

Training

**Design, Installation, Commissioning and
Maintenance of Fire Detection and Fire Alarm
Systems – Guidance Booklet**

Contents:

SELECT Course No. 203

**Qualifications Scotland (previously SQA)
Customised Award in
Design, Installation, Commissioning and Maintenance of
Fire Detection and Fire Alarm Systems**

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Course Programme:

Pre-Course Requirements

The course is designed for delegates who have successfully completed a SVQ Level 3 Apprenticeship in Electrical Installations or have a good working knowledge of fire alarm installations (or equivalent).

They normally continue to work in this trade within the electrical contracting and fire alarm industry.

They will be aged from 19 to 90 and will be self-employed, work for both large & small companies.

Home-Study

Candidates will have been provided with a link to view the course notes. They must read and study these to gain the maximum benefit during the day-course (we recommend at least ten hours of study time).

Design, Installation, Commissioning and Maintenance of Fire Detection and Fire Alarm Systems (One-day Training Course)

The purpose of this course is to provide candidates with the basic knowledge to undertake the design, installation, commissioning and maintenance of Fire Detection and Alarm Systems in line with the British Standard BS 5839-1.

They will be in a position to take full advantage of the ever-growing demand for these skills within new constructions and the implementation of legislation and insurance requirements.

Satisfactory completion of the course will enhance the competence of the participant.

Course Programme:

Assessment

The assessment is carried out as follows where the course notes can be used for reference.

Three Workbook assessments to be completed throughout the day. These exercises allow candidates to focus on key learning objectives and test understanding.

Time allowed 60 minutes (20 minutes per assessment)

Assessment A – Covers some knowledge of the key principles contained in The IET Guide to Fire Detection and Fire Alarm Systems and Section 2 of the Building Standards Division Non-Domestic Technical Handbook.

Assessment B – Covers some knowledge of key principles of design and installation of the various detection devices of The IET Guide to Fire Detection and Fire Alarm Systems.

Assessment C - Covers some knowledge of key principles of circuit wiring, inspection, testing, certification, and maintenance of The IET Guide to Fire Detection and Fire Alarm Systems.

A multiple-choice questionnaire is attempted by participants at the end of the day-course.

Time allowed 45 minutes

The Qualifications Scotland certificate is granted on satisfactory demonstration of competence as outlined above.

A candidate may re-sit any part of the assessment where non-achievement takes place.

Appeals Procedure:

All candidates have the right to appeal against any decision made by their Assessor.

Initially, any concern about assessment will be dealt with by the Assessor. If the matter has been discussed and no satisfactory outcome has been achieved, the matter will be referred to the Internal Verifier.

If no satisfactory outcome has been achieved after this discussion, the candidate may appeal to an independent third party. This could be another Internal Verifier not previously involved in the assessment of the candidate or someone from within or from outside the centre with a broad expertise in the award area.

In the case of appeals relating to the Qualifications Scotland Customised Award Course these may be referred to the External Verifier. The final decision against any appeal will remain with the centre.

Details of the appeal i.e. its nature, persons involved, and dates of discussion and meetings will be recorded as evidence that an appeal has been processed.

The Qualifications Scotland coordinator is required to:

- Retain records including all materials and candidate evidence, of investigations for appeals for a minimum of 3 years and for 6 years if a criminal prosecution/civil case is involved.

Equal Opportunities Statement for Learners:

We are committed to promoting diversity and equality of opportunity in training. We aim to treat all learners with dignity and respect and to ensure no learners or potential learners are denied access to training or discriminated against unfairly.

All staff involved in the delivery of Qualifications Scotland Customised Award qualifications are made aware of the provisions of this document and are offered advice and training, as appropriate, on issues relating to equal opportunities. We expect staff to treat all individuals equally regardless of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race and ethnicity, religion and belief or sexual orientation. All staff have a duty to ensure that their personal conduct conforms to our policies and codes of conduct.

We expect all learners to treat staff and other learners with respect and equally regardless of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race and ethnicity, religion and belief or sexual orientation.

We aim to provide an environment that promotes equality of opportunity by ensuring that all learners have equal access to the resources needed for their course and that the learning environment is accessible for all learners. We ensure that all materials related to the course are free from any discriminatory language and use clear language and terms that are commonly understood within the industry.

When appropriate we will make alteration to training/assessment to meet the special needs of learners on the Qualifications Scotland Customised Award Courses. If you feel that you need any assistance, please speak with your Trainer in the first instance. Any alterations must be agreed with the Internal Verifier and reasons for the changes recorded.

Any learners who consider that they have not been treated in accordance with this policy should submit their complaint in writing to the Internal Verifier. All complaints will be investigated and, if appropriate, remedial action will be taken.

Grievance Procedure:

All candidates have the right to raise any concerns on any aspect of their training course.

Initially, any concern about the training course should be dealt with by the Assessor. If the matter has been discussed and no satisfactory outcome has been achieved, the matter will be referred to the Qualifications Scotland coordinator.

However, where the nature of the concern would mean that you are not comfortable raising the grievance with the Assessor, you should contact the Qualifications Scotland coordinator at SELECT.

This process does not cover the assessment process; this is dealt with under the Appeals Procedure.

All candidates have the right to complain to Qualifications Scotland about assessment related matters (but not assessment judgements) once they have exhausted their centre's complaints procedure.

Candidate Induction Security Policy:

Information relating to your course including Registration Documents and Assessment Materials will be stored at SELECT. This information can only be accessed by relevant staff.

Information will be stored electronically on the SELECT courses database & on Qualifications Scotland Rex/Connect. This is password protected & can only be accessed by relevant SELECT staff.

Information will be passed to Qualifications Scotland that relates to your Registration & Certification of the course.

Candidate Malpractice Policy:

Definition of malpractice

Malpractice means any act, default, or practice (whether deliberate or resulting from neglect or default) which is a breach of Qualifications Scotland requirements including any act, default, or practice which:

- compromises, attempts to compromise, or may compromise the process of assessment, the integrity of any Qualifications Scotland qualification, the validity of a result or certificate; and/or
- damages the authority, reputation, or credibility of Qualifications Scotland or any officer, employee, or agent of Qualifications Scotland.

Malpractice can arise for a variety of reasons:

- Some incidents are intentional and aim to give an unfair advantage or disadvantage in an examination or assessment (deliberate non-compliance).
- Some incidents arise due to ignorance of Qualifications Scotland requirements, carelessness, or neglect in applying the requirements (maladministration).

Malpractice can include both deliberate non-compliance with Qualifications Scotland requirements and maladministration in the assessment and delivery of Qualifications Scotland qualifications. It is necessary to investigate any suspected instances of malpractice, whether they are intentional or not, to protect the integrity of the qualification and to identify any wider lessons to be learned.

The following are examples of candidate malpractice.

Plagiarism, Collusion and Personation

Plagiarism and collusion are both forms of cheating something that SELECT and the Qualifications Scotland take very seriously.

Plagiarism involves taking someone else's words or ideas and trying to pass them off as your own. This includes failing to acknowledge sources of information that you have used in your work. Some examples of plagiarism are:

- Including parts of someone else's work in your own without using quotation marks and identifying the source. This includes cutting and pasting information from the internet.
- Copying, re-wording, or summarising someone else's work and including it as your own without acknowledging the source.
- Not labelling diagrams/illustrations that you have used.

Collusion involves working together with other students on a task that should have been done on your own. This includes giving assistance to or lending materials to another candidate which they then submit as their own work.

Personation – pretending to be someone else.

Candidate Malpractice Policy:

How are plagiarism and collusion identified?

There are many ways to identify plagiarism and collusion, including:

- Assessors and Internal Verifiers checking drafts of work may be able to spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you are thinking about copying from).

Consequences

If a candidate is suspected of any malpractice, the tutor will investigate this further and take appropriate action. Appropriate action will depend on the situation but for minor breaches may include work being reassessed. More serious incidences of malpractice should be referred to the Training Manager, who will undertake an investigation. Following investigation, the Training Manager will report their findings back to the candidate and staff in writing within 14 days. This will be recorded and all records relating to the investigation should be kept. Where appropriate this will lead to the delegate being removed from the course and if appropriate any certificates declared invalid.

Appeals against malpractice decisions

- Candidates and staff should have the right to appeal any malpractice decision made against them within the centre.
- Appeals against malpractice decisions should be sent in writing to the Training Manager within 14 days of the decision being made.
- The Training Manager will undertake an investigation. Following investigation, the Training Manager will report their findings back to the candidate in writing within 14 days.

We have the right to appeal a decision where a case of reported malpractice by our centre has been confirmed through investigation by Qualifications Scotland.

We also have the right to appeal a decision in the case of suspected malpractice by a candidate reported by our centre to Qualifications Scotland.

Candidates have the right to appeal to Qualifications Scotland where:

- Qualifications Scotland has conducted an investigation, and the candidate disagrees with the decision
- our centre has conducted an investigation, the candidate disagrees with the outcome and has exhausted our centre's appeals process,
- Qualifications Scotland has asked our centre to conduct an investigation and the candidate disagrees with the outcome and has exhausted our centre's appeals process.

Candidate Malpractice Policy:

Reporting to Qualifications Scotland

Any suspected cases of centre malpractice must be reported to Qualifications Scotland as soon as we have carried out an initial screening exercise to establish the nature of the concern. This includes any concerns where we take the view that no further action is necessary.

We must inform Qualifications Scotland of any investigation carried out by an awarding body, industry body, funding agency or regulator which may or may not affect the delivery of Qualifications Scotland qualifications.

We must also promptly bring to Qualifications Scotland's attention any findings of centre malpractice or maladministration communicated to us by another awarding or industry body. We must notify Qualifications Scotland promptly if another awarding body removes approval from our centre, regardless of the reason given for this withdrawal.

Qualifications Scotland expects centres to bring candidate malpractice concerns for internal assessments to their attention only if:

- the concern came to our centre's attention after submission of internal assessment marks
- the concern relates to candidate malpractice for a qualification regulated by Qualifications Scotland Accreditation, Ofqual, or Qualifications Wales
- a candidate affected by a malpractice decision, who has exhausted their right of appeal within our centre, wishes to exercise their right of appeal to Qualifications Scotland; or
- there are other exceptional circumstances, e.g. we believe that the malpractice case involves a criminal act (if the malpractice involves a criminal act the matter must also be reported to the police).

The Qualifications Scotland coordinator is required to:

- Retain all records of investigations of malpractice. These records should be available to Qualifications Scotland on request. Retention is 3 years or 6 years if criminal prosecution/civil case.

GDPR Policy:

SELECT takes the security of our Members' and Candidates' personal details very seriously. The following information explains more about how we manage your personal data, and outlines some of your rights regarding our management of it.

What personal data does the SELECT Training department gather?

The SELECT Training department gathers the following items of personal data from candidates who join a course of study at SELECT:

- Full name
- National Insurance number
- Date of birth
- Mobile number
- Home address
- Email address
- Scottish Qualifications Authority Candidate number (if known)

How do we gather it?

The SELECT Training department may gather some items of personal data at the time of booking on the course, either by email or by phone, and may gather other items of personal data from candidates on the day of the course.

Why do we need it? What is the legal reason for the gathering and processing of the data?

The personal data that we gather is needed in order to ensure the effective administration of SELECT courses, in order to liaise with Qualifications Scotland for certification purposes, and in order to ensure that any certificates awarded are posted to the correct address of each candidate. We require the mobile and email address of candidates for the purpose of communication of changes to course arrangements, or potential short-notice cancellation of a course. The legal reason for the gathering, processing, and storage of this data is that it is necessary for the performance of a contract.

How do we store it?

The personal data gathered is stored in password protected systems, and locked filing cabinets.

GDPR Policy:

Who has access to it?

The personal data gathered is accessed by SELECT members of staff employed in the Training department only for the purposes of exercising the duties of their role.

How/why might it be deleted if I don't request for it to be deleted?

The personal data gathered will be stored for a period of 2 years from the date of the course, after which time it will be permanently deleted, and hard copy records confidentially destroyed.

How can I request for my data to stop being processed in this way?

Please call 0131 445 5577 and ask to be transferred to the Training Department, or email training@select.org.uk to make this request.

How can I find out more about what SELECT does with my personal data?

Please see our GDPR Data Protection Policy which can be found on www.select.org.uk for more information.

How Qualifications Scotland uses Personal Data

Please click on the link below to see how Qualifications Scotland uses candidate's personal data:

<https://www.sqa.org.uk/sqa/45397.html>

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