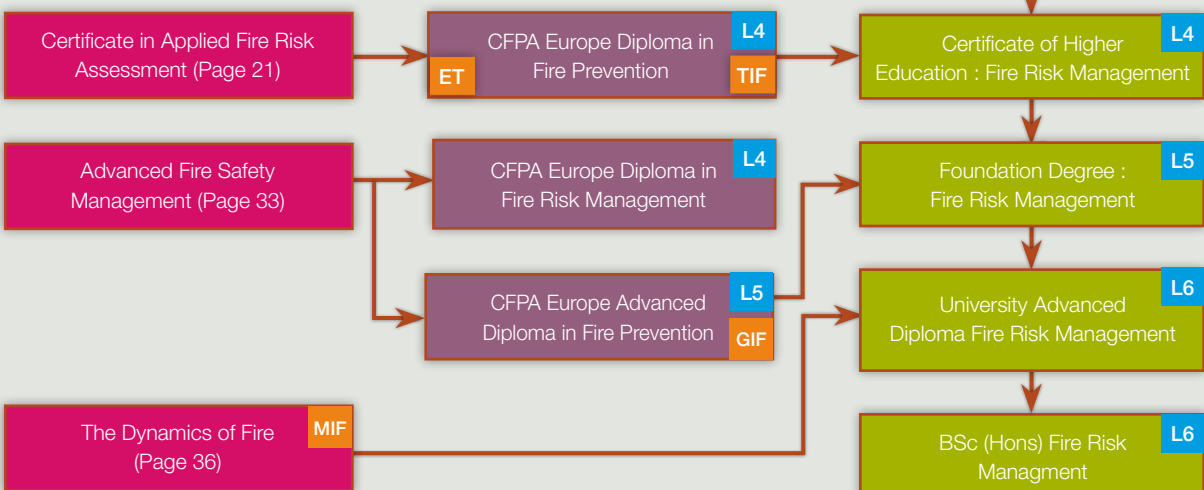
## Fire Safety Awareness



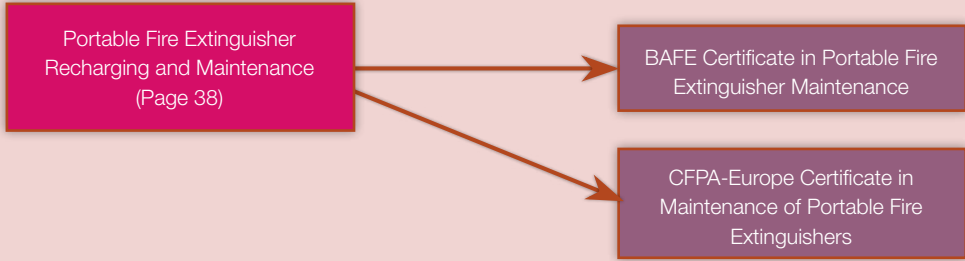
## Fire Risk Assessment



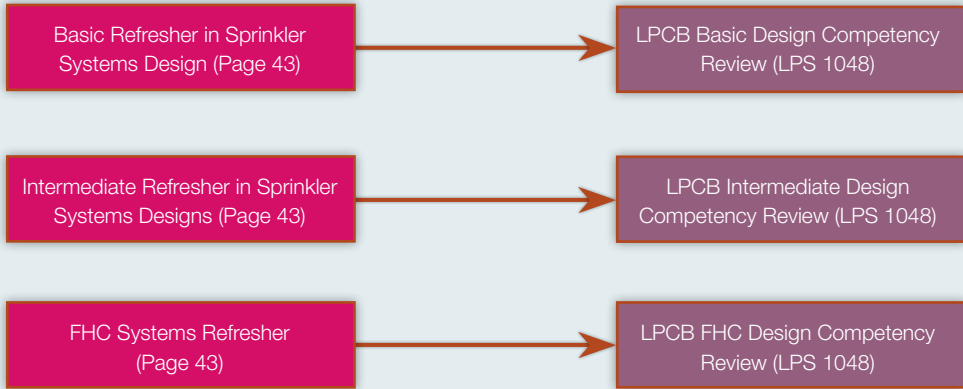
## Fire Safety Management



## Fire Extinguisher Recharging and Maintenance



## Sprinkler Design



### Key

- FPA course title
- Associated exam/award/progression opportunity
- L Course level
- ET Recognised towards EngTech
- TIF Recognised towards TIFireE
- GIF Recognised towards GIFireE
- MIF Recognised towards MIFireE (subject to validation)
- University of Derby / FPA partnership

\* 2 units of the 3 unit qualification

## FPA Academy is an online e-learning resource offering high quality, interactive fire safety training at the click of a button.

It allows companies of all types and sizes access to a range of courses online, helping to ensure staff are equipped with appropriate fire safety knowledge.



**user-friendly**

**assessments**

**learner support**

**management reports**

**interactive**

**online demos**

**certification**

### Courses available include:

- fire safety awareness at work
- the role of the fire warden
- evacuation planning
- personal emergency evacuation plans
- the responsible person
- access and facilities for firefighters in buildings
- fire risk assessment in simple premises
- fire safety on construction sites

To preview demos of all our modules and to buy online visit [www.fpa-academy.com](http://www.fpa-academy.com) or email [training@thefpa.co.uk](mailto:training@thefpa.co.uk)

Develop an understanding of fire safety relevant to your role, whether it be general workplace fire safety, carrying out hot work safely or working with dangerous substances.

Fire Safety at Work 12

Fire Safety for Fire Wardens 13

Train the Trainer (Fire Safety) 14

Hot Work Passport 15

Introduction to DSEAR (Dangerous Substances and Explosive Atmosphere Regulations) 16

# Fire Safety at Work

## Action in the Event of Fire

### Overview

This course provides delegates with an understanding of what to do in the event of a fire and includes practical hands-on use of a fire extinguisher. Approximately 90 minutes in duration and delivered at your premises, it provides all staff with an awareness of fire prevention.

### Who will benefit?

This course will benefit all employees in understanding the appropriate actions to take in the event of fire.

### Learning outcomes

#### Delegates will understand how to:

- identify when to evacuate the building
- take the correct actions when discovering a fire
- select and use the correct extinguisher

## Programme

#### The course content includes:

- how to raise the alarm
- contacting and liaising with the emergency services
- how to prevent fire spread
- how to safely evacuate the building
- how to select and use a fire extinguisher
- practical extinguisher training

## Certification

- FPA Certificate
- This course has been awarded 1.5 IFE CPD hours

### Course Information

For delivery on your premises please contact us on 01608 812500 or email [training@thefpa.co.uk](mailto:training@thefpa.co.uk)

**Duration:** 90 mins (approx)

**Cost:** Prices start from £350 + VAT per course for up to 16 delegates



Tailor course content, date or venue to suit your requirements



## Fire Safety Awareness at Work

This course is aimed at providing the necessary knowledge to enable all staff to keep themselves and their workplace safe. The learning material is designed to give you an awareness of fire facts and figures, an introduction to legislation, hazard spotting and the appropriate actions to take in the event of a fire.



**Duration:** 1 hour    **Number of modules:** 7    **Cost:** £30.00 + VAT

## Overview

Our half-day course for fire wardens has been revamped to ensure that participants achieve a thorough awareness and understanding of the threat posed by fire. All delegates receive practical hands on training in fire extinguishers as well as interactive training in risk assessment, mitigation and a copy of our **'Fire Warden Handbook'** (RRP £20.00).

This course is available as an open course, or as a bespoke course delivered at clients' venues at a time suited to them.

## Who will benefit?

This course will be of benefit to all staff, particularly those designated as fire wardens or marshals. It is suitable for employees working in industry, commerce or the public sector.

## Learning outcomes

### You will develop knowledge and skills in how to:

- identify fire hazards and risks – Unit FS1.1\*
- report fire hazards and risks – Unit FS1.2\*

\*Units refer to the National Occupational Standards (NOS) in Fire Safety 2010.

## Programme

### The course content includes:

- fire legislation, facts and figures
- combustion principles and how fire spreads
- fire case study
- how to spot common hazards
- actions in the event of fire and evacuation principles
- fire wardens' responsibilities
- routine fire safety checks
- fire extinguisher theory and practical

## Certification

- CFFA Europe Certificate in Basic Fire Fighting and Fire Prevention
- This course has been awarded 3 IFE CPD hours

## Course Information

Book online at [www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	London		London
Jan	20	July	7
Feb	2	Sept	8
Mar	11	Oct	6
Apr	14	Nov	3
May	12	Dec	1
Jun	2		

**Duration:** 1/2 day (12:30-16:45)

**Cost:** FPA members: £105 + VAT per delegate

Non-members: £125 + VAT per delegate

for other venues across the UK visit our website at [www.thefpa.co.uk](http://www.thefpa.co.uk)



Tailor course content, date or venue to suit your requirements



Early Bird Discount – pay 7 weeks in advance and save 10%



*"Interesting and easy to follow, good introduction, friendly and knowledgeable"*

**Nora Fertig, Australian High Commission**



## Role of the Fire Warden

Everyone in the workplace plays a vital part in fire safety, but some individuals also have an official responsibility as Fire Wardens or 'competent persons'.

This course is all about helping fire wardens to perform their role effectively by providing a clear understanding of their own role and responsibilities.



**Duration:** 1 hour    **Number of modules:** 8    **Cost:** £30.00 + VAT

# Train the Trainer (Fire Safety)

## Overview

This 3 day course provides delegates with specialist training from experienced FPA trainers on fire safety knowledge and training delivery best practice. On successful completion you will have the necessary skills and confidence to deliver effective fire safety awareness training in-house.

This course has developed to become one of our most popular, with delegates benefitting from its relaxed but informative style. Delegate feedback has indicated that the training has saved businesses time and money, as well as ensuring that all staff receive high quality up-to-date training as required by current fire legislation.

**Important:** Delegates have the option of taking either the 3 day course, which includes input on teaching methods on day 1, or, if you have sufficient qualifications or experience in this area, you can elect to attend the final 2 days. Anyone applying to become an Affiliate Trainer of the FPA must undertake the 3 day course.

## Who will benefit?

Anyone who wants the ability to be able to deliver knowledgeable basic fire safety training in-house. Companies no longer need to send staff off-site or to contract in external companies every time a new member of staff joins, or when refresher training is required.

## Learning outcomes

### Delegates will develop:

- confidence in delivering fire safety training and handling any questions that the delegates raise during the course
- a greater awareness of the hazards of fire
- an understanding of the nature of fire and how it spreads
- an understanding of human behaviour in a fire
- knowledge of current fire safety legislation
- an understanding of the actions to take in the event of discovering a fire
- the ability to distinguish between the different types of fire extinguishers and the fires for which they are suited
- the ability to tackle small fires with confidence
- best practice in training delivery

*"I had very limited knowledge and the tutor was fantastic. Pace was great and used good level of humour. He made me feel at ease and able to ask loads of questions, thank you"*

**David Harvie, Cancer Research UK**

## Programme

### The course content includes:

- training delivery best practice tools and techniques
- fire facts, figures and trends
- fire spread
- hazard identification
- fire legislation
- fire evacuation principles
- fire extinguisher theory and practical
- combustion principles
- human behaviour
- microteach session
- assessment and certification

## Certification

- FPA Train the Trainer Certificate
- CFPA Europe Certificate in Basic Fire Fighting and Fire Prevention
- this course has been awarded 18 IFE CPD hours



### Training Information Pack

For a complete training solution in one package – you can also purchase a Training Information Pack (TIPs) containing a DVD, trainers' handbook containing comprehensive notes, PowerPoint presentation, quiz sheets and certificate template. Prices start from £185+ VAT – Price is reduced by £50 if bought together with an FPA Train the Trainer course. Please visit our online shop for more details.

## Course Information



Book online at  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	MiM	Lon**	Glas
Jan	20-22		
Feb		3-5	
Mar	4-6		
Apr			14-16
May	6-8		
Jun		3-5	
July	1-3		
Sept	2-4		15-17
Oct		7-9	
Nov	4-6		

Duration: 2 or 3 days

### Cost:

2 days	FPA members:	£395 + VAT per delegate*
	Non-members:	£425 + VAT per delegate*
3 days	FPA members:	£550 + VAT per delegate*
	Non-members:	£580 + VAT per delegate*

\*Price excludes cost of accommodation

\*\*for London venue add £10 per delegate per day

MiM=Moreton in Marsh Lon=London Glas=Glasgow



Tailor course content, date or venue  
to suit your requirements



Early Bird Discount – pay 7 weeks  
in advance and save 10%

## Overview

The FPA Hot Work Passport was introduced in response to requests from industry for a national benchmark that can be used as an indicator of the levels of knowledge and understanding of fire safety held by hot work project managers and operatives. This request was made against reports of a rising number of serious fires as a result of hot work activities.

Upon attendance at this course, and successful completion of a short assessment, you will be awarded a personalised Hot Work Passport, valid for 5 years.

## Who will benefit?

This course is designed for those supervisors and operatives who carry out fire risk assessments in order to complete hot work permits on construction sites, refurbishment projects and during maintenance work.

The Passport is an indication to employers and clients that you have demonstrated a level of knowledge and understanding of fire safety that will contribute to safe and effective hot work activities on any structure, building, equipment or area where construction, alteration or maintenance is taking place.

## Learning outcomes

### You will develop knowledge and understanding of:

- the importance of fire prevention and your own responsibility when performing dangerous work
- systematic working and fire prevention methods underpinned by the relevant legislation and regulations

## Programme

### Course content will include:

- legislative requirements
- principles of fire risk assessment
- fire science – understanding fire
- structures and materials – understanding fire protection
- hot work management processes
- hot work equipment fire hazards
- preparing to carry out hot work
- safety precautions during and after hot work
- action in the event of fire

*“Excellent combination of knowledge and experience”*

**Mike Charlton, Hawkins**

## Certification

- FPA Hot Work Passport
- CFPA Europe Certificate in Hot Works
- This course has been awarded 6 IFE CPD hours

**Our Hot Work Passport course has been successfully delivered to over 2,000 employees on company sites across the UK. Please contact our Training Department on 01608 812500 for further information.**

**Also available for delivery as part of our Affiliate Trainer Scheme - see page 7.**



## Course Information

Book online at [www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	MiM	Lon**	Man
Jan	19		
Feb		16	
Mar	3		
Apr			16
May		13	
Jun	10		
July			9
Sept		9	
Oct	13		
Nov			11

**Duration:** 1 day

**Cost:** FPA members: £185 + VAT per delegate  
Non-members: £210 + VAT per delegate

\*\*for London venue add £10 per delegate

MiM=Moreton in Marsh Lon=London Man=Manchester

Tailor course content, date or venue to suit your requirements

Early Bird Discount – pay 7 weeks in advance and save 10%

# Introduction to DSEAR (Dangerous Substances and Explosive Atmosphere Regulations)

## Overview

This one-day course will give a dynamic introduction as to why correct chemical storage is so important and the respective regulations to which you must comply.

It will address the basics of COSHH, by answering some of the most frequently asked questions about the subject; who, how, when am I qualified? As part of the COSHH section, the course will explain why chemical segregation is so important and when considering DSEAR, why the consequences associated with “non flammable” chemicals in the event of a fire should also be considered.

## Who will benefit?

It is designed for all personnel levels, stating the legal consequences to both directors and management, whilst physically demonstrating the reality to those most at risk - the operators. Any person responsible for health and safety in the workplace or protection of our environment should attend as well as those responsible for carrying out both Fire Risk Assessments and Health and Safety Risk Assessments.

## Learning outcomes

### By the end of the course, you will have developed:

- knowledge of the requirements of DSEAR
- awareness of the properties of flammable and explosive substances
- knowledge about the effect of different explosions
- an ability to identify, classify and reduce hazards
- increased awareness in how to choose equipment, protection and control systems
- an understanding of the importance of correct storage and maintenance

## Programme

### The course content includes:

- legal foundations
- how sources of danger arise
- the difference between flashpoint and auto ignition
- the fundamentals on the origin of explosions, deflagrations and fires
- risks resulting from improper storage or handling of these substances
- the meaning of the danger triangle
- correct storage solutions for chemicals and gas
- environmental protection



## Certification

- FPA Certificate
- this course has been awarded 6 IFE CPD hours



*“Excellent tutor with great knowledge on subject, brilliant demos and experiments”*

**Alex Flannigan, Magnox**



## Course Information

 Book online at [www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	MiM	Lon**	Man	Glas
Feb	24			
Apr		28		
May			26	
Sept				10
Oct	14			

**Duration:** 1 day

**Cost:** FPA members: £250 + VAT per delegate  
Non-members: £325 + VAT per delegate

\*\*for London venue add £10 per delegate per day

MiM=Moreton in Marsh Lon=London Man=Manchester Glas=Glasgow

Develop your knowledge and achieve qualifications to be able to carry out Fire Risk Assessments in accordance with current legislation.

All our fire risk assessment courses have been mapped against the “competency criteria for fire risk assessors” issued by the Fire Risk Assessment Competency Council.

- Fire Risk Assessment in Simple Premises 18
- Fire Risk Assessment 19
- Advanced Fire Risk Assessment 20
- Certificate in Applied Fire Risk Assessment 21
- Fire Risk Assessment for the Common Areas in Flats and HMOs 22
- Advanced Fire Risk Assessment in HMOs 23
- Fire Risk Management in Residential Properties 24-25
- Fire Risk Assessment and Maintenance of Fire Systems for Facilities Managers 26
- Fire Risk Assessment for Healthcare Premises 27

# Fire Risk Assessment in Simple Premises

## Overview

This course will develop understanding of responsibilities under relevant fire legislation and improve knowledge of the fire risk assessment process. Delegates will learn about a range of fire safety systems, gain practical experience in carrying out a simple\* fire risk assessment and be provided with fire risk assessment documentation for use in the workplace.

\*small commercial premises of 2-3 storeys not involving a sleeping risk.

## Who will benefit?

Those with responsibility for undertaking fire risk assessments of simple premises.

## Learning outcomes

### You will develop:

- an understanding of your fire safety responsibilities
- an awareness of fire hazards
- awareness of the nature of fire and how it spreads
- knowledge of the actions to take in the event of a fire
- an understanding of the risk assessment process

## Programme

### The course content includes:

- an overview of current fire legislation
- fire facts and figures
- hazard identification and mitigation
- the principles of combustion and fire spread mechanisms
- active and passive fire protection systems
- human behaviour
- the risk assessment process
- a fire risk assessment practical exercise

## Certification

- FPA Certificate
- this course has been awarded 5 IFE CPD hours

## Progression opportunities

- Fire Risk Assessment and Fire Safety Management\*
- \* if you choose to progress onto the above course the cost of this 'Introductory' course will be deducted from the price

*"I think that this course is a real eye opener and will certainly make me much more aware of things around the business. Very enjoyable and informative"*

Phil Waterhouse, Cotton Traders

## Course Information

Book online at  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	MiM	Lon**	Man	Glas
Feb		12		
Apr			17	
Jun	11			
Aug	13			
Oct				20
Dec		2		

Duration: 1 day

Cost: FPA members: £175 + VAT per delegate  
Non-members: £215 + VAT per delegate

\*\* for London venue add £10 per delegate

MiM=Moreton in Marsh Lon=London Man=Manchester Glas=Glasgow



Tailor course content, date or venue to suit your requirements



Early Bird Discount – pay 7 weeks in advance and save 10%



## Fire Risk Assessment in Simple Premises

This course is suited to those with a responsibility for undertaking fire risk assessments in simple premises. The course is designed to develop understanding of responsibilities, introduce key fire safety issues and to gain knowledge of the fire risk assessment process.

The learning material has been designed to offer a concise and instructive overview with an opportunity to apply learning to a simulated tour of a premises at the end of the course.



Duration: 2 hours    Number of modules: 10    Cost: £60.00 + VAT

## Overview

Current fire legislation requires that almost all workplaces undertake a suitable and sufficient fire risk assessment.

The risk assessment has to identify hazards and take steps to prevent fire in order to protect the safety of occupants, visitors and those in the immediate vicinity.

This popular 3 day course is designed to offer practical hands-on experience in this area and allows delegates to gain experience in undertaking fire risk assessments.

## Who will benefit?

This course is aimed at those who have responsibility for undertaking fire risk assessments and who wish to receive further certification in this subject in order to demonstrate competency.

Delegates will be expected to have some background knowledge of fire safety but may have little or no experience in undertaking fire risk assessments.

The course has received approval from the Institution of Fire Engineers (IFE) for the purpose of their Register of Fire Risk Assessors and Auditors – see page 4 for more information.

## Learning outcomes

### You will develop:

- a broad understanding of workplace fire safety issues that reviews and adds to your existing knowledge
- detailed understanding of the fire risk assessment process
- awareness of current fire safety legislation
- ability to apply the principles and methodology of fire risk assessment, exploring the process and applying learning through a number of practical activities

## Programme

### The course content includes:

- legislative requirements relevant to the location of the course
- means of escape and human behaviour
- passive and active fire safety overview
- principles of risk assessment
- the risk assessment process
- fire risk assessment – practical exercises
- course assessment

## Certification

- FPA Certificate showing IFE Approval towards their Register of Fire Risk Assessors and Auditors
- This course has been awarded 18.5 IFE CPD hours



*“the facilitator was outstanding, patient, informative and knowledgeable about the subject. He was able to transfer his skills to the delegates with a professional manner.”*

**Antony Etherington, Etherington Associate Consultants Ltd (EAC Ltd)**

## Course Information

### 2015 Dates

	MiM	Dub <sup>†</sup>	Lon <sup>**</sup>	Glas	Man	Bel
Jan	12-14		26-28			
Feb	23-25					
Mar	23-25	2-4	16-18			
Apr			20-22	27-29		
May	18-20				12-14	
Jun	22-24					
July			27-29			
Aug	3-5					
Sept	28-30		21-23			
Oct				12-14	19-21	
Nov	9-11		30-2 Dec			16-18

**Duration:** 3 days

**Cost:** FPA members: £705/€705 + VAT per delegate\*  
Non-members: £840/€840 + VAT per delegate\*

\*Price excludes cost of accommodation

<sup>†</sup>Euro fee applicable to Dublin venue only

<sup>\*\*</sup> for London venue add £30 per delegate

MiM=Moreton in Marsh Glas=Glasgow Dub=Dublin Lon=London Man=Manchester Bel=Belfast



Tailor course content, date or venue to suit your requirements



Early Bird Discount – pay 7 weeks in advance and save 10%

# Advanced Fire Risk Assessment

## Overview

This course will strengthen your existing knowledge and understanding of fire risk assessment and assist with the correct interpretation of guidance in order to achieve fire safety solutions that are:

- required to ensure minimum life standards are achieved
- reasonably practicable to implement
- meet statutory requirements

## Who will benefit?

This course is aimed at building managers, owners, assessors and enforcing authorities who are required to determine the fire safety measures in complex premises.

Delegates should have previously attended appropriate courses that have provided an underpinning knowledge of fire safety management.

## Learning outcomes

### On completion of the course delegates will:

- be able to differentiate between matters that are required to ensure statutory compliance and additional measures that would reduce the risk to property and business
- have an improved ability to apply relevant guidance documents in order to determine appropriate fire safety solutions
- have an understanding of human behaviour in a range of fire situations
- have a greater understanding of active and passive fire safety measures
- have a greater understanding of the effectiveness and limitations of new and existing fire safety measures and the cost and benefit of upgrading or replacing existing measures



## Programme

### Course content includes:

- **Legal requirements**
  - CFOA guidance; fire safety management; co-operation and co-ordination in multi-occupied buildings, human behaviour, GEEPS, PEEPS
- **Fire warning systems**
  - legal requirements, advantages, disadvantages and limitations of specific systems; cost implications
- **Passive and active fire safety measures**
- **Guidance documents**
  - CLG, ADB, LACORS & BS9999 application, interpretation, limitations, contradictions
- **General fire precautions in complex premises**

## Certification

- FPA Certificate
- This course has been awarded 13 IFE CPD hours

*“Very helpful to clarify my own limitations and providing further relevant technical knowledge. The tutor’s personal experience enlightened the training. Particularly enjoyed the Human Behaviour aspect”*

**Chris Sutton, North Yorkshire County Council**

## Course Information

Book online at  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	MiM	Lon**	Glas	Man
Feb	4-5			
Apr		23-24		
May			6-7	
Jun	3-4			
Sept		2-3		
Oct	8-10			
Nov				4-5

**Duration:** 2 days

**Cost:** FPA members: £525 + VAT per delegate\*  
Non-members: £650 + VAT per delegate\*

\*Price excludes cost of accommodation

\*\*for London venue add £20 per delegate

MiM=Moreton in Marsh Lon=London Man=Manchester Glas=Glasgow



Tailor course content,  
date or venue to suit  
your requirements



Early Bird Discount – pay 7 weeks  
in advance and save 10%

# Certificate in Applied Fire Risk Assessment

## Overview

Previously titled *Fire Risk Assessment and Fire Safety Management*, this well established and popular five-day course attracts delegates from a wide range of industry backgrounds, in the public and private sector, including major UK and overseas organisations. Delegates will benefit from a concentrated and focused course presented by a range of fire safety specialists, all of whom are experts in their field. The course is certificated by the University of Derby at Level 4.

## Who will benefit?

This course is ideal for those individuals who require an intensive yet broad-ranging introduction to the key principles of fire prevention, fire protection and fire risk assessment.

## Learning outcomes

### You will develop:

- understanding of the fundamental principles of fire prevention and protection measures, raising awareness of the vast range of topics involved in fire safety management
- knowledge of the principal workplace fire hazards, associated risks and passive and active means available to mitigate fire
- ability to apply the principles and methodology of fire risk assessment, exploring the process and applying learning through a number of practical activities

## Programme

### Course content includes:

- fire safety management framework
- legislative requirements
- fire theory, principle causes and prevention of fire
- fire protection in buildings
- introduction to the principles of smoke control, fire engineering and environmental issues
- arson and its prevention
- human behaviour
- the principles and methodologies of fire risk assessment
- fire risk assessment in action
- practical exercises and practical fire risk assessment
- a fire risk assessment in the workplace is required to complete the course

*“(The Trainer) delivered the course exceptionally well. The course was put in simple terms and I left feeling comfortable that I had the knowledge and understanding to complete the exam”*

**John Harrison, WWH**

## Certification

### All delegates on the course will have the opportunity to gain:

- Certificate of Professional Development in Applied Fire Risk Assessment (40 HE Credits)
- the CFPA Europe Certificate in Principles of Fire Safety at Work and the first element of the Level 4 CFPA Europe Diploma in Fire Prevention - pages 30-31
- approval towards the Institution of Fire Engineers Register of Fire Risk Assessors and Auditors
- an optional assessment in units FC1 and FC2 of the NEBOSH Certificate in Fire Safety and Risk Management - page 29
- 38 IFE CPD hours

For more information on any of these qualifications please refer to pages 4-5

## Progression opportunities

- Level 4 CFPA Europe Diploma in Fire Prevention – pages 30-31
- Advanced Fire Safety Management – page 33
- Advanced Fire Risk Assessment – page 20

## Course Information

Book online at  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	MiM	Glasgow	London**
Jan	19-23		
Feb			9-13
Mar	2-6	9-13	
Apr	20-24		
May			11-15
Jun	15-19		29-3 July
July	13-17	29-3 Aug	3-7
Sept	14-18	7-11	
Oct	26-2		19-23
Nov	2-6		23-28

**Duration:** 5 days

**Cost:** FPA members: £1310 + VAT per delegate\*

Non-members: £1460 + VAT per delegate\*

\*Price excludes cost of accommodation and NEBOSH registration/certification

\*\*for London venue add £50 per delegate

MiM=Moreton in Marsh



Tailor course content, date or venue to suit your requirements



Early Bird Discount – pay 7 weeks in advance and save 10%

# Fire Risk Assessment for the Common Areas in Flats and HMOs

## Overview

Houses in Multiple Occupation (HMO) can pose an increased risk from fire, particularly if those premises are poorly designed, managed or maintained.

This course offers essential instruction and information for the effective safe management of buildings comprising multiple accommodation units. You will receive instruction and advice on how to carry out a suitable and sufficient fire risk assessment.

## Who will benefit?

Local Authorities, Housing Associations, Landlords and those that manage, or have some responsibility for any multi-occupied building(s), will be especially interested in this programme.

## Learning outcomes

### You will develop:

- an awareness and understanding of fire hazards and risks relating to the common areas of flats, HMOs and similar premises
- an awareness of the guidance documents currently available to assist the 'Responsible Person'
- awareness of the key principles of fire prevention, control and fire protection in such premises
- practical knowledge of the fire risk assessment process and a thorough understanding of the legal responsibilities imposed by current legislation
- application of learning through a number of practical activities

## Programme

### The course content includes:

- legislative requirements
- current guidance documents
- means of escape and life risks specific to the common areas of multi-occupied residential premises and HMOs
- passive fire safety, active systems and developments in fire detection standards
- management issues
- principles and practical application of fire risk assessment

*"It was a well paced course very relaxed which put us at ease. The tutor came across as very informative on the whole I enjoyed the course"*

Eddie Barr, Greensquare

## Certification

- FPA Certificate showing IFE Approval towards their Register of Fire Risk Assessors and Auditors
- this course has been awarded 18.5 IFE CPD hours

## Progression opportunities

- Advanced Fire Risk Assessment in HMOs



## Course Information

Book online at  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	MiM	London**	Manchester	Glasgow
Feb		16-18		
Apr	13-15			
May		11-13		
Jun			8-10	
Sept		14-16		
Oct	5-7			
Nov				9-11

Duration: 3 days

Cost: FPA members: £705 + VAT per delegate\*  
Non-members: £840 + VAT per delegate\*

\*Price excludes cost of accommodation

\*\* for London venue add £30 per delegate

MiM=Moreton in Marsh



Tailor course content, date or venue  
to suit your requirements



Early Bird Discount – pay 7 weeks  
in advance and save 10%

## Overview

Certain flats and houses in multiple-occupation (HMO) present a higher risk of fire and a higher risk of injury to the occupants particularly if the premises are poorly designed, managed or maintained. There are various requirements and duties placed on those who occupy, manage and regulate these premises and guidance has been published to assist in reducing the risk. Complex situations are common where the extent of control and the interaction of the various roles and responsibilities requires careful consideration.

This two-day course offers essential instruction and information to facilitate the cost effective fire safety management of these premises within the legislative framework.

## Who will benefit?

Local Authorities, Fire & Rescue Service Inspecting Officers, Housing Associations, Landlords and those that manage, or have some responsibility for any multi-occupied building(s).

Delegates should have previously attended appropriate courses that have provided an underpinning knowledge of fire safety management in HMOs.

## Learning outcomes

### You will develop:

- a greater awareness and understanding of fire hazards and risks relating to flats and HMOs
- a detailed knowledge of the content, reasoning and practical application of the guidance documents currently available to assist the 'Responsible Person' and enforcing authorities
- an increased awareness of the legislative framework and the powers and duties imposed on those occupying, managing and regulating fire safety in flats and HMOs
- an improved ability to apply relevant guidance documents using common sense in order to determine appropriate fire safety solutions

## Programme

### Course content includes:

- Housing Act 2004
- Regulatory Reform (Fire Safety) Order 2005
- LACORS housing guidance
- Local Government group guidance document - "Fire Safety in Purpose Built Blocks of Flats"
- scenario based exercises



## Certification

- FPA Certificate
- This course has been awarded 13 IFE CPD hours

## Progression opportunities

- Advanced Fire Safety Management - page 33
- CFFA Europe Diploma in Fire Prevention - pages 30-31



*"Had a great time but learnt a lot, time well spent, thank you"*

**Andrew Williams, A2Dominion**



## Course Information

Book online at [www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	Moreton in Marsh	London**
Feb		19-20
Apr	15-16	
Jul		8-9
Oct	27-29	
Dec	8-10	

**Duration:** 2 days

**Cost:** FPA members: £525 + VAT per delegate\*  
Non-members: £650 + VAT per delegate\*

\*Price excludes cost of accommodation  
\*\* for London venue add £20 per delegate

# Fire Risk Management in Residential Properties

## Overview

Individuals who have responsibility for fire risk management in simple and complex residential properties now have access to new nationally recognised and regulated qualifications to support the development of skills, knowledge and understanding to a recognised national standard for fire safety practice in the residential properties sector.

The qualifications titles are as follows:

- Level 3 Award for Reporting Fire Risk in Residential Properties
- Level 3 Certificate for Fire Risk Management in Simple Residential Properties
- Level 4 Certificate for Fire Risk Management in Complex Residential Properties

Launched in 2014, FPA is pleased to be offering a series of open course dates throughout the year and the qualifications will also be available on a bespoke basis. In addition there is the opportunity for relevant organisations such as larger housing associations to become FPA satellite centres in order to deliver the qualifications in-house. (See page 7 for more information).

These qualifications have been developed in accordance with the regulatory requirements of the Qualifications and Credit Framework (QCF) and are underpinned by the Skills for Justice National Occupational Standards (NOS) in Fire Safety.

## What credibility do these qualifications have?

The qualifications have been developed with the expert involvement and input of representatives from the following professional groups:

- the National Social Housing Fire Strategy Group (NSHFSG)
- Fire Sector Federation (FSF)
- the Chief Fire Officers Association (CFOA)
- the Fire Protection Association (FPA)

In addition, SFJ Awards have provided support for the development of these qualifications to meet the requirements for regulated qualifications.



## Who are these qualifications for?

### Level 3 Award for Reporting Fire Risk in Residential Properties

This qualification is suitable for housing staff who are involved with identifying fire hazards, and contributing to continuous risk assessment by regular review.

The qualification is also relevant to advisors and enforcers for residential properties who need to understand the hazards and risks in residential properties.

It is important to note that this qualification is intended to contribute to the knowledge of those carrying out risk assessments, but on its own this qualification would not confirm the full range of knowledge required for risk assessment.

### Level 3 Certificate for Fire Risk Management in Simple Residential Properties

This qualification is suitable for staff and consultants who carry out fire risk assessment and determine fire safety provision in simple residential properties. Simple residential properties are defined as those properties that are single use, three storeys or less and built after 1991.

*“Well delivered, interactive course”*

Steve Osbourne, BPHA Ltd

## Level 4 Certificate for Fire Risk Management in Complex Residential Properties

This qualification is suitable for staff and consultants who carry out fire risk assessment and determine fire safety provision in complex residential properties. Complex residential properties are defined as those properties that are mixed use, four storeys or more, and could be built at any time. They are also considered to be any residential block which is HMO or designed for specific client groups who could present particular fire risks generated by the client group e.g. Sheltered/Extra Care/Special Educational needs groups are considered to be complex.

Each qualification can be accessed independently of the other and learners are able to access the qualification(s) that are relevant to their role within fire risk management.

## What do the qualifications cover?

### Level 3 Award for Reporting Fire Risk in Residential Properties

- reporting hazards and risk associated with fire in residential properties
- monitoring and reporting to ensure that risk reduction measures, fire precautions and maintenance routines are sustained

### Level 3 and 4 Certificate for Fire Risk Management in Residential Properties look at the following areas in relation to simple premises at Level 3 and complex premises at Level 4

- reporting hazards and risk associated with fire in residential properties
- assessing risks associated with fire in residential properties
- confirming measures are in place to protect people from fire in residential properties
- evaluating active and passive fire protection systems in residential properties

## What progression opportunities are available to learners who achieve these qualifications?

There are a range of progression opportunities available to learners who achieve the fire risk management qualifications. These progression opportunities vary from achieving additional fire risk management qualifications (see page 8 for more information) to moving into specialist areas of fire safety.

To find out more please visit the FPA's website.



## Course Information

Book online at [www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	Level 3 Award		Level 3 Cert		Level 4 Cert	
	MiM	Lon*	MiM	Lon*	MiM	Lon*
Feb	18					
Mar			24-25		17-18	
Apr	13		28		22	
May			19		21	
Jul		6				
Sept		7		29-30		15-16
Oct				29		13
Nov		2		25		10

### Cost:

Level 3 Award: Member £210 + VAT,  
Non member £250 + VAT  
plus £35 + VAT certification

Level 3 Certificate: Member £750 + VAT  
Non member £850 + VAT  
plus £50 + VAT certification

Level 4 Certificate: Member £850 + VAT  
Non member £950 + VAT  
plus £60 + VAT certification

\*Price excludes cost of accommodation  
\*\* for London venue add £10 per delegate

# Fire Risk Assessment and Maintenance of Fire Systems for Facilities Managers

## Overview

This course is designed to introduce, through both theoretical and practical sessions, key fire safety issues and procedures relevant to the facilities manager. It also details maintenance regimes for fire safety systems in the workplace.

## Who will benefit?

### This course is aimed at:

- those responsible for managing the fire safety equipment and systems in occupied premises
- those responsible for liaising with contract engineers to ensure fire safety requirements are met

## Learning outcomes

### You will develop:

- an understanding of fire hazards in the workplace and their associated risks
- knowledge of the fire safety related equipment and facilities which assist in mitigating these risks – from protected means of escape to fire alarm and detection systems and sprinkler systems
- knowledge of the current standards and codes of practice which relate to these facilities and the detailed maintenance regimes which apply
- improved understanding of the fire risk assessment process
- an understanding of what to look out for when liaising with contract engineers

## Programme

### The course content will cover:

- identification of the major causes of fire
- compartmentation and means of escape
- fire doors and glazing
- automatic fire alarms and detection systems
- emergency lighting
- portable firefighting equipment
- automatic suppression systems
- maintenance and record keeping
- staff training
- fire risk assessment
- dry risers and wet risers
- course assessment

## Certification

- FPA Certificate
- This course has been awarded 18 IFE CPD hours



## Progression opportunities

- Level 4 CFPA Europe Diploma in Fire Prevention – pages 30-31

*“Excellent course, backed up by a wealth of experience”*

Giuseppe Devitto, WH Smith Ltd

## Course Information

Book online at  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	Moreton in Marsh	London**
Mar	10-12	
Sept		7-9
Nov	25-27	

**Duration:** 3 days

**Cost:** FPA members: £695 + VAT per delegate\*  
Non-members: £830 + VAT per delegate\*

\*Price excludes cost of accommodation  
\*\*for London venue add £30 per delegate



Tailor course content, date or venue  
to suit your requirements



Early Bird Discount – pay 7 weeks  
in advance and save 10%



## Overview

This new five day course is delivered by fire safety professionals with specialist current experience of fire safety management in complex healthcare environments. Based upon our long established Certificate in Applied Fire Risk Assessment course the programme has been developed to focus specifically on issues associated with healthcare premises with reference to relevant guidance documents.

## Who will benefit?

Fire safety advisors, estates officers or those with a responsibility for fire risk assessment in healthcare premises, consultants and auditors.

## Learning outcomes

### You will develop:

Understanding of the fundamental principles of fire prevention and protection measures, raising awareness of the vast range of topics involved in fire safety management in healthcare premises including:

- confidence in identifying fire hazards and assessing risks associated with fire in healthcare premises
- knowledge of fire and smoke behaviour and associated fire stopping measures
- knowledge of active systems in the mitigation of fire
- understanding of building user implications in healthcare premises
- understanding of fire safety solutions to minimize risks
- ability to develop suitable emergency procedures for premises
- knowledge of associated legislation, standards and documents

## Programme

### The course content will cover:

- challenges in managing fire safety in healthcare premises
- active and passive fire safety overview
- means of escape and human behaviour
- evacuation strategies
- legislation, guides and codes of practice
- fire safety management routine
- fire risk assessment methodology and practice
- structural fire precautions



## Course Information

Book online at [www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	Moreton in Marsh
May	18-23
Nov	16-20

Duration: 5 days

Cost: FPA/NAHFO members £957 + VAT per delegate\*  
Non-members £1100 + VAT per delegate\*

\*Price excludes cost of accommodation

# Fire Safety Management

Develop knowledge and skills in fire safety management and achieve qualifications ranging from Level 2 to Level 6 and beyond that open up learning pathways to recognised certification and professional memberships.

NEBOSH Certificate in Fire Safety and Risk Management 29

Level 4 CFPA Europe Diploma in Fire Prevention 30-31

Level 5 CFPA Europe Diploma in Fire Prevention 32

Advanced Fire Safety Management 33

BSc (Hons) Fire Risk Management 34-35

The Dynamics of Fire 36

# NEBOSH Certificate in Fire Safety and Risk Management

## Overview

The NEBOSH National Certificate in Fire Safety and Risk Management is an established and popular qualification for those with fire safety responsibilities in the workplace.

The level 3 qualification is divided into three units, each of which is assessed separately:

- Management of Health and Safety (NGC1)\* - five-day course
- Fire Safety and Risk Management (FC1) - five-day course
- Practical Fire Risk Assessment (FC2) - workplace-based

\* Students who have already passed NGC1 as part of a previous NEBOSH qualification do not need to re-take this unit, provided it was achieved within the last 5 years. If you achieved NGC1 more than 5 years ago, you may re-sit the examination without needing to attend a taught course.

Successful completion of both examinations and the practical assessment is required to achieve this qualification.

## Who will benefit?

Managers and supervisory staff who need to ensure that their organisation meets its responsibilities under fire safety legislation or people moving into fire safety adviser roles. No previous health and safety or fire safety knowledge is required although it should be noted that the assessment includes a requirement to complete a record of a practical fire risk assessment exercise using a standard set of forms.

## Learning outcomes

### You will develop:

- knowledge and understanding of the management of fire safety including legal requirements
- understanding of the principles of fire and explosion, causes and prevention of fire, fire protection in buildings and ensuring the safety of people in the event of fire
- confidence in undertaking fire risk assessments in normal risk workplaces

## Programme

### The full NEBOSH Certificate in Fire Safety and Risk Management comprises of the following:

1. Management of Health and Safety NGC1
2. Fire Safety and Risk Management FC1 and FC2  
*For further information on this course and dates see page 21*
3. The FC2 practical risk assessment activity carried out by you in your workplace
4. The FC1 + NGC1 NEBOSH exams

## Exam tutorials

We also offer optional exam tutorials which will develop your exam technique, reinforce earlier learning and help you to practice answering exam questions with tutor feedback. We tailor revision to cover knowledge gaps identified by delegates in advance and this helps to focus revision on key areas of the syllabus. These are available on request, subject to demand.

## Certification

### All delegates on the course will have the opportunity to gain:

- NEBOSH Certificate in Fire Safety and Risk Management – either unit or full certification



## Course Information:

Book online at [www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	NGC1 (am)†	FC1 (pm)†
Mar	4	4
Jun	3	3
Sept	2	2
Dec	2	2

Duration: 1 day

Cost: FC1 & 2 FPA members: £1450 + VAT\*  
Non-members: £1600 + VAT\*

Includes cost of the Certificate in Applied Fire Risk Assessment. See page 21.

\*Price includes NEBOSH registration & certification but excludes cost of accommodation

†Exams held in Moreton in Marsh

# Level 4 CFPA Europe Diploma in Fire Prevention

## Overview

The CFPA Europe Diploma offers holders a qualification in fire safety management and prevention which is recognised Europe-wide.

Founded in 1974, The European Confederation of Fire Protection Associations (CFPA Europe) exists to promote the highest standards of fire safety management. It is a formal body, governed by statute, which links nationally recognised fire protection organisations in 17 European countries.

Since its introduction there have been approximately 20,000 students awarded the qualification working in partnership with the University of Derby. This Diploma also offers a recognised HE qualification and progression routes. Prior learning and existing qualifications may be taken in to account.

The Fire Protection Association is the only UK provider of the Diploma on behalf of the awarding body CFPA Europe.

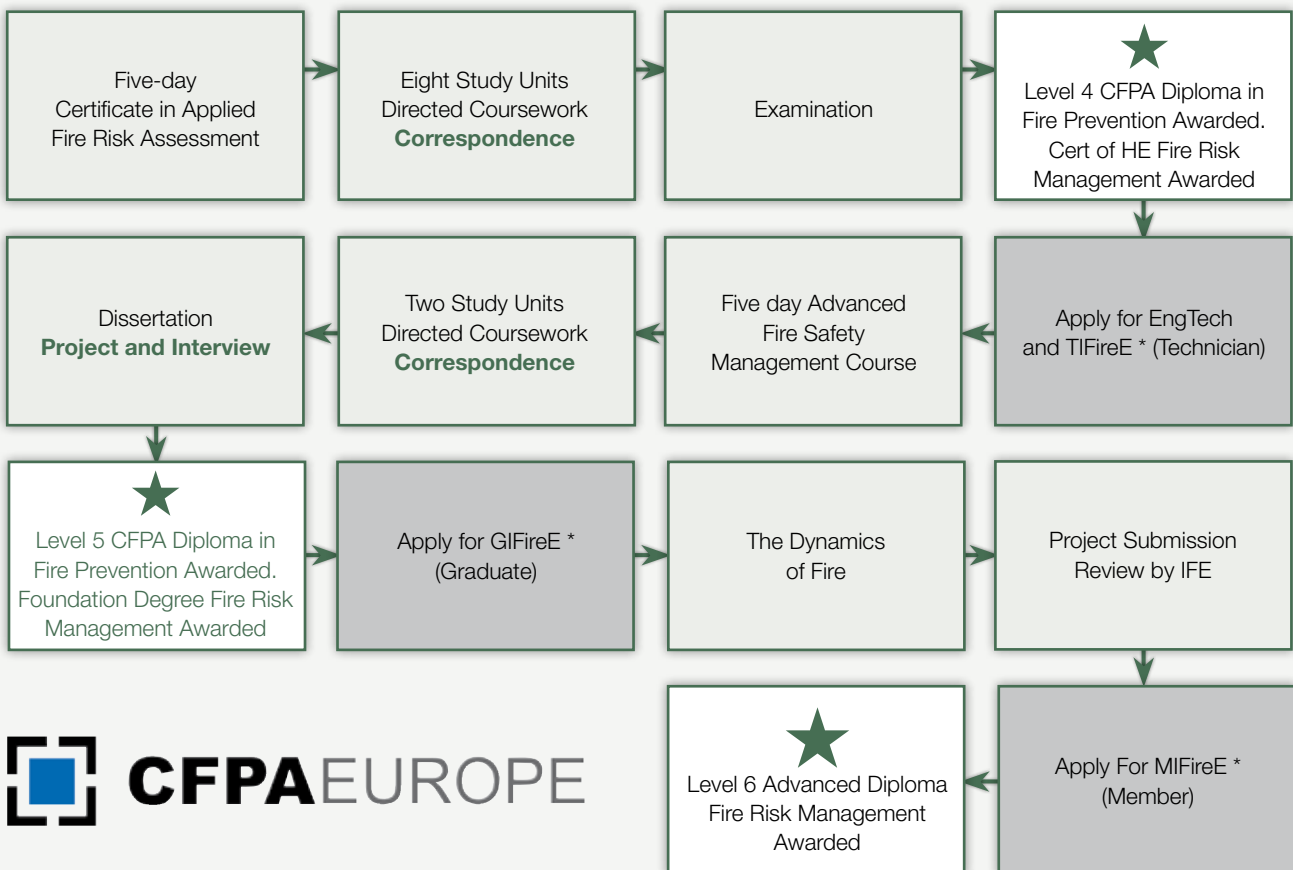
## Who will benefit?

- fire safety managers from national and international businesses
- fire safety professionals and consultants
- local authority personnel; building control officers; environmental health officers; safety officers; fire safety officers
- risk managers
- property surveyors
- those wishing to gain an in-depth knowledge of fire prevention issues

*“Course was invaluable, I’m finding practical applications for what I have learnt every week”*

**J Beeching, ISS Facility Services Ltd**

## Stages of the Diploma Routes



\*At selected stages the CFPA Diploma's in Fire Prevention are recognised as fulfilling the academic requirements for membership of the Institution of Fire Engineers (IFE) at various levels

# Level 4 CFPA Europe Diploma in Fire Prevention

## Learning outcomes

### You will develop:

- underpinning knowledge relative to Fire Safety NOS FS1, FS2, FS3 and FS7
- knowledge and understanding of fire prevention issues at a basic management level
- a more comprehensive understanding of fire protection and prevention principles
- a clear understanding of the importance of fire prevention control and its management

## Programme

### The Diploma is split into three elements:

#### 1 5 day Certificate in Applied Fire Risk Assessment

Further details of this course can be found on page 21. Exemptions may apply, please contact us for more information.

#### 2 Eight individual study units, each requiring approximately 15 hours study covering:

- nature and behaviour of fire
- fire detection
- fire extinguishment
- fire and European law
- means of escape
- fire protection of buildings
- fire insurance and security
- management and protection

#### 3 Examination: A three-hour written examination completes the Diploma

## Certification

- CFPA Europe Diploma in Fire Prevention
- Level 4 Certificate of Higher Education Fire Risk Management awarded by University of Derby
- recognition towards EngTech and TIFireE (Technician grade membership of the Engineering Council and the IFE) – see page 4 for further details



## Progression opportunities

- Level 5 CFPA Europe Diploma in Fire Prevention
- University of Derby FdSc: Fire Risk Management

## Course Information

- see page 21 for enrolment throughout the year
- University of Derby FDSC: Fire Risk Management

### Course Information:

#### 2015 Exam Dates:

	Moreton in Marsh
Jan	16
Apr	10
July	10
Sept	11
Nov	20

**Duration:** Students are required to complete all elements of the Diploma within a maximum of two years

**Venue** This course is run on a part-classroom and part-distance learning basis. Exams are held at Moreton-in-Marsh

**Cost:** FPA members: £2850 + VAT per delegate\* + £525 registration and certification  
Non-members: £3350 + VAT per delegate\* + £525 registration and certification

\*Price excludes accommodation

# Level 5 CFPA Europe Diploma in Fire Prevention

## Overview

Upon successful completion of the Level 4 CFPA Europe Diploma in Fire Prevention (see pages 30-31) holders will be eligible to enrol on the Level 5 CFPA Europe Diploma. Concentrating more extensively on the management aspects of fire safety and fire risk management, this qualification identifies successful students as having significant understanding of fire safety at management level.

Working in partnership with the University of Derby this qualification incorporates the Foundation Degree (FdSc) Fire Risk Management and ensures the technical content within this qualification is of the highest standard and relevant for those working in the sector.

The FPA is the only UK provider of this course on behalf of the awarding body – CFPA Europe.

## Who will benefit?

### Those individuals wishing to:

- hold an advanced fire prevention qualification which is recognised throughout the 17 participating member countries
- be listed in the CFPA Diploma holders handbook, CD and the CFPA Europe website
- qualify for the CFPA Advanced Diploma Progression course
- work towards Graduate grade Membership of the IFE

## Learning outcomes

### You will develop:

- critical understanding of the wider aspects of risk management in modern business practice
- the ability to identify, analyse and critically evaluate relevant data in order to propose solutions to identified problems
- the application of the key principles of Fire Risk Management to achieve business protection
- improved management skills in emergency and disaster planning, crisis management and communications



## Programme

### The Advanced Diploma course is split into four elements:

#### 1 Advanced Fire Safety Management Course

A five-day course which aims to introduce students to elements of the Advanced Diploma syllabus and extend their knowledge of management aspects of fire safety and security. More information on this course can be found on page 33. Exemptions may apply.

#### 2 Coursework

Students will be required to produce two pieces of directed coursework broadly covering the following issues:

- emergency and disaster planning, crisis management, business continuity management and communications
- loss risk management

#### 3 Project Report

Preparation and submission of a project on a suitable fire-related topic.

#### 4 Presentation and Interview

Interview and assessment is by a panel of recognised experts.

## Certification

- CFPA Europe Advanced Diploma in Fire Prevention
- recognised towards membership of the IFE at Graduate level (GIFireE)
- Foundation Degree: Fire Risk Management (awarded by University of Derby)

## Progression opportunities

- The Dynamics of Fire – page 36
- BSc (Hons) Fire Risk Management – pages 34-35

## Course Information

See page 33 for enrolment dates throughout the year

**Duration:** Students are required to complete all elements of the Diploma within a maximum of two years.

**Venue** This course is run on a part-face to face and part-distance learning basis.†

**Cost:** FPA members: £1950 + VAT per student\* + £725 registration/certification  
Non-members: £2100+ VAT per student\* + £725 registration/certification

\*Price excludes cost of accommodation

† Presentation and interview takes place in Moreton in Marsh

## Overview

In addition to being a stand-alone event this popular course forms the first part of the CFPA Europe Level 5 Diploma in Fire Prevention and is designed to cover the subject of fire safety management at an advanced management level. Successful candidates will also be awarded the CFPA Europe Diploma in Fire Risk Management.

## Who will benefit?

- anyone with responsibility for the management of statutory fire safety requirements and compliance in multi-occupied or other complex buildings
- fire safety managers wishing to advance their level of knowledge and management skills. Candidates should possess knowledge of BS 9999 and the Regulatory Reform (Fire Safety) Order 2005 or the relevant legislation in Scotland and Northern Ireland

## Learning outcomes

### You will develop:

- knowledge of broader management issues flowing from fire protection strategies
- an understanding of the principles of fire engineering design
- an improved awareness of the testing and maintenance of fire protection and suppression equipment
- a greater understanding of how to manage risk in complex premises
- strategies to deal with risk management and both short and long-term loss management
- knowledge of business continuity management practice and procedures

## Programme

### The course content will include:

- advanced management aspects of BS 9999:2008
- designing so that a building can be managed
- ensuring that systems respond properly in an emergency
- fire safety management in large and multi-occupied sites
- building works and alterations
- planning the response to a fire – risk management, long-term loss management and business continuity
- managing occupied buildings and fire safety legislation
- emergency actions – short-term loss management
- open book assessment

## Certification

- FPA Certificate
- this course has been awarded 25 IFE CPD hours
- CFPA Europe Diploma in Fire Risk Management

## Progression opportunities

- CFPA Europe Level 5 Diploma in Fire Prevention – page 32
- BSc (Hons) Fire Risk Management – page 34-35

*“Good course, good debate where most of the learning was done, look forward to future courses”*

Anonymous



## Course Information

Book online at [www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

Moreton in Marsh	
Apr	13-17
Oct	12-16

Duration: 5 days

Cost: FPA members: £1450 + VAT  
Non-members: £1595 + VAT

\*Price excludes cost of accommodation



Tailor course content, date or venue to suit your requirements



Early Bird Discount – pay 7 weeks in advance and save 10%

# BSc (Hons) Fire Risk Management

## Overview

Working in partnership with the University of Derby FPA is pleased to announce the launch of the honours Degree programme (BSc).

The top up programme, whilst following-on from the Foundation Degree and continuing to equip students with the skills and knowledge relevant to their employment, will examine the knowledge and understanding of students with increasing academic rigour.

The Honours level modules have been chosen to reflect current trends and enable learners to develop a broad understanding of Fire Risk Management.

The Work-based [Research] Project gives an opportunity for students to apply and develop their research and project management skills in a work-based scenario, greatly enhancing their future career prospects and employability.

## Who will benefit?

Both the FdSc and the BSc are well recognised by employers as a credible indicator of ability to work competently in a specific vocational area. This qualification pathway is particularly relevant for those individuals who:

- wish to gain a qualification that offers a recognised progression pathway through to formal level 6 and postgraduate study
- wish to develop personal skills in working and learning plus career development planning alongside technical knowledge
- wish to benchmark their level of attainment against the UK Higher Education qualifications framework

All learners beginning this programme will be operating at Level 4 or above.

### Pre-requisites of this programme:

- Level 5 CFPA Europe Diploma in Fire Prevention (including the FdSc Fire Risk Management) (see page 32)

## Learning outcomes for the BSc

### Module outcomes – Human Behaviour

- apply knowledge to create a system that integrates human behaviour factors into life safety planning and practice
- have a critical understanding of how psychological and sociological factors influence behaviour in fire scenarios



- have a critical and analytical knowledge of the application of current human behaviour computer modelling.
- locate and critically review current human behaviour related fire research

### Module outcomes – The Dynamics of Fire

- demonstrate a critical and analytical understanding of fire dynamics
- critically understand the need for good practice in data collection and processing
- synthesise information and data from a variety of sources.
- communicate critical and analytical understanding in both written and oral form to responsible people and bodies

### Module outcomes – Fundamentals of the built environment

- demonstrate a critical understanding of the built environment and its implications to fires safety management
- evaluate the properties of building materials in both modern methods of construction and traditional buildings
- review the implications for fire safety management of both contemporary and traditional buildings.
- undertake quantitative assessment for the sustainability for built environment systems in the context of fire safety management
- identify eco-friendly solutions in fire engineering

## Module outcomes – Work Based Project

- critically evaluate a range of methods to select and justify an appropriate approach to conducting an ethical enquiry into an aspect of their professional practice.
- articulate the position of their enquiry within academically relevant and valid research and subject specific literature
- collect and critique data within the context of this enquiry
- critically analyse and present the outcomes of their investigation

## Module outcomes – Sustainability in the built environment

On successful completion of the module, students will be able to:

- demonstrate a critical understanding of sustainability in the built environment and its implications to fire risk management
- demonstrate a critical understanding of Built Environment Processes and the actors within the field
- demonstrate a critical understanding of the Ecological and Sustainable Modernisation Theory Models
- demonstrate the ability to evaluate and apply the Decision Models in the Built Environment and their implications for fire safety management of both contemporary and traditional buildings.
- undertake quantitative assessment for the sustainability for built environment systems in the context of fire safety management

## Assessments

A combination of work based project, presentation and interview, formal examination and assignments.

## Programme

The BSc (Hons) is completed in 2 stages. You may choose to exit the programme on completion of any stage.

### BSc Stage 1

Human behaviour and Fire Risk Management plus a work based project of 6-10,000 words.

On successful completion of Stage 1 you will have sufficient credit to be awarded the University Advanced Diploma at Level 6.

### BSc Stage 2

- The Dynamics of Fire
- Fundamentals of the built environment
- Sustainability in the built environment

Please note that Level 6 modules of 20 HE credits are interchangeable.

Learners are required to complete stage 1 and 2 within 2 years.



## Course Information

### 2015 Dates:

For 2015 enrolment dates please contact the training team at [training@thefpa.co.uk](mailto:training@thefpa.co.uk)

### University Advanced Diploma

Cost: FPA members: £1580 + VAT per student\*  
+ £475 registration/certification  
Non-members: £1820 + VAT per student\*  
+ £475 registration/certification

### Bachelor of Science (Hons)

Cost: FPA members: £1700 + VAT per student\*  
+ £475 registration/certification  
Non-members: £1895 + VAT per student\*  
+ £475 registration/certification

\*Price excludes cost of accommodation

For more information or to discuss possible exemptions, please contact the training department at [training@thefpa.co.uk](mailto:training@thefpa.co.uk) call 01608 812 500 or visit our website at [www.thefpa.co.uk](http://www.thefpa.co.uk)

# The Dynamics of Fire

## Overview

Fire is the rapid oxidation of a material in the chemical process of combustion, releasing heat, light and various reaction products. Fire is a very complex entity that requires understanding of both physical and chemical principles to understand its generation, life cycle and management. This course is designed for professionals who work in industries that seek to prevent fire and investigate the causes and nature of fire.

The course is aimed at individuals who have successfully completed the CFFPA Europe Advanced Diploma and wish to advance their training in order to be recognised toward the Institution of Fire Engineers (IFE) membership at Member grade, or work toward the University Advanced Diploma and eventually the BSc (Hons) Fire Risk Management.

## Who will benefit?

- those wishing to apply for IFE membership at Member grade
- FdSc Fire Risk Management holders working towards BSc (Hons) Fire Risk Management degree

## Learning outcomes

On successful completion of the module, students will be able to:

- demonstrate a critical and analytical understanding of fire dynamics
- critically understand the need for good practice in data collection and processing
- synthesise information and data from a variety of sources
- communicate critical and analytical understanding in both written and oral form to responsible people and bodies

## Learning and assessment

The programme will be delivered through a blended learning approach incorporating face to face teaching, including lectures, activities, research and case studies.

Formative assessment will be through tutor feedback on elements of the course as it progresses, the intention being to encourage and motivate the learner in preparation for a final summative assessment.



## Certification

- FPA Certificate
- This course is recognised towards membership of the IFE at Member grade (subject to validation)

## Progression opportunities

- University Advanced Diploma: Fire Risk Management (Level 6)
- BSc (Hons) Fire Risk Management (see page 34 & 35)

## Course Information

### 2015 Dates

Please contact us directly for dates.

Duration: 5 days

Cost: FPA members: £1395 + VAT per delegate\*

Non-members: £1550 + VAT per delegate\*

\*Price excludes cost of accommodation

# Fire Extinguisher Maintenance

Understand how this essential piece of fire safety equipment varies, operates, is maintained and should be managed on site.



Portable Fire Extinguisher Recharging and Maintenance 38  
Portable Fire Extinguisher Technicians Refresher 39

# Portable Fire Extinguisher Recharging and Maintenance

## Overview

It is estimated that throughout the UK there are several million portable fire extinguishers; each needs to be serviced regularly if it is to remain effective in case of a fire. It is often a fire extinguisher which is blamed for failing to control a fire whereas the problem can lie with an incorrect maintenance regime. This course offers an efficient and cost-effective solution for organisations that operate on one or more sites to undertake their own servicing and maintenance.

## Who will benefit?

- maintenance staff
- facilities managers
- occupational fire brigade members
- those wishing to enter this area of business

## Learning outcomes

### You will gain:

- knowledge of the correct servicing regime to be adopted for specific types of portable fire extinguisher
- the skills necessary to sit the BAFE examination, an integral element of the BAFE ST104 Registered Technicians Scheme

## Programme

### The course content includes:

- types of fire and smoke spread
- methods of fire extinguishment
- extinguisher construction
- recharging procedures
- disposal of medium
- preparing a report for the responsible person
- provision and siting
- gas cartridges
- inspection and servicing
- extinguishing agents
- practical and theory assessment

## Certification

- The BAFE Certificate in Portable Fire Extinguisher Maintenance
- This course has been awarded 19.5 IFE CPD hours



*"It has been very enjoyable and easy explained"*

**Nacer Rezig, Cofley Workplace**

## Course Information

Book online at  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	MiM	Dub <sup>†</sup>	Lon <sup>**</sup>	Glas	Man
Jan	26-29				
Feb			23-26		
Mar		23-26			16-19
Apr	20-23				
May			11-14		
July				20-23	13-16
Sept	21-24				
Oct		12-15			
Nov			9-12	16-19	
Dec	7-10				

**Duration:** 4 days

**Cost:** FPA members: £620/€620 + VAT per delegate\*  
Non-members: £690/€690 + VAT per delegate\*

\*Price includes examination, registration and certification but excludes accommodation

<sup>†</sup>Euro fee applicable to Dublin venue only

<sup>\*\*</sup>for London venue add £40 per delegate

**MiM**=Moreton in Marsh **Dub**=Dublin **Lon**=London **Glas**=Glasgow **Man**=Manchester



Tailor course content, date or venue  
to suit your requirements

# Portable Fire Extinguisher Technicians Refresher

## Overview

It is estimated that in the UK each year over 500 technicians become qualified to service fire extinguishers by passing a recognised technician's examination course.

Many people are unaware of the need under BS5306:Part 3:2009 to maintain continuous professional development. This can be achieved through this 1 day refresher training course which should be undertaken every 3 years.

This course, conducted by experienced instructors, offers an update on new products in the market, disposal of extinguishant and interpretation of the related standards and regulations.

## Who will benefit?

- existing extinguisher technicians and those who manage service technicians that were trained three or more years ago
- service technicians in organisations working towards gaining, and those already recognised by, the BAFF ST104 Registered Technicians Scheme

## Learning outcomes

### You will revise and develop:

- knowledge of current servicing practices
- awareness and understanding of related standards and regulations
- the skills to continue to be safe and competent at work
- knowledge of current and forthcoming issues affecting the industry, e.g. environmental impact of extinguishants and the obligations facing organisations for their responsible disposal
- awareness of the range of new extinguishers available, to ensure that you can offer best practice advice and make informed, cost-effective choices
- knowledge to support you in remaining a 'competent person'

## Programme

### The course content includes:

- servicing
- new British Standards & products
- current legislation
- updated BS 5306: Part 8:2012 and Part 3:2009
- class F extinguishers

## Certification

- FPA Certificate
- this course has been awarded 5 IFE CPD hours

*"Informative, accessible, excellent instruction"*

Steve Roberts, Assured Fire Services



## Course Information

Book online at  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	Moreton in Marsh	Glasgow	London
Feb	10		
Apr			24
Sept	1		
Nov		20	

**Duration:** 1 day

**Cost:** FPA members: £195 + VAT per delegate\*  
Non-members: £245 + VAT per delegate\*

\*Price includes written assessment

\*\*for London venue add £40 per delegate

# Sprinkler Systems

Develop your theoretical and practical knowledge of sprinkler systems from their components and design to their maintenance.

Introduction to Sprinkler Systems 41  
Basic Sprinkler Systems Design 42  
Intermediate Sprinkler Systems Design 42  
LPCB Sprinkler Systems Exams 43  
Residential and Domestic Sprinkler Systems 44  
Maintenance of Sprinkler Systems and Components 44-45

## Overview

FPA has an unrivalled experience and expertise in the field of sprinkler systems. In addition to publishing the LPC Rules, the UK's most significant sprinkler installation standard, in December 2013 FPA opened a state-of-the-art sprinkler workshop facility offering students a unique blend of high quality theoretical and practical sprinkler training.

This 2 day course provides an introduction to sprinkler systems, focusing on their operational aspects, the latest LPC Rules, design principles and their application with other fire protection systems.

## Who will benefit?

The course is designed to meet the needs of fire surveyors, facilities managers, building control officers, fire service personnel and all others whose work requires them to have an appreciation of the installation and operation of sprinkler systems.

This module is a pre-requisite before attending the Maintenance of Sprinkler Systems and Components modules.

## Learning outcomes

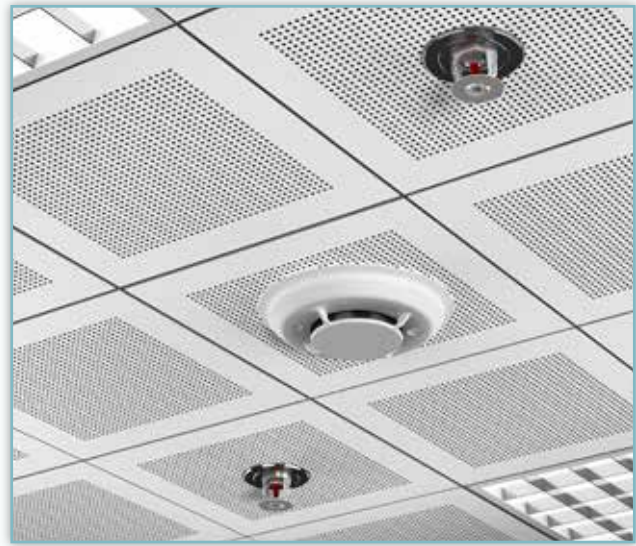
### You will develop:

- understanding of the components and operation of sprinkler systems and their role
- knowledge of the LPC Rules for Automatic Sprinkler Installations 2009 incorporating BS EN 12845
- understanding of the principles of system design and basic sprinkler operation
- ability to compare and contrast these systems relative to passive fire protection systems
- basic knowledge of the minimum service requirements in accordance with BSEN 12845 and LPCB TB203

## Programme

### The course content includes:

- overview of standards, the sprinkler rules and third party certification schemes
- spacing and location of sprinklers
- application of different sprinkler heads
- system components
- water supply requirements
- the weekly test procedure for wet valves practical
- how to reset an air system



## Certification

- FPA Certificate

## Progression opportunities

- Basic Sprinkler Systems Design
- Maintenance of Sprinkler Equipment Systems and Components

The latest version of the LPC Rules is a comprehensive work of reference for anybody with a professional involvement in designing, specifying or installing sprinkler systems Available to purchase from FPA publications by emailing

[sales@thefpa.co.uk](mailto:sales@thefpa.co.uk) or online at [www.thefpa.co.uk](http://www.thefpa.co.uk)



## Course Information

Book online at [www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	Moreton in Marsh
Jan	28-29
Mar	3-4
May	13-14
Sep	2-3
Nov	3-4

Duration: 2 days

Cost: FPA members: £490 + VAT per delegate\*  
Non-members: £540 + VAT per delegate\*

\*Price excludes cost of accommodation

# Sprinkler Systems Design

## Basic Sprinkler Systems Design

### Overview

Starting with the basics, this course will equip students to design or approve ordinary hazard sprinkler systems. It serves to provide a foundation for progression on to the Intermediate Sprinkler Systems Design course.

### Learning outcomes

#### You will develop:

- sound underpinning knowledge of basic sprinkler systems design
- skills in the design or approval of ordinary hazard sprinkler systems using the pre-calculated method according to LPC Rules/BS EN 12845
- knowledge of the related requirements of LPC Rules/BS EN 12845

### Certification

- FPA Certificate
- this course has been awarded 32.5 IFE CPD hours

### Progression opportunities

- Intermediate Sprinkler Systems Design

### Course Information

Book online at [www.thefpa.co.uk](http://www.thefpa.co.uk)

Full course programme available at [www.thefpa.co.uk](http://www.thefpa.co.uk)

#### 2015 Dates

	Moreton in Marsh
Mar	23-27
Jun	29-3 July
Oct	19-23

Duration: 5 days

Cost: FPA members: £1350 + VAT per delegate\*  
Non-members: £1595 + VAT per delegate\*

\*Price excludes cost of accommodation

## Intermediate Sprinkler Systems Design

### Overview

This course builds upon the Basic Sprinkler Systems Design course and is primarily designed to develop knowledge and skills in the design and approval of sprinkler systems for base build multi-storey and high rise buildings.

### Learning outcomes

#### You will develop:

- understanding of the LPC sprinkler rules applicable to base build sprinkler protection and water supplies
- knowledge of the design requirements for sprinkler systems for base build contracts consisting of zoned installations such as shopping centres and multi-storey/high rise buildings
- knowledge of the sizing procedures of the trunk main connections to installation control valves and main distribution pipes up to zone valves

### Certification

- FPA Certificate
- this course has been awarded 13 IFE CPD hours

### Progression opportunities

- BRE/LPCB Intermediate exam - page 43

### Course Information

Book online at [www.thefpa.co.uk](http://www.thefpa.co.uk)

Full course programme available at [www.thefpa.co.uk](http://www.thefpa.co.uk)

#### 2015 Dates

	Moreton in Marsh
Sept	3-4

Duration: 2 days

Cost: FPA members: £500 + VAT per delegate\*  
Non-members: £580 + VAT per delegate\*

\*Price excludes cost of accommodation

The LPS 1048 scheme sets out the basis for approval of sprinkler system installers in both design and installation, including the levels of competence required for different classes of contract from Basic to Fully Hydraulically Calculated (FHC).

## Basic Refresher in Sprinkler Systems Design

### Overview

This course acts as a refresher for the Basic exam, underpinning the UK BRE/LPCB Basic competency exam standards. It is aimed at experienced design engineers wishing to take the BRE/LPCB Basic exam.

### Learning outcomes

- the principles of basic sprinkler systems design
- the design or approval of ordinary hazard sprinkler systems using the pre-calculated method according to LPC Rules/BS EN 12845

**Certification** — BRE/LPCB Basic exam\*

### Course Information

Full course programme available at [www.thefpa.co.uk](http://www.thefpa.co.uk)

#### 2015 Dates

	<b>Moreton in Marsh</b>
Jul	7-10

**Duration:** 3 days plus 1 day exam

**Cost:** FPA members: £800 + VAT per delegate\*  
+ £370 LPCB registration/certification  
Non-members: £950 + VAT per delegate\*  
+ £370 LPCB registration/certification

\*Price excludes cost of accommodation

## Intermediate Refresher in Sprinkler Systems Design

### Overview

This course acts as a refresher for the Intermediate exam, dealing with unusual sprinkler contracts such as high rise buildings. It is aimed at experienced design engineers who need to refresh their existing knowledge.

### Learning outcomes

- understanding of the LPC sprinkler rules applicable to base build sprinkler protection and water supplies
- the design requirements for sprinkler systems for zoned installations such as shopping centres and multi-storey/high rise buildings
- the sizing procedures of the trunk main connections to installation control valves and main distribution pipes up to zone valves

**Certification** — BRE/LCPB Intermediate exam\*

### Course Information

Full course programme available at [www.thefpa.co.uk](http://www.thefpa.co.uk)

#### 2015 Dates

	<b>Moreton in Marsh</b>
Sept	2-4

**Duration:** 2 days plus 1 day exam

**Cost:** FPA members: £550 + VAT per delegate\*  
+ £370 LPCB registration/certification  
Non-members: £695 + VAT per delegate\*  
+ £370 LPCB registration/certification

\*Price excludes cost of accommodation

## Fully Hydraulically Calculated Systems Refresher

### Overview

The aim of the course is to teach and/or review with participants how to use with confidence a proprietary fire protection hydraulics computer package in line with the requirements of the BRE/LPC FHC exam.

### Learning outcomes

- knowledge of systems, installations, extensions and alterations involving FHC principles
- knowledge of the related requirements of LPC Rules/BS EN 12845

**Certification** — BRE/LPCB FHC exam\*

### Course Information

Full course programme available at [www.thefpa.co.uk](http://www.thefpa.co.uk)

#### 2015 Dates

	<b>Moreton in Marsh</b>
Nov	16-19 (exams 25-26)

**Duration:** 4 days plus 2 days of exams

**Cost:** FPA members: £1100 + VAT per delegate\*  
+ £475 LPCB registration/certification  
Non-members: £1250 + VAT per delegate\*  
+ £475 LPCB registration/certification

\*Price excludes cost of accommodation

\* Please note that only engineers working for LPS 1048-1 approved installers or companies that have applied to become LPS 1048-1 approved can take the competence review exams. They are not open to anyone else.

# Maintenance of Sprinkler Systems and Components



Our Sprinkler Workshop Facility offers practical hands-on training on the maintenance of systems alongside theoretical elements.



## Residential and Domestic Sprinkler Systems

On a bespoke basis we can deliver a 3 day programme for residential and domestic sprinkler systems.

Course content includes:

- design principles
- spacing and location of sprinklers
- system components
- water supply requirements

For more information please contact [training@thefpa.co.uk](mailto:training@thefpa.co.uk) or visit [www.thefpa.co.uk](http://www.thefpa.co.uk)

BESPOKE

# Maintenance of Sprinkler Systems and Components

## Overview

Sprinkler systems are considered by many to be the single most effective means of protecting industrial, commercial and public sector premises from the potentially disastrous consequences of fire. It is essential, however, that systems are correctly maintained.

Our new suite of modular courses have been designed to provide knowledge and understanding of sprinkler maintenance for a range of training requirements, and in particular for those applying to join the LPS1048 Scheme.

These modules follow on from the introduction to sprinkler systems course, see page 41.

## Maintenance of Sprinkler Equipment

This module is split into three parts, each being 2 days in length and which must be completed in order.

Part 1 covers water supplies and wet systems.

Part 2 covers dry pipe, alternate and tail end alternate systems.

Part 3 covers deluge and pre-action systems.

Both theory and practical elements are covered in each of the module courses which enables learners to develop an in-depth understanding of sprinkler systems.

## Who will benefit?

- Suitable for service engineers, facilities managers and technical personnel who need an in depth understanding of maintenance.

## Learning outcomes

### You will develop:

- an in-depth theoretical and practical understanding of the different systems
- knowledge of how the different systems work
- understanding of what the minimum maintenance requirements are
- how to carry out practical maintenance of the equipment

## Programme

### Course content includes:

**Part 1 – wet systems and water supplies**  
Theory session – operation of equipment and maintenance requirements  
Practical hands on session

**Part 2 – dry, alternate and tail end systems**

Theory session – operation of equipment and maintenance requirements  
Practical hands on session

**Part 3 – deluge and pre-action systems**

Theory session – operation of equipment and maintenance requirements  
Practical hands on session

## Certification

- FPA Certificate
- This course has been awarded IFE CPD hours

*“Excellent course. Better understanding on how sprinkler systems work. Tutors very friendly and put me at ease. Confident on going back to work to start using my newly learned skills”*

David Bush, Costain

## Course Information

Book online at  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	Moreton in Marsh
Feb	Part 1, 4-5/Part 2, 12-13/Part 3, 25-26
Mar	Part 1, 17-18
Apr	Part 2, 28-29
May	Part 3, 11-12
Jun	Part 1, 2-3/Part 2, 16-17
Jul	Part 3, 1-2
Sept	Part 1, 9-10/Part 2, 16-17
Oct	Part 3, 23-24
Nov	Part 1, 10-11/Part 2, 17-18/Part 3, 24-25

**Duration:** 2 days per module

**Cost per Part:** FPA members: £650 + VAT per delegate\*  
Non-members: £725 + VAT per delegate\*

\*Price excludes cost of accommodation.

# Emergency Lighting

Develop knowledge of design, maintenance, installation, commissioning and verification of emergency lighting.



# Level 2 Award: Fundamentals of Emergency Lighting

## Overview

All workplaces covered by the UK Fire Legislation have a requirement to safeguard the 'safety of relevant persons.' The legislation also states that 'emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.'

This one day course will focus on the legal requirements for emergency lighting systems and also provide a review of the types of emergency lighting products and components and their principles of operation.

## Who will benefit?

- those whose work requires them to have an appreciation of the installation and operation of emergency lighting systems

## Learning outcomes

### You will develop:

- understanding of the legal framework requiring emergency lighting including the Fire Safety Order 2005 and Approved Document B
- an awareness of the different types of emergency lighting equipment including luminaire types, systems and linked addressable systems
- knowledge of British and European standards including correct locations of emergency lighting systems and of illuminance levels
- an appreciation of how to service and test such systems
- an awareness of risk analysis

## Programme

### The course includes:

- lighting principles, light distribution and its effects
- classification of escape routes and areas
- emergency lighting systems and principles of operations
- requirements for fire safety signs
- current emergency lighting standards, codes of practice and their general requirements
- ICEL guidance
- wiring systems
- basics of central emergency power systems
- fundamentals of testing and certification
- automatic testing systems
- maintenance requirements
- in course evaluations and post-course assessment

## Assessment of learning

Knowledge will be continually assessed throughout each module using short tests and exercises to confirm levels of understanding followed by a post-course assessment.

## Certification

- successful achievement of the post-course assessment will lead to the IQ Level 2 Organisation Award in Fundamentals of Emergency Lighting
- this course has been awarded 6.5 IFE CPD hours

## Progression opportunities

- this course is a pre-requisite for any individual wishing to take further modules in the design, maintenance, installation, commissioning and verification of emergency lighting systems and gain further qualifications. These Level 4 modules will become available in 2015 with details available on FPA's website.

*"Very useful and informative course. Will be invaluable to my area of work"*

**Leigh Cotterill, Milton Keynes Service Partnership**

## Course Information

Book online at  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	Moreton in Marsh
Mar	27
Jun	2
Aug	6
Sep	1
Dec	8

Duration: 1 day

Cost: FPA members: £159 + VAT per delegate\*  
Non-members: £199 + VAT per delegate\*

\*ECA members are entitled to the FPA member prices



Early Bird Discount – pay 7 weeks in advance and save 10%

# Fire Detection and Alarm Systems

Develop knowledge of design, installation, commissioning and/or maintenance of fire detection and alarm systems and progress on to our new qualifications available at Level 4.



Fire Detection and Alarm Systems 49

Fundamentals of Fire Detection and Alarm Systems 50

## Introduction

This comprehensive suite of modular training courses in Fire Detection & Alarm Systems has been developed through a partnership between the Fire and Security Association (FSA) and the Fire Protection Association, and is designed to meet the training requirements of those involved with design, installation, commissioning and maintenance of associated systems.

## Training Pathways

Following the 2 day core module further modules are available to reflect the needs of companies and/or individuals to develop and demonstrate competence recognised at level 4 in:

- design, installation, commissioning and/or maintenance

Using our new workshop facilities, practical skills can be taught and skills developed. You will be able to clearly demonstrate to customers and/or employers evidence of training matched against:

- the National Occupational Standards in Systems
- relevant British Standards
- BAFE SP203 for Fire Detection & Alarm Systems
- relevant legislation and guidance
- a sector competence matrix agreed by sector employers
- awarding body IQ requirements

### Fundamentals Module

Fundamentals of Fire Detection and Alarm Systems and Fire Legislation (see page 50).

### Design

For designers of detection and alarm systems including conventional and analogue addressable systems. For those with prior knowledge of BS 7671, this course develops knowledge of BS 5839 Part 1, 8 and 9; BS7273 and BS6266. You will complete associated design exercises and apply the knowledge gained in the Fundamentals Module.

### Installation

For those who want to develop competence as a senior installation engineer working on complex premises; must have completed the C&G 2351/2360/2330 or equivalent. This course develops knowledge of BS 5839 Part 1 plus Parts 8,9 and BS 6266. Learning is formally and practically assessed.

The course will apply the Fundamentals Module to installation in simple and complex premises.

### Commissioning

This course further develops knowledge of BS 5839 Part 1 for those who are also senior installation engineers. Learning is assessed via case study and workshop activities. The course will apply the Fundamentals Module to commissioning in simple, conventional premises and complex premises.

### Maintenance

This course further develops knowledge of BS 5839 Part 1. Learning is formally and practically assessed. The course will apply the Fundamentals Module to servicing in simple and complex premises.

For further information and dates please see FPA's website.



# Level 2 Award: Fundamentals of Fire Detection and Alarm Systems

## Overview

Fire detection and alarm systems are installed into virtually all commercial and industrial premises in the UK. However, despite their recognition they are frequently mismanaged, often creating unwanted alarms. It is therefore essential that those with responsibility for design, servicing, installation and management of these systems have an understanding of their operation and application.

This two day course provides a thorough understanding of the essentials of fire detection and alarm systems and delegates who successfully complete this qualification may choose to undertake further classroom and practical pathway modules covering the design, servicing and installation of such systems.

## Who will benefit?

- those whose work requires them to have an appreciation of the installation and operation of such systems

## Learning outcomes

### You will develop:

- understanding of the legal framework regarding fire detection and alarm systems including the Fire Safety Order 2005 and similar legislation in Scotland and Ireland, Disability Discrimination Act and Electricity at Work Regulations
- knowledge of the different types of fire detection systems and latest alarm technology including their principles of operation
- understanding of the layout of a fire alarm system including specific references to power supplies, wiring and cabling
- appreciation of the testing and certification requirements

## Programme

### Course content will cover:

- legislation affecting fire detection and alarm systems
- general principles and terminology
- fundamentals of fire risk assessment
- principles of fire science and smoke behaviour
- types of fire alarm systems and principles of operation
- types of detectors and how they work
- audible and visual alarms
- wiring and cabling of systems
- power supplies and zoning
- testing and certification requirements
- false alarms

- schematics and design drawings
- responsibilities of the designer, installer, commissioner, servicing and maintenance staff
- in course evaluation and post-course assessment

## Certification

- successful achievement of the post-course assessment will lead to the IQ Level 2 Organisation Award in Fundamentals of Fire Detection and Alarm Systems
- this course has been awarded 13 IFE CPD hours

## Progression opportunities

- this course is a prerequisite for any individual wishing to take further modules in the design, installation, commissioning or maintenance of fire detection and alarm systems and gain further qualifications

*"Good all round course covering a lot of good knowledge"*

**Stephen Walker, Sellafield**

## Course Information



Book online at  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	Moreton in Marsh
Mar	16-17
May	5-6
Jul	13-14
Sept	14-15
Nov	9-10

**Duration:** 2 days

**Cost:** FPA members: £299/€299 + VAT per delegate\*  
Non-members: £339/€339 + VAT per delegate\*

\*Price excludes cost of accommodation

\*ECA members are entitled to the FPA member price



Early Bird Discount – pay 7 weeks  
in advance and save 10%

Develop your understanding of fire safety within the built environment including our new training pathway in passive fire protection.

Fire Safety on Construction Sites 52

Working with Approved Document B and BS 9999:2008  
in Fire Safety Design of Buildings 53

Passive Fire Protection Modules 54-55

Fire Engineering Principles and Practice 56

Property Protection 57

# Fire Safety on Construction Sites

## Overview

Available as a bespoke course delivered at your work premises this course is based on the *FPA / Contractors Legal Group* Joint Code of Practice – Fire Prevention on Construction Sites. Taking a risk assessment approach to the management of fire safety during the design and on-site phases of a construction project this course is suitable for all those engaged in the process and is applicable to all kinds of construction work including new-build, refurbishment, renovation and demolition.

## Who will benefit?

Those who are involved in the design stages of construction work and those engaged in the management or supervision of fire safety on building projects.

## Learning outcomes

### You will develop:

- an awareness of relevant legislation, regulations and codes of practice
- an understanding of the risks and hazards associated with fire safety on construction sites
- an awareness of actions that can be taken at the design stage to minimise on-site risk
- an understanding of a range of solutions and control mechanisms to mitigate risk during construction work
- an awareness of appropriate emergency procedures

*"The course provided a good introduction of the subject and gave me a few things to ponder, check and implement for my project"*

Graham Asalay, Skanska

## Contents

- an introduction to the Joint Code of Practice, its background and contents
- aspects of fire science applicable to the construction environment
- fire safety during construction work
- management responsibilities
- emergency procedures
- fire protection issues
- site security
- temporary buildings and accommodation
- storage of flammable liquids, LPG, gas and electricity supplies
- hot work
- issues specific to timber frame construction and high rise sites
- fire risk assessment and fire risk assessment exercise

## Certification

- CFPA Europe Certificate in Fire Safety During Construction Works
- this course has been awarded 6.5 IFE CPD hours



## Fire Safety on Construction Sites

This e-learning course is aimed at all those involved in the construction process, from the design team through to contractors and sub-contractors. It describes the legislative framework for managing fire safety on construction sites, describes the principal fire hazards and key control measures required to maintain the safety of the site throughout construction work.



**Duration:** 2 hours    **Number of modules:** 6    **Cost:** £60.00 + VAT

# Working with Approved Document B and BS 9999:2008 in Fire Safety Design of Buildings

## Overview

This course is designed to develop a wider understanding of building regulations and guidance documents and their interpretation within fire safety systems that promote life safety in the design of buildings.

The course considers passive systems but also reviews active fire protection systems and highlights the importance of building design in ensuring business continuity. In addition, the interface between fire protection and security is discussed plus updates on the latest available technology are provided.

## Who will benefit?

- fire safety consultants and fire investigators
- fire surveyors, loss adjusters and loss assessors
- fire safety managers and fire safety officers
- architects, building control officers, regulators and specifiers
- fire service officers
- CDM coordinators

## Learning outcomes

### You will develop:

- an understanding of key concepts in Approved Document B, BS 9999 and other guidance documents
- knowledge of the theory and practical application of the basic principles of constructional fire protection
- understanding of the need for and benefits of passive and active fire protection
- awareness of the essential components of BS 476: Parts 20-24 and BS EN equivalents
- ability to apply fire design criteria to building design

## Programme

### The course includes:

- introduction to fire safety design and the building regulations
- means of escape - horizontal and vertical
- how satisfactory means of escape depend upon passive and active fire protection
- how passive and active fire protection contribute to property protection and business continuity
- the fire curve and fire science
- service installations
- elements of construction including materials
- compartmentation, cavity barriers, fire stopping and dampers
- fire tests
- external fire spread
- surface spread of flame

- introduction to fire engineering
- specialist systems and new technology
- European standards and harmonization
- FPA Design Guide suite of documents, ADB including insurers' requirements for property protection and BS 9999
- practical exercises using risk profiling, compartmentation etc.

## Certification

- FPA Certificate
- this course has been awarded 17.5 IFE CPD hours

*"Excellent course, well instructed with excellent examples and knowledge base"*

Peter West, Harrods



## Course Information



Book online at  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	Moreton in Marsh
Apr	29-1 May
Nov	3-5

**Duration:** 3 days

**Cost:** FPA members: £675 + VAT per delegate\*  
Non-members: £810 + VAT per delegate\*

\*Price excludes cost of accommodation

# Introduction to Passive Fire Protection

## Overview

Passive fire protection is the principal measure utilised within the fabric of a premises to ensure that the fundamental requirements of the building regulations for the provision of compartmentation, structural stability and safe means of escape and safety of fire fighters are met. In addition passive fire protection materials correctly specified, installed and maintained will assist in safeguarding the building structure, protecting assets and business operations, the maintenance of building serviceability after fire, minimising rebuild costs, and facilitate timely business recovery and continuity.

This is achieved by the provision of inherent fire safety and protection in ensuring the fire resistance of the structure and protecting against the effects of fire, minimising fire spread through secondary ignition, limiting the movement of fire, smoke and other products of combustion and reducing the danger of collapse or structural distortion.

Following a successful application by the Association of Specialist Fire Protection (ASFP) to the CITB (Construction Skills Growth Fund), FPA in partnership with ASFP and a range of other bodies from across the passive fire protection industry, launched a series of courses during 2014.

## Who will benefit?

Aimed at those involved in the specification, supply and distribution, installation, maintenance and management of passive fire protection installations.

- specialist contractor workforce
- distribution supply chain
- allied specialist trades
- fire risk assessors, facilities managers and building owners/managers
- site supervisors
- fire systems inspectors
- building control officers

*"A very enjoyable course with a very knowledgeable instructor"*

**Andrew Moffat, SIG plc**

## Learning outcomes

The initial 'core' module covers the fundamentals of passive fire protection and is an essential introduction to the subject.

Following the course you will be able to:

- outline the legal, standard and other code driven requirements for passive fire protection installations
- understand the role of passive protection in ensuring the safety of buildings and occupants
- know the responsibilities of those involved in the process including the designer, specifier, distributor, installer and end user
- identify some common problems and issues caused by building alterations and potential solutions

The core module will be supplemented by a series of practically focused modules which will develop an understanding of the functional areas of:

- intumescent coatings
- non-reactive coatings
- cavity barriers
- dry cladding
- fire resisting ductwork and dampers
- glass and glazing/ironmongery
- fire retardant coatings
- fire resisting timber doors
- fire stopping

## Certification

- FPA Certificate

## Progression opportunities

- Further specialist subject modules see page 55

## Course Information

### 2015 Dates

	Moreton in Marsh
Feb	2-3
Apr	27-28
Jun	8-9
Aug	10-11
Oct	12-13
Dec	14-15

**Duration:** 2 days

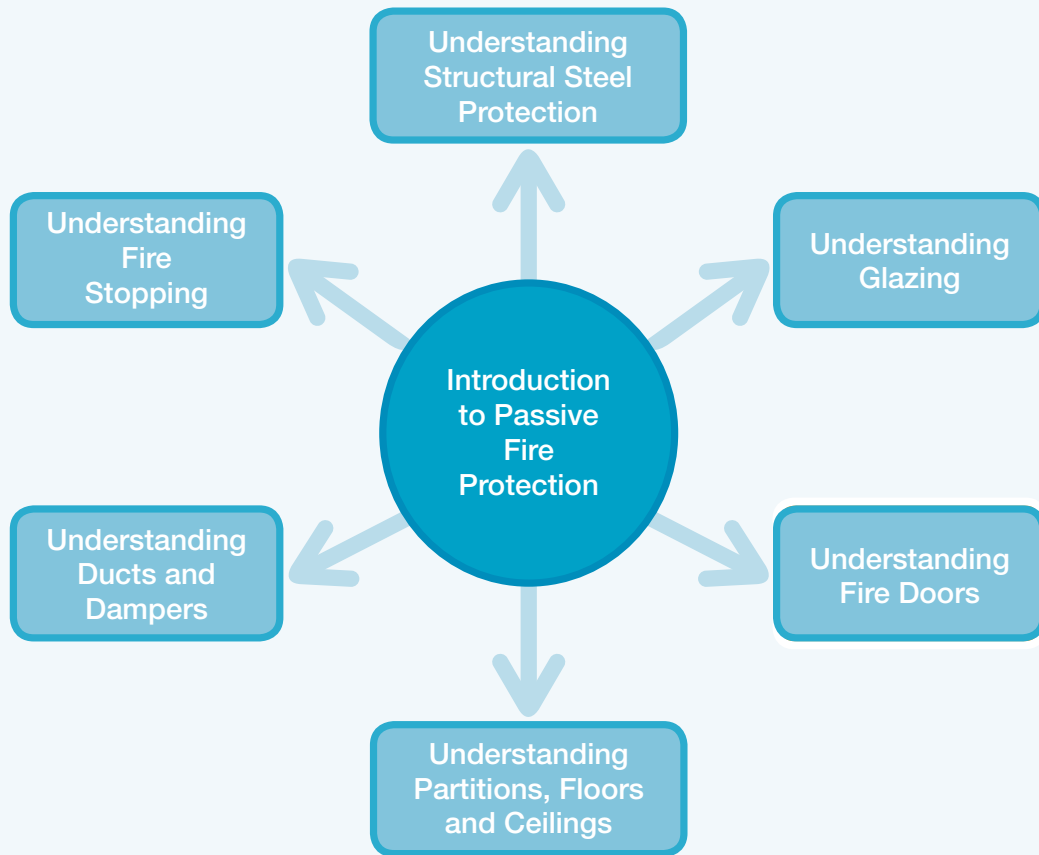
**Cost:** FPA/ASFP members: £375 + VAT per delegate\*  
Non-members: £445 + VAT per delegate\*

\*Price excludes cost of accommodation

\*ASFP Members qualify for the member rate

## Passive Fire Protection Modules

This comprehensive suite of new modular training courses are designed to develop awareness and understanding of those involved in the specification, installation, maintenance and management of passive fire protection. On successful completion of the introductory course you may opt to continue with one of the follow-on modules that best suit your development needs.



These modules are designed to develop an understanding of the subject and focus on the practical application of these processes. Each subject will be a one day course.

### Course Information

#### 2015 Dates

Dates available throughout 2015. Please contact us directly.

**Duration:** 1 day per module

**Cost:** For prices please contact us directly at [training@thefpa.co.uk](mailto:training@thefpa.co.uk)



*This programme is part funded by CITB - Construction Skills Growth Fund.*

# Fire Engineering Principles and Practice

## Overview

Fire engineering has two broad functions; it may be used to secure the safety of people in the event of fire; and to protect the structure and/or the contents of a building.

There is some crossover between these two functions, particularly in complex buildings, but to a certain extent they can be separated. For regulatory approval, the life safety of people is the primary issue which must be addressed.

The content of this course is based on BS 7974: 2001: *Application of fire safety engineering principles to the design of buildings. Code of practice*. In particular, the input is drawn from the associated published documents (PD's) which deal with issues which are primarily associated with life safety:

- PD-1: Initiation and development of fire within the enclosure of origin
- PD-2: Spread of smoke and toxic gases within and beyond the enclosure of origin
- PD-4: Detection of fire and activation of fire protection systems
- PD-6: Evacuation

Fundamental principles are presented as they arise through the teaching of fire engineering techniques.

## Who will benefit?

This course is suitable for all those involved in the fire engineering design process including fire engineers, building control officers, approved inspectors, fire officers, architects, insurers and building managers. Some pre-course reading is provided as an essential part of this course.

## Learning outcomes

### You will develop:

- knowledge and understanding to assist you in demonstrating competency in fire engineering which will contribute towards the higher level of fire safety engineer.

## Programme

### The course content includes:

- PD-1, initiation and development of fire
  - stages of fire growth
  - time/temperature curves
  - decay phase
  - smouldering fires
  - pre-flashover fires
  - calorific values of fuel
  - fire load density
  - heat release rate

- PD-2, spread of smoke
  - smoke movement; smoke plumes, ceiling jets, smoke flow from openings, spill plumes
- PD-4, fire protection systems
  - fire engineering with detection and alarm systems
  - activation of fire suppression and smoke control systems
- PD-6, evacuation
  - human behaviour in fire
  - evacuation modelling

## Certification

- CFPA Europe Certificate in Principles of Fire Safety Engineering
- this course has been awarded 32.5 IFE CPD hours

## Fire Engineering Guides

**A 2 day course is available on 2 further important guides; The BRE Report 368 and The CIBSE Guide E. BRE 368 can be viewed as a supplementary document to BS 7974 in that it looks in greater depth at the subject of smoke control in large spaces. CIBSE Guide E is a general fire engineering document that compliments BSE 7974.**

**This course would be particularly relevant to persons working in the fire engineering of large shopping centres, buildings with atria's or large open spaces. This course can also be tailored to business needs. Costs and more information are available on request.**

*"Awareness of calculations for fire engineering assisted well in my understanding of the course. Excellent knowledge of the tutor"*

**Pauline Mullee**

## Course Information

### 2015 Dates

	Moreton in Marsh
Mar	9-13
Jun	29-3 July
Oct	26-30

**Duration:** 5 days

**Cost:** FPA members: £1500 + VAT per delegate\*  
Non-members: £1650 + VAT per delegate\*

\*Price excludes cost of accommodation

## Overview

This programme was initially developed in response to the fire safety training requirements of insurance surveyors and underwriters. It has in recent years broadened to attract others from the risk management sector, through its strong emphasis on property protection.

The intensive course allows for break-out sessions for practical exercise work, including demonstrations covering sprinkler head activation, fire and smoke behaviour and application of portable fire fighting equipment.

## Who will benefit?

The course is ideal for those in the risk management or insurance sector who are looking to develop relevant staff members to have broader knowledge and understanding of fire safety in property protection.

## Learning outcomes

### You will develop:

- knowledge of the basic principles of fire science and surface spread of flame
- knowledge and understanding of the fundamental principles of, and systems relevant to, passive and active fire protection
- knowledge and understanding of common workplace fire hazards and associated risk
- awareness of the basic principles of fire safety engineering and smoke movement and control
- knowledge of fire risk management and control measures and business continuity planning techniques

## Programme

### The course content includes:

- fire science
- fire hazards
- building structures and materials
- sprinkler systems
- fire safety engineering and property protection
- fire suppression
- electrical fire safety
- business continuity planning
- fire risk management
- fire detection and alarms



## Certification

- FPA Certificate

## Progression opportunities

- CFFPA Europe Diploma in Fire Prevention - pages 30-31

## Course Information

Further details will be published on our website during 2015. If you would like us to send you these final details once they become available please register your interest: [training@thefpa.co.uk](mailto:training@thefpa.co.uk)

# Fire Safety Training for Fire and Rescue Services

Training and qualification pathways for those who regulate and enforce fire safety, mapped against the 2010 National Occupational Standards (NOS) in Fire Safety.

## Qualification Routes 59

Level 3 Certificate in Fire Safety (Fire Auditors) 60-61

Level 4 Certificate in Fire Safety (Fire Auditors) 62-63

Level 4 Diploma in Fire Safety (Fire Inspectors) 64-65

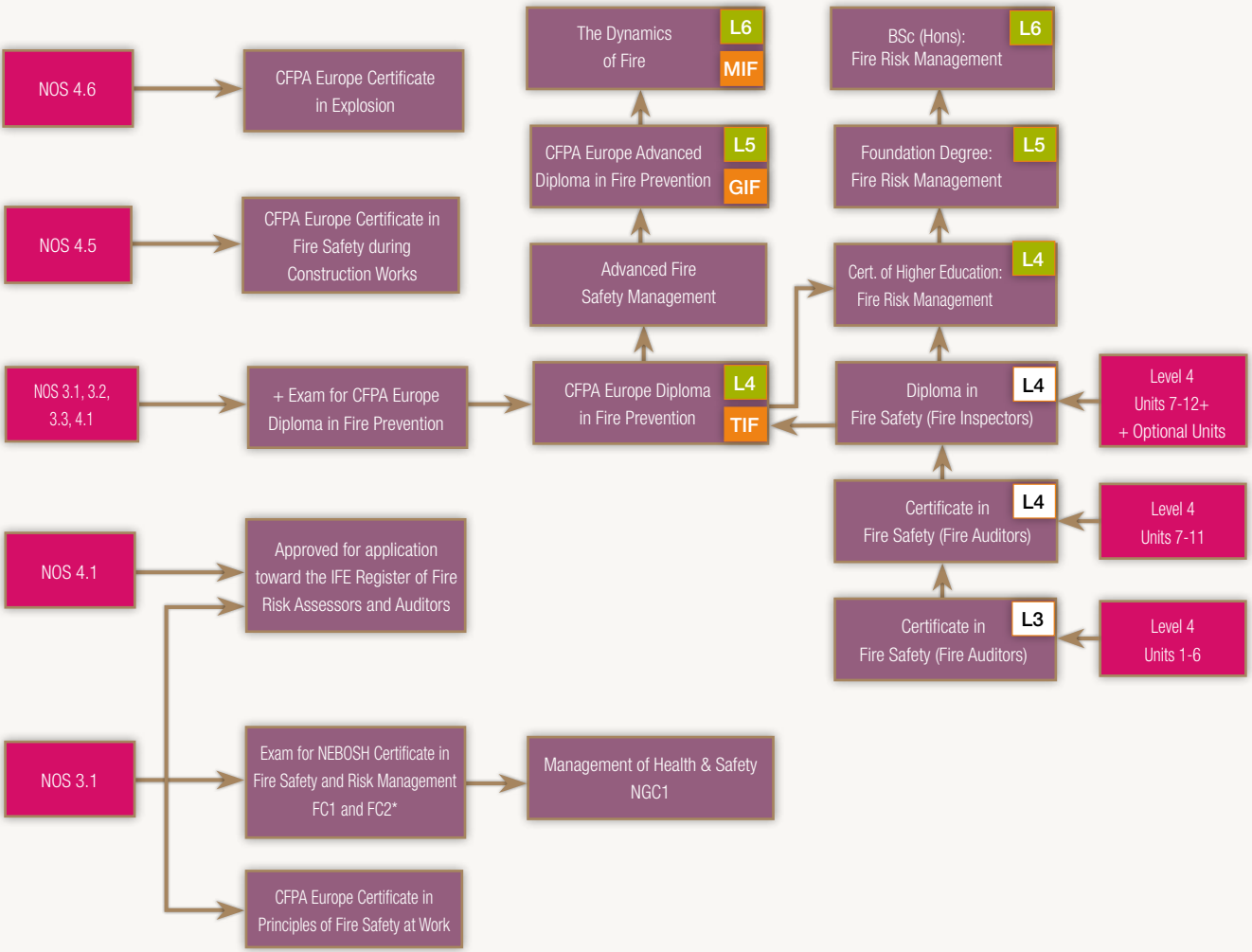
Level 5 Certificate in Fire Investigation 66

## Introduction

FPA has revised and amended its suite of training and qualification pathways for Fire & Rescue Services.

Based upon the National Occupational Standards (NOS) in Fire Safety, the flowchart below identifies the range of qualification routes and personal development opportunities that FPA offers for fire safety auditors, fire safety inspectors and fire investigators in Fire & Rescue Services.

## Fire Safety Qualification Routes



### Recognition of Prior Learning

Recognition of Prior Learning (RPL) will be considered on a case-by-case basis where a learner can demonstrate that they possess the equivalent level of knowledge and understanding. Once approved, satisfactory completion of the associated assessments will result in achievement of the units being claimed. Price is available upon application. RPL is available where you see this logo



### Key

- Previous FPA NOS course titles
- Associated exam/award/approval opportunity
- TIF Recognised towards TIFireE
- GIF Recognised towards GIFireE
- Validated by University of Derby Corporate
- MIF Recognised towards MIFireE
- \* 2 units of the 3 unit qualification

# Level 3 Certificate in Fire Safety (Fire Auditors)

## Overview



Current fire safety regulations emphasise fire prevention and the management of risk. These new qualifications support the development and accreditation of personnel with fire safety responsibilities

and are intended for Fire and Rescue Service personnel.

Learners will be working in a regulatory role to ensure that legislative requirements are met through co-operation or enforcement in the context of simple premises, for example small buildings with a simple layout such as small shops, offices or industrial units with easy means of escape. This does not include premises that include sleeping accommodation or premises used for high fire risk processes or storage.

This qualification reflects the National Occupational Standards (NOS) in Fire Safety.

The programme is delivered flexibly through a combination of face to face delivery, directed study and online learning.

## Who will benefit?

This qualification is suitable for fire safety auditors in a regulator role with responsibility for auditing that the requirements of fire safety and associated regulations are being met in simple premises through cooperation or enforcement.

## Learning outcomes

See opposite page for details.

## Programme

### The course content includes (but is not limited to):

- fire safety legislation
- fire related British Standards and associated documents such as RR(FS)O; ADB; CLG Guide for Offices and Shops
- fire behaviour
- fire hazards, fire risks and fire precautions
- risk control
- fire protection – passive and active
- fire risk assessment
- gathering evidence
- practical risk assessment
- producing enforceable documents

## Course length

The qualification consists of six modules requiring in total 13 days face-to-face delivery, supported by a programme of online learning and directed study.

Learners will have online access to the FPA Academy which provides a comprehensive resource bank and access to assessment and tutor support.

Managers can also choose to monitor the progress of their staff via an optional online manager tracking and reporting service. Further information and prices for this service are available on request.

## Recognition of prior learning



See page 59 for more information on RPL.

## Certification

- SFJ Awards Level 3 Certificate in Fire Safety (Fire Auditors)

## Bespoke course

The Level 3 Certificate can be purchased on a bespoke basis to be delivered to groups of learners at a venue convenient to you. Price available on request.

Each of the units that make up the Level 3 Certificate can be purchased and delivered individually or in combination to take account of any existing levels of knowledge/qualifications. Please contact [training@thefpa.co.uk](mailto:training@thefpa.co.uk) for more details.

## Course dates

Dates available on request.

## Progression opportunities

- Level 4 Certificate in Fire Safety (Fire Auditors) QCF

## Cost

FPA members: £1975 + VAT per delegate\*

Non-members: £2235 + VAT per delegate\*

\*price excludes registration/certification of £60 + VAT per delegate

*"The tutor ensured general participation and the course will provide a solid background. Well delivered, interactive course"*

Steve Osbourne, BPHA Ltd

# Level 3 Certificate in Fire Safety (Fire Auditors)

## Detailed Learning Outcomes for each unit

### Unit 1

Identify and report hazards and risks associated with fire in simple premises

#### Learning Outcomes

1. Understand the requirements for identifying and reporting hazards and risks associated with fire in simple premises
2. Understand control measures to mitigate the risks from fire in simple premises
3. Be able to identify fire hazards and risks in simple premises
4. Be able to report fire hazards and risks in simple premises

#### Delivery:

Class-based learning – 1 day  
Online learning, directed study and assessment – 12 hours

### Unit 2

Assess risks associated with fire in simple premises

#### Learning Outcomes

1. Understand the requirements for assessing fire risks associated in simple premises
2. Understand processes and guidance relevant to fire risk assessment in simple premises
3. Be able to evaluate fire hazards and risks in simple premises
4. Be able to agree solutions to minimise risks from fire in simple premises

#### Delivery:

Class-based learning – 3 days

### Unit 3

Ensure measures are in place to protect people from fire in simple premises

#### Learning Outcomes

1. Understand the requirements for the protection of people from fire in simple premises
2. Be able to ensure resources are available to manage fire risks in simple premises

#### Delivery:

Class-based learning – 2 days  
Online learning, directed study and assessment – 7 hours

### Unit 4

Review matters relating to fire protection systems in simple premises

#### Learning Outcomes

1. Understand the legislative and organisational requirements applicable to fire protection systems in simple premises
2. Understand the procedures and processes for reviewing matters relating to fire protection systems in simple premises
3. Be able to evaluate fire hazards and risks in simple premises
4. Be able to recommend options to support appropriate risk reduction measures, fire precautions and maintenance routines in simple premises

#### Delivery:

Class-based learning – 3 days  
Online learning, directed study and assessment – 7 hours

### Unit 5

Plan and gather evidence for the purpose of fire safety regulation in simple premises

#### Learning Outcomes

1. Understand requirements for planning and gathering evidence for the purpose of fire safety regulation in simple premises
2. Be able to plan and prepare the collection of evidence for fire safety regulation in relation to simple premises
3. Be able to gather evidence for the purpose of fire safety regulation in relation to simple premises
4. Be able to collate evidence for the purpose of fire safety regulation in relation to simple premises

#### Delivery:

Class-based learning – 4 days

### Unit 6

Visit premises for the purposes of fire safety regulation

#### Learning Outcomes

1. Understand the legislative and organisational requirements applicable to fire protection systems in simple premises
2. Understand the procedures and processes for reviewing matters relating to fire protection systems in simple premises
3. Be able to evaluate fire hazards and risks in simple premises
4. Be able to recommend options to support appropriate risk reduction measures, fire precautions and maintenance routines in simple premises

#### Delivery:

Online learning, directed study and assessment – 14 hours

# Level 4 Certificate in Fire Safety (Fire Auditors)

## Overview



Current fire safety regulations emphasise fire prevention and the management of risk. These new qualifications support the development and accreditation of personnel with fire safety responsibilities and are intended for Fire and Rescue Service personnel.

Learners will be working in a regulatory role to ensure that legislative requirements are met through cooperation or enforcement in the context of complex premises, for example larger premises, premises occupied by large numbers of people, where there is a longer distance to an escape route, premises containing sleeping accommodation or premises used for high fire risk processes or storage.

This qualification reflects the new National Occupational Standards (NOS) in Fire Safety developed by Skills for Justice.

The programme is delivered flexibly through a combination of face to face delivery, directed study and online learning.

## Who will benefit?

This qualification is suitable for fire safety auditors in a regulator role who are responsible for auditing that the requirements of fire safety and associated regulations are being met in complex premises through cooperation or enforcement.

## Learning outcomes

See page 63 for details.

## Programme

### The course content includes (but is not limited to):

- fire related British Standards and associated documents such as BS9999; LACORS; DSEAR
- sources of ignition, fuel and hazards and inter-relationships in complex premises
- fire and smoke spread via confined spaces
- balancing fire protection measures with likely behaviour or need for assistance
- passive and active fire protection in complex premises and their management and maintenance
- fire risk assessment and recommendations in line with the risk posed
- requirements for reviewing safety measures in premises that are regulated or licensed

## Course length

The qualification consists of five modules requiring in total 8 days face to face delivery, supported by a programme of online learning and directed study. Learners will have online access to the FPA Academy which provides a comprehensive resource bank and access to assessment and tutor support. Managers can also choose to monitor the progress of their staff via an optional online manager tracking and reporting service. Further information and prices for this service are available on request.

## Recognition of Prior Learning



See page 59 for more information on RPL.

## Certification

- SFJ Awards Level 4 Certificate in Fire Safety (Fire Auditors)

## Bespoke courses

The Level 4 Certificate can be purchased on a bespoke basis to be delivered to groups of learners at a venue convenient to you. Price available on request, please email [training@thefpa.co.uk](mailto:training@thefpa.co.uk)

Each of the units that make up the Level 4 Certificate can be purchased and delivered individually or in combination to take account of any existing levels of knowledge/qualifications.

## Course dates

Dates available on request.

## Progression opportunities

- Level 4 Diploma in Fire Safety (Fire Inspectors) QCF

## Cost

FPA members: £1750 + VAT per delegate\*

Non-members: £1975 + VAT per delegate\*

\*price excludes registration/certification of £60 + VAT per delegate

## Detailed Learning Outcomes for each unit

### Unit 7

Assess risks associated with fire in complex premises and environments

#### Learning Outcomes

1. Understand the requirements for assessing fire risks with in complex premises and environments
2. Understand processes and guidance relevant to fire risk assessment in complex premises and environments
3. Be able to evaluate fire hazards and risks in complex premises and environments
4. Be able to specify solutions to minimise risks from fire in complex premises and environments

#### Delivery:

Class-based learning – 3 days

### Unit 8

Ensure measures are in place to protect people from fire in complex premises and environments

#### Learning Outcomes

1. Understand the requirements for the protection of people from fire in complex premises and environments
2. Be able to ensure resources are available to manage fire risks in complex premises and environments

#### Delivery:

Class-based learning – 2 days

Online learning, directed study and assessment – 7 hours

### Unit 9

Review fire protection systems in complex premises and environments

#### Learning Outcomes

1. Understand the legislative and organisational requirements applicable to fire protection systems in complex premises and environments
2. Understand the procedures and processes for reviewing matters relating to fire protection systems in complex premises and environments
3. Be able to evaluate fire risks in complex premises and environments
4. Be able to recommend options to support appropriate risk reduction measures, fire precautions and maintenance routines in complex premises and environments

#### Delivery:

Class-based learning – 3 days

Online learning, directed study and assessment – 7 hours

### Unit 10

Review safety measures at locations that are regulated and/or licensed

#### Learning Outcomes

1. Understand requirements for reviewing safety measures in complex premises and environments that are regulated and/or licenses
2. Be able to determine risks in complex premises and environments
3. Be able to recommend controls to manage specific risks in complex premises and environments

#### Delivery:

Online learning, directed study and assessment – 28 hours

### Unit 11

Visit complex premises and environments for the purposes of fire safety regulation

#### Learning Outcomes

1. Understand the legislative and organisational requirements applicable to fire protection systems in complex premises
2. Understand the procedures and processes for reviewing matters relating to fire protection systems in complex premises
3. Be able to evaluate fire hazards and risks in complex premises
4. Be able to recommend options to support appropriate risk reduction measures, fire precautions and maintenance routines in complex premises

#### Delivery:

Online learning, directed study and assessment – 15 hours

# Level 4 Diploma in Fire Safety (Fire Inspectors)

## Overview



This qualification expands and further develops knowledge from the Level 4 Certificate in Fire Safety for Fire Auditors.

## Who will benefit?

This qualification is suitable for fire safety inspectors in a regulator role who are responsible for inspecting fire safety arrangements in complex premises.

## Learning outcomes

The Diploma programme consists of the content of the Level 4 Certificate (see previous pages) PLUS an additional mandatory core unit, plus enough optional units to gain an extra 7 credits. This must be a minimum of 2 units but could be more in order to achieve at least 7 credits.

See opposite page for more details.

## Programme

**In addition to the content of the Level 4 Certificate mentioned on previous pages, the content in the mandatory unit includes (but is not limited to):**

- construction methods and building materials
- risk profiles
- fire safety strategies
- internal and external fire spread
- means of escape
- fire safety management strategies
- plus the content of the optional modules chosen

## Course length

The qualification consists of the Level 4 Certificate modules requiring in total 8 days face to face delivery, plus the Level 4 Diploma which requires a further 5 days face to face delivery plus further hours depending on which optional modules are selected. In addition these modules are supported by a programme of online learning and directed study.

Learners will have online access to the FPA Academy which provides a comprehensive resource bank and access to assessment and tutor support.

Managers can also choose to monitor the progress of their staff via an optional online manager tracking and reporting service. Further information and prices for this service are available on request.

## Recognition of Prior Learning



See page 59 for more information on RPL.

## Certification

- SFJ Awards Level 4 Diploma in Fire Safety (Fire Inspectors)

## Bespoke courses

The Level 4 Diploma can be purchased on a bespoke basis to be delivered to groups of learners at a venue convenient to you. Price available on request, please email [training@thefpa.co.uk](mailto:training@thefpa.co.uk)

Each of the units that make up the Level 4 Diploma can be purchased and delivered individually or in combination to take account of any existing levels of knowledge/qualifications.

## Course dates

Dates available on request.

## Progression opportunities

- BSc (Hons) Fire Risk Management

## Cost

Mandatory Unit 12 plus optional units totalling a further 7 credits is sufficient to obtain the Diploma. Cost is dependent upon which units are chosen.

# Level 4 Diploma in Fire Safety (Fire Inspectors)

## Detailed Learning Outcomes for each unit

### Unit 12

Mandatory unit

Review fire safety matters relating to existing or proposed construction

#### Learning Outcomes

1. Understand the legislative and organisational requirements for reviewing fire safety matters relating to existing or proposed construction
2. Understand the procedures and processes for reviewing fire safety matters relating to existing or proposed construction
3. Understand the impact of building materials and construction methods on fire safety
4. Be able to evaluate plans to determine fire risks associated with construction design
5. Be able to evaluate planned use of materials and their effectiveness
6. Be able to report on risks with recommendations to support appropriate risk reduction measures, fire precautions and maintenance routines

#### Delivery:

Class-based learning – 5 days  
Online learning, directed study and assessment – 15 hours

#### Unit 12

FPA members: £850 + VAT per delegate\*  
Non-members: £950 + VAT per delegate\*

### Unit 15

Optional unit: 4 Credits

Review fire safety matters relating to premises under construction, demolition and alteration

#### Learning Outcomes

1. Understand requirements for reviewing fire safety matters relating to premises under construction, demolition and alteration
2. Be able to assess fire risks associated with planned construction, demolition and alteration
3. Be able to advise on controls to manage fire risks in premises under construction, demolition and alteration
4. Be able to advise on controls to manage fire risks in the vicinity of premises under construction, demolition and alteration

#### Delivery:

Online learning, directed study and assessment – 10 hours

#### Unit 15

FPA members: £200 + VAT per delegate\*  
Non-members: £250 + VAT per delegate\*

### Unit 16

Optional unit: 3 Credits

Prepare and present evidence in court and other formal proceedings in relation to fire safety matters

#### Learning Outcomes

1. Understand requirements for preparing and presenting evidence in court and other formal proceedings in relation to fire safety matters environments
2. Be able to prepare evidence and reports relating to fire safety for court and other formal proceedings
3. Be able to present evidence relating to fire safety to court and other formal proceedings

#### Delivery:

Class-based learning – 3 days

#### Unit 16

FPA members: £520 + VAT per delegate\*  
Non-members: £590 + VAT per delegate\*

### Unit 17

Optional unit: 3 Credits

Draft statutory enforceable documents for the purposes of fire safety regulation

#### Learning Outcomes

1. Understand requirements for drafting statutory enforceable documents for the purposes of fire safety regulation
2. Be able to draft statutory enforceable documents

#### Delivery:

Online learning, directed study and assessment – 7 hours

#### Unit 17

FPA members: £140 + VAT per delegate\*  
Non-members: £170 + VAT per delegate\*

### Unit 18

Optional unit: 3 Credits

Serve statutory enforceable documents for the purposes of fire safety regulation

#### Learning Outcomes

1. Understand requirements for serving statutory enforceable documents for the purposes of fire safety regulation
2. Be able to serve statutory enforceable documents

#### Delivery:

Online learning, directed study and assessment – 7 hours

#### Unit 18

FPA members: £140 + VAT per delegate\*  
Non-members: £170 + VAT per delegate\*

Note: Details of optional Units 13 and 14 can be provided upon request.

## Overview

This nationally accredited qualification has been designed to develop the knowledge and skills of learners who investigate, report and present evidence related to incidents involving fire and/or explosion.

The FPA has teamed up with International Fire Investigators and Consultants Ltd (IFIC Forensics) to provide a team of subject specialists offering a valuable mix of practical, theoretical and case study learning on fire investigation practice and procedures. Scene excavation of premises and vehicle fires will be carried out in FPA's practical burn facilities including use of a number of different compartments in a two-storey building to provide learners with realistic scenarios found in domestic or commercial premises.

Training has been designed to meet the learning outcomes and assessment criteria from the Level 5 Certificate in Fire Investigation awarded by SFJ Awards and as such, successful students will achieve this national qualification.

## Who will benefit?

This course is aimed at those working within the field of fire investigation who are required to investigate, report and present evidence related to incidents.

## Learning outcomes

**On successful completion of the programme learners will understand how to:**

- present evidence related to fire investigations in court and at other hearings
- prepare to investigate an incident involving fire and/or explosion
- investigate an incident involving fire and/or explosion
- report on the investigation of incidents involving fire and/or explosion

## Programme

**Course content includes:**

- the principles of fire and/or explosion
- legal and organisational requirements
- nature and scope of investigations
- types of reports
- the range of skills required to provide and present evidence in court



## Certification

- SFJ Awards Level 5 Certificate in Fire Investigation
- CFFA Europe Certificate in Fire Investigation



## Course Information

Book online at  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

### 2015 Dates

	Moreton in Marsh
Jan	12-23
Apr	13-24
Sep	7-18
Nov	9-20

**Duration:** This course is 10 days in duration taught over 2 weeks (excluding Saturday and Sunday). The cost of the course includes 10 nights accommodation.

**Cost:** £3650 + VAT per delegate

Information on our membership grades, bespoke training, course booking forms and affiliate trainer programme.

Terms and Conditions 68  
Course Booking Form 69  
Membership Grades 70

# Terms and Conditions

## Terms and Conditions

1. Upon receipt of the FPA Training Course booking form if requested, an invoice will be sent confirming your reservation.
2. Payment terms are 30 days from date of invoice OR prior to the start of the course, whichever is soonest.
3. Full joining instructions will be sent so as to arrive no later than 2 weeks before the course commences.

### 3.1 Open Courses

Where cancellation is received later than 2 weeks before the commencement of a course no refund will be made.

Transfer of a booking within 2 weeks of a start date to a later date, will be subject to an additional 10% charge and the original invoice will stand. Cancellations made before this time may be subject to an administration fee.

### 3.2 Bespoke courses

Where cancellation is received up to 5 weeks before the commencement of a course there will be no cancellation charge for the course fee. The FPA reserves the right to charge for any development work or/and course administration that has been undertaken before that date.

Where cancellation is received 3-5 weeks before the start of the course, there will be a charge of 50% of the course cost. Where cancellation is received within 3 weeks of the course, the full course cost will be payable.

4. We will try to accommodate requests for postponement, changes in names, reductions in numbers, changes to duration or changes to agreed dates whenever possible but reserve the right to impose a cancellation charge or the forfeit of deposits.
5. Payment details: Cheques should be made payable to 'The Fire Protection Association' and crossed 'A/C payee only'. Switch, Solo, Visa, Access, Eurocard and Mastercard facilities are available.
6. Non-payment: In the event of non-payment, interest will be charged with effect from the first day of the course at a rate of 2% per month or part thereof, added to the course fee, with any discount disallowed.

## Pricing Policy

- FPA members qualify for a significant reduction on all FPA training courses/fees. These fees are stated
- the FPA are prepared to revise prices for group bookings

- students wishing to study introductory, intermediate and advanced pathways of study may qualify for concessions
- all prices are shown exclusive of VAT. VAT is chargeable on all elements of the invoice.

In all cases please contact the training department for an informal discussion. We will endeavour to meet your training needs, whatever your budget.

## Learner Agreement

We endeavour to maintain a high quality portfolio of relevant and up to date training through robust processes and review. All learners taking part in our training courses and qualifications are expected to participate actively to the completion of the programme including any post course assessment that may be required. It is understood that any assessment undertaken will be the learners own work and sources referenced appropriately. We are happy to provide learners with further advice and guidance regarding assessment should it be required.

## General Course Information

1. The FPA shall endeavour to ensure that the published programme for training is provided. However, the Company reserves the right to alter published timetables and speakers.
2. The courses shown are those currently offered by the FPA and the contents remain their property at all times.
3. Accommodation is not included with any of our courses. Further advice about accommodation is available from the training department on +44 (0)1608 812500.
4. Refreshments: All 'open' courses include refreshments and other meals as appropriate.
5. Transport: all prices are exclusive of transportation either to or from the training venue.
6. Overseas students: Students are reminded that the language of instruction is English. If you would like any additional arrangements to be made, please contact the training department.
7. Special requirements: Students are requested to provide advance notice of any special requirements they may have.
8. The FPA reserves the right to cancel an open training course if minimum delegate numbers have not been reached. The FPA will endeavour to give 2 working weeks notice of cancellations. The Company's liability shall be limited to a refund of any booking fees paid.

# Course Booking Form

Please photocopy and post, email or fax this form to:

Fire Protection Association, London Road, Moreton in Marsh, Gloucestershire GL56 0RH

Tel: +44(0)1608 812 500 • Fax: +44(0)1608 812 501 • E-mail: training@thefpa.co.uk • Website: www.thefpa.co.uk

## Course Details

Course name:							
Course date(s) - Preferred:	Alternative						
Name & position of delegate(s):							
Delegate(s) email:	mobile no:						
Additional Information e.g. dietary or access requirements:							
*Please note payment in Euros is only accepted for courses held in Dublin	<table border="1"> <tr> <td>Total fees*:</td> <td>£ / €</td> </tr> <tr> <td>VAT</td> <td>£</td> </tr> <tr> <td>TOTAL</td> <td>£ / €</td> </tr> </table>	Total fees*:	£ / €	VAT	£	TOTAL	£ / €
Total fees*:	£ / €						
VAT	£						
TOTAL	£ / €						

## Invoice Details

Your name:	Position:
Company:	
Address:	
Postcode:	
Telephone:	Fax:
E-mail:	FPA membership no:

## Method of Payment (tick box)







Method of payment is by cheque, credit card or BACS. If an invoice is required please supply a copy of your purchase order.

Enclosed is a cheque for the total cost of the order (payable to Fire Protection Association)

Please invoice. Our purchase order no.  Please enclose a copy.

Please debit card A/c no.

Name on card  Issue No.  Valid from / /  Expiry date / /

Please indicate card type       Security number (last three digits on reverse of card)

**BACS Payment** - to make a payment via BACS our account details are as follows:

**Account Name:** The Fire Protection Association

**Bank Address:** National Westminster Bank PLC, Cambridge King's Parade Branch, 10 Bennett Street, Cambridge CB2 3PY

**Sort Code:** 60-04-23 **Account No:** 24069922 **Swift Transfer No:** NWBK GB 2L **IBAN No:** GB81 NWBK 6004 2324 0699 22

Please sign to confirm you have read our terms & conditions and agree to adhere to them

Signed  Date

Please provide details of available accommodation

# Stay Connected

Our new, defined membership structure offers more clarity, choice and value

## Individual

For Individuals looking to keep up-to-date with fire safety news and views and get discounts on FPA Products and Services.

- Copy of our membership journal, *Fire Risk Management* (10 issues a year)
- Online access to *Fire Risk Management* dating back to 2002
- Discounts on FPA publications, training courses, consultancy services and safety signs
- £20 Voucher (on joining)
- Access to our FPA Member logo (T&C apply)
- Free attendance to networking events
- One user for the FPA CPD scheme and free recording tool
- Membership card and certificate in the Individual name

FROM  
**£135**

## Corporate

Designed for larger organisations that require access to FPA resources for more than one person.

### All the benefits of SME PLUS:

- Up to five copies of *Fire Risk Management*
- £50 annual credit
- Five users for the FPA CPD scheme and recording tool
- Three courses for our e-learning Academy
- One conference pass to the annual Fire Sector Summit
- Up to five users of our member library and *Fire Risk Management* websites
- One title, one IP address for our *fire-stream* (video streaming) service

FROM  
**£515**

## SME

Designed for small and medium-sized businesses with a nominated individual.

### All the benefits of Individual PLUS:

- The ability to view and download a wide range of FPA publications and guidance documents in our **member library**
- £20 annual credit
- One course for our e-learning Academy
- Membership card and certificate in the Company name

FROM  
**£240**

## Gold

For larger organisations who are also significant users of our training and consultancy offerings.

### All the benefits of Corporate PLUS:

- Annual credit of £750 towards FPA publications, training and/or consultancy services
- Five courses and one manager for our e-learning Academy
- Four titles and four IP addresses for our *fire-stream* service

FROM  
**£1,130**



INVESTOR IN PEOPLE



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