



Qualification Specification

ProQual Level 2 Award for Fire Marshals

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This qualification is part of ProQual's broad offer of qualifications in the Fire Risk and Management Sector.

To find out more about other qualifications in this, or any other sector, or for our latest fees; check our Fees Schedule via the QR code below:



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Introduction

The ProQual Level 2 Award for Fire Marshals provides a nationally recognised qualification for individuals acting as fire marshals or wardens in their place of work. It is based on the fire safety guidelines produced by the Health and Safety Executive, and the National Occupational Standards that are relevant to fire safety in the workplace.

The aims of this qualification are:

- To develop the knowledge of individual's acting as fire marshals or wardens.
- To provide a mechanism for individuals acting as fire marshals to evidence their competence.
- To enable those who may wish to be their employer's or voluntary organisation's fire marshal, to develop the required knowledge.

The awarding body for this qualification is ProQual AB. This qualification has been approved for delivery in England. The regulatory body for this qualification is Ofqual, and this qualification has been accredited onto the Regulated Qualification Framework (RQF) and has been published in Ofqual's Register of Qualifications.

Qualification Profile

Qualification Title:	ProQual Level 2 Award for Fire Marshals
Qualification Number:	610/4759/4
Level:	2
Total Qualification Time (TQT):	6
Guided Learning Hours (GLH):	6
Credits	1
Assessment:	Pass/Fail
	Internally assessed and verified by centre staff
	External quality assurance by ProQual verifiers
Qualification Start Date:	01/11/2024
Qualification Review Date:	01/11/2027

Learner Profile

There are no formal academic entry requirements for this qualification. Centres should perform an initial assessment of candidate knowledge and skills to identify any gaps and to help determine the assessment plan.

Candidates must be **at least 14 years old** on the day that they are registered with ProQual. Centres are reminded that no assessment activity should take place until a candidate has been registered.

Qualification Structure

This qualification consists of **one** mandatory unit. Candidates must complete the mandatory unit to complete this qualification.

Unit Number	Unit Title	Level	TQT	GLH
Mandatory Units – Candidates must complete all units in this group.				
F/651/3248	Principles of Being a Fire Marshal	2	6	6

Centre Requirements

Centres must be approved to deliver this qualification. If your centre is not approved to deliver this qualification, please complete and submit the **ProQual Additional Qualification Approval Form**.

Materials produced by centres to support candidates should:

- Enable them to track their achievements as they progress through the learning outcomes and assessment criteria.
- Provide information on where ProQual's policies and procedures can be viewed.
- Provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence.

Centres must have the appropriate equipment to enable candidates to carry out the practical requirements of this qualification.

Certification

Candidates who achieve the requirements for this qualification will be awarded:

- A certificate listing all units achieved, and
- A certificate giving the full qualification title:

ProQual Level 2 Award for Fire Marshals

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the qualification. All certificates will be issued to the centre for successful candidates.

Unit certificates

If a candidate does not achieve all the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement.

Certificate Validity

Certificates will be valid for a period of **three years** from the date that they are issued.

Assessment Requirements

Centres may choose to use the ProQual Level 2 Award for Fire Marshals workbook, or their own centre devised assignments.

Candidates must produce evidence that they have met **all** of the assessment criteria.

Centre staff assessing this qualification must be **occupationally competent** and qualified to make assessment decisions. Assessors who are suitably qualified may hold a qualification such as, but not limited to:

- ProQual Level 3 Certificate in Teaching, Training and Assessment
- ProQual Level 3 Award in Education and Training
- ProQual Level 3 Award in Assessing Competence in the Work Environment
- ProQual Level 3 Award in Assessing Vocational Achievement
- ProQual Level 3 Award in Education and Training
- ProQual Level 4 Certificate in Education and Training
- ProQual Level 5 Diploma in Teaching (Education and Skills)
- PGCE or BEd with **QTS**.

Candidate portfolios must be internally verified by centre staff who are **occupationally knowledgeable** and qualified to make quality assurance decisions. Internal verifiers who are suitably qualified may hold a qualification such as:

- ProQual Level 4 Award in the Internal QA of Assessment Processes and Practice.
- ProQual Level 4 Certificate in Leading the Internal QA of Assessment Processes and Practice.
- ProQual Level 4 Certificate in Education and Training, with an optional unit in Internal Quality Assurance.
- ProQual Level 5 Diploma in Teaching (Education and Skills), with an optional unit in Internal Quality Assurance.

Occupationally competent means capable of carrying out the full requirements contained within a unit. **Occupationally knowledgeable** means possessing relevant knowledge and understanding.

Enquiries, Appeals and Adjustments

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Units – Learning Outcomes and Assessment Criteria

Title:		Principles of Being a Fire Marshal		Level:	2
Unit Number:		F/651/3248	TQT:	6	GLH: 6
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>			
1	Understand the hazards and risks associated with fire in the workplace.	1.1	Identify the components of the fire triangle.		
		1.2	Identify how fires can be caused in the workplace.		
		1.3	Identify the hazards associated with a fire, including: • Hazards from the fire itself. • Hazards from the products of combustion. • Hazards associated with an evacuation.		
		1.4	Describe how fire and smoke can spread.		
2	Understand how fires can be prevented and controlled in the workplace.	2.1	Describe how fires in the workplace can be prevented.		
		2.2	Identify common fire detection and protection systems found in the workplace.		
		2.3	Identify methods of raising the alarm in case of fire.		
		2.4	Describe the conditions that make it safe to fight a fire with portable firefighting equipment.		
		2.5	Describe the conditions that make it unsafe to fight a fire with portable firefighting equipment.		

2	Continued	2.6	Identify when to use the following types of the portable firefighting equipment: • Fire blankets. • Fire buckets. • Water fire extinguishers. • Foam fire extinguishers. • CO₂ fire extinguishers. • Dry powder fire extinguishers. • Wet chemical fire extinguishers.
		2.7	Describe the maintenance and safety checks that should be carried out on fire extinguishers.
		2.8	Identify common fixed firefighting equipment and how it is used.
		2.9	Explain what is meant by a means of escape.
3	Understand the principles of fire risk management in the workplace.	3.1	Describe the legal duties of employers and employees in relation to fire safety in the workplace.
		3.2	Describe how to undertake a fire safety inspection.
		3.3	Describe how to undertake a simple fire risk assessment.
		3.4	Explain the purpose of a fire drill.
		3.5	Describe how individuals with additional needs can be supported during an evacuation.
4	Understand the role of the fire marshal in the workplace.	4.1	Describe the duties of a fire marshal: • On a day-to-day basis. • During an evacuation.
		4.2	Describe how a fire marshal would undertake a search of their designated area.
		4.3	Identify information that would need to be passed to the emergency services in case of fire.
		4.4	Identify the content of a fire safety briefing.

Additional Assessment Information

This unit is **knowledge based**. This means that evidence is expected to take the form of candidate's written work and/or records of an appropriate professional discussion.

Centres may choose to use the ProQual Level 2 Award for Fire Marshals Candidate Workbook, or their own centre devised assignments.

Candidates must provide evidence that they have met **all** of the assessment criteria.

Appendix One – Command Verb Definitions

The table below explains what is expected from each **command verb** used in an assessment objective. Not all verbs are used in this specification

Apply	Use existing knowledge or skills in a new or different context.
Analyse	Break a larger subject into smaller parts, examine them in detail and show how these parts are related to each other. This may be supported by reference to current research or theories.
Classify	Organise information according to specific criteria.
Compare	Examine subjects in detail, giving the similarities and differences.
Critically Compare	As with compare, but extended to include pros and cons of the subject. There may or may not be a conclusion or recommendation as appropriate.
Describe	Provide detailed, factual information about a subject.
Discuss	Give a detailed account of a subject, including a range of contrasting views and opinions.
Explain	As with describe, but extended to include causation and reasoning.
Identify	Select or ascertain appropriate information and details from a broader range of information or data.
Interpret	Use information or data to clarify or explain something.
Produce	Make or create something.
State	Give short, factual information about something.
Specify	State a fact or requirement clearly and in precise detail.



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