

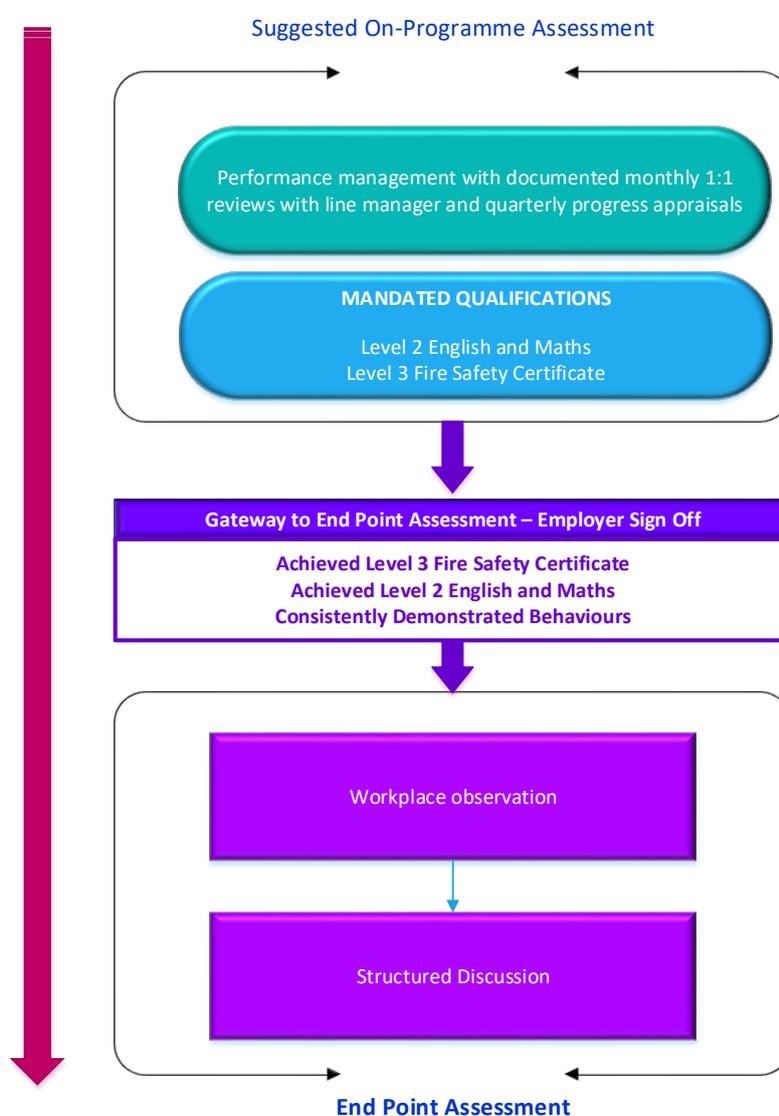
### Level 3 Business Fire Safety Advisor Assessment plan

#### Summary of Assessment

This assessment plan is to accompany the [Business Fire Safety Advisor Standard](#). This plan outlines the End Point Assessment that apprentices must successfully complete in order to achieve their apprenticeship.

The Business Fire Safety Advisor apprenticeship is designed as a route into the Fire Safety sector in line with [The Competency Framework for Business Fire Safety Regulators](#). The role is applicable to Fire & Rescue Services and private providers within the Fire sector, and as such the assessment plan caters for these different types of employer.

The assessment approach has been designed to ensure that apprentices meet the desired knowledge, skills and behaviour outcomes as defined in the standard.



The principles driving the design of the assessment plan are as follows:

1. Maximum relevance to the job
2. Integration with day-to-day responsibilities
3. Achievement of the Level 3 Fire Safety Certificate
4. Added value to the apprentice's journey, both during and at the end of the apprenticeship

The apprenticeship will typically take up to 24 months duration, with the End Point assessment being taken in the final 3 months following the gateway decision. Apprentices will be awarded a 'fail,' 'pass' or 'distinction' based on their performance.

### Assessment Overview

Table 1.

Assessment Methods	Assessed By	Grading
Workplace observation	Assessors appointed by the End Point Assessment Organisation	<70% Fail ≥70% Pass ≥85% Distinction
Structured discussion	Assessors appointed by the End Point Assessment Organisation	<70% Fail ≥70% Pass ≥85% Distinction

### On-Programme Elements

In order to ensure that the apprentice is on track during the apprenticeship it is highly recommended that suggested on-programme assessments are carried out using existing staff Performance Management processes, which are a standard and recognised way of working within the Fire Safety sector.

We are confident that this is an effective process as this style of Performance Management is an accepted approach across the Fire Safety sector, therefore providing a consistent and reliable approach to all apprenticeship delivery. Where a Performance Management approach is not currently in place we strongly recommend that one is adopted for the purposes of the apprenticeship to ensure that the apprentice is on track during the apprenticeship and meeting the expected standard.

### Mandated Qualifications

- Level 2 English
- Level 2 Maths
- Level 3 Fire Safety Certificate Qualification

Apprentices must complete the Level 3 Fire Safety Certificate Qualification. Assessments that form this qualification meet agreed common assessment specifications to ensure consistency across awarding organisations.

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In addition to the Level 3 Fire Safety Certificate, apprentices who have not already achieved Level 2 in maths and English must achieve a Level 2 in both literacy and numeracy before progressing on to the End Point Assessment.

### **Assessment Gateway**

Apprentices should only be considered for the End Point Assessment when they have achieved their mandatory qualifications, successfully completed Level 2 English and maths, completed all of the training that makes up the apprenticeship qualification and are deemed by the Employer as having the skills, knowledge and behaviours required as set out in the standard.

The Employer will make the judgement on whether an apprentice should be put forward for the End Point Assessment. Although the Employer may gather information from the Training provider to inform their decision, the final decision on whether to consider the apprentice for the end point assessment is made by the Employer.

### **End Point Assessment**

The End Point Assessment uses the following assessment methods and should be undertaken in this order:

- A workplace observation of a Fire Safety Visit
- A structured discussion

#### What will be assessed

The apprentice will be expected to demonstrate through a workplace observation and structured discussion that they have acquired the knowledge, skills and behaviours as described in the Standard and can, through their integration, competently undertake the role of a Business Fire Safety Advisor.

#### How it will be assessed

The apprenticeship will typically take up to 24 months duration but the apprentice must train for a minimum of 12 months before undertaking the End Point Assessment. The End Point Assessment will then take place within three months of entering the End Point Assessment period of the apprenticeship. The assessment contains two components which offer multiple ways of demonstrating competence.

The End Point Assessment forms 100% of the assessment of the apprenticeship.

#### Workplace Observation

The workplace observation will be synoptic with apprentices required to display knowledge and demonstrate practical skills and behaviours across a real work task that reflects a key activity expected of Business Fire Safety Advisor covering the knowledge, skills and behaviour as shown in Annex A.

Apprentices will be observed carrying out a Fire Safety visit to a simple premises - this is defined by the sector as small buildings with a simple layout such as small shops, offices or industrial units with non-complex means of escape for the purpose of providing fire safety advice.

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The purpose of a Fire Safety visit is to examine the premises and relevant documents to ascertain how the premises are being managed with regards to fire safety. The Fire Safety visit will include;

- Identification of the people at risk
- Identification of the fire hazards
- Evaluation of the risk and decision on whether existing fire safety measures are adequate
- Recording the Fire Risk Assessment information
- Review of Fire Risk Assessment

The observation of the Fire Safety visit will take 60 minutes +/- 10%. This observation will be undertaken by the End Point Assessment Organisation.

During the observation the apprentice may be asked questions to demonstrate understanding relating to the activity and confirm the apprentice's approach and behaviours while applying their skills and knowledge in a live working situation.

This sector is sensitive from a safety perspective. This means decisions on competence have implications not only for individual and fire fighter safety, but also organisational reputation. As a result observations made by the Independent Assessor are required to be by necessity reliable, rigorous and robust. The final decision on grade will be made by the End Point Assessment Organisation.

Apprentices will also need to write a report based upon this Fire Safety visit of 1,800 words +/- 10%. This report must then be submitted to the Assessment Organisation.

The End Point Assessment Organisation will provide a standardised template for the written report and the reports will be assessed by the End Point Assessment Organisation.

The report will need to include the following;

- A demonstration of how the apprentice identified, planned, and organised the resources needed to effectively complete the Fire Safety visit. This should include what equipment was used, how data was gathered, analysed and how the visit was initiated.
- A description of the findings from the Fire Safety visit, any principles the apprentice applied and explaining the actions that were taken. This should include any actions the apprentice took to ensure the safety of people or property.
- An explanation of the advice and guidance given by the apprentice, the recommendations made and how any problems were solved, describing the Business Fire Safety Advisor role along with the techniques, procedures and methods that the apprentice used.
- A record of how the apprentice reported back to the business, employer or other people involved after the Fire Safety visit.

- Reflections on the visit by the apprentice and how they keep in touch with developments Fire Safety to continue to develop their knowledge and skills.

Supplementary evidence to enhance the written report in the form of annexes is permitted on top of the 1,800 word +/- 10% directive and may include:

- Internal and external correspondence
- Witness testimonies from those involved in the visit
- Digital images of the Fire Safety Visit
- Line manager feedback

The written report does not need to be completed in a controlled environment but must be submitted electronically to the End Point Assessment Organisation within 7 days of the workplace observation. This report will be marked by an Independent Assessor and will demonstrate some of the skills required as detailed in Annex A.

### **A structured discussion**

The structured discussion will typically last no longer than an hour, although a tolerance of +/- 10% will be allowed, and will be arranged by the End Point Assessment Organisation.

The purpose of the structured discussion is to:

- Enable the apprentice to showcase how they have combined their knowledge, skills and behaviours to carry out their role as a Business Fire Safety Advisor
- Explore aspects of the work, including how it was carried out in more detail, the challenges faced and the barriers that were overcome
- Confirm and validate judgements about the quality of work
- Provide further evidence for the independent assessor to make an informed decision recommendation as the grade to be awarded.

Apprentices will take part in a structured discussion with the independent assessor and the independent assessor will have the final decision on competence.

### Where will the assessments take place?

The workplace observation will take place in a simple premises chosen by the End Point Assessment Organisation after relevant consultation with the employer. The subsequent report will be open book and prepared on the employer's premises.

The structured discussion will be conducted in a controlled environment and set up by the End Point Assessment Organisation, typically taking place on the employer's premises.

### Who will carry out the assessment and who will be on the register?

The End Point Assessment Organisation will conduct each component of the end point assessment and be on the Register of End Point Assessment Organisations.

The End Point Assessment Organisation will coordinate the whole of the assessment process and make the final judgement on every stage.

### How will the panel work and who will have the casting vote?

The panel will comprise at least two members who may include representatives from the employer or training provider, but must include an independent assessor appointed by the End Point Assessment Organisation. The independent assessor will make the final decision on whether to award a fail, pass or distinction grade.

### **Minimum requirements for assessors**

As a minimum all assessors should hold a Level 4 Certificate in Fire Safety or equivalent, a Level 3 Assessors Qualification or equivalent and have at least three years recent professional and relevant experience within Fire Safety. Assessors will also be expected to maintain a continuous, up to date record of their continuing professional development (CPD).

### **Final Judgement**

#### Who makes the final decision about whether the apprentice has passed?

The overall decision will be made by the independent assessor therefore, someone independent of the apprentice and Employer. The sole decision regarding grading is completed by the independent assessor appointed by the End Point Assessment Organisation.

#### Who is on the RoEPAO?

All End Point Assessment Organisations must be on the Register of End Point Assessment Organisations (RoEPAO).

### **Independence**

#### Who is providing the independent End Point Assessment?

The End Point Assessment Organisation will coordinate all elements of the end point assessment, conduct the workplace observation and structured discussion.

#### How is this deliverable for all employers?

The structured discussion will typically take place in the apprentice's place of work, however the End Point Assessment Organisation may use video conferencing facilities to deliver the structured discussion to enhance affordability.

## Summary of role and responsibilities

### Employers / Training Providers

Employers and, where appropriate training providers on instruction from the employer will recommend the apprentice for the end point assessment once the apprentice has successfully completed all aspects of their apprenticeship programmes. The employer will always have the final decision on whether the apprentice should progress to the end point assessment.

### Assessment Organisation

The End Point Assessment Organisation will be responsible for judging the overall competence of the apprenticeship and for marking the written report. The End Point Assessment Organisation will coordinate and conduct the workplace observation and the structured discussion. This includes;

- The provision of documentation and guidance in relation to the requirements of the apprenticeship, end point assessment and final decision.
- Development of assessment tools for each component of the end point assessment.
- Quality assurance of independent assessors and support to ensure consistency and reliability of judgements on a risk based basis, for example, those newly qualified.
- Ensuring consistency and comparability in terms of the breadth and depth of each end point assessment, to ensure assessments are reliable, robust and valid and ensure competency accord across the industry.
- Co-ordination of the independent assessors and intervention where necessary to ensure they operate in accordance with the guidance.
- Applications for apprenticeship completion certificates.

## Internal Quality Assurance

End Point Assessment Organisations will be responsible for the implementation of internal quality assurance processes and procedures which will include;

- Approval of independent assessors for the purposes of conducting end point assessments based on a check of knowledge, experience, assessment qualifications and independence.
- Provision of training for independent assessors in terms of the requirements of the apprenticeship and operation and marking of the assessment tools and final grading.
- Provision of training for independent assessors in undertaking fair and impartial assessment and making judgements about performance and the application of knowledge and behaviours within a workplace setting.

- Provision of training for independent assessors, in terms of the grading; and how to communicate the decisions.
- Standardisation events at least annually for independent assessors to ensure consistent application of the guidance.
- Ensuring independent assessors are trained in assessment and moderation processes and undertake regular continuing professional development.
- Developing and managing a complaints and appeals procedure.

### External Quality Assurance

External quality assurance of the end point assessment for this apprenticeship standard will be managed by the Institute for Apprenticeships.

### End Point Grading

The apprentice will be graded fail, pass or distinction. The apprentice needs to pass both end point assessments to pass.

End Point Element	Fail Criteria	Pass Criteria	Distinction Criteria
Work placed observation	<70%	≥70%	≥85%
Structured discussion	<70%	≥70%	≥85%

### Overall Grade

The apprentice must achieve a score of 85% or above in both assessments for a distinction. If an apprentice fails any part of the end point assessment they will be given the opportunity for additional support in areas as required and to resit the assessment.

The End Point Assessment Organisation decides the grade for each element and the overall grade.

To ensure all apprentices are clear about the differentials of pass and distinction, materials will be developed by the End Point Assessment Organisations and made available with clear descriptions on what pass and distinction looks like.

### Resits

The Apprentice will be given one further opportunity to resit the End Point Assessment typically within three months of their first attempt.

The Apprentice need only resit the elements they have failed. There is no requirement to undertake the full End Point Assessment. For example; if the Apprentice passes the Workplace Observation but fails the Structured Discussion, the Apprentice would only need to resit the Structured Discussion. If the Apprentice passes the Structured Discussion but fails the Workplace Observation. The Apprentice would need to resit the Workplace Observation only.

By only requiring the Apprentice to resit the element(s) they fail will ensure that any resits are cost effective and not over-assessing the Apprentice. To achieve a grade of Distinction the Apprentice must pass each element during the first attempt of the EPA.

If the Apprentice is unable to complete one of the assessment elements due to reasons beyond their control, such as assessor absence or the inability to access the simple premises for the Workplace Observation, the assessment element missed should be rescheduled and the potential grade the Apprentice can achieve would not be affected in these circumstances. If however, if the Apprentice fails one element of the EPA and needs to resit any element of the EPA they will only be able to achieve an overall grade of Pass.

If the apprentice fails their resit they will require further training and support from their employer, who will then decide when they are ready to retake the whole of the end point assessment again. High-level descriptor for each grade

End Point Element	Fail
Work placed observation	<p><b>Score 70% or less</b></p> <p>Fails to provide evidence to meet all knowledge, skill and behavioural requirements as contained in Appendix A. The employer will decide when they should resit their end-point assessment(s)</p>
	<p><b>Pass</b></p> <p><b>Score 70% - 85%</b></p> <p>Provides evidence of, knowledge, skills and behaviours required, with particular emphasis on:</p> <ul style="list-style-type: none"> <li>• Shows an awareness of the principles and parameters for visiting simple premises for the purposes of fire safety regulation</li> <li>• Demonstrates the principles for assessing fire risks</li> <li>• Identifies hazards and risks associated with fire</li> <li>• Recommends control measures to mitigate the risks from fire</li> <li>• Demonstrates an understanding of the legislative and organisational requirements applicable to fire protection systems in simple premises</li> <li>• Adheres to procedures and processes for reviewing matters relating to fire protection systems in simple</li> <li>• Shows an understanding of the chemical principles of combustion; including fire growth and how smoke spreads through a building</li> <li>• Planning and preparing for the visit to simple premises including interpreting building information</li> <li>• Evaluating fire hazards, risks and control measures in simple premises</li> <li>• Reporting on the compliance and findings of visits to simple premises</li> <li>• Recommending options to support appropriate risk reduction measures, fire precautions and maintenance routines in simple premises</li> <li>• Record keeping in line with organisational requirements</li> <li>• Using ICT effectively to support work</li> </ul>

	<p><b>Distinction</b></p> <p><b>Score 85% and above</b></p> <p>In addition to providing evidence of all knowledge, skills and behaviours required as contained in Appendix A:</p> <ul style="list-style-type: none"> <li>• Anticipates barriers to compliance and proactively seeks to reduce these</li> <li>• Considers the impact that different Fire Safety control factors have on the business operating processes and/or procedures when making recommendations and supports businesses with the implementation of control measures</li> <li>• Provides recommendations that identify realistic changes that have the potential to impact the wider industry and/or business community</li> </ul>
Structured Discussion	<p><b>Fail</b></p> <p><b>Score 70% or less</b></p> <p>Fails to provide evidence to meet all knowledge, skill and behavioural requirements as contained in Appendix A.</p> <p>The employer will decide when they should resit their end-point assessment(s)</p>
	<p><b>Pass</b></p> <p><b>Score 70% - 85%</b></p> <p>Provides evidence of, knowledge, skills and behaviours required, with particular emphasis on:</p> <ul style="list-style-type: none"> <li>• Respecting and welcoming stakeholder and co-worker diversity</li> <li>• Adopting a conscientious approach and complete work as required within agreed timescales</li> <li>• Be committed to the organisational values</li> <li>• Responding with courtesy, clarity and accuracy to enquiries from stakeholders and other departments and agencies</li> <li>• Applying due diligence and sound judgement when responding to requests and dealing with confidential information</li> </ul>
	<p><b>Distinction</b></p> <p><b>Score 85% and above</b></p> <p>In addition to providing evidence of all knowledge, skills and behaviours as contained in Appendix A:</p> <ul style="list-style-type: none"> <li>• Demonstrates an understanding of how the Fire Safety industry is shaped by the business community</li> <li>• Accurately and confidently describe the range of impacts of their actions and justifies their course of action</li> </ul>

	<ul style="list-style-type: none"><li>• Establishes their reputation within their team / department and community</li></ul>
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## **Implementation**

### Affordability

It is anticipated that the indicative end-point assessment should be no more than approximately ten per cent of the overall apprenticeship costs.

The approach presented offers an affordable and scalable solution to assessment for this apprenticeship. Employers are capable of delivering a workplace observation that represents the application of an apprentice's skills, knowledge and behaviours.

### Consistent

The End Point Assessment Organisation will design and provide assessment tools for each of the components of the end point assessment to ensure consistency and will review these in line with their quality assurance procedures.

### Volumes

This is a new Apprenticeship Standard and Assessment Plan for the Fire Safety Sector and there is limited historical evidence to indicate the number of Business Fire Safety Advisor Apprentices. However, based on current and predicted numbers we would anticipate up to seventy five new starts per annum across the sector.

**ANNEX A**End Point Assessment Methods Standard Coverage

Business Fire Safety Advisors will need to demonstrate the core knowledge, skills and behaviours detailed below.

	Designated method of assessment	
	Workplace Observation	Structured Discussion
<b>Knowledge</b>		
How to plan and gather information, such as the history of the premises and data from partner agencies for the purpose of fire safety regulation in simple premises	✓	✓
The principles and parameters for visiting simple premises for the purposes of fire safety regulation	✓	✓
Principles for assessing fire risks associated with simple premises; for example the means of escape, fire detection and emergency lighting	✓	✓
Processes and guidance relevant to fire risk assessment in simple premises	✓	✓
How to identify hazards and risks associated with fire in simple premises and report on them	✓	✓
Control measures used to mitigate the risks from fire in simple premises; for example reducing the quantity of flammable products and limiting or adapting the means of escape	✓	✓
Measures for the protection of people from fire in simple premises including legislation, codes and guidance	✓	✓
Legislative and organisational requirements applicable to fire protection systems in simple premises	✓	✓
Procedures and processes for reviewing matters relating to fire protection systems in simple premises	✓	✓

Chemical principles of combustion; including fire growth and how smoke spreads through a building	✓	✓
	<b>Designated method of assessment</b>	
<b>Skills</b>	<b>Workplace Observation</b>	<b>Structured Discussion</b>
Plan and prepare for visits to simple premises including interpreting building information	✓	
Conduct effective visits to simple premises	✓	
Advise, influence and educate stakeholders on fire safety matters in relation to simple premises	✓	
Identify fire hazards and risks in simple premises	✓	
Evaluate fire hazards, risks and control measures in simple premises	✓	
Report on the compliance and findings of visits to simple premises	✓	
Recommend options to support appropriate risk reduction measures, fire precautions and maintenance routines in simple premises	✓	
Recognise when a situation is beyond the scope of their role and take appropriate action	✓	
Record keep in line with organisational requirements	✓	
Use ICT effectively to support work	✓	
Demonstrate good organisational skills, the ability to work unsupervised and manage workloads within agreed timescales	✓	
Demonstrate strong communication skills, the ability to work with others and build positive professional working relationships	✓	✓
	<b>Designated method of assessment</b>	
<b>Behaviours</b>	<b>Workplace Observation</b>	<b>Structured Discussion</b>

Respect and welcome stakeholder and co-worker diversity		✓
Treat people fairly and ethically	✓	✓
Remain in control of own emotions during challenging situations and concentrate on the task despite pressure and retain confidence in own ability or convictions despite setbacks	✓	
Behave courteously to calmly acknowledge the concerns of clients who may be hostile, rude, confused and / or frustrated	✓	
Adopt a conscientious approach and complete work as required within agreed timescales		✓
Be committed to the organisational values		✓
Respond with courtesy, clarity and accuracy to enquiries from stakeholders and other departments and agencies	✓	
Apply due diligence and sound judgement when responding to requests and dealing with confidential information		✓