



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

### Level Descriptor

Level	Process	Employing	Responsibility
6	<b>Carrying out processes that:</b> <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>	<b>Employing:</b> <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>	<b>Applied:</b> <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>

**Descriptors:**

Credit 8 - will require approximately 80 - 96 hours of learning, practice or experience and assessment for a person with no previous knowledge or experience.

Version 3 - This document has been prepared based on version 3 of the Unit Standard.

**Elements:**

1. Provide fire safety advice.
2. Exercise statutory powers.
3. Promote fire safety.
4. Contribute to strategic fire planning.

**Prerequisites:**

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

**Assessment Conditions:**

Assessment against this unit standard may take place under real or practical simulated conditions.

**Resources:**

1. Fire Safety promotional resources
2. Building Register

**Special Notes:**

Compliance with the providers Health and Safety policy and standard operating procedures in mandatory.

The exercising of statutory powers and provision of advice is based on legislative responsibility and Candidate will only be exercised by Officers and in particular Fire Safety Officers appointed within the NZ Fire Service.

The following legislation applies to this unit standard:

- Health and Safety in Employment Act 1992
- Building Act 1991
- Employment Relations Act 2000
- Resource Management Act 1991
- Privacy Act 1993
- Health and Safety in Employment Act 1992
- Occupational Safety and Health Codes of Practice, and their subsequent amendments
- Fire Service Act 1975 and subsequent amendments and relevant policies

**Assessment Brief Instructions:**

The assessor may use pre-course, on course, post course or workplace written or oral assessments or self tests as evidence towards gaining the knowledge based components of this unit, including any tests or practice completed towards the achievement of the pre-requisite units. The assessor will also take account of demonstrated competency through the practical use of equipment in a simulated or real incident environment. The assessor will evaluate the relevance of the evidence against the unit standard. The lists below provide an outline of the assessment components a learner should expect to demonstrate in achieving this unit.

**This Learner Assessment Guide is simply a guide and does not determine the sufficiency or validity of evidence the assessor must evaluate using assessment best practice criteria.**

**LEARNERS SHOULD ALWAYS REVIEW THE REQUIREMENTS CONTAINED IN THE UNIT STANDARD DOCUMENT PRIOR TO REQUESTING ASSESSMENT.**

**Assessing Element 1: Provide fire safety advice**

Candidates will demonstrate:

That they deliver fire safety advice in a timely manner and in accordance with their organisations timeline requirements. This includes to the following groups:

- general public
- school children
- professional groups and individuals

That the content of advice given is compliant with organisational requirements.

Candidates will explain:

Any variance between organised date/time and delivery date/time and any variance between budgeted outputs and year to date performance.

*Candidates will need to provide evidence of advice given.* This includes:

- as directed, or
- as decided by the fire safety officer (FSO)

Advice content to groups will be:

- fire risk awareness
- personal fire procedures
- evacuation procedures

Advice to specific groups includes:

- architects
- engineers and
- legal profession
- Territorial Authority Inspectors
- other building officials

The process of internal audit and/or peer review undertaken to ensure quality of written advice.

This element will normally be assessed using written or oral questions and audit of documentation.

### **Assessing Element 2: Exercise statutory powers**

Candidate will demonstrate by processing an application for an approved evacuation scheme. The process of critique of a draft evacuation scheme submitted for approval and show that the process ensures the building and the application comply with:

- Fire Service Act 1975 section 21A
- All of the provisions of the Fire Safety and Evacuation of Buildings Regulations 1992

*Candidates will need to supply evidence of instances where non compliance has been established or clarification sought. This will be in the form of written advice to the building owner and must show clear links to the relevant legislation.*

Using the Building Register, candidates will identify:

- Buildings that require evacuation schemes
- Buildings issued with approved evacuation schemes
- Buildings issued with approved voluntary evacuation schemes

*Candidates will need to 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.*

Candidates will explain:

- The frequency and content of audit of the building register
- From the building register, the assessor will select a building and ask the candidate to explain:
  - When the building last had a trial evacuation
  - What actions have been, or will be, taken to ensure the evacuation scheme remains operative
  - 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
- The process to be followed when a breach of legislation is discovered.

*Candidates may produce evidence or provide examples of building non compliance and explain their course of action to seek remedy, evidence of prior cases where they have been involved in the enforcement of legislation may also be produced.*

- The following terms
  - Operative Evacuation Scheme
  - Adequate sprinkler system
  - Non compliance
  - Dangerous Building
- 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.
- The process to be followed from when a building is considered to be dangerous to when it is deemed dangerous

*Candidates may produce documentary evidence of a building deemed dangerous, where they were involved in the process.*

This element will normally be assessed using written or oral questions and audit of documentation.

### **Assessing Element 3: Promote fire safety**

Candidates ensures new media are selected to provide optimum targeting of the identified audience. *Candidates will need to provide survey results from radio, television and print media for their area that show audience/distribution numbers and target age groups and show that this information is harnessed to best effect when promoting fire safety.*

Note this is:

- As requested, and
- As directed

What media type, which station and/or publications and what programmes or timeframes would be used to target each of the following

- Children under 10 years
- Teenage youth
- Young or expectant parents
- The elderly and infirm

*Candidates will be given a scenario of 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. In lieu of the above scenario, an actual promotion of a similar nature may be witnessed.*

Candidates will explain:

How they plan their promotion for the scenario given including resources used and layout of the area to reach the biggest number of target audience.

Their programme[s] for mounting promotions on time and within budget including:

- The content and timelines of the national fire safety promotions plan.
- A plan of promotions to be delivered locally in accordance with the national plan.
- 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.
- Their process for mounting a promotion on request from a community group.
- What resources are available to them.
- What budget or other approval process might be required.
- What activity has been conducted in recent years.
- What community events or other promotions they would decline.

This element will normally be assessed using written or oral questions but may include practical demonstration of some performance criteria.

### **Assessing Element 4: Contribute to strategic fire planning**

Candidates will ensure operational planning staff are made aware of potentially dangerous situations within buildings.

This element will normally be assessed using written or oral questions and audit of documentation.

The basic of the information is FSO visits and inspections.

The type of information passed on to Operational Planning staff and the processes in place to ensure continued communication flow.