



Fire & Rescue Services ITO

## Assessor Assessment Guide Unit Standard 3284 Carry out fire safety officer duties (Level 6, Credit 8, Version 3)

In order to achieve competency in this unit standard a candidate must display an understanding of the knowledge components by completing an oral or written assessment and practically demonstrate the performances required to carry out fire safety officer duties.

This assessment may take place during everyday station duty or at a simulated practical event.

The assessor may elect to question candidates during completion of the practical assessment to ensure theoretical knowledge can be applied during practice. This technique also provides the assessor with reinforcement that knowledge has been retained.

Where a candidate is being assessed on the basis of a RCC process evidence must be produced that indicates a candidate has successfully provided fire safety advice; exercised statutory powers; promoted fire safety; and contributed to strategic fire planning.

At this level the candidate is expected to demonstrate that they can carry out processes that require a command of wide-ranging highly specialised technical or scholastic skills, involving a wide choice of standard and non-standard procedures, often in non standard combinations which are employed in highly variable routine and non-routine contexts.

Assessors may use this guide to record evidence of a candidates overall performance but should be aware that this may not, on its own be an adequate record for moderation purposes without appropriate notes or appendices. Notes should include a summary of the process used and a statement about the quality of the candidate's performance.

**ASSESSORS SHOULD ALWAYS REVIEW THE REQUIREMENTS CONTAINED IN THE UNIT STANDARD DOCUMENT PRIOR TO CONDUCTING ASSESSMENTS**

For this unit the following resources are available from FRSITO to assist Learners, Instructors and Assessors:

- Assessor Assessment Guide
- Learner Assessment Guide

### Assessors General Notes:

Prerequisites: Unit 3281, *Assess risk with respect to fire* and Unit 4651, *Apply knowledge of structural fire behaviour*, or demonstrate equivalent knowledge and skills.

Legislative requirements applying to this unit standard are: Health and Safety in Employment Act 1992, Building Act 1991, Employment Relations Act 2000, Resource Management Act 1991, Privacy Act 1993, Occupational Safety and Health Codes of Practice, Fire Service Act 1975, and subsequent amendments and relevant policies.

Assessor Name	_____	Assessor No.	_____
Candidate Name	_____	NZQA No.	_____
Date of Assessment	_____	Final Result	_____

**Level Descriptor**

Level	Process	Employing	Responsibility
6	<p><b>Carrying out processes that:</b></p> <ul style="list-style-type: none"> <li>Require a command of wide-ranging highly specialised technical or scholastic skills</li> <li>Involve a wide choice of standard and non-standard procedures, often in non-standard combinations</li> <li>Are employed in highly variable routine and non-routine contexts</li> </ul>	<p><b>Employing:</b></p> <ul style="list-style-type: none"> <li>Specialised knowledge with depth in more than one area</li> <li>The analysis, reformatting and evaluation of a wide range of information</li> <li>The formulation of appropriate responses to resolve both concrete and abstract problems</li> </ul>	<p><b>Applied:</b></p> <ul style="list-style-type: none"> <li>In managing processes</li> <li>within broad parameters for defined activities</li> <li>With complete accountability for determining and achieving personal and/or group outcomes</li> </ul>

	Information or actions that may provide support for competency	
General	<p><b>Has the candidate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attained unit standards 3281 and 4651?</li> <li><input type="checkbox"/> Satisfactorily completed a pre course self test?</li> <li><input type="checkbox"/> Satisfactorily completed an oral or written on course or post knowledge assessment?</li> <li><input type="checkbox"/> Satisfactorily completed simulation exercises?</li> <li><input type="checkbox"/> Attend a course covering the Unit Standard subject matter?</li> <li><input type="checkbox"/> Provided proof of experience through records?</li> <li><input type="checkbox"/> Practically demonstrated in a practical scenario?</li> <li><input type="checkbox"/> Other (please list)?</li> </ul> <p>_____</p> <p>_____</p>	Assessor Notes:

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
1.	<p><b>Provide fire safety advice.</b></p> <p><b>Range:</b> To</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> general public</li> <li><input type="checkbox"/> school children</li> <li><input type="checkbox"/> professional groups and individuals</li> </ul>		
1.1	<p>Timing of advice meets the requirements of the fire and rescue service provider.</p> <p><b>Range:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> as directed</li> <li><input type="checkbox"/> or as decided by the fire safety officer (FSO)</li> </ul> <p><b>Consider the following:</b></p> <ul style="list-style-type: none"> <li>• They deliver fire safety advice to school children within the timeframes agreed in consultation with school administrators.</li> <li>• They deliver fire safety advice to the general public within the timeframes directed by seniors or published through the national fire safety promotions plan.</li> <li>• They deliver fire safety advice to professional groups and individuals as requested and/or planned.</li> </ul> <p>Evidence of a plan or schedule of events and audit of the candidate's appointment diary is required along with a copy of reports showing completion of outputs.</p> <p>Candidates must explain:</p> <ul style="list-style-type: none"> <li>• Any variance between organised date/time and delivery date/time.</li> <li>• Any variance between budgeted outputs and year to date performance.</li> </ul> <p><b>Did the candidate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Deliver fire safety advice within a set timeframe?</li> </ul> <p><b>Assessor notes:</b></p>	<p><b>Fire Safety advice is delivered within agreed timeframes.</b></p>	

<b>Element and PC</b>	<b>Evidence Typical answer/product/performance expected from the learner/candidate(s)</b>	<b>Judgement Statement (A statement that defines the standard to be achieved)</b>	<b>Result C/NYC</b>
1.2	<p>Candidate ensures content of advice meets the requirements of the fire and rescue service provider.</p> <p><b>Range:</b> <b>What is given? Advice content -</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> fire risk awareness</li> <li><input type="checkbox"/> personal fire procedures</li> <li><input type="checkbox"/> evacuation procedures</li> </ul> <p><b>Who is the audience? Advice to -</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> architects</li> <li><input type="checkbox"/> engineers and legal profession</li> <li><input type="checkbox"/> Territorial Authority Inspectors</li> <li><input type="checkbox"/> other building officials</li> </ul> <p><b>Consider the following:</b></p> <p>Candidates will need to provide evidence such as:</p> <ul style="list-style-type: none"> <li>• Letters of advice to professionals within the building fraternity</li> <li>• Reports/letters to building owners regarding evacuation procedures</li> <li>• Minutes from meetings</li> <li>• Training plans</li> <li>• Survey of the receivers of the advice</li> </ul> <p>Candidates must provide evidence that advice given aligns with published documentation such as:</p> <ul style="list-style-type: none"> <li>• The Building Act 1991</li> <li>• Building Codes (Acceptable Solutions)</li> <li>• Fire Safety and Evacuation of Buildings Regulations 1992</li> <li>• Fire Service Act 1975</li> <li>• Forest and Rural Fires Act 1977</li> <li>• Rural Fire management Code of Practice</li> <li>• Resource Management Act 1991</li> <li>• Manual of Fire Safety</li> <li>• Organisational pamphlets</li> </ul> <p>Candidates must explain the process of internal audit and/or peer review undertaken to ensure quality of written advice.</p> <p><b>Did the candidate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Deliver advice within requirements?</li> </ul> <p><b>Assessor notes:</b></p>	<p><b>Content of advice meets the requirements of the fire and rescue service provider.</b></p>	

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<b>2</b>	<b>Exercise statutory powers.</b>		
2.1	<p>Approvals are issued for evacuation schemes to the requirements of legislation.</p> <p><b>Consider the following:</b></p> <ul style="list-style-type: none"> <li>• Fire Service Act 1975 section 21A</li> <li>• All of the provisions of the Fire Safety and Evacuation of Buildings Regulations 1992</li> </ul> <p>Candidates must supply evidence of instances where non compliance has been established or clarification sought.</p> <p><b>Did the candidate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrate that an application for an approved evacuation scheme is thoroughly checked for legal compliance before making recommendation for approval?</li> </ul> <p><b>Assessor notes:</b></p>	<p><b>Approvals are issued for evacuation schemes to the requirements of legislation.</b></p>	

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2.2	<p>Candidates must ensure breaches of legislation are monitored, and prosecutions are enforced and overseen in accordance with the requirements of the fire and rescue service provider.</p> <p><b>Consider the following:</b></p> <p>Breaches of legislation administered by the Fire Service will be related to the Fire Safety and Evacuation of Buildings Regulations 1992 sections 13; 15; 17.</p> <p>Breaches in terms of section 13 will be relevant to the Fire Service Act 1975 section 21A</p> <p>Breaches of legislation relating to the Building Act 1991 or the Building Regulations 1992 are, (in general terms), administered by the Territorial Local Authority.</p> <p>Candidates must produce evidence or provide examples of building non compliance and explain their course of action to seek remedy. Courses of action must include:</p> <ul style="list-style-type: none"> <li>• A peer or seniors review of the situation to gain assurance that the issue is indeed a non compliance and agreeing an acceptable solution</li> <li>• A letter to the building owner clearly detailing the non compliance and offering solution</li> </ul> <p><b>Courses of action may include</b></p> <ul style="list-style-type: none"> <li>• Opinion from Territorial Local Authority</li> <li>• Attaining legal guidance on process</li> <li>• Determination from Building Industry</li> <li>• Authority Prosecution</li> <li>• Approval of independently engineered solution</li> </ul> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Monitor legislative breaches as required?</p> <p><b>Assessor notes:</b></p>	<p><b>Breaches of legislation are monitored, and prosecutions are enforced and overseen in accordance with the requirements of the fire and rescue service provider.</b></p>	

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2.3	<p>Candidate ensures fire safety management of buildings is administered and monitored to the requirements of legislation and the requirements of the fire and rescue service provider.</p> <p><b>Consider the following:</b></p> <ul style="list-style-type: none"> <li>• The following terms <ul style="list-style-type: none"> <li>○ Operative Evacuation Scheme</li> <li>○ Adequate sprinkler system</li> </ul> </li> <li>• How they monitor the management of buildings in accordance with the Fire Safety and Evacuation of Buildings Regulations 1992 and the Fire Service Act 1975 section 21A</li> <li>• The frequency and content of audit of the building register</li> </ul> <p>Candidates must demonstrate use of the building register to identify:</p> <ul style="list-style-type: none"> <li>• Buildings that require evacuation schemes</li> <li>• Buildings issued with approved evacuation schemes</li> <li>• Buildings issued with approved voluntary evacuation schemes</li> </ul> <p>From the building register, the assessor may select any building and ask the candidate to explain:</p> <ul style="list-style-type: none"> <li>• When the building last had a trial evacuation</li> <li>• What actions have been/will be taken to ensure the scheme remains operative</li> <li>• What actions are taken when a building is found to be non compliant with the provisions of the Fire Safety and Evacuation of Buildings Regulations 1992</li> </ul> <p>Candidates must produce as evidence, a plan showing the buildings identified for Fire Service attendance at trial evacuations and/or inspections in accordance with Part 1 of the Fire Safety and Evacuation of Buildings Regulations 1992.</p> <p><b>Did the candidate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor and manage the building register?</li> <li><input type="checkbox"/> Explain the frequency and content of audit of the Building Register?</li> <li><input type="checkbox"/> Demonstrate how they monitor the management of buildings in accordance with the Fire Safety and Evacuation of Buildings Regulations 1992 and the Fire Service Act 1975 section 21A?</li> <li><input type="checkbox"/> Explain the history and proposed actions for the building selected from the building register?</li> <li><input type="checkbox"/> Explain the relevant terms?</li> </ul> <p><b>Assessor notes:</b></p>	<p><b>Fire safety management of buildings is administered and monitored to the requirements of legislation and the requirements of the fire and rescue service provider.</b></p>	

<b>Element and PC</b>	<b>Evidence Typical answer/product/performance expected from the learner/candidate(s)</b>	<b>Judgement Statement (A statement that defines the standard to be achieved)</b>	<b>Result C/NYC</b>
2.4	<p>Statutory powers are exercised under the provisions of the Building Act 1991.</p> <p><b>Consider the following:</b></p> <ul style="list-style-type: none"> <li>• Terminology</li> <li>• Non compliance</li> <li>• Dangerous Building</li> </ul> <p>The process to be followed from when a building is considered to be dangerous to when it is deemed dangerous.</p> <p>Candidates must strictly follow established process as published in National Commanders Instructions.</p> <p><b>Answers must include:</b></p> <ul style="list-style-type: none"> <li>• Building considered dangerous by inspecting officer</li> <li>• Chief Fire Officer informed</li> <li>• Second opinion by a member of the Fire Service qualified to deem a building dangerous</li> <li>• Territorial Authority notified, if they don't agree - can go directly to District Court</li> <li>• Territorial Authority or court can force closure – Fire Service can not</li> <li>• <i>Reference: Building Act 1991 Part 9 sections 64; 65; 68; 70-73</i></li> </ul> <p>Candidates may produce documentary evidence of a building deemed dangerous, where they were involved in the process.</p> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Explain the process to be followed from when a building is considered to be dangerous to when it is declared dangerous?</p> <p><input type="checkbox"/> Explain the relevant terms?</p> <p><b>Assessor notes:</b></p>	<p><b>Statutory powers are exercised under the provisions of the Building Act 1991.</b></p>	

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<p><b>3</b></p> <p>3.1</p>	<p><b>Promote fire safety.</b></p> <p>Candidate ensures news media are selected to provide optimum targeting of the identified audience in accordance with the requirements of the fire and rescue service provider.</p> <p><b>Consider the following:</b> Survey results from radio, television and print media showing audience/distribution numbers and target age groups.</p> <p>Candidates must demonstrate that this information is harnessed to best effect when promoting fire safety.</p> <p>Candidates must demonstrate what media type, which station and/or publications and what programmes or timeframes would be used to target each of the following:</p> <ul style="list-style-type: none"> <li>• Children under 10 years</li> <li>• Teenage youth</li> <li>• Young or expectant parents</li> <li>• The elderly and infirm</li> </ul> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Demonstrate research of different media when targeting various audience sectors?</p> <p><input type="checkbox"/> Demonstrate that media survey results are harnessed to best effect in promoting fire safety?</p> <p><b>Assessor notes:</b></p>	<p><b>News media are selected to provide optimum targeting of the identified audience in accordance with the requirements of the fire and rescue service provider.</b></p>	

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3.2	<p>Candidate ensures public presentations and displays are mounted to reach the greatest number of the targeted audience in accordance with the requirements of the fire and rescue service provider.</p> <p><b>Consider the following:</b> Having a scenario with a fire safety message (Don't Drink and Fry) which fits inside the wider theme being promoted (Fire Safety in the Home). The event is a House and Garden show and the venue is a large indoor sports stadium where the Fire Service has a small (5m x 5m) trade stall.</p> <p>In lieu of the above scenario, an actual promotion of a similar nature may be witnessed.</p> <p>Candidates must explain what they would do to reach the biggest number of target audience.</p> <p><b>Explanations should include:</b></p> <ul style="list-style-type: none"> <li>• Who the target audience is.</li> <li>• What static resources would be used.</li> <li>• What (if any) VCR or other technical resources would be used.</li> <li>• What staffing (if any) would be required and what their duties would be.</li> <li>• What pamphlets would be distributed.</li> <li>• What they would use as a draw-card to attract peoples interest.</li> <li>• What kinaesthetic or experiential aids would be used.</li> <li>• How they would gain best use from the available space (design of the layout).</li> </ul> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Explain what they would do to reach the biggest number of target audience given the promotion scenario?</p> <p><b>Assessor notes:</b></p>	<p><b>Public presentations and displays are mounted to reach the greatest number of the targeted audience in accordance with the requirements of the fire and rescue service provider.</b></p>	

<b>Element and PC</b>	<b>Evidence Typical answer/product/performance expected from the learner/candidate(s)</b>	<b>Judgement Statement (A statement that defines the standard to be achieved)</b>	<b>Result C/NYC</b>
3.3	<p>Candidate ensures promotions are mounted in accordance with the requirements of the fire and rescue service provider.</p> <p><b>Range:</b>  <input type="checkbox"/> as requested  <input type="checkbox"/> as directed</p> <p><b>Consider the following:</b></p> <p>Candidates must demonstrate that they mount promotions programmes on time and conduct them within budget.</p> <p><b>Explanations should include:</b></p> <ul style="list-style-type: none"> <li>• The content and timelines of the national fire safety promotions plan.</li> <li>• A plan of promotions to be delivered locally in accordance with the national plan.</li> <li>• A plan of promotions, independent of the national plan, to be delivered in accordance with local business plans or in reaction to local recent incidents.</li> <li>• Their process for mounting a promotion on request from a community group.</li> <li>• What resources are available to them.</li> <li>• What budget or other approval process might be required.</li> <li>• What activity has been conducted in recent years.</li> <li>• What community events or other promotions they would decline.</li> </ul> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Demonstrate that they mount promotions on time and conduct them within budget?</p> <p><b>Assessor notes:</b></p>	<p><b>Promotions are mounted in accordance with the requirements of the fire and rescue service provider.</b></p>	

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4 4.1	<p><b>Contribute to strategic fire planning.</b></p> <p>Candidate ensures operational planning staff are made aware of potentially dangerous situations within buildings on the basis of FSO visits and inspections in accordance with the requirements of the fire and rescue service provider.</p> <p><b>Consider the following:</b></p> <p>Information gained by a Fire Safety Officer that has operational consequence will include:</p> <ul style="list-style-type: none"> <li>• Change of the monitoring status of the alarm system</li> <li>• Change of the type or coverage area of the alarm system</li> <li>• Change to means of access</li> <li>• Amendment to the evacuation scheme</li> <li>• Change to building design</li> <li>• Change of use of the building</li> <li>• Change of name of the building</li> <li>• Non compliance issues</li> <li>• Building deemed dangerous</li> </ul> <p><b>Did the candidate:</b></p> <p><input type="checkbox"/> Demonstrate that they contribute to pre incident planning by keeping operational staff informed of building events that have come to their attention?</p> <p><b>Assessor notes:</b></p>	<p><b>Operational planning staff are made aware of potentially dangerous situations within buildings on the basis of FSO visits and inspections in accordance with the requirements of the fire and rescue service provider.</b></p>	