



Part of the
Enginuity Group

Qualification Manual

Qualifications covered by this Manual:

Scottish learners:

EAL SCQF Level 6 Award in the Servicing and Maintenance of Portable Fire Extinguishers

Other nations:

EAL Level 3 Award in the Servicing and Maintenance of Portable Fire Extinguishers



Contents

1.0 About EAL	3
1.1 Equal opportunities and diversity	3
1.2 Customer experience and feedback	3
2.0 Introduction to the qualification	4
3.0 Centre and qualification approval	5
4.0 Qualification specific information	6
5.0 Profiles and requirements	7
5.1 Learners	7
5.2 Teaching staff.....	7
5.3 Assessors.....	7
5.4 Quality assurance staff	8
5.5 Learners	9
5.6 Age restrictions.....	9
6.0 Assessment	10
7.0 External Quality Control of Assessment	13
8.0 Marking and grading	14
Appendix 1:Unit summary	15
Appendix 2: Learner registration and certification	15

1.0 About EAL

Since 1964 EAL (Excellence, Achievement and Learning) has been awarding vocational qualifications and apprenticeship components for engineering, building services and related sectors. Developed to the highest technical standard, our qualifications are regularly updated to reflect regulatory, employer and technical changes. We support the providers of our qualifications with an unparalleled level of service to ensure that learners are well prepared for the roles they plan to take on.

EAL recognise the value of skills in the work environment as one of the five key drivers of productivity, essential for economic growth and bringing a number of wider social benefits. Through its programme of continuous improvement EAL strives to meet the demand from employers for high performing, high quality products.

In 2012, EAL changed its name from EMTA Awards Limited to Excellence, Achievement and Learning, to better reflect its wide-reaching position across industry – providing qualifications, not only in Engineering and Manufacturing, but also specialising in Building Services Engineering, Gas Utilisation, Environmental Technologies, Business Services, and closely related sectors.

1.1 Equal opportunities and diversity

EAL expects its centres to enable learners to have equal access to training and assessment for qualifications in line with equalities legislation. Further details can be located in the EAL Equal Opportunities and Diversity Policy:

<http://www.eal.org.uk/centre-support/centre-support/policies-and-important-documents>

Note: Where learners taking the qualification in a region where legislation, organisations, regulations detailed does not apply, relevant legislation should be substituted. For example: The Health and Safety at Work etc. Act 1974 shall be substituted in Northern Ireland by The Health and Safety at Work (Northern Ireland) Order 1978.

1.2 Customer experience and feedback

Customer service is a fundamental part of EAL's commitment to you. EAL aims to ensure that all customers receive a high-quality efficient service. We are always interested in feedback and if you have any comments or feedback on our qualifications, products or services, please contact the Customer Experience team:

EAL Customer Experience:

Tel: +44 (0)1923 652 400

Email: customer.experience@eal.org.uk

2.0 Introduction to the qualification

What is the purpose of this qualification?

This qualification covers the servicing and maintenance of portable fire extinguishers for compliance with BS 5306. This British Standard gives detailed recommendations for the commissioning, installation, service, and maintenance of fire extinguishers. Although this British Standard is not a mandatory requirement, it is widely adopted by professional service and maintenance companies.

Two versions of this qualification are available, which is applicable to Scotland, or, other nations (e.g. England). The SCQF L6 version is applicable to Scottish learners (e.g. applicable to Scottish learners undertaking this qualification intending to study/work in Scotland). **A registration code applicable to either version of this award is given in Appendix 2 and must be selected accordingly for the correct certificate to be awarded on successful completion.** This qualification has 30 Guided Learning Hours (GLH). For nations that use Total Qualification Time (TQT) as a measure of notional completion time, 32 hours is given for this award. The SCQF version of this qualification has 3 Credits.

Who is this qualification for?

This qualification is for those who wish to gain the understanding and skills involved with the servicing and maintenance of portable fire extinguishers typically these individuals are Fire Safety Officer or are working with a service and maintenance company.

What does this qualification cover?

This qualification comprises of a single unit which covers the understanding of the relevant legislation, regulations, and codes of practice; combustion, classes of fire and extinguisher media; fire extinguishers and their components; portable fire extinguisher selection and positioning; and the understanding and skills involved with portable fire extinguisher service and maintenance.

This qualification is graded pass only. If the learner fails, they will not receive a certificate.

2.1 Industry support for this qualification

This qualification is supported by the British Fire Consortium (BFC). EAL also acknowledge and thank in the development of this award: Joe Newman (British Fire Consortium), and Tom Brookes (Zeus Training).

2.2 Achievement of the qualification

The qualification is awarded when the single unit for the qualification has been achieved. The centre will then be able to apply for the learner's certificate. The learner will also receive a certificate of unit credit.

2.3 Qualification support materials

The following support materials are available for this qualification:

- Delivery pack
- Learner assessment pack.

3.0 Centre and qualification approval

Centres wishing to deliver this qualification will need to comply with this manual and EAL's centre recognition criteria. Centres must also put in place the appropriate physical and human resources and administration systems to effectively run the qualification.

For existing EAL centres to put the qualification on your centre remit:

To add this qualification to your centre qualification remit, create and complete a qualification approval application form in Smarter Touch and submit to EAL.

For non EAL centres to gain centre approval to run the qualification:

Please contact the EAL Customer Experience Team who will be delighted to hear from you:

EAL Customer Experience:

Tel: +44 (0)1923 652 400

Email: customer.experience@eal.org.uk

4.0 Qualification specific information

4.1 Rule of combination (qualification structure)

To achieve this qualification learners are required to obtain the single qualification unit.

Mandatory unit Scotland: (Scottish version of the qualification)

EAL code	Unit title	GLH	Credits	SQA Code
SFE6/01	Understand and Carry out the Servicing and Maintenance of Portable Fire Extinguishers	30	3	UQ32 04

Mandatory unit other nations: (i.e. English version of the qualification):

EAL code	Unit title	GLH	Ofqual code
FE3/01	Understand and Carry out the Servicing and Maintenance of Portable Fire Extinguishers	30	A/618/6375

5.0 Profiles and requirements

The staff involved in the delivery of these qualifications at the Centre must meet ALL of the requirements in this section.

5.1 Learners

Centres are required to appoint a suitable member of staff who can take responsibility for registering learners onto the qualification, submitting entries for externally set assessments to EAL, and taking receipt of external assessment procedures. They may also be responsible for applying to EAL for learner certificates. The role may be undertaken by the same person who undertakes quality assurance (see Section 5.4).

5.2 Teaching staff

Teaching staff must have knowledge and understanding of:

- The occupation covered by this qualification - *they must have high level expertise in fire extinguisher servicing and maintenance. This can be evidenced by a CV demonstrating a track record of occupational work in this area, potential attendance at relevant expert committees etc.*
- The qualification structure and content
- The learning outcomes and assessment criteria they are delivering.

Teaching staff will also:

- Have 2 years' experience in teaching/training.
- or
- Be working towards an appropriate teaching/training qualification.
- or
- Hold an appropriate teaching/training qualification (e.g., Cert Ed or Learning and Development trainer units).

5.3 Assessors

The Centre must provide EAL with the names of any teachers, trainers or other individuals who will undertake internal assessment (referred to as assessors), so that these can be approved prior to them carrying out an assessment role.

Assessors must have:

- A minimum of 2 years occupational experience within the area they are assessing
- Knowledge and understanding of the assessment criteria they are assessing - *they must have high level expertise in fire extinguisher servicing and maintenance. This can be evidenced by a CV demonstrating a track record of occupational work in this area, potential attendance at relevant expert committees etc.*
- Knowledge and understanding of the qualification structure, content and assessment components
- Understand the assessment process.

Assessors will also:

- Have 2 years' experience in assessment of knowledge-based qualifications
- or
- Be working towards an appropriate assessment qualification, such as the 'Level 3 Award in Assessing Vocationally Related Achievement'.
- (Note: 'Candidate assessors' who are working towards their assessor qualifications must be

countersigned by a qualified assessor. Candidate assessors must have a clear action plan for achieving the Assessor qualification(s). Assessor approval will be withdrawn if a relevant qualification has not been attained within 18 months.)

or

- Hold an appropriate assessment qualification (as above).

Assessors that hold either 'D' or 'A' units must also have evidence of Continuing Professional Development (CPD) to demonstrate compliance with the current assessor standards.

There will be instances where the teaching staff will also take on the role of the internal assessors. In such cases, the member of staff must be able to demonstrate that they satisfy the requirements of both teaching staff and assessor criteria as listed above.

Assessor continuing professional development

The occupational competence of assessors must be updated on a regular basis and be periodically confirmed via continuing professional development (CPD) via the Assessment Centre. Evidence of CPD will be sought by the External Quality Assurer for all approved Assessors at the Centre.

It is the responsibility of each assessor to identify and make use of opportunities for CPD, such as industry conferences, access to trade journals, and Professional Body/Trade Association events, at least on an annual basis to enhance and upgrade their professional development and technical knowledge. It is imperative that records are kept of all such CPD opportunities/occasions and that they provide evidence of cascading such technical knowledge and industry intelligence to all relevant colleagues.

5.4 Quality assurance staff

This relates to staff undertaking internal quality assurance of assessment. The Centre MUST provide EAL with the names of any teachers, trainers or other individuals who will undertake internal quality assurance, so that these can be approved prior to them carrying out this role.

The main focus of internal quality assurance for this qualification is:

- The quality assurance of assessment procedures, including standardisation of assessment practice across different assessors within the Centre
- Internal standardisation of marking and moderation of learner marks.

Internal quality assurance staff must:

- Be familiar with the occupation(s) covered by this qualification
- Have knowledge and understanding of the qualification structure and content
- Understand the assessment process and the role of quality assurance.

Internal quality assurance staff must also:

- Have experience in quality management/internal quality assurance

or

- Hold an appropriate qualification, such as the 'Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice, or the 'Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice'.

It is a recommendation that quality assurance staff have access to relevant 'occupational expertise', which will enable them to conduct their quality assurance role appropriately.

Continuing professional development of internal quality assurance staff

The occupational experience of quality assurance staff must be updated on a regular basis and be periodically confirmed via continuing professional development (CPD) via the Assessment Centre. This will be quality assured by EAL.

It is the responsibility of each internal quality assurance staff member to identify and make use of opportunities for CPD, such as industry conferences, access to trade journals, and SSC and Professional Body/Trade Association events, at least on an annual basis to enhance and upgrade their professional development and technical knowledge. It is imperative that records are kept of all such CPD opportunities/occasions and that they provide evidence of cascading such technical knowledge and industry intelligence to all relevant colleagues.

5.5 Learners

Entry requirements

There are no formal entry requirements for this qualification; however, centres should ensure that learners have the potential to achieve. Learners must have the levels of literacy and numeracy to complete the learning outcomes and the assessments.

Centres should make learners with particular requirements aware of the content of the qualification and they should be given every opportunity to successfully complete. EAL will consider any reasonable suggestions for, and from, those with disabilities that would help them to achieve the learning outcomes without compromising the standards required.

5.6 Age restrictions

Learners must be at least 18 years old.

6.0 Assessment

The qualification is assessed by a Centre marked written controlled paper, and a practical assessment consisting of the service and maintenance of portable fire extinguishers.

Key points:

- The qualification assessments (and the qualification) are graded pass or fail only
- Practical assessment contributes to approximately 50% of the assessments within the qualification
- The learner must pass **ALL** assessments to achieve the qualification
- The pass mark for the written controlled knowledge paper is 75%
- Practical assessment has an approximate pass mark of 75%
- An assessment specification for the written controlled paper is provided in this section.

The following table indicates the assessment components that are included in the qualification and for each component:

- Who is responsible for setting and marking the component?
- How the component is quality assured.

Assessment component	Set by:	Marked by:	Method of quality assurance	
			Internal	External
Centre marked practical/theory assessments ²	EAL	Centre	On-going standardisation within the Centre	Verification and continuous monitoring via EQA visits

Centre Marked Assessment

This includes practical and theory assessments. These assessments are set by EAL and marked by members of the delivery team at the Centre. All assessment decisions are then subject to internal standardisation and external quality assurance.

Centre marked assessments are accompanied by marking criteria and other materials to ensure that the markers are consistent in their approach to assessment across learners.

Centres are responsible for ensuring that Centre marked assessments are suitably controlled to ensure that assessment decisions are valid and reliable, and that work submitted for assessment by learners is prepared and produced by them independently, without assistance from others, and free of plagiarism.

Centres should maintain an assessment and feedback record for each learner, which details the evidence evaluated and the feedback given to the learner. These records must be available to the External Verifier. Further guidance on assessment is provided within each unit Delivery Pack.

Where the assessment takes the form of written question papers, these should be treated as controlled assessments therefore centres must impose the necessary restrictions on the learner.

Re-taking centre marked assessments

Learners who fail to achieve a pass in the internally marked controlled assessments will be permitted to re-take after feedback and appropriate tuition has taken place.

Standardisation of internal assessments

Members of the internal quality assurance team at the Centre have an important role to play in ensuring that internal assessment is standardised. In particular, they should work with tutor/assessors to ensure that the correct procedures are being followed at all times, and to ensure that assessment decisions taken by different assessors are consistent, fair and reliable. Key activities will include:

- Meeting with tutor/assessors (individually and collectively) throughout the course to discuss quality assurance and standardisation issues and provide support and guidance where needed.
- Observing tutor/assessors and giving them feedback to help improve their assessment technique.
- Sampling learner evidence across different learner cohorts to ensure that appropriate standards have been met.
- Arranging cross-marking of learner work to compare results and agree benchmarks.

Specification for the centre marked controlled written knowledge papers A and B.

Key aspects:

- Number of questions: 27
- Time allowed: 2 Hours
- Permitted materials: calculator, paper to write answers, pens, pencil, rubber, ruler
- Closed book
- Pass mark: 75%
- 92 total marks from:
 - **24** questions worth **3 marks** each, sampling learning outcomes 1-5,
 - **2** questions worth **5 marks** each, which samples learning outcomes 4 and 5,
 - **1** question worth **10 marks** sampling learning outcome 5.

Learning Outcome		Approximate mark weighting
1	Understand the relevant legislation, regulations, and codes of practice relevant to servicing and maintaining portable fire extinguishers	20%
2	Understand combustion, classes of fire, and extinguisher media	23%
3	Understand fire extinguishers and their components	10%
4	Understand the selection and positioning of portable fire extinguishers	12%
5	Understand how to service and maintain portable fire extinguishers	35%
		Total 100%

Note that available controlled written papers can be rotated between cohorts and must be used for retakes where applicable.

Centre marked practical assessment

The practical assessment covers learning outcome 6: Carry out the servicing, and maintenance of portable fire extinguishers.

Full details of this assessment are given in the delivery pack, and a learner pack is also provided.

7.0 External quality control of assessment

There are two major activities in which EAL interacts with the Centre in relation to the External Quality Control of Assessment for this qualification and these are:

- **Recognition:** When a centre decides to offer the qualification, the EAL External Quality Assurer (EQA) ensures that the centre is suitably equipped and prepared for delivery and assessment.
- **Engagement:** Throughout the ongoing delivery of the qualification EAL, through EQA monitoring and other mechanisms will review the quality and consistency of assessment and internal quality assurance and recommend actions to address issues of concern.

Recognition

- In granting approval, EAL, normally through its EQA's, will ensure that the prospective Centre:
- Meets any procedural requirements specified by EAL.
- Has sufficient and appropriate physical and staff resources.
- Meets relevant health and safety and/or equality and access requirements.
- Has a robust plan for the delivery, assessment and QA for the qualifications (including, where appropriate, scope for involving employers).

EAL may decide to visit the centre to view the evidence provided.

Engagement

EAL, through EQA Engagement and other mechanisms will ensure that:

- A strategy is developed and deployed for the on-going monitoring of the centre – this will be based on an active risk assessment of the centre, and will include details of the learner, assessor and internal quality assurer's sampling strategy and the rationale behind this.
- The centre's internal quality assurance processes are effective in learner assessment.
- Outcomes of internal assessment are verified, through sampling, to ensure standards are being maintained.
- Sanctions are applied to a centre where necessary and that corrective actions are taken by the centre and monitored by the EQA.
- Reviews of EAL's external auditing arrangements are undertaken.

8.0 Marking and grading

The qualification is graded either pass or fail only.

Learners must achieve a Pass in ALL components for the qualification to be awarded.

If learners are unsuccessful in one or more of the assessment components, then the overall result for the qualification will be referred and a certificate will not be awarded.

If a learner is referred the learner must be given feedback to enable them to understand those areas of skills, knowledge or understanding which need further training.

Assessment information is given in the delivery pack.

Appendix 1: Unit summary

Understand and Carry out the Servicing and Maintenance of Portable Fire Extinguishers

Unit Code: FE3/01

Summary

This unit aims to provide learners with the knowledge, understanding; and skills involved with the servicing and maintenance of portable fire extinguishers. It covers relevant statutory and non-statutory documents including BS EN3, BS 5306, and BS EN2.

The unit covers the following learning outcomes:

1. Understand the relevant legislation, regulations, and codes of practice relevant to servicing and maintaining portable fire extinguishers.
2. Understand combustion, classes of fire, and extinguisher media.
3. Understand fire extinguishers and their components.
4. Understand the selection and positioning of portable fire extinguishers.
5. Understand how to service and maintain portable fire extinguishers.
6. Carry out the servicing, and maintenance of portable fire extinguishers.

At the end of this unit learners will gain valuable industry relevant skills which can enable them to be recognised in their job role and enhance their career in the servicing and maintenance of portable fire extinguishers.

Appendix 2: Learner registration and certification

Learners must be registered on the qualification using a specific qualification code. **The code must be selected to ensure the learner is registered on the correct applicable version which meets their needs (e.g. Scotland, or other nations).**

Qualification titles	Code
Scotland: EAL SCQF Level 6 Award in the Servicing and Maintenance of Portable Fire Extinguishers	R708 04
Other nations (e.g. England): EAL Level 3 Award in the Servicing and Maintenance of Portable Fire Extinguishers	603/7133/X

Published by
EAL
Unit 2, The Orient Centre
Greycaine Road
Watford
Herts WD24 7GP

© Excellence Achievement Learning Ltd 2021

EAL has made every effort to ensure that the information contained within this publication is accurate at the time of going to print. However, EAL products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time.

This pack has been prepared as a downloadable resource. It may be freely printed without further permission from EAL on the condition that it is used solely within the purchasing organisation and is not offered for sale in any format.