

Course Specification: Fire Door Installation Awareness Course (Two Day)

NOCN Group have produced this Assured Course through collaborative working with the British Woodworking Federation to promote awareness in the construction industry of the factors involved in the appropriate installation of timber fire doors. The outline, structure and content of this course is assured by NOCN Group.

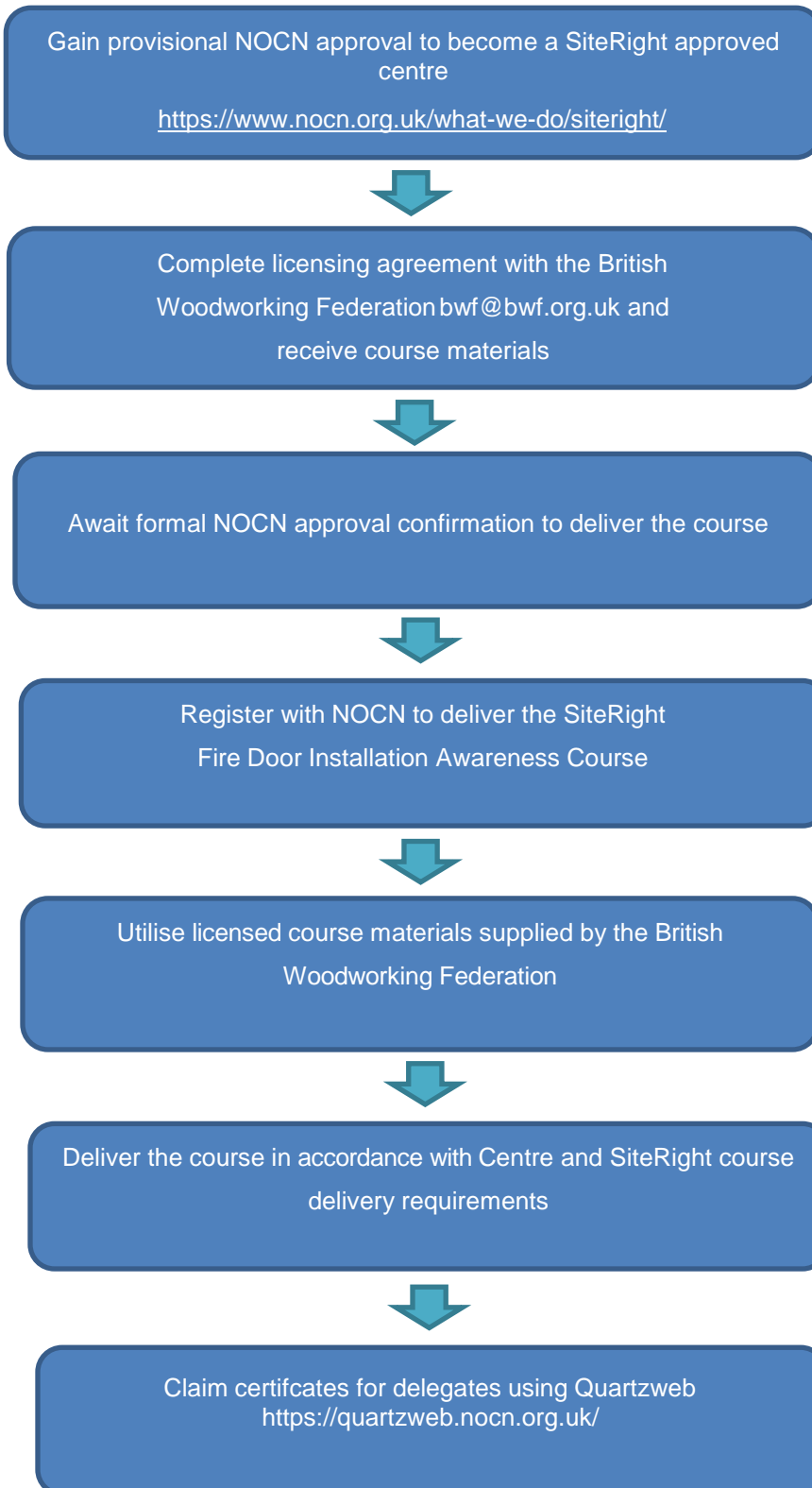
Course Content / Objectives

- The role of timber fire door assemblies and door sets and why it is important that they are installed correctly
- Understanding how fire door assemblies and door sets work and their place in the wider passive fire protection system
- Legislation and guidance associated with fire door assemblies and door sets
- Considerations before installing fire door assemblies and door sets
- Considerations when installing fire door assemblies and door sets
- Considerations on completion of the installation of fire door assemblies and door sets.

Course Approval

Prior to advertising or delivering this course, organisations must meet all requirements of the course approval process. Organisations must begin by gaining provisional centre approval from NOCN as well as gaining approval for each SiteRight assured course. Organisations must then gain licensing approval from the British Woodworking Federation (bwf@bwf.org.uk), and receive the issue of all course materials. Formal NOCN approval will then be given on successful completion of all stages of the course approval process. Delivery of this course must not take place until course materials have been issued and formal NOCN approval has been received. For further information regarding gaining course approval, please contact the NOCN Onboarding Team at onboarding@nocn.org.uk.

Approval, Readiness, Delivery and Certification Process



Trainer Requirements

A competent trainer is required to deliver this course. A trainer includes anyone within your centre who is facilitating the training to delegates in any environment e.g. tutor, trainer, teacher, coach, facilitator. That individual can also perform the role of assessor for this course.

All trainers and assessors must:

- Hold verifiable knowledge of the occupational standards at or above the level being taught (Level 2).
- Hold verifiable experience, knowledge and understanding on the installation of fire doors at or above the level being taught (Level 2):

For example, achievement of the following:

- Level 2 NVQ/Level 5 SVQ in Wood Occupations – Site Carpentry
- Level 2 NVQ/Level 5 SVQ in Associated Industrial Services Occupations – Passive Fire Protection

Note: Unit: Installing Fire Resisting Timber Door Assemblies and Doorsets in the Workplace **MUST** have been successfully achieved as part of the NVQ completion and achievement.

Or

- Successful achievement of unit accreditation for unit: Installing Fire Resisting Timber Door Assemblies and Doorsets in the Workplace.
- Hold or be working towards a recognised teaching/training or assessor qualification (dependent on their role), examples of what NOCN will accept are detailed within the Quality Assurance Manual.
- Keep up to date with industry best practice for the duration of their role.
- Maintain a record of Continuous Personal Development (CPD), relevant to the installation requirements for fire door assemblies and doorsets.
- Hold an up-to-date Curriculum Vitae (CV).

Resource and Equipment Requirements

In order to deliver the course, the Centre must have access to and make use of the following resources and equipment:

Requirement	Detail
Training Environment	<ul style="list-style-type: none"> • Clean and dry training area with adequate tables and chairs
Delivery	<ul style="list-style-type: none"> • Laptop or desktop – Course delivery presentation • NOCN assured BWF training course materials • Paper and pens • Flipchart or whiteboard
Testing	<ul style="list-style-type: none"> • Assessment test papers per delegate.

Course Delivery

Each course must not exceed a maximum of 15 delegates, unless pre-agreement is gained from NOCN. The course will be delivered over a two-day period.

The course is theory-based and will be delivered using a blend of learning techniques, focussed on a course presentation in the form of a PowerPoint and the use of group interactive tasks and

discussion. The training resources assured by NOCN must be used to deliver this course. To ensure that these assured training resources are the most up-to-date, centres must use the assured training course materials supplied by the BWF to deliver this Fire Door Installation Awareness course. All surplus assessment materials must be destroyed at the end of each course.

The structure of the training is provided by the course PowerPoint and the supporting course trainer notes. Trainers must use these resources at all times to guarantee that delegates have access to and receive all information required to successfully complete this awareness course. The supporting course handbook must also be issued to each course delegate.

Assessment

As the course is designed to provide awareness to the delegates, the final assessment is not an examination paper. The assessment is designed to allow the tutor to gauge the level of understanding attained by the delegates. Each delegate must complete the multiple-choice assessment. The group is to go through the questions to ensure that each delegate has understood full coverage of the course.

Certification is then completed by the tutor once the delegates have completed the course.

Quality Assurance

The Quality Assurance requirements of SiteRight Assured Course delivery can be found within the SiteRight Assured Course Quality Manual, available on the NOCN website.



PART OF **nocn** GROUP

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