Fire Industry Association

Professional Learning and Qualifications
Prospectus

Better. Qualified. Technicians.
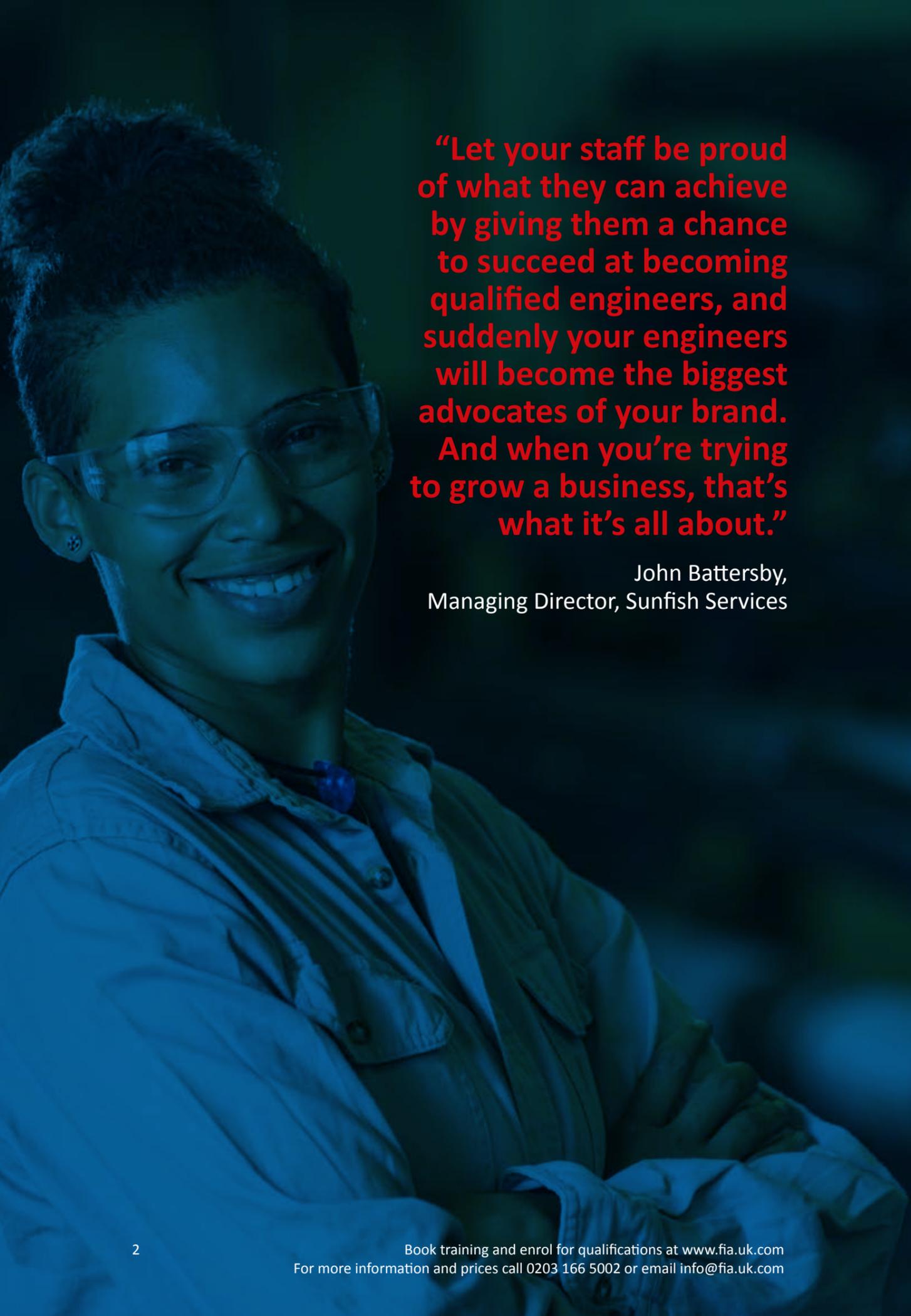
> "Let your staff be proud of what they can achieve by giving them a chance to succeed at becoming qualified engineers, and suddenly your engineers will become the biggest advocates of your brand. And when you're trying to grow a business, that's what it's all about."

John Battersby,
Managing Director, Sunfish Services

Welcome!

If you're looking to get qualifications and training for any part of the fire industry, you're in the right place. Each year we train over 4,500 delegates, with an impressive pass rate of over 93%.

We are proud to present our new range of nationally recognised formal qualifications. These are the new professional standard for the fire industry that are brought to you by the team of our experienced and dedicated trainers who have trained over 35,000 delegates over the last 10 years.
Our new Professional Qualifications have been developed in combination with our new awarding organisation, the FIA AO (you can read more about that on page 6).

The Professional Qualifications consist of a range of competencies which provide a guide to the skills and knowledge that are expected of fire alarm system technicians across the industry. We've worked with a range of experts and consulted with employers to form a new regime of study that will provide any delegate – whether new to their job roles, or more experienced – with a greater depth of understanding.

The new professional qualifications are designed for anyone at any stage of their career in the fire detection and alarm sector – from maintenance, to installation, to design, or even commissioning. We've listened to what our members wanted most and let you have your say on what a qualification in each of those areas should contain, and developed our new qualifications with those requirements in mind.

We understand the busy demands of business – so we've made everything even simpler. Over the next few pages you can read all about the new Professional Qualifications – just look out for the colour coding to go to the page you're after. And in the second half of the prospectus you can find our high-quality industry recognised training on a range of subjects – from emergency lighting to portable extinguishing, and much much more.

We look forward to welcoming you onto one of our courses.

Ian Moore, CEO

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About us

The FIA (Fire Industry Association) is the leading trade association for the fire industry in the UK. Our education and training that we offer through our qualifications and industry recognised courses exist to provide you with a high level of knowledge and understanding that will help develop your career and build your business.

Our courses are delivered by experienced professionals from the industry, who can not only deliver the course, but answer questions and provide real-life examples, enabling all delegates to deliver excellent results for their organisations.

Combined with our website (fia.uk.com), we aim to provide a service that contributes to and promotes technical developments in the industry. Standards are constantly being revised and updated and it is vital to stay up-to-date with the changes. By taking our qualifications and courses and using our extensive Resource Library on our website, you can be sure that you will be well informed of any recent changes as and when they happen.

Our range of professional qualifications and training programmes – along with our extensive membership benefits – are all designed to support learners and their organisations to grow, develop technical knowledge, and increase your network.

About us

About the Fire Industry Association Awarding Organisation (FIA AO)

The Fire Industry Awarding Organisation (FIA AO) gained recognition by the national regulators of qualifications for England (OFQUAL), Wales (QIW) and Northern Ireland (CCEA) in 2014 with the aim of providing specialised nationally recognised qualifications for the Fire Industry. Our intent being to serve our industry with demonstrable competence in learning for all levels of persons working in this specialised field.

The FIA AO is owned by the Fire Industry Association and seeks to draw on the expertise gained through our own position in this specialised sector and by drawing on the expertise present through the FIA membership to provide high quality qualifications which fulfils the needs of fire businesses and ensures compliance with current legislation, industry best practice and published standards and guidance.

As a nationally regulated awarding organisation you can be assured that our qualifications are developed with the learner and the employer in mind and are required to adhere to rigorous quality assurance. Our qualifications have been set according to the Standards of Recognition and development guidelines that we have agreed to abide by with the regulators. In return we are recognised to offer qualifications categorised under the heading of Engineering and are currently being offered on the Regulated Qualifications Framework (RQF) to level 3 as recorded on the RQF they also meet the standards set for the European Qualifications Framework (EQF) Level 4.

"I found the course very helpful. The trainer made it enjoyable and easy to understand"

Brandon Young, MITIE

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Why study with us?

Employers:

- Grow your team's knowledge and confidence – all our courses have in-depth technical explanations presented in a way that is easy to understand
- 4 nationally recognised qualifications – fire detection and alarm system installation, maintenance, design, and commissioning
- A portfolio of professional training programmes – everything from portable extinguishing to emergency lighting
- Learning programmes available nationwide
- Dedicated courses available in your own workplace
- Use our qualifications as a unique selling point of your business – assure your customers that your staff are qualified technicians

For learners:

- Experienced professional trainers
- Prove your knowledge and skills
- Instant credibility with employers
- Supported learning in a range of formats
- Support for those with additional needs, e.g. dyslexia – just ask
- Opportunity to gain a Level 3 qualification

"Very informative – thanks for your help"

Andy Magson, National Facilities Manager

What units make up the qualification?

After taking the Foundation unit, you can take the Environment, Health and Safety and the chosen by you final unit in the order you wish to make up your full qualifications.

1
FOUNDATION IN FD&A

ENVIRONMENT

HEALTH & SAFETY

DESIGN

INSTALL

COMMISSION

MAINTENANCE
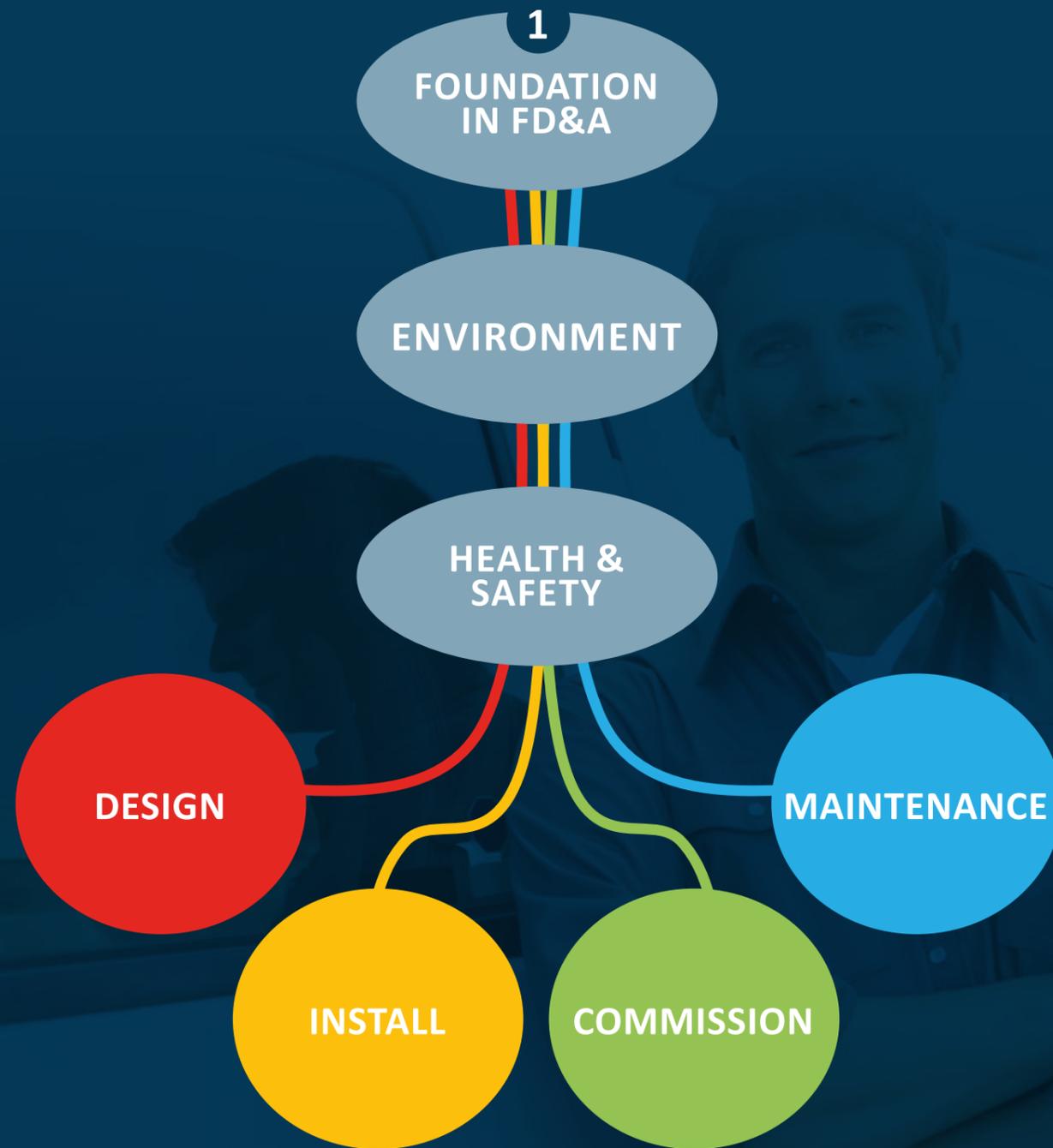
Better Qualified Technicians

FIA Awarding Organisation Qualifications

The FIA is pleased to offer a series of qualifications developed by our own nationally regulated awarding organisation for the fire detection and alarm sector, the FIA AO (Fire Industry Association Awarding Organisation).

Our qualifications have been produced in consultation with industry leaders and employers, matching the needs of the industry with what learners really need to understand. We've worked with reference to the National Occupational Standards (NOS), current UK legislation and published standards, along with codes of practice and industry best practice to give learners the opportunity to expand their knowledge and understanding in a format that is in-depth – but delivered under expert guidance.

What qualifications are there?

The qualifications on offer have been developed to reflect the job roles of the sector. These are:

- **The FIA AO Level 3 in Fire Detection and Alarm Design Theory and Regulatory Requirements**

- **The FIA AO Level 3 in Fire Detection and Alarm Installation, Theory and Regulatory Requirements**

- **The FIA AO Level 3 in Fire Detection and Alarm Maintenance, Theory and Regulatory Requirements**

- **The FIA AO Level 3 in Fire Detection and Alarm Commissioning Theory and Regulatory Requirements**

What level are the qualifications?

These qualifications have been developed to Level 3 and registered on the Regulated Qualifications Framework (RQF), equivalent to a Level 4 on the European Qualifications Framework (EQF).

Qualification Structure

Each qualification is made up of four units all of which require a pass for award of the qualification. Three of the units are common to all of the qualifications, learners are required to start by completing the foundation before progressing to any of the other units.

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How many units make up the qualification?

In order to gain the full qualification, learners must take and pass the three mandatory units plus one final unit. The final unit will determine which qualification will be achieved, whether this is in designing, installing, maintaining, or commissioning.

Which units are mandatory?

All delegates must take the Foundation in FD&A unit, which is the starting point for each qualification. The Foundation in FD&A is compulsory and delegates will not obtain the qualification without it.

Additionally, delegates must also take and pass the Health & Safety unit, and the Environment unit – or give evidence that they have met this requirement through other recognised means, such as through the ECS card scheme.

If you are unsure whether you need to take the Health & Safety unit or the Environment unit, please visit our website or phone the office to find out what other evidence would be acceptable to demonstrate competence in these areas.

What order must the units for the qualification be studied?

The Foundation unit must be taken first, and then any other unit can be studied in any order.

Will learners gain a certificate at the end of the qualification?

Yes.

Learners successfully completing all of the required criteria for their chosen qualification will be awarded their FIA AO certificate, recognising their achievement to Level 3 on the RQF.

How can I enrol?

All enrolments must be made on the FIA website.

Go to www.fia.uk.com.
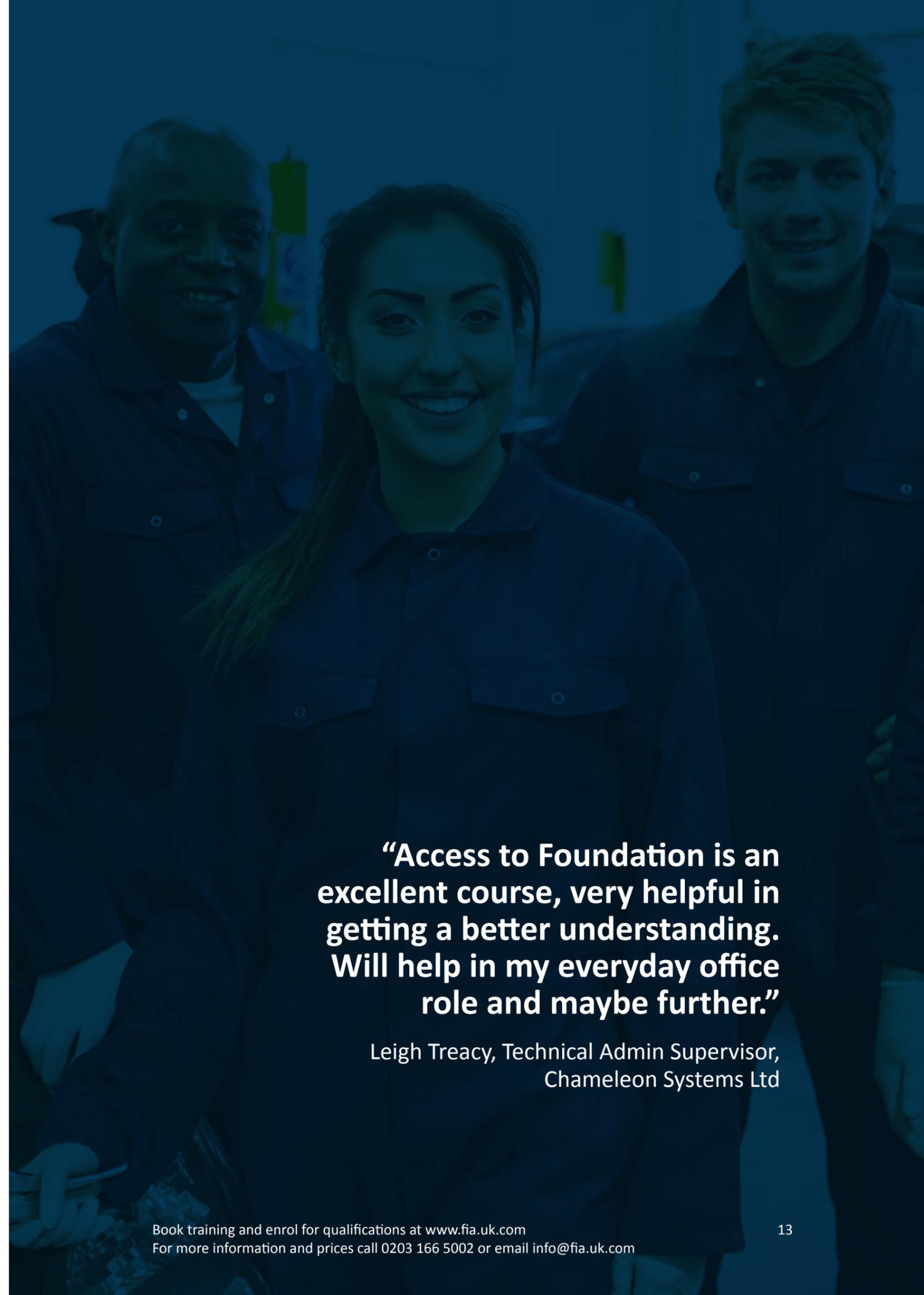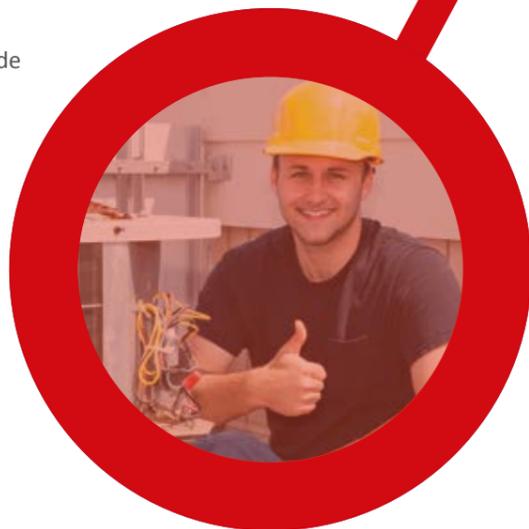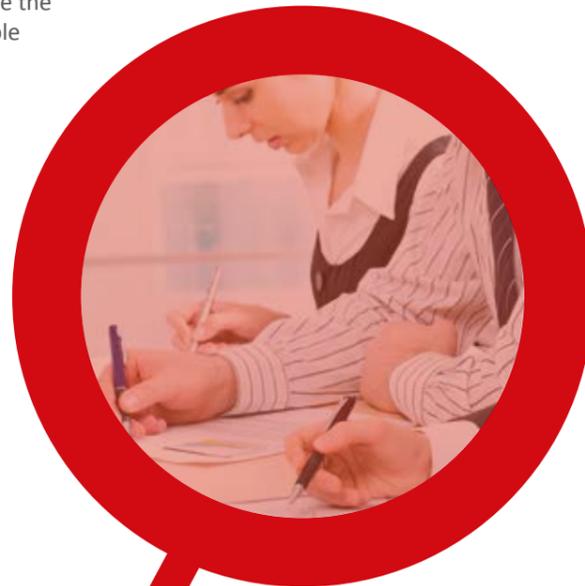
"Access to Foundation is an excellent course, very helpful in getting a better understanding. Will help in my everyday office role and maybe further."

Leigh Treacy, Technical Admin Supervisor, Chameleon Systems Ltd

Fire Detection and Alarm Qualification Pre-Learning

We've developed a series of at-home learning tasks for learners to complete before attending our fire detection and alarm courses.

Completing the pre-learning is not mandatory, but from experience we know that learners who make the effort tend to get better results in their examinations. Therefore, completing the pre-learning materials are highly recommended.

Which units have pre-learning to complete?
- **Foundation Course (Access to Foundation)**
- **Health & Safety**
- **Environmental**
- **Advanced Designer**
- **Advanced Installer**
- **Advanced Maintainer**
- **Advanced Commissioning**

For all of the following units we recommend the pre-learning material prior to taking any of the advanced courses.

- **Advanced Installer**
- **Advanced Designer**
- **Advanced Maintainer**
- **Advanced Commissioning**

How much time should learners take to complete the pre-learning materials?
This depends on the unit about to be taken, as the amount of pre-learning for each course varies. We recommend looking carefully at the materials and planning to study for 30 minutes daily up until the course.

Remember, some pre-learning videos may only take 5 minutes to watch, but we actively encourage learners to take notes from the videos and revise the information so that they are ready before coming to class.

For employers enrolling staff onto a course, give your staff at least 3 weeks to prepare.

Where can you access the pre-learning materials?
The pre-learning materials are listed on the FIA website under each unit.

Visit the website (www.fia.uk.com) and look at the unit to be studied – there will be some links which will take you through some different presentations.

Access to Foundation Course

This one-day course is ideal for those looking to improve their knowledge on the basic principles of BS 5839-1 and fire related legislation before embarking on one of the FIA FD&A Qualifications and taking the compulsory Foundation Course.

Who is it for?
This course is for you if you are unsure if your knowledge gained within the fire industry is sufficient to succeed in the AO fire detection and alarm qualifications, or if you are new to the industry.

It is ideal for those who simply wish to increase their chances of success in the AO Foundation Course (the first unit of the fire detection and alarm qualifications), or if you have to repeat the Foundation Course examination but need some extra revision.

If you would like to study a more general overview of the fire industry, we recommend taking our Introduction to Fire In Buildings Course, which is ideal for those completely new to the fire industry, those without a strong technical background, or those not planning on becoming a fire detection and alarm designer, installer, maintainer, or commissioner.

What other experience/training is needed before taking this course?
None required. This is an introduction to fire detection and alarms for those with no previous experience, or those that have some experience of the industry, for example if you have less than maybe 3 years' experience in fire alarm maintenance.

What does the course cover?
Gives a basic introduction to FD&A Systems technology and legislation. The following topics are included:
- **The principles of BS 5839-1**
- **UK Legislation & EU Directives**
- **EN54**
- **3rd Party Certification**
- **Methods of Extinguishing**
- **Guides and Codes of Practice**
- **The categories of systems for a building (ie L1 to L5 : P1 to P2)**

- **Detector types and choices**
- **Hazardous areas**
- **Faults/Integrity**
- **Manual call points**
- **Detector and alarm zone sizes and constraints**
- **Technology and system components**
- **Detector coverage, taking into account obstructions**
- **Alarm requirements (sound pressure levels)**
- **False alarm management**
- **Certification**
- **Cable Requirements**

What are the benefits of taking the course?
Our Access module is designed to introduce the subject area, and it plays pivotal role in building your knowledge about fire detection and alarms, and prepares you for further study on our Foundation Course. It is especially helpful for those that may need extra preparation before taking the Foundation Course examinations.

Note:
The Access to Foundation Course is attendance based only and it is not a formal part of qualification courses. You will receive a certificate of attendance only. The course is designed to prepare you before taking the Foundation course.

What are the ongoing benefits of taking the course?
The aim of this course is mainly to provide a stepping stone towards taking the Fire Detection and Alarm Qualifications (starting with the Foundation Course). The Foundation Course provides far more in-depth knowledge in a short period of time. This Access Course covers the same subjects but with less detail, has an "open-book" approach and does not have the "pressure" of a formal examination.

Prices
FIA member £150 + VAT
Non-members £240 + VAT

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FIA ECS Card

The FIA now offers an FIA ECS card, which lists your qualifications on the back of the card, and holds the FIA, ECS, and CSCS logos as proof of your qualified status whilst on site.

The cards are only available to those that have taken and completed at least one of the fire detection and alarm qualifications: Designer, Installer, Maintainer, or Commissioner.

Card Benefits

• Holders will immediately be able to show their qualifications on site when asked for their ECS card
• Convenient – keep proof of qualifications in a wallet or pocket
• Credibility
• Individuals with qualifications are easily identified
• Lists the qualifications completed on the back

How to get an FIA ECS card

When you have completed all required units of the qualification pathway, you are eligible to apply for your FIA ECS card.

The application is done online and should take four weeks from receipt of payment for your card to be delivered. We will notify you when your order is in the post to you.

We will ask you for a purchase order number. Once we have your purchase order number, we will issue an invoice, which you can then pay online.

More information is available on the FIA website.

How much does the card cost?

The first card is free to those that took the Health & Safety unit with us and hold a qualification.

This card can only be issued free of charge once – after this, a charge of £40 + VAT will apply as a new card will need to be printed.

If you plan on taking more than one Advanced Unit, you may wish to delay ordering your card so that you do not have to pay for a new card that lists your later qualifications.

Visit the FIA website to apply online.

Should I apply now or wait until further Advanced Units have been completed?

If you wish to have your FIA ECS card immediately but you plan on completing further Advanced Units, you may order your first card free of charge (provided you or the person you are applying for took the FIA Health and Safety Course with us). You can then order a new card (at a small cost of £40 + VAT) with the updated qualifications on the back once you have passed the further Advanced Units.

Alternatively, you may choose to wait until you have completed all the Advanced Units that you plan to do, and then apply for your free FIA ECS card.

I already have my qualification certificate. Can I apply?

Yes. So long as you have successfully completed your qualification, you are eligible to apply.

You will need your ULN number, or the ULN number of the person you are applying for.

I didn't do the Health & Safety unit with FIA as I had an exemption. Can I still apply?

Yes.

As you did not complete this unit with us, you are still eligible to apply but there is a small fee of £40 + VAT.

I already have an FIA ECS card, but it doesn't list all my qualifications. Can I add another qualification?

Yes, you can. There is a charge of £40 +VAT for this as we will need to print a new card.

Simply go to the application page and make a purchase order for a new card.

Foundation

Foundation in Fire Detection and Alarm

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UNIT DETAILS

This two day unit is the starting point for the qualification and will give learners a strong grounding in standards and codes of practice. Taught by experts in the industry, learners will benefit from the high level of knowledge and experience of our trainers.

🕐 **TWO DAYS**

Who is it for?

Whether you want to specialise in Designing, Installing, Maintaining, or Commissioning fire alarm systems, this unit is for all individuals starting out in the industry, and is a mandatory unit for the qualification.

What other experience/training is needed to take the unit?

None

What does the unit cover?

• Legislation
• Standards, Codes of Practice, Guidance and Technical Notes
• Working with third Parties
• Documentation
• Fire Event
• Passive Protection
• FD&A Systems Technology
• System Design (requirements as per BS5839)
• Explosive Environments
• False Alarms and Unwanted Fire Signals

What are the benefits of taking the unit?

Provides an understanding of the basic principles of fire detection and alarm system standards, giving the candidate the foundation knowledge in fire detection and alarm systems. Staff that successfully completed this unit can progress to the advanced units. Additionally, you will receive the unit manuals to take away for reference.

What are the ongoing benefits?

Provides a foundation and is the first unit in the qualifications pathway. Learners will then study the other units to gain a full qualification in any of the following: the Advanced Designer, Advanced Maintainer, Advanced Installer, or Advanced Commissioner.

QUALIFICATION PATHWAY

Health & Safety

Health and Safety for Field Service Technicians

Better. Qualified. Technicians.

UNIT DETAILS

This unit is designed to give learners a good understanding of safe working practices, including the legal requirements and regulations surrounding health and safety.

🕐 **ONE DAY**

Who is it for?

This unit is recommended for all individuals starting out in all fields of FD&A and a compulsory unit for those taking the qualification pathway. You might not need to take this unit if you can provide evidence of alternative Health and Safety Assessment that is recognised as prior learning. Please see our website or phone the FIA office for advice on what we might accept as evidence.

What other experience/training is needed to take the unit

Foundation in Fire Detection & Alarm.

What does the unit cover?

• H&SAW Act 1974
• Manual Handling
• Working at heights
• Lone Workers
• Provision and Use of Work Equipment Regulations (PUWER)
• PPE
• Asbestos
• COSHH

What are the benefits of taking the unit?

An understanding of health and safety and how it relates to fire detection and alarm systems.

What are the ongoing benefits?

Provides a working knowledge of health and safety and is a required unit in the qualifications pathway. Learners will then study the other units to gain a full qualification in any of the following: the Advanced Designer, Advanced Maintainer, Advanced Installer, or Advanced Commissioner.

QUALIFICATION PATHWAY

Environment

Environmental for Field Service Technicians

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UNIT DETAILS

This unit is designed to give learners a good understanding of the environmental hazards and requirements for safe handling of dangerous substances, in accordance with environmental legislation.

ONE DAY

Who is it for?

This unit is recommended for all individuals starting out in all fields of FD&A and a compulsory unit for those taking the qualification. Under some circumstances, you might not be required to complete this unit if you can provide evidence of recognised prior learning. Please visit our website or phone the office to check what we would accept as recognised prior learning.

What other experience/training is needed to take the unit?

Foundation in Fire Detection & Alarm.

What does the unit cover?

• Environmental Law
• Restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS)
• Waste Electrical and Electronic Equipment (WEEE)
• Waste Management
• Energy Consumption
• Ionising Radiation Regulations IRR17
• F-Gas
• Ozone Depleting Substances (Halon)

What are the benefits of taking the unit?

An understanding of the environmental issues and how it relates to fire detection and alarm systems.

What are the ongoing benefits?

Provides a working knowledge of environmental issues for service technicians and is a required unit in the qualifications pathway. Learners will then study the other units to gain a full qualification in any of the following: the Advanced Designer, Advanced Maintainer, Advanced Installer, or Advanced Commissioner.

QUALIFICATION PATHWAY

Advanced Designer

Level 3 Fire Detection and Alarm Advanced Designer

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QUALIFICATION PATHWAY

UNIT DETAILS

Taking this unit in combination with the other units in the qualifications pathway will qualify learners in fire detection and alarm systems design.

🕐 **FIVE DAYS**

Who is it for?

People involved in system design and estimation. Designers, consultants and system house engineers

What other experience/training is needed to take the unit?

Foundation in Fire Detection and Alarm

What does the unit cover?

• Legislation
• BS 5839/IS 3218
• BS EN 54
• BS 7273
• BS 6266
• BS 7671
• Emergency Lighting/Signage
• BS 9999/BS 9991
• BS EN 12845
• BS 7974
• Interpreting Customer Specifications
• Selecting system type/System design
• Communication, Liaising with third parties and Documentation
• Advanced System Design Principles
• Designing for Inspection and Test

What are the benefits of taking the unit?

Level 3 Fire Detection and Alarm Advanced Designer is intended to provide technicians with the knowledge and skills necessary to work on the Design of Fire Detection and Fire Alarms Systems. Technicians will understand the specific requirements of current and relevant UK legislation, BS 5839 alongside other associated standards, the technologies available and their application, through to certificating the design and record keeping.

What are the ongoing benefits?

Learners completing this qualification will be able to design a Fire Detection and Alarm System for most premises, there will remain special circumstances where designers will require more specialised knowledge and subject matter and expert support. Learners will however be able to apply the design principles gained through this qualification to produce system designs for comprehensive and effective coverage in accordance with the requirements of the premises, its use and the recommendations of the Fire Risk Assessment and Fire Strategy.

What will learners have knowledge and understanding of?

In particular learners will have knowledge and understanding of:

• Current Legislative and regulatory requirements according to the UK Country in which they will be working (this may include 2 or more countries when working across borders or in border regions)
• Knowledge and understanding of the design requirements according to national standards for the UK Country in which they will be working (this may include 2 or more countries when working across borders or in border regions)
• Emergency Lighting and signage requirements in relation to FD&A Systems
• Escape strategy in relation to FD&A systems, compartmentation and refuges
• Integrating FD&A systems with automatic suppression
• Understanding fire engineering and integrating system design with an engineered solution
• Understanding customer requirements and system design to fulfil specific needs
• Working with third parties, ensuring system design fulfils specific needs
• Design systems that are appropriate to the requirements of all parties and the building
• Advanced design principles, complex premises, multi building systems and interfacing with other systems
• Designing systems to facilitate install and maintenance.

QUALIFICATION PATHWAY

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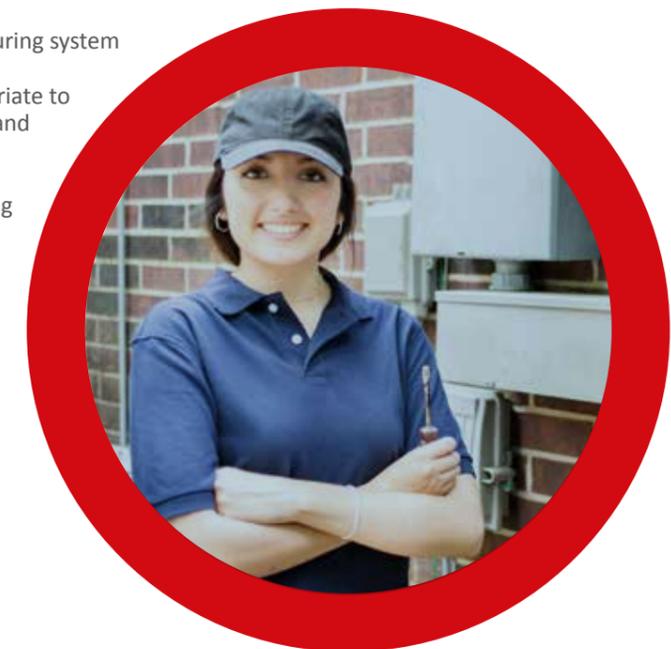
Advanced Maintainer

Level 3 Fire Detection and Alarm Advanced Maintainer

UNIT DETAILS

Taking this unit in combination with the other units in the qualifications pathway will qualify learners in fire detection and alarm systems maintenance.

🕐 **TWO DAYS**

Who is it for?

Anyone involved in the routine maintenance and servicing of fire alarm systems.

What other experience/training is needed to take the unit?

Foundation in Fire Detection and Alarm

What does the unit cover?

- BS 5839/IS 3218
- Documentation
- Maintenance Methodology
- False Alarm Management
- Premises Management
- Waste Management

What are the benefits of taking the unit?

Level 3 Fire Detection and Alarm Advanced Maintaine is intended to provide technicians with the knowledge and skills necessary to work on the Maintenance and testing of existing systems.

Technicians will understand the specific requirements of current and relevant UK legislation, BS 5839 and other associated standards, the technologies available through testing methodology fault finding, servicing and maintenance to certificating the work carried out and record keeping.

What are the ongoing benefits?

Learners successfully completing this unit will be able to carry out periodic servicing and maintenance of an existing Fire Detection and Alarm System. Learners will be able to ensure that the work carried out and the system remains compliant with current legislation and guidance. Additionally, successful completion of this unit in combination with the other units in the qualification pathway will lead to a full qualification.

QUALIFICATION PATHWAY

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LEVEL 3 FIRE DETECTION & ALARM ADVANCED MAINTAINER

What will learners have knowledge and understanding of?

Learners will be able to apply their knowledge of:

- Current legislative and regulatory requirements according to the UK Nation(s) in which they are employed
- Visual audit of the FD&A installation and make recommendation that a review of the system design be carried out where required
- Test the system and its components including both hard wired and wireless systems, panels, detection components, alarm components, ancillary equipment and power supplies including battery backup
- Be able to carry out inspections of systems that have been disconnected for extended periods or following a fire incident and make recommendations for/carry out remedial/corrective servicing
- Be able to review documentation to identify any specific areas of concern for the servicing visit
- Be able to carry out periodic, routine and special maintenance on a system in accordance with current guidance and industry best practice
- Be able to investigate and identify the causes of false alarms and propose corrective action
- Be able to communicate with the end user and provide training on the operation of the system if required

QUALIFICATION PATHWAY

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Advanced Installer

Level 3 Fire Detection and Alarm Advanced Installer

QUALIFICATION PATHWAY

UNIT DETAILS

Taking this unit in combination with the other units in the qualifications pathway will qualify learners in fire detection and alarm systems installation.

🕐 **TWO DAYS**

Who is it for?
Anyone who installs fire detection and fire alarm systems.

What other experience/training is needed to take the unit?
Foundation in Fire Detection and Alarm

What does the unit cover?
- BS 5839/IS 3218 (All parts included where applicable)
- The Construction (Design and Management) Regulations (CDM) 2015
- Building Regulations
- Installation Methodology
- Documentation/Communication

What are the benefits of taking the unit?
Level 3 Fire Detection and Alarm Advanced Installer is intended to provide technicians with the knowledge and skills necessary to work on the installation and testing of new systems according to a provided system design.

Technicians will understand the specific requirements of current and relevant UK legislation, BS 5839 and other associated standards where applicable, the technologies available through to installation and fixing techniques, testing methodology fault finding and certificating the work carried out.

What are the ongoing benefits?
Learners successfully completing this unit will be able to install and test new systems that are compliant with current legislative and regulatory requirements. They will understand and be able to apply their knowledge of:
- Current legislative and regulatory requirements according to the UK nation(s) in which they are employed

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QUALIFICATION PATHWAY

- Understand and interpret design plans, recognise when changes in building construction or use lead to design plans that do not relate, and when the design plan requires revision by the designer
- Be able to install a system according to the design plan
- Be able to apply industry best practice in installation techniques and methodology
- Be able to apply industry best practice in testing methodology
- Be able to complete installer certificate, documentation and diagrams

The objectives of this qualification are to:
- Prepare the learner for employment in the FD&A sector as a Systems Installer
- Prepare the learner to carry out the duties in the FD&A sector as a Systems Installer
- Prepare the learner for career progression to more advanced qualifications in the FD&A sector, in particular to qualifications as a System Commissioner and System Designer

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Advanced Commissioner

Level 3 Fire Detection and Alarm Advanced Commissioner

UNIT DETAILS

Taking this unit in combination with the other units in the qualifications pathway will qualify learners in fire detection and alarm systems commissioning.

TWO DAYS

Who is it for?

Commissioning engineers. Engineers across the range of system suppliers.

What other experience/training is needed to take the unit?

Foundation in Fire Detection and Alarm

What does the unit cover?

- BS 5839/IS 3218/BS 7273
- Inspection and Testing the Fire Alarm System
- Verifying the interface to other systems
- Documentation
- Maintenance Provision
- False Alarm Management
- The Handover and Instruction

What are the benefits of taking the unit?

Level 3 Fire Detection and Alarm Advanced Commissioner is intended to provide technicians with the knowledge and skills necessary to commission Fire Detection and Fire Alarm Systems.

Technicians will understand the specific requirements of current and relevant UK legislation, alongside other associated standards, the technologies available and their application, through to certificating the commissioning and record keeping and handing the systems and associated documentation over to the end user.

What are the ongoing benefits?

Learners completing this unit for their qualification will be able to commission an installed system, confirm the function of the system and any connected ancillary equipment before completing the required documentation and handover to the end user, including providing instructions on system operation, end user maintenance and record keeping.

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LEVEL 3 FIRE DETECTION & ALARM ADVANCED COMMISSIONER

What will learners have knowledge and understanding of?

Learners completing this qualification will have particular knowledge and understanding of:

- The Requirements and application of relevant standards for the commissioning of a system according to the UK Country in which the learner will be working (this may include 2 or more countries when working cross border or in border regions)
- Requirements for testing the system and its components, identifying and rectifying faults, verifying system monitoring and ensuring system components function according to design and regulatory standards
- Verifying the interface between the FD&A system and ancillary equipment, verifying functionality, and compatibility, identifying and rectifying faults, confirming cause and effect
- Understanding documentation, ensuring design and install fulfils the customer and building requirements and that they are in accordance with the Fire Risk Assessment and prescribed system category
- Ensuring that the documentation is complete and ready for handover to the end user
- Understanding system maintenance and system fault finding
- False Alarm Management, Soak Testing
- Instructional techniques

QUALIFICATION PATHWAY

"Excellent choice in course trainer; very clear, calm and came across exceptionally well for what is a very tricky British Standard."

Gary Flockton, Assured Fire and Security Ltd

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DESIGN & IMPLEMENTATION OF VOICE ALARM SYSTEMS

This course provides a valuable introduction to the specialised field of voice alarms for non fire industry professionals and provides knowledge of their design and implementation.

ONE DAY

Who's it for?
- Designers
- Commissioning engineers
- Installation and maintenance engineers, Specifiers
- Sales persons
- Anyone involved in fire evacuation strategy in the security, electrical or fire industries

What other experience/training is needed to take the course?

None required.

What does the course cover?
- Differences between a voice alarm system and a public address system
- British and EU Standards relating to voice alarms, particularly EN 54 and BS 5839-8
- Creating a voice alarm design plan
- Use of stand-alone voice alarm sounders
- Selection and use of loudspeakers
- Audibility requirements and clarity considerations
- Installation and fault finding
- Components: positioning and set up
- The interface between Voice Alarm Control and Indicating Equipment and Fire Alarm Control and Indicating Equipment
- Composition and use of life safety messages
- Using microphones and other ancillary equipment
- Amplifier power and battery calculations
- Defining zones for emergency and non-emergency loudspeakers
- To demonstrate their learning, delegates will be required to complete a simple design plan for a voice alarm system

What are the benefits of taking this course?

On successful completion, the delegate will have a thorough understanding of voice alarm systems, how they work, and how to design, maintain and commission.

Learners will also receive course manuals to take away for reference.

What are the ongoing benefits?

Understand and advise on voice alarm systems.

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ELECTRICAL COMPETENCY TRAINING AND ASSESSMENT

Delegates will be able to demonstrate competence to carry out safe isolation, selection of the correct cabling and connection, testing and certification of an electric supply from the point of a pre-existing dedicated supply.

TWO DAYS

Who's it for?
- Anyone working on or near a live electrical supply for an alarm system or any associated electrical equipment.
- Note: this course does not qualify delegates to design and install a complete system to 17th/18th Edition or Part P. Nor to install the dedicated supply from the distribution board.

What other experience/training is needed to take the course?
None.

What does the course cover?
- Introduction and basic understanding of Electricity at Work Regulations, BS 7671
- (17th Edn), and BS 5839
- How electricity works, simple calculations, and an explanation of Ohms Law
- The route from generation to the consumer
- Safe isolation, switching off the supply and ensuring it is safe to work
- Testing: making sure that completed work is safe for the technician and the end user
- Certification: documenting your work
- Installation: making the connection
- Everything you have learnt put into practice.

What are the benefits of taking this course?
- Delegates gain technical understanding of the regulations and principles relating to the electrical supply
- Course manuals to take away and refer to
- Delegates with an 80% or above pass rate will be issued with a certificate of competency issued by both the NICEIC and the FIA.

- Installation engineers will gain the demonstrable competence required to run a supply from the dedicated supply to the required equipment; theoretical knowledge and practical application of skills combine to make this a fully comprehensive course
- Maintenance engineers will be able to safely isolate any electrical equipment before carrying out work
- Helps to reduce the risk of electrical injury and maintain compliance with the Electricity at Work Regulations.

Tools
Delegates will be required to bring their own tools. Details will be provided with the course joining instructions.

What are the ongoing benefits?
Competence in electrical systems to ensure safe working practices when working on an alarm system connected to or near electrical supply.

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SERVICING & MAINTENANCE OF PORTABLE FIRE EXTINGUISHERS

FOUR DAYS

Theoretical training and practical experience for the servicing and maintenance of various types of portable extinguisher. Based on BS 5306-3 'Servicing and Maintenance' and BS 5306-8 'Selecting and Positioning'.

Who's it for?

Anyone who will be carrying out the servicing and maintenance of portable fire extinguishers Anyone likely to answer technical questions regarding portable extinguishers.

What other experience/training is needed to take the course?

None.

What does the course cover?

- The theory of fire and extinguishing
- Selection and positioning of the right fire extinguisher
- Classes of fire
- Definitions of a portable extinguisher
- Fire ratings and flammable materials
- Provision and siting of extinguishers
- Inspection periods
- Certification
- Extinguishing agents
- Maintenance requirements
- Carrying out a service: delegates will be expected to complete an inspection and service a range of extinguishers.

What are the benefits of taking this course?

- Delegates will be able to provide advice on the suitability and the positioning of portable extinguishers
- They will be able to carry out servicing and maintenance
- Course manuals to take away and refer to
- Delegates with an 75% or above pass rate will be issued with a BAFE certificate. This can be used as evidence for Third Party Certification.

How long does it take?

Three days plus one day exam.

Following training, delegates will be required to successfully complete both a theory and practical exam.

All successful delegates will receive a BAFE Certificate. Completion of this course and the BAFE exam will fulfil the training requirements for registration on a Third Party Certification scheme which demonstrates competence under the Fire Safety Order (2005).

What are the ongoing benefits?

- The ability to service and maintain portable fire extinguishers.
- Delegates should attend a refresher course every three years to maintain current knowledge and certification.

Tools

This course requires each delegate to bring a set of tools (listed on the course page on the FIA website) to participate.

REFRESHER ON THE SERVICING & MAINTENANCE OF PORTABLE FIRE EXTINGUISHERS

ONE DAY

BS 5306 recommends that technicians involved in the servicing and maintenance of portable fire extinguishers undergo regular refresher training to ensure that their knowledge and skills remain current.

Who's it for?

Anyone who has previously completed training and an exam in the servicing and maintenance of portable fire extinguishers.

What other experience/training is needed to take the course?

The delegates must have previously passed a full portable fire extinguisher service and maintenance course and exam in accordance with BS 5306.

What does the course cover?

Updates about the latest legislation, guidelines and equipment technology.

What are the benefits of taking this course?

- Guidance about changes to legislation, working practices and technology
- Proof of competence for third party schemes.

What are the ongoing benefits?

Ensuring knowledge and skills are current.

FIXED EXTINGUISHING SYSTEMS & ASSOCIATED ELECTRICAL AND BUILDING INTERFACES

ONE DAY

Providing outline knowledge of fixed fire fighting systems, this course covers the principles of fire and extinguishing. Delegates will learn how extinguishing systems work and where they are best suited.

Who's it for?
- Fixed extinguishing system installers
- Facilities managers and maintainers
- Consultants
- Designers
- Insurers
- Responsible Person/Duty Holder.

What other experience/training is needed to take the course?
None.

What does the course cover?
- Extinguishing systems including chemical, inert gas, carbon dioxide and watermist (high and low pressure)
- Detection systems and interface to fire alarm and building management systems
- Pressure relief and extraction systems
- Types of design (local application, total flood)
- Design guidance
- Maintenance guidance
- Coverage of over 26 current and draft British and International Standards, Codes of Practice and associated literature .

What are the benefits of taking this course?
- A thorough knowledge of a range of fire suppression systems including their use and operation, interface with the building and electrical systems
- Guidance on their design and maintenance
- An understanding of the current and draft Standards and associated documentation
- Course manuals to take away and refer to.

What are the ongoing benefits?
Knowledge and understanding of in-situ fire fighting systems, as well as how they work and what is most appropriate for the situation.

CRITICAL USES OF HALON

HALF DAY

This course is a legal requirement if learners wish to work on Halon systems. Delegates will learn safe working practices as well as equipment testing.

The FIA is the approved body for working with Halon systems as certified by DEFRA.

Who's it for?
Technical staff involved in servicing or maintaining the critical uses of halon gases in applications such as aircraft extinguishing systems, aircraft portable extinguishers. This is a legal requirement under European Regulations.

What does the course cover?
- Safe handling of halon gases
- Equipment
- Testing
- Recovery of gases
- Legal and technical information.

What are the benefits of taking this course?
- Ensures that participants have a comprehensive understanding of the use and safe handling of halon 1211 and 1301
- Course manuals to take away and refer to
- Legal requirement to work on Halon Systems.

What are the ongoing benefits?
Successful completion provides certification that the delegate has been trained to comply with the Ozone Depleting Substances (Minimum Qualifications) Regulations.

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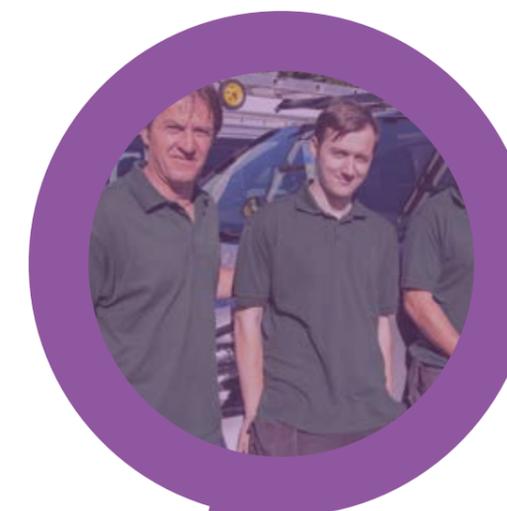
F-GAS CERTIFICATION FOR INDIVIDUALS

ONE DAY

This course fulfils the requirements for technician training under the company certification scheme, working with F-Gases, detailing the European Regulations for safe handling of Fluorinated Gases and their recovery, equipment and testing.

Who's it for?

Anyone who is involved in the handling of F-Gases through installation, commissioning and maintenance of fire systems.

What other experience/training is needed to take the course?

None.

What does the course cover?

- Environmental issues
- Technical Standards
- Regulation 842/2006 & commission regulations
- Fire protection equipment containing F-Gases
- Valves, actuators, prevention of discharge and leakage
- Equipment and tools for safe handling and work practices
- Ability to install fire protection containers
- Practices to move pressurised containers
- Checking of system records
- Visual and manual leak checking
- Recovery of F-Gases.

What are the benefits of taking this course?

- The F-Gas – Fire Protection Systems Qualification will provide delegates with the necessary understanding of the legislation and its application for the safe handling of F-Gases
- A comprehensive understanding of the use and safe handling of F-Gases in accordance with current EU legislation
- Delegates will hold the relevant certification for compliance with current legislation

- This course provides the theory training requirement for registration of the company certification scheme
- Practical element included where possible.

How long does it take?

One day – half day theory and half day practical if available. Normally finishes at 2pm.

What are the ongoing benefits?

Understanding of F-Gases and their use in fire systems. Compliance with legal requirements.

FIRE RISK ASSESSMENT – RESPONSIBILITIES AND PROCEDURES

ONE DAY

This course provides an introduction to fire risk assessment. It provides an understanding of the legal and practical reasons for fire risk assessment as well as the tools to interpret the findings of an assessment.

Who's it for?

- Owners, managers or employers in non-domestic premises
- Fire alarm engineers
- Portable extinguisher technicians
- Anyone asked to offer guidance and advice on the responsibilities and steps to produce a fire risk assessment, or who is advising the Responsible Person/Duty Holder of their legal responsibilities.

What other experience/training is needed to take the course?

None.

What does the course cover?

- The relevant parts of the Fire Safety Order 2005 and the Fire Scotland Act 2005
- The five steps in a fire risk assessment
- Due diligence for the owner of the premises
- Documentation required for a fire authority inspection
- Categories of protection as detailed in BS 5839
- Selection of the category required by your fire risk assessment
- Example template for a fire risk assessment.

What are the ongoing benefits?

An understanding of how a fire risk assessment is undertaken and the knowledge to advise others.

N.B. This course will not qualify delegates as a fire risk assessor.

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EMERGENCY LIGHTING FOUNDATION AND DESIGN

This course enables fire safety professionals to design an emergency lighting system. The course is based on BS 5266-1.

ONE DAY

Who's it for?

• Engineers with some basic knowledge of lamps and light fittings
• More experienced engineers.

What other experience/training is needed to take the course?

• Basic knowledge of lamps and light fittings.

What does the course cover?

• Basic regulations, relevant Standards, and when emergency lighting is needed
• Types of emergency lighting
• Exit sign pictograms, luminance and viewing distances
• Luminance requirements, lux levels, uniformity and duration requirements
• Emergency lighting for cinema and theatre auditoria
• Choosing maintained or non-maintained luminaries
• Design procedures covering all points of emphasis, such as stairs
• Using manufacturers' spacing tables for escape routes and open areas
• Simple designs for high risk areas
• Conversion of mains luminaries for emergency use, achieving lux levels and using conversion spacing tables
• Disability glare and colour requirements
• Basic installation, wiring and fuse protection
• Testing and servicing to BS 5266-8
• Automatic testing.

What are the benefits of taking this course?

• Engineers will gain the knowledge and understanding to be able to provide advice on emergency lighting, design a lighting scheme and be able to install, test and maintain as required
• Course manuals to take away and refer to.

What are the ongoing benefits?

Being able to design, install, test and maintain emergency lighting systems.

EMERGENCY LIGHTING ADVANCED MAINTENANCE AND OPERATION

Based on BS 5266-1, this course further develops the knowledge and skills of the fire alarm engineer to include servicing and maintenance of the emergency lighting system.

ONE DAY

Who's it for?

• Any engineer with a basic knowledge of safety systems who wants to improve their knowledge of the requirements and techniques needed to be able to test, maintain and repair emergency lighting systems
• Engineers who are responsible for emergency lighting systems wanting to be able to assess and demonstrate the suitability and condition of the system for a specific site

What other experience/training is needed to take the course?

• Knowledge previously gained through the Emergency Lighting Foundation and Design course.

What does the course cover?

• Legislative requirements for emergency lighting
• Relevant standards
• Installation considerations
• Reporting procedures for existing premises
• Testing considerations, function tests
• Testing considerations, duration tests
• Testing procedures and the use of automatic systems
• Fault rectification
• Protection of the premises during fault rectification
• Completion of the testing documentation.

What are the benefits of taking this course?

Engineers will gain the knowledge and understanding to be able to provide advice on emergency lighting system maintenance and servicing requirements, auditing and testing a system, completion of servicing, fault rectification and associated certification.

What are the ongoing benefits?

Engineers will be able to audit an existing system, provide advice on routine maintenance and to carry out periodic and remedial servicing.

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INTRODUCTION TO FIRE IN BUILDINGS

Introductory level course covering a broad range of fire safety systems. The technical content is kept to a minimum. Delegates who do not have a technical background will gain full understanding of the systems presented.

ONE DAY

Who's it for?

- Anyone with responsibility for fire safety in buildings
- Anyone who provides service or advice to the Responsible Person/Duty Holder
- A fire industry professional who would like to broaden their knowledge to include systems outside of their area of expertise.

What other experience/training is needed to take the course?

None.

What does the course cover?

- Fire legislation – why we have legislation, its development and The Regulatory Reform (Fire Safety) Order 2005
- Third Party Certification – the benefits of certification and how to select a competent person
- Fire – what fire is, how it works and the processes of extinguishing a fire
- Passive protection – protection from the structure of a building
- Fire detection and alarm
- Signs and notices
- Emergency lighting
- Documents and records – Evidence that you have done all that you can
- Extinguishing.

What are the benefits of taking this course?

- Fire professionals: Gives you the knowledge to advise your customers on their fire safety needs. It also covers fire safety legislation and Third Party Certification
- Non-fire industry professionals: Will broaden your knowledge and provide a basic understanding of fire safety and its place in the bigger picture.

What are the ongoing benefits?

This provides the foundation for many other courses, and provides learners with a strong general knowledge of fire safety systems in buildings.

SERVICE TECHNICIANS COMMUNICATIONS COURSE

This course provides service technicians with improved communication skills, a better awareness of the customer's needs and the interpersonal communication skills to satisfy those needs.

ONE DAY

Who's it for?

Salesmen, service technicians and engineers. Those who answer the telephone or deal with customers face-to-face, but would also benefit sales staff and anyone with a customer facing role within the fire, safety, security and servicing industries.

What other experience/training is needed to take the course?

None.

What does the course cover?

- How to explain to customers what their responsibilities are under fire legislation and how the technician can support them
- How to explain what Third Party Certification is and how this benefits the customer
- How to identify personality types and adapt how to communicate with them
- A step-by-step method of identifying problems and proposing solutions to the customer
- How to turn an objection into an opportunity to provide a solution.

What are the benefits of taking this course?

- Delegates should have confidence to communicate with customers
- Delegates should be able to identify (potential) problems and propose acceptable solutions
- Improved productivity
- Customer loyalty.

FIRE SAFETY SIGNS AND NOTICES

ONE DAY

This one day course will provide delegates with the foundation knowledge to enable them to communicate to customers the need for fire safety signs and to select, locate and install the correct fire safety signs and notices.

Who's it for?

All service technicians.
What other experience/training is needed to take the course?
None.

What does the course cover?

- Other safety signs associated with Fire Safety
- Legislation relevant to the provision of fire safety sign and notices in premises
- Current standards and code of practice related to Fires Safety signs
- Door control mechanism
- Methods of making signs visible

What are the benefits of taking this course?

- Knowledge of the purpose and function of fire risk assessment and evacuation strategy
- General understanding of other safety signs associated with Fire Safety
- Knowledge of the relevant legislation covering the provision of fire signs and notices in premises
- Knowledge of the current standards and codes of practice governing the positioning of Fire Safety signs and notices
- General awareness of door control mechanism
- Knowledge of the different methods of making signs visible in respect of light and light levels
- Knowledge of the signs and notices that would be required for fire safety facilities, equipment and systems such as raising mains, AOVs, extinguishers and fire alarms.

Dedicated Training

Want us to come to you for training?

We can deliver a dedicated course just for your staff anywhere that's convenient for you, or at our training centre in Hampton, Middlesex.

This is particularly cost effective if you have ten or more engineers requiring training. The Servicing and Maintenance of Portable Fire Extinguishers course requires a minimum of eight people.

To enrol, or if you have any questions:

Email the Training Coordinator mblake@fia.uk.com

Provide us with at least three possible dates, which course you would like, and where you would like it to be held.

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Terms and Conditions

Enrolling for FIA Training Courses

1. Enrollings must be made through the web enrolment form.

2. FIA members enrolling on FIA courses will be given the option of payment by credit/debit card or by invoice. Payment of invoice for the enrolling must be made within 30 days of the invoice date or at least 7 days prior to the commencement of the course, whichever comes sooner. Members enrolling on FIA courses will be expected to pay in full at the time of enrolment through the Secure Credit Card Payment Facility.

3. Non members enrolling on FIA courses will be expected to pay in full at the time of enrolment through the Secure Credit Card Payment Facility.

4. The balance of fees for course enrolment must be made in full at the time the enrolment is made.

5. Once payment has been made you will be transferred back to the FIA site for confirmation of enrolment.

6. The FIA will be informed electronically whether your payment has been accepted or declined. The FIA has no control or influence over the payment facility.

7. Enrolments where the payment has been declined will not be accepted.

8. The FIA does not at any time have access to or store any individuals' bank or payment card details.

9. The FIA reserves the right to refuse entry to any delegate where payment has not been received in full.

10. In the event that a delegate is accepted on a course and payment has not been received, the FIA reserves the right to take reasonable action for recovery of all payments owing.

11. It is the responsibility of the delegate's organisation to ensure that the course enrolled for is fit for the delegate's needs. The FIA will not be held liable for any errors in enrolment.

12. Cancellations made more than 7 days prior to commencement of the course will be charged at 50% of the course fee unless, at the discretion of the FIA, an alternative course enrolment is made at the time of cancellation.

13. Cancellations made within 7 days prior to commencement of the course will be charged at the full rate.

14. The FIA reserves the right to postpone and cancel courses when necessary at any time.

For full Terms and Conditions please go to

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Prices

Qualification Courses	Duration	Members Price	Non-Members Price
Foundation	2	£300.00	£480.00
Health & Safety at work	1	£150.00	£240.00
Environment	1	£150.00	£240.00
FD&A Advanced Installer	2	£300.00	£480.00
FD&A Advanced Maintainer	2	£300.00	£480.00
FD&A Advanced Designer	5	£750.00	£1,200.00
FD&A Advanced Commissioner	2	£300.00	£480.00

Professional Learning Courses	Duration	Members Price	Non-Members Price
Design and implementation of voice alarm systems	1	£150.00	£240.00
Electrical competency training & assessment	2	£300.00	£480.00
Servicing & maintenance of portable fire extinguishers	4	£635.00	£710.00
Refresher on the servicing & maintenance of portable fire extinguishers	1	£160.00	£190.00
Fixed extinguishing systems and associated electrical & building interfaces	1	£150.00	£240.00
Critical uses of halon	1	£195.00	£195.00
F-Gas certification for individuals	1	£195.00	£195.00
Fire risk assessment – responsibilities and procedures	1	£150.00	£240.00
Emergency lighting foundation & design	1	£150.00	£240.00
Emergency lighting advanced maintenance & operation	1	£150.00	£240.00
Introduction to fire in buildings	1	£150.00	£240.00
Service technicians communications course	1	£150.00	£240.00
Fire Safety Signs and Notices	1	£150.00	£240.00

Note that prices and information above were correct at time of publication in October 2017.
Please check the FIA website for up to date info.
All prices exclude VAT.

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