



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

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1 Introduction

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

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

2 Contact us

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

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3 Document control

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V1	N/A	N/A	Original
V4	12/09/2022	All	New design layout
V4.1	14/10/2022	9,13	Amendments

4 Qualification objective

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

5 Geographical coverage of this qualification

This qualification is available across the UK.

6 Benefit to learners

This qualification will provide learners with the skills, knowledge and understanding to support a role of Fire Marshal in the workplace, enhancing a learner’s employability.

7 Progression

Learners could progress to the:

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

7.1 Combined qualifications

This qualification could be delivered alongside the QNUK Level 1 Award in Fire Awareness at Work (RQF).

Both courses could be delivered to a cohort where some are assessed for the Level 1 qualification only and others go on to take the Level 2 assessment. Where combined courses are being delivered the maximum learner to trainer ratio cannot be exceeded.

8 Recognition of prior learning

QNUK does not accept applications for recognition of prior learning for this qualification.

9 Qualification information

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

10 Qualification structure

Mandatory units

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

Optional units

Unit No.	Unit Title	Level	GLH	TUT	Credit
N/A	N/A	N/A	N/A	N/A	N/A

10.1 Rules of combination

Learners must complete the mandatory unit.

11 Learner entry requirements

Any prior knowledge, skills, understanding or qualifications that are required to undertake this qualification are outlined below:

Learners should be a minimum of 14 years to undertake this qualification

There are no other pre-requisites for this qualification.

11.1 Language of the assessment

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

It is strongly recommended that learners should be working at level 2 literacy.

Learners may use BSL, however in these cases centres may be asked to video record assessments for verification purposes.

12 Learner identification

Anyone undertaking a regulated qualification is required to prove their identity. This ensures only those with a genuine claim to the qualification can make that claim.

Learners who are unwilling or unable to provide a copy of their identification prior to assessment will not be able to complete their qualification.

Identification documents should reflect the learners current legal name. Certificates will be issued in this name.

Learners are required to provide at least 1 form of photo I.D. If photo I.D is not available, 2 forms of non-photographic I.D can be produced.

Acceptable forms of photographic I.D (1 required) are:

- Signed UK Photo card driving licence
- Signed passport (any nationality)
- Valid EU Photo identity card
- SIA security licence (with photo)
- Current and valid warrant card issued by HM forces or Police
- Current and valid Prison service card (with photo)
- Proof of age card
- Employee photo identification card
- Student photo identification card for a recognised educational establishment
- Firearms license (with photo)

Acceptable forms of non-photographic I.D (2 required) are:

- Current driving license – paper version
- Birth certificate
- Marriage/civil partnership certificate
- Mortgage statement (issued within past 12 months)
- Bank or building society statement (issued within last 3 months)
- Bank or building society account opening confirmation letter (issued within last 3 months)
- Credit card statement (issued within last 3 months)
- Pension or endowment financial statement (issued within last 12 months)
- P45 or P60 statement (issued within last 12 months)
- Council tax statement (issued within last 12 months)
- Valid work permit or visa issue by UK government
- Utility bill – excluding mobile phone bill (issued within last 3 months)
- Benefit statement e.g. child benefit, pension (issued within last 3 months)

13 Delivery requirements

This qualification is delivered in a face-to-face setting over a minimum of a 1-day period. Learners should complete the qualification within 3 weeks

13.1 Venue requirements

13.1.1 Physical classrooms

Classrooms should be suitable for learning and meet all relevant Health and Safety requirements.

Classrooms should:

- have suitable light and heat
- be a suitable temperature
- be free from obtrusive noise and odours
- have sufficient seating
- have suitable surfaces for note taking
- be of a suitable size for learners (approximately 11m³ per learner in a room with 3m high ceilings)
- have access to toilets and welfare facilities
- have access to refreshment facilities

13.1.2 Video conferencing classrooms

Where this qualification is delivered over a video conferencing learners should have a suitable device that allows an appropriate level of interaction. Interaction should include:

- Quiz functionality
- White board
- Audio
- Cameras on policy*

*Where learners are under 18, a 'camera on' policy may impact safeguarding policies. In these cases, a suitable assessment should be made of the appropriateness of cameras on. Where an assessment is being undertaken that requires cameras to be on, any safeguarding concerns must be addressed and managed appropriately in order to maintain the validity and authenticity of the assessment.

13.2 Equipment requirements

Centres are responsible for ensuring this qualification is delivered using the following equipment as a minimum.

- suitable presentation materials
- reference manual (Learners may be required to purchase these separately)
- resources related to fire safety; example extinguishers, fire signage

13.3 Blended learning

Blended learning is accepted for this qualification.

Blended learning includes: Live face-to-face learning and assessment, the use of live video conferencing, self study and self-directed e-learning.

Where video conferencing, or self-directed e-learning is used, no more than 1/3rd of the total guided learning hours can be delivered in these formats. The remaining two thirds must be delivered in a live, face-to-face format with learners and assessor being in the same physical location.

13.3.1 E-learning

When using e-learning it is important that:

- the individual being trained knows how to use the technology that delivers the training
- the training provider has an adequate means of supporting the individual during their training;
- the training provider has a robust system in place to prevent identity fraud. This includes gaining copies of the learners I.D, their IP address and tracking them through the course.
- the provider has an appropriate means of assessing the e-learning component of the training.

13.4 Assessor to learner ratio

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

13.5 Recommended resources

Learners should have access to a suitable first safety manual for the duration of the course. Examples include:

- First safety manual from QNUK resources

14 Centre personnel requirements

Centres are required to ensure anyone involved in the delivery, assessment and quality assurance of our qualifications are registered with QNUK and approved to deliver, assess or quality assure the qualification.

Any courses delivered without the above approval will be invalidated.

Internal quality assurers are required to ensure that trainers, assessors and quality assurance staff, and their records, including qualification certificates and CPD are up to date and maintained.

14.1 Trainers/ assessors

Specific details related to the training, assessing, subject knowledge and CPD requirements are outlined in our delivery resource requirements document. This is available on our website.

Those involved in the delivery and assessment of this qualification must:

1. Hold a suitable health and safety qualification (type 1) as listed in appendix 3, **or**
2. Have evidence of currently serving as a fire fighter, **or**
3. Hold a recognised Fire Safety Train- the Trainer certificate, **and**
4. Hold a teaching qualification as listed in appendix 1, **and**
5. Show current evidence of continuing professional development in teaching, assessment and the subject matter.

N.B Online Fire Safety trainer courses are not accepted under any circumstances.

14.2 Internal quality assurers

Internal quality assurers for this qualification must:

Meet the above trainer/ assessor requirements.

They should also:

- meet the qualification requirement for IQAs (type 1) listed in appendix 2 **and**
- show current evidence of continuing professional development in assessment, quality assurance and the subject matter.

15 Assessment requirements

Learners are assessed for this qualification using the following methods:

- Multiple choice examination

Multiple choice examination

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

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

Resits

If a learner is unsuccessful with the multiple-choice examination, they can have a second attempt. This must be taken within the time allowed for completion of the qualification.

Where a learner has failed to score 60% or more they should undertake additional training before resitting the assessment.

If a learner fails a second attempt, with or without additional training, they will have failed the qualification and will not be able to resit the assessments.

16 Moderation

This qualification has been rated as QNUK as medium risk. As centre assessors are responsible for assessment decisions, it is subject to both moderation and verification.

Moderation will initially require QNUKs EQA department to moderate or check each assessment decision for the MCQ assessment. We will also ensure centres assessment decisions in regard to practical skills in this, or a closely related subject are verified.

The level of moderation and verification is dependent on the risk level of the centre.

Direct claims status (DCS) may be available for medium or low risk centres who have demonstrated consistent high levels of quality assurance. DCS is reviewed regularly at intervals determined by our Centre Assessment Standards Scrutiny Strategy (CASSS).

Centres should allow for an additional 3 days where assessment decisions are being moderated.

17 Results

The centre is required to submit learner results within 10 working days of assessment to Qualifications Network UK for moderation.

We will issue verified results and appropriate certification to the approved centre within 10 working days of receiving the results.

Centres with DCS will have certificates issued within 7 days.

Centres will forward results and/or certificates to learners, who can expect to receive them within 24 working days of taking the assessment. If learners have not received results and/or certificates within 28 working days, they should contact the centre in the first instance.

If a centre is in a sanction or has been withdrawn from QNUK either voluntarily or otherwise, we reserve the right to send certificates directly to learners.

19 Appendix 1: Units of assessment

Unit 1 | Undertaking the Role of the Fire Marshal

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Unit summary:

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

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

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

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

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

LO 5	The learner will understand the role of the Fire Marshal in the workplace
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Assessment Criteria		Types of evidence
The learner can:		
5.1	Explain the actions to be taken by a Fire Marshal during an evacuation	MCQ
5.2	Outline how to undertake a search of a workplace	MCQ
5.3	Outline the information that should be passed to the emergency services	MCQ
5.4	Outline the day-to-day duties of a Fire Marshal	MCQ

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Undertaking the Role of the Fire Marshal

What needs to be learnt?

1.1 The elements of the fire triangle – oxygen, fuel, heat / ignition

The methods of smoke and fire spread including:

- 1.2**
- Smoke spread – smoke rises; can access small gaps in building materials; vents; etc.
 - Fire spread – conduction; convection; radiation; direct burning.

1.3 How the risk of fire can be lowered in a workplace including appropriate storage of materials; reduction in amount of stored materials; keeping fuel sources away from sources of ignition; maintained and tested electrical system and equipment; monitoring of controls.

2.1 The common fire controls in a workplace including detection of fire, heat, flame and smoke; construction to fire standards; compartmentalisation; fire doors; fire exits; fire warning systems both manual and automated.

How to use a range of fire controls including fire exits and fire doors including:

- 2.2**
- Fire exits: generally open in direction of travel; open to a place of safety; sufficient number and size to allow safe evacuation; not locked when building is in use with some exceptions; easy to use; push bar operation.
 - Fire doors: generally kept closed; some may need to be kept locked; must be labelled as fire doors; fire rated, generally for 30 minutes; should be self-closing; some doors are held open but automatically close when fire alarm system activated.

2.3 The importance of clear routes or travel including reduction in likelihood of trips and falls; allows maximum number of people to evacuate in short space of time; allows individuals to pass others who may be slower due to injury or other condition.

2.4 How to use a range of portable fire extinguishers including water; CO₂; powder; wet chemical; foam; fire blanket.

3.1 The importance of actions to be taken on hearing a fire alarm including alert others; evacuate using nearest exit; follow instructions; close doors and windows; make way to assembly point.

3.2 How a safe evacuation can be undertaken in a workplace including following procedures; coordinated evacuation e.g. staggered in a larger workplace, evacuated at the required time, do not delay; personal evacuation plans in place as required.

3.3 The learner must outline how members of the public and visitors should be alerted to the presence of a potential fire including suitable and sufficient fire warning system which could consist of sounders, visual displays and verbal commands; use of Fire Marshals.

4.1 What is meant by the term personal emergency evacuation plan or a bespoke plan intended to support individuals who may need additional support when a fire alarm is activated during an evacuation.

4.2 When a personal emergency evacuation plan (PEEP) would be implemented including when an individual has a condition which means they may not be aware of the fire alarm e.g. a hearing impairment; they may not be able to safely leave a building without assistance e.g. difficulty walking or seeing signage.

4.3	Ways of supporting an individual during an evacuation including alternative fire warning e.g. a vibrating system for a person with a hearing impairment; personal support e.g. where an individual may not understand the signage or the evacuation process, where an individual normally uses a wheelchair or where walking downstairs may cause complications.
5.1	The actions to be taken by a Fire Marshal during an evacuation including ensuring they can be identified as a Fire Marshal; carry out any required shut down procedures; search their designated area; close doors and windows as appropriate; undertake a roll call.
5.2	How to undertake a search of a workplace including a systematic search of all areas ensuring others leave the building; ensuring all areas, including toilets and secondary rooms are checked.
5.3	The information that should be passed to the emergency services including any additional fire hazards e.g. presence of additional sources of oxygen and fuel; layout of the building; any persons unaccounted for.
5.4	The day-to-day duties of a Fire Marshal including checking fire controls are in place and working; completing fire alarm and emergency lighting checks; checking fire extinguishers are in place, have not been used and signed appropriately; evacuation signage is clear and visible; fire doors are being used appropriately and fire exits are openable and exit routes are clear.

Rationale for level	Level	Emphasis	Comments
Knowledge	2	Strong	
Skills	2	Strong	
Overall	2		

Rationale for TQT and credit	Hours	Comments
Guided learning:	6	
Directed study:	0	
Independent study:	0	
Work-based learning:	0	
Non invigilated assessment:	0	
TUT:	6	
Credit value:	1	

20 Appendix 2: Command verbs

To ensure that learners can meet the requirements of each criterion, they should be explained to the learner prior to assessment and fully understood by the Assessor for this qualification.

Describe	Write or speak about the topic or activity giving detailed information
Explain	Make clear. Give reasons for
Give examples	Provide relevant examples for the topic
List	State or make a list of items, words, statements or comments
Outline	Identify briefly the main points

21 Appendix 3: Specimen Assessment material

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

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

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

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

3. When a fire alarm is activated:

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