Business Fire Safety Advisor Assessment plan

Summary

This assessment plan is to accompany the Business Fire Safety Advisor apprenticeship 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 an entry level role into the Fire 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 wherever possible
2. Integration with day-to-day responsibilities wherever possible
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 be a maximum of 24 months duration, with the End Point assessment being taken in the final 3 months. Apprentices will be awarded a 'fail,' 'pass' or 'distinction' based on their performance.

On–Programme Assessment Plan 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 sector.

Integration with business as usual processes wherever possible allow both continuous formative assessment and Employer flexibility. This may include the following;

- The Employer may choose to use a Performance Management process which might include monthly 1:1 meetings to discuss progress on the apprenticeship, provide feedback and guide individual development through a coaching or mentoring role.

- The Employer may conduct quarterly progress checks with the Training Provider during the programme to ensure that the apprentice is on track and agree how any issues will be addressed.

- The Employer and / or Training Provider may regularly observe behaviours. Apprentices work in an environment where their safety and the safety of those around them are of paramount importance. Therefore, observation of behaviour and approach is an integral part of the apprentice progression throughout the programme and it is recommended that this is assessed using existing supervisory practice.

- A workbook may be completed throughout the programme which might include reflective logs along with testimonials to add value to the apprentice's journey and consider the behaviours demonstrated by the individual.

We are confident that this is an effective process as this style of Performance Management is an accepted approach across the Fire sector, therefore providing a consistent and reliable approach to all apprenticeship delivery.

Mandated Qualification

Our approach to summative assessment is underpinned by the achievement of the Level 3 Fire Safety Certificate, which is a standard requirement for a Business Fire Safety Advisor working within the Fire sector.

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. A certificate will be issued on satisfactory completion of this qualification however the wording of the certificate will make it clear that it does not indicate full competence.

Employers may choose to deliver the training themselves and where appropriate may also choose to deliver the Level 3 Fire Safety Certificate qualification. It will be the responsibility of the Employer and / or Training Provider to ensure that the qualification is completed and subjected to robust internal and external verification processes.

Gateway to End Point Assessment

Apprentices should only be considered for the End Point Assessment when they have completed all of the training that makes up the apprenticeship qualification, achieved a pass in their Level 3 Fire Safety Certificate and deemed by the Employer as having the skills, knowledge and behaviours required and set out in the standard.

The Employer will make the judgement on whether an Apprentice should be put forward for the End Point Assessment; however they may be informed by the Training Provider.

End Point Assessment (3 Month Period)

The End Point Assessment will contain four components which offer multiple ways of demonstrating competence – **all components must be passed for the apprentice to be deemed competent.**

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

The focus of the End Point Assessment is on the apprentice being able to prove their competence in the role of Business Fire Safety Advisor. This entails demonstrating sufficiency of skills, knowledge and behaviours derived from the competencies set out in the standard. The final assessments will be mapped against the learning outcomes in the Apprenticeship Standard to ensure that all the learning outcomes are covered.

End Point Element	**Area of standard**
Workplace observation	Knowledge / Skills / Behaviours
Written report	Knowledge / Skills
Behaviour report	Behaviours
Professional discussion	Knowledge / Skills / Behaviours

1. **A workplace observation**

An observation will be completed during the three month end-point assessment period. Apprentices will be observed carrying out a Fire Safety visit to a simple premises.

The observation will be undertaken by the apprentice's Employer and / or Training Provider to 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 judgements of competence need to be made by the Employer and / or Training Provider and are required to be by necessity reliable, rigorous and robust.

During the observation the apprentice may be asked questions to demonstrate knowledge and understanding relating to the activity. Standardised recording documentation provided by the assessment organisation will be used to record the observation.

Business Fire Safety Advisors will need to demonstrate that they can:

- Plan and prepare for a visit to a simple premises including interpreting building information
- Conduct an effective visit 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

2. A **written report** will be completed by the apprentice after the work placed observation. This will be reviewed and scored by the Employer and / or Training Provider (whoever conducted the observation) ahead of the professional discussion.

3. A **final behaviour report** will be made up of the two behaviour assessments conducted by the Employer and / or Training Provider in the final three month period of the apprenticeship. This will be reviewed during the professional discussion.

   The Assessment Organisation will provide standard documentation for the written report and the behaviour assessments.

4. A **professional discussion** will be held to provide a face to face review of reflections from the observation that allows the panel of assessors (Employer and / or Training Provider and Independent Assessor) to explore particular areas of the standard.

End Point Assessment – Final Judgement

It will be the responsibility of the Employer and / or Training Provider to conduct the workplace observation, conduct two behaviour assessments and mark the written report.

To ensure consistency across the apprenticeship an independent assessor appointed by the Assessment Organisation will review the final behaviour report together with the results and evidence

of the work place observation, the written report and professional discussion to make the final decision of whether to award a fail, pass or distinction grade.

The overall decision will be made by the independent assessor therefore, someone independent of the apprentice, Employer and / or Training Provider. They will always make the final judgement and determine the grade awarded, however the independent assessor may be informed by Employer and / or Training Provider as part of the professional discussion

The sole decision regarding grading is completed by the independent assessor appointed by the Assessment Organisation.

The Assessment Organisation will observe and intervene in line with quality assurance procedures to ensure they are operated in accordance with the guidance, ensuring comparable and consistent decisions across assessors and over-time.

End Point Assessment - Grading

To obtain the Level 3 Business Fire Safety Advisor apprenticeship certificate, apprentices must achieve the following:

- Level 2 Maths
- Level 2 English
- Level 3 Certificate in Fire Safety
- Successful completion of the end-point assessment

The apprentice will be graded fail, pass or distinction. To achieve a 'pass' the apprentice must demonstrate competence across the standard, by achieving a pass in all elements of the end-point assessment.

To achieve a 'distinction' the apprentice must further demonstrate consistent high level performance in the final three months in their behavioural performance, as detailed in the final behaviour report.

End Point Element	Fail Criteria	Pass Criteria	Distinction Criteria
Work placed observation	<70%	≥70%	
Written report	<70%	≥70%	
Professional discussion	<70%	≥70%	≥85%
Final Behaviour report	<70%	≥70%	≥85%

End point Assessment – Summary of Assessment Organisation's role and responsibilities

The Assessment Organisation will:

- Provide documentation and guidance in relation to the requirements of the apprenticeship, end point assessment and final decision.

- Develop assessment tools for each of the four elements of the end point assessment.

- Ensure that independent assessors meet minimum requirements and hold a Level 4 Certificate in Fire Safety or equivalent, a Level 3 Assessors Qualification or equivalent and have at least three years professional experience within Fire Safety.

- Monitor independent assessors and provide remedial support to ensure consistency and reliability of judgements on a risk based basis, for example, those newly qualified.

- Ensure that there is 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-ordinate the independent assessors and intervene where necessary to ensure they operate in accordance with the guidance.

- Approve independent assessors for the purposes of conducting end point assessments based on a check of knowledge, experience, assessment qualifications and independence.

- Provide training for independent assessors in terms of the requirements of the apprenticeship and operation and marking of the assessment tools and final grading.

- Provide 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.

- Provide training for independent assessors, in terms of the grading; and how to communicate the decisions.

- Hold regular standardisation events for independent assessors and Employers to ensure consistent application of the guidance.

- Ensure independent assessors are trained in assessment and moderation processes and undertake regular continuing professional development.

- Develop and manage a complaints and appeals procedure.

The assessment organisation's primary role will be to ensure that all decisions are consistent, credible and undertaken with integrity.

All assessment organisations must be on the Skills Funding Agency's Register of Apprentice Assessment Organisations (RoAAO). Assessment organisations must work collaboratively to ensure standardisation.

Quality Assurance

The approach that we are taking is one that demonstrates clear impartiality, with the inclusion of an independent assessor. Impartiality is delivered through the fact that no single party who has been involved in delivery can make the sole decision on competence.

The independent assessor will be truly independent of the apprentice with no prior involvement with the apprentice, and will not be employed at the organisation that employs the apprentice.

Uptake of the Apprenticeships

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

It is envisaged that Assessment Organisations will has access to a sufficient number of assessors, based on the minimum requirements for independent assessors to hold the minimum of a Level 4 Certificate in Fire Safety and have experience working in the field of Fire Safety.

To assist with resource planning, it is expected that wherever practical, a timetable will be produced to allow professional discussions to be conducted at regular, scheduled points throughout the year.

Implementation

It is anticipated that the indicative end-point assessment should be no more the approximately twenty 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 and associated professional discussion that represents the application of an apprentice's skills, knowledge and behaviours.

The 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.