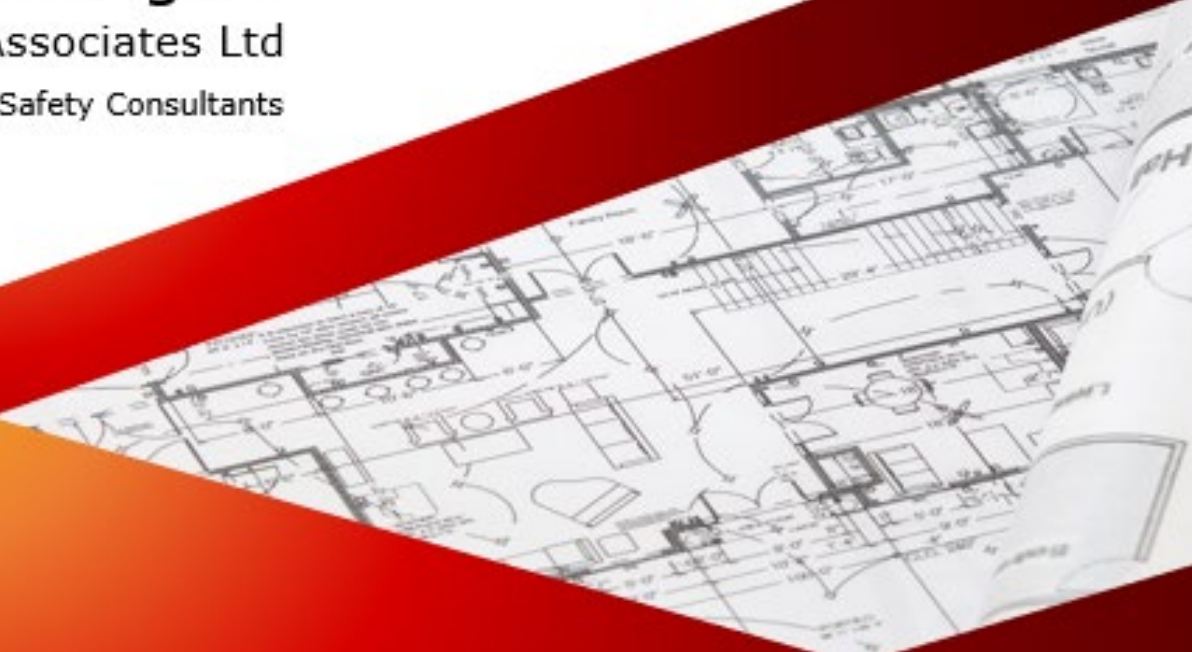




**K.P. Hughes**  
& Associates Ltd  
Fire Safety Consultants



# Training Prospectus

## 2024-2025

January 2024



### Contact Us



01708 766364



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<https://kphughes.co.uk>



**K.P. Hughes**  
& Associates Ltd  
Fire Safety Consultants

## About Us

Thank you for taking the time to review our updated Training Prospectus for 2024-2025, your interest is appreciated.

K.P. Hughes & Associates is a Skills for Justice Awards Approved Training Centre. We are, accordingly, independently accredited and quality assured by these organisations.

Kevin introduced K.P. Hughes & Associates to the sector in the Summer of 2019 with a vision of being at the vanguard of delivering a new improved fire safety training offering that truly equips fire safety practitioners and regulators for the challenges posed by the contemporary built environment.

In terms of training fire safety practitioners and regulators, our aim is to go beyond teaching the principles and mechanics of fire safety but also to equip delegates to appropriately and effectively regulate/deliver fire safety solutions in practical situations.

Our commitment to delivering high-quality cost-effective training underpinned by excellent client service and on-going engagement with delegates has proven to be very popular within the sector. K.P. Hughes & Associates is now established as a training provider with the majority of English Fire and Rescue Services, All Wales and providing training to several NHS trusts and private organisations.

All of our courses deliver a rich blend of knowledge acquisition and active learning drawing on my experiences and using engaging “real world” highly credible case studies.

We accommodate up to 20 delegates on our in-house training courses, significantly diluting cost per delegate over the industry standard of 16 delegates or less.

We are also supported by an efficient administration team offering excellent customer service. Like-for-like, we believe, all our training programmes are very competitively priced compared to other Ofqual regulated fire safety training providers.

Please note the addition of our new qualification; **SFJA Level 2 Award in Fire Safety Training.**

We hope you find this Prospectus of interest and that we can be of service to you in the near future.



## Feedback

“ Without doubt, you come away from the course with the knowledge and skills to understand and interpret good principles of fire safety. It gives you the skills to consider the options and the knowledge of where to go for the correct guidance. Excellent! ”

“ Organised well, detailed with sound knowledge shared well by a very experienced tutor ”

“ An experienced and enthusiastic trainer who put all delegates at total ease regardless of experience or background ”

“ Refreshingly straightforward ”

“ Excellent. Well delivered by someone with real experience and knowledge, but also qualified to a level where you cannot fail to sit up straight and listen ”

“ Course material was excellent. It was methodical, organised, structured and also very easy to follow ”

“ The trainer had a nice friendly supportive approach which helped me to understand and question anything ”

“ Kevin has a wealth of experience and clearly enjoys this subject. His 30 years with the London Fire Brigade give him the credibility to deliver this course. ”



## Qualifications

- Level 2 Award in Carrying Out Fire Safety Checks
- Level 3 Introductory Certificate in Fire Safety (Fire Auditors)
- Level 3 Certificate in Fire Safety (Fire Auditors)
- Level 4 Certificate in Fire Safety (Fire Auditors)
- Level 4 Diploma in Fire Safety (Fire Inspectors)
- Level 5 Diploma Fire Engineering Design (Technician)
- Fire Safety at Operational Incidents (Level 4 NOS FS5)

## Specialist Courses

- HTM Healthcare Premises
- Heritage Buildings

**Key:-**

|         |  |
|---------|--|
| NOS     | National Occupational Standard   |
| Credits | Number of educational credits awarded for each unit                    |
| GLH     | The number of Guided Learning Hours of training provided for each unit |
| DL      | Distance Learning  |



# Level 2 Award Carrying Out Fire Safety Checks



## Overview

The objective of this qualification is to provide the knowledge and skills to a range of individuals who have responsibility for undertaking fire safety checks. It is achieved through pre-learning, trainer led courses and assessment.

## Scope of qualification

This qualification is based upon fire safety in simple premises built to a recognised design code i.e. small buildings with a relatively simple layout such as offices, shops or industrial units. Premises subject to the fire safety checks covered by this qualification will exclude single private dwellings, which are covered by Home Fire Safety Visits.

The aim of a Fire Safety Check is to minimise risk in residential and/or workplaces. It does not constitute an audit and does not involve direct regulatory enforcement. Those undertaking fire safety checks should identify and report issues and outcomes to specialist fire safety personnel where appropriate.

## Who would benefit from this qualification?

The qualification is aimed at those within Fire and Rescue Services who are required to identify and report on fire safety issues as part of their role i.e. checking a fire risk assessment is in place and identifying and escalating any fire safety issues appropriately.

## Entry Requirements

There are no pre-entry requirements for this qualification.

## Assessments

This qualification is assessed by:

- Post-course open book assessments

To achieve the qualification all assessment criteria must be met.

## Qualification Award

Delegates are registered with Skills for Justice Awards on commencement of this qualification. A registration fee of £32.50 per delegate is payable.

Upon successful completion of all units a qualification certificate is awarded to each delegate.



## PROGRAMME STRUCTURE

| Carrying Out Fire Safety Checks |   | GLH | Total time |
|---------------------------------|---|-----|------------|
| Unit 1:                         | Understand requirements for carrying out fire safety checks | 8   | 14         |
| Unit 2:                         | Assess risks associated with fire in simple premises        | 4   | 6          |
| <b>Total 2 days</b>             |   |     |            |

## PROGRAMME CONTENT

- Why carry out Fire Safety Checks
- The Fire Safety Legislative Framework
- Policies and Procedures
- Your Role
- Hazards and Risks
- Fire Alarms
- Means of Escape, Emergency Lighting, Signage and Fire Doors
- Fire Extinguishing Media and Sprinklers
- The Fire Safety Check
- Fire Safety Guides

### Course reference documents

- HM Govt Guide Offices and Shops
- KPHA Training Notes

**This course involves pre-course learning**  
**This qualification is offered on an in-house basis only**

## PRICE

| Course | Duration | In-house only         |        |
|--------|----------|-----------------------|--------|
| L2A    | 2-days   | Virtual delivery      | £3,200 |
|        |          | Face-to-dace delivery | £3,500 |

**In addition to the above cost, a registration fee of £32.50 is payable for each delegate**

*All prices are subject to VAT at the prevailing rate.*



# Level 3 Introductory Certificate in Fire Safety (Fire Auditors)



## Overview

This qualification is based upon three national occupational standards developed by the FRS Sector Skills Council and is achieved through pre-learning, trainer led courses and assessment.

## Scope of qualification

This qualification is based upon fire safety in simple premises built to a recognised design code i.e. small buildings with a relatively simple layout such as offices, shops or industrial units. This does not include premises that have sleeping accommodation or premises used for high fire risk processes or storage.

## Who would benefit from this qualification?

This Level 3 Introductory Certificate in Fire Safety (Fire Auditors) is a foundation course based on existing units taken from the Skills for Justice (SFJ) Awards Level 3 Certificate in Fire Safety (Fire Auditors) to meet the changing requirements of Local Authority Fire Services throughout England and Wales.

It is aimed at those who are new to fire safety and also existing staff in fire and rescue services. This can include operational crew managers and firefighters who are required to identify and report on significant fire safety issues they find as a result of community safety visits or when attending incidents.

This qualification is also suitable for those who are responsible for carrying out fire risk assessments and ensuring that suitable and sufficient fire safety arrangements are in place and correctly maintained in simple premises. Examples include:

- Fire Risk Assessors
- Managers
- Facilities staff
- Health & Safety practitioners
- Building occupiers
- Building Safety Co-ordinators

## Entry Requirements

There are no pre-entry requirements for this qualification.



### Assessments

This qualification is assessed against National Occupational Standards by:

- Post-course open book assessments

To achieve the qualification all assessment criteria must be met.

### Qualification Award

Delegates are registered with Skills for Justice Awards on commencement of this qualification. A registration fee of £52.50 per delegate is payable.

Upon successful completion of all units a qualification certificate is awarded to each delegate.

## PROGRAMME STRUCTURE

| Introduction to fire safety and risk assessment |   | NOS | Credits   | GLH       |
|---|---|-----|-----------|-----------|
| Unit 1:   | Identify and report hazards and risks associated with fire in simple premises | FS1 | 4         | 20        |
| Unit 2:   | Assess risks associated with fire in simple premises                          | FS2 | 5         | 25        |
| Unit 3:   | Ensure measures are in place to protect people from fire in simple premises   | FS3 | 5         | 21        |
| <b>TOTAL</b>                                    | <b>8 days</b>   |     | <b>14</b> | <b>66</b> |

This qualification is offered on an in-house basis only  
This course is structured into two courses of four days

## PRICE

| Course   | Duration | In-house only         |         |
|--|----------|-----------------------|---------|
| L3Ci   | 8-days   | Virtual delivery      | £9,200  |
|  |          | Face-to-dace delivery | £10,400 |
| In addition to the above cost, a registration fee of £52.50 is payable for each delegate |          |                       |         |
| <i>All prices are subject to VAT at the prevailing rate.</i>                             |          |                       |         |





## PROGRAMME CONTENT

- The Importance of Fire Safety
- The Fire Safety Legislative Framework & Enforcement
- The principles of fire hazard identification, risk assessment and fire prevention
- Fire Risk Assessment Methodologies
- Fire Safety Codes of Practice and Guidance for Simple Premises
- Automatic Fire Detection & Warning
- Fire Extinguishing Media
- Means of Escape and Human Behaviour
- Emergency Lighting
- Fire Safety Signs and Notices
- Passive and Active Fire Protection
- Reviewing Fire Protection Systems
- Confirming the adequacy of fire safety control measures to meet risk
- People with Disabilities or Mobility Impairment
- Fire Safety Information, Training and Record Keeping

### Course reference documents

- HM Govt Guide Offices and Shops
- KPHA Training Notes



# Level 3 Certificate in Fire Safety (Fire Auditors)



## Overview

This qualification is based upon six national occupational standards developed by the FRS Sector Skills Council and is achieved through pre-learning, trainer led courses and a distance learning module.

## Scope of qualification

This qualification is based upon fire safety in simple premises built to a recognised design code i.e. small buildings with a relatively simple layout such as offices, shops or industrial units. This does not include premises that have sleeping accommodation or premises used for high fire risk processes or storage.

## Who would benefit from this qualification?

This qualification is suitable for those who are responsible for carrying out fire risk assessments and ensuring that suitable and sufficient fire safety arrangements are in place and correctly maintained in simple premises. Examples include:

- Fire Risk Assessors
- Managers
- Facilities staff
- Health & Safety practitioners
- Building occupiers
- Building Safety Co-ordinators

It is also suitable for personnel in a fire safety regulatory role with responsibility for ensuring that the legislative requirements for fire safety are being met. This would include Fire Officers, Building Control Officers, Approved Inspectors and Health & Safety regulators.

The National Fire Chiefs Council (formally the Chief Fire Officers Association) Competency Framework for Business Fire Safety Regulators identifies this qualification as the benchmark qualification for becoming a Fire and Rescue Service Fire Safety Advisor.

## Entry Requirements

There is no pre-entry requirement for this qualification.



### Assessments

This qualification is assessed against National Occupational Standards by:

- Post-course open book assessments
- Distance learning open book assessment

To achieve the qualification all assessment criteria must be met.

### Qualification Award

Delegates are registered with Skills for Justice Awards on commencement of this qualification. A registration fee of £52.50 per delegate is payable.

Upon successful completion of all units a qualification certificate is awarded to each delegate.

## PROGRAMME STRUCTURE

| Courses 1 & 2*: | Introduction to fire safety and risk assessment and Evaluating fire safety in simple premises (2 x 5 day courses) | NOS | Credits | GLH |
|-----------------|---|-----|---------|-----|
| Unit 1:         | Identify and report hazards and risks associated with fire in simple premises                                     | FS1 | 4       | 20  |
| Unit 2:         | Assess risks associated with fire in simple premises  | FS2 | 5       | 25  |
| Unit 3:         | Ensure measures are in place to protect people from fire in simple premises                                       | FS3 | 5       | 21  |
| Unit 4:         | Review matters relating to fire protection systems in simple premises   | FS7 | 5       | 28  |

\* NOS assessment criteria for the above units is covered over two courses. To achieve accreditation for the four units, both assessments must be successfully completed.

| Course 3: | Formal fire safety regulation (3 day course)  | NOS  | Credits | GLH |
|-----------|---|------|---------|-----|
| Unit 5:   | Plan and gather evidence for the purpose of fire safety regulation in simple premises | FS10 | 4       | 28  |

| Course 4: | Auditing simple premises (Distance learning)             | NOS  | Credits | GLH |
|-----------|--|------|---------|-----|
| Unit 6:   | Visit premises for the purpose of fire safety regulation | FS12 | 3       | 14  |

|              |                                    | Credits   | GLH        |
|--------------|------------------------------------|-----------|------------|
| <b>TOTAL</b> | <b>13 days + Distance learning</b> | <b>26</b> | <b>136</b> |



## PRICE

| Course  | Duration          |        | Open Course<br>£ per delegate | In-house Course<br>£ per cohort       |
|---|-------------------|--------|-------------------------------|---------------------------------------|
| Course 1  | 5 days            | Course | £ 640.00                      | <b>Virtual delivery</b> £ 16,500      |
| Course 2  | 5 days            | Course | £ 640.00                      | <b>Face to face delivery</b> £ 18,450 |
| Course 3  | 3 days            | Course | £ 370.00                      |                                       |
| Course 4  | Distance learning | Course | included in overall price     |                                       |
|   |                   |        | <b>£ 1,650.00</b>             |                                       |
| <b>In addition to the above prices an Awarding body registration fee is payable per delegate of £ 52.50</b> |                   |        |                               |                                       |
| <i>KPHA open qualification programmes will remain as virtual delivery until further notice.</i>             |                   |        |                               |                                       |
| <i>Face-to-face programmes are available for in-house courses.</i>  |                   |        |                               |                                       |
| <i>All prices are subject to VAT at the current rate.</i>   |                   |        |                               |                                       |

## OPEN COURSE DATES

| Ref  | Course 1   | Course 2                                       | Course 3  | Course 4          |
|--|--|--|---|-------------------|
| L3-60  | 22 <sup>nd</sup> - 26 <sup>th</sup> January 2024 | 15 <sup>th</sup> - 19 <sup>th</sup> April 2024 | 15 <sup>th</sup> - 17 <sup>th</sup> July 2024             | Distance learning |
| L3-61  | 8 <sup>th</sup> - 12 <sup>th</sup> April 2024    | 1 <sup>st</sup> - 5 <sup>th</sup> July 2024    | 30 <sup>th</sup> September - 2 <sup>nd</sup> October 2024 | Distance learning |
|  | <i>Further dates to be published</i>             |  |   |                   |
| Please email <a href="mailto:admin@kphughes.co.uk">admin@kphughes.co.uk</a> to register interest |  |  |   |                   |



## PROGRAMME CONTENT

### Course 1: Introduction to fire safety and risk assessment

- The importance of and organisational drivers for fire safety
- An introduction to the fire safety legislative framework and enforcement
- The principles of fire hazard identification, risk assessment and fire prevention
- Fire risk assessment methodologies
- Fire safety codes of practice and guidance for simple premises
- Fire detection and alarm systems
- Fire extinguishing media and emergency lighting
- Fire safety related training and testing
- Fire risk assessment procedures, reporting, record keeping and documentation

### Course 2: Evaluating fire safety in simple premises

- Means of escape and human behaviour in fire
- Emergency lighting and fire safety signs and notices
- Passive and active fire protection
- Reviewing fire protection systems
- Confirming the adequacy of fire safety control measures to meet risk
- People with disabilities or mobility Impairment

### Course 3: Formal fire safety regulation

- The range of enforcement powers and options
- Identifying offences
- Collecting supporting evidence
- Taking witness and evidence statements
- Contemporaneous notes
- Questioning and listening skills
- Collating evidence
- Continuity and admissibility of evidence
- Reporting on offences
- Liaison with other stakeholders



#### **Course 4: Auditing simple premises – Distance learning**

- The aims and objectives of fire safety regulation
- Conducting fire safety audits in simple premises
- Identifying deficiencies in fire safety
- Liaison with other regulators
- Addressing non-compliance
- Reporting on audits
- Follow up visits to ensure compliance

#### **Course reference documents**

- HM Govt Guide Offices and Shops
- KPHA Training Notes



# Level 4 Certificate in Fire Safety (Fire Auditors)



## Overview

This qualification is based upon five National Occupational Standards developed by the FRS Sector Skills Council and is achieved through pre-learning, two classroom-based courses and a distance learning module.

## Scope of qualification

This qualification is focused upon fire safety in complex premises built with departures from a recognised design code, this includes buildings with fire engineering solutions. It applies to premises which:

- Are large and complex
- Are occupied by large numbers of people
- Have longer travel distances to escape
- Contain sleeping accommodation
- Are used for high fire risk processes or storage

## Who would benefit from this qualification?

This qualification is suitable for those who are responsible for carrying out fire risk assessments and ensuring that suitable and sufficient fire safety arrangements are in place and correctly maintained in complex premises. Examples include:

- Fire Risk Assessors
- Managers
- Facilities staff
- Health & Safety practitioners
- Building occupiers
- Building Safety Co-ordinators

It is also suitable for personnel in a fire safety regulatory role with responsibility for ensuring that the legislative requirements for fire safety are being met. This would include Fire Officers, Building Control Officers, Approved Inspectors and Health & Safety regulators.

The National Fire Chiefs Council (formally the Chief Fire Officers Association) Competency Framework for Business Fire Safety Regulators identifies this qualification as a benchmark qualification for becoming a Fire and Rescue Service Fire Safety Advisor.



### Entry Requirements

There are no pre-entry requirements for this qualification. However, it is designed as a progression course from the Level 3 Certificate qualification and does assume delegates have Level 3 Certificate knowledge and understanding. If you feel that due to your prior experience you could enter directly at this level please contact us for a discussion.

### Assessments

This qualification is assessed against National Occupational Standards by:

- Post-course open book assessment
- Distance learning open book assessment

To achieve the qualification all assessment criteria must be met.

### Qualification Award

Delegates are registered with Skills for Justice Awards on commencement of this qualification. A registration fee of £52.50 per delegate is payable.

Upon successful completion of all units a qualification certificate is awarded to each delegate.

## PROGRAMME STRUCTURE

| Course 1:    | Assessing risk and reviewing fire safety in complex premises (5 days)                         | NOS  | Credits   | GLH        |
|--------------|---|------|-----------|------------|
| Unit 7:      | Assess risks associated with fire in complex premises and environments                        | FS2  | 5         | 20         |
| Unit 9:      | Review fire protection systems in complex premises and environments                           | FS7  | 5         | 28         |
| Course 2:    | Ensuring fire safety in complex and regulated premises (5 days)                               | NOS  | Credits   | GLH        |
| Unit 8:      | Ensure measures are in place to protect people from fire in complex premises and environments | FS3  | 5         | 21         |
| Unit 10:     | Review safety measures at locations that are regulated and/or licensed                        | FS9  | 4         | 28         |
| Course 3:    | Auditing complex premises (Distance learning)   | NOS  | Credits   | GLH        |
| Unit 11:     | Visit complex premises and environments for the purpose of fire safety regulation             | FS12 | 4         | 15         |
| <b>TOTAL</b> | <b>10 days + Distance learning</b>  |      | <b>23</b> | <b>112</b> |





## PRICE

| Course  | Duration          |        | Open Course<br>£ per delegate | In-house Course<br>£ per cohort       |
|---|-------------------|--------|-------------------------------|---------------------------------------|
| Course 1  | 5 days            | Course | £ 740.00                      | <b>Virtual delivery</b> £ 14,800      |
| Course 2  | 5 days            | Course | £ 740.00                      | <b>Face to face delivery</b> £ 16,300 |
| Course 3  | Distance learning | Course | included in overall price     |                                       |
|   |                   |        | <b>£ 1,480.00</b>             |                                       |
| <b>In addition to the above prices an Awarding body registration fee is payable per delegate of £ 52.50</b> |                   |        |                               |                                       |
| <i>KPHA open qualification programmes will remain as virtual delivery until further notice.</i>             |                   |        |                               |                                       |
| <i>Face-to-face programmes are available for in-house courses.</i>  |                   |        |                               |                                       |
| <i>All prices are subject to VAT at the current rate.</i>   |                   |        |                               |                                       |

## OPEN COURSE DATES

| Ref  | Course 1   | Course 2   | Course 3                 |
|--|--|--|--------------------------|
| L4-39  | 15 <sup>th</sup> – 19 <sup>th</sup> January 2024 | 22 <sup>nd</sup> – 26 <sup>th</sup> April 2024   | Distance learning module |
| L4-41  | 18 <sup>th</sup> - 22 <sup>nd</sup> March 2024   | 17 <sup>th</sup> - 21 <sup>st</sup> June 2024    | Distance learning module |
| L4-42  | 22 <sup>nd</sup> - 26 <sup>th</sup> July 2024    | 14 <sup>th</sup> - 18 <sup>th</sup> October 2024 | Distance learning module |
| Please email <a href="mailto:admin@kphughes.co.uk">admin@kphughes.co.uk</a> to register interest |  |  |                          |



## PROGRAMME CONTENT

### Course 1: Assessing risk and reviewing fire safety in complex premises

- Legislative framework
- Fire safety codes of practice and guidance for complex premises
- Phased and horizontal evacuation
- Atria means of escape
- Premises with sleeping accommodation
- Departures from code compliance
- Consultation process, Qualitative Design Reviews and partnership working
- Fire risk assessment in complex premises
- Complex premises management, passive and active systems
- Human behaviour and occupancy diversity
- Determining validity of an existing fire risk assessment
- Determining risk-appropriate solutions to identified risk

### Course reference documents

- HM Government Fire Safety Risk Assessment guides
- Approved Document B
- BS 9991 Fire safety in the design, management and use of residential buildings
- PAS 79:2012 Fire risk assessment – Guidance and a recommended methodology
- BS 9999:2016; Fire safety in the design, management and use of buildings
- Health Technical Memorandum
- LACORS Housing Fire Safety Guide
- CFOA Fire Safety Guidance Notes and Audit Form
- KPHA Training Notes



## **Course 2: Ensuring fire safety in complex and regulated premises**

- Premises occupancy risk
- Fire risks in complex premises
- Existing fire safety provisions in complex buildings
- Risk-appropriate fire safety solutions and the prioritisation of them
- Management procedures and responsibilities
- Training and testing regimes
- Record keeping
- The effect of material changes to existing fire safety provisions
- The validity of risk assessments, significant findings and action planning
- The Licensing Act 2003 and legislative framework
- Fire safety in regulated and licensed premises
- Floor space occupancy calculations

## **Course reference documents**

- The Licensing Act
- HM Government Fire safety Risk Assessment guides
- BS 9999 Annex D: Recommendations for theatres, cinemas and similar venues
- HM Government Fire Safety risk assessment guide: open air events and venues
- EIG Blue Firework Guide: Working together on firework displays
- HSG 154 Managing crowds safely
- The Events Industry Forum Purple Guide to Event Safety
- Guide to safety at sports grounds (Green Guide)
- KPHA Training Notes



### **Course 3: Auditing complex premises - Distance learning**

- The aims and objectives of fire safety regulation
- Conducting fire safety audits in complex premises
- Identifying deficiencies in fire safety
- Liaison with other regulators
- Addressing non-compliance
- Reporting on audits
- Follow up visits to ensure compliance
- Workplace practical audit of a complex building

### **Course reference documents**

- KPHA Training Notes



# Level 4 Diploma in Fire Safety (Fire Inspectors)



## Overview

**The Level 4 Diploma in Fire Safety is an enhanced Level 4 qualification. This qualification includes all the units set out above under Level 4 Certificate plus unit 12 as a mandatory unit, then further optional units to achieve the required qualification credits.**

**Therefore, the commitment, courses and costs (excluding the Level 4 Certificate registration fee) described for the Level 4 Certificate must be considered in conjunction with the information provided below.**

After completing the Level 4 Certificate units described in the previous section, we then offer two options to achieving this enhanced level 4 qualification. A delegate's choice of route will primarily depend upon their role and the subject areas they are seeking competency in.

## Scope of qualification

This qualification is a combination of specialist areas of fire safety namely:

- Fire safety building regulations and guidance
- Premises under construction, demolition and alteration
- Fire safety regulation through formal enforcement and prosecution

It applies equally to simple and complex buildings.

## Who would benefit from this qualification?

This qualification is suitable for those who work with the Building Regulations relating to fire safety on new construction or alterations of existing buildings. It can also provide a comprehensive understanding of formal fire safety regulation and prosecution which is equally relevant to delegates in an enforcing role and delegates in the private sector who may be the recipient of these processes.

Typically, delegates include:

- Fire Risk Assessors
- Managers
- Facilities staff
- Health & Safety practitioners
- Building occupiers
- Building Safety Co-ordinators
- Fire Authority Fire Officers
- Building Control Officers
- Approved Inspectors

The National Fire Chiefs Council (formally the Chief Fire Officers Association) Competency Framework for Business Fire Safety Regulators identifies this qualification as the benchmark qualification for becoming a Fire and Rescue Service Fire Safety Inspector.



### **Qualification Credits**

In addition to successfully completing all the units described under the Level 4 Certificate.

A further minimum of 14 credits are required to achieve this qualification.

Unit 12 is mandatory (7 credits)

A further 7 credits are required to achieve the full qualification.

### **Entry Requirements**

Whilst a Level 3 Certificate or other equivalent qualification is not required to undertake this Diploma, because the Diploma includes all of the L4 Certificate units, it should be noted that the Level 4 Diploma is designed as a progression course from the Level 3 Certificate qualification and does assume delegates have Level 3 Certificate knowledge and understanding. If you feel that due to your prior experience you could enter directly at this level please contact us for a discussion.

### **Assessments**

This qualification is assessed against National Occupational Standards by:

- Post-course open book assessment
- Distance learning open book assessment

To achieve the qualification all assessment criteria must be met.

### **Qualification Award**

Delegates are registered with Skills for Justice Awards on commencement of this qualification. A registration fee of £52.50 per delegate is payable.

Upon successful completion of all units a qualification certificate is awarded to each delegate.



## PROGRAMME STRUCTURE - OPTION 1

| Course 1:                          | Building and CDM Regulations (10 day course)  | NOS  | Credits   | GLH       |
|------------------------------------|---|------|-----------|-----------|
| Unit 12:                           | Review fire safety matters relating to existing or proposed construction                      | FS6  | 7         | 50        |
| Unit 15:                           | Review fire safety matters relating to premises under construction, demolition and alteration | FS8  | 4         | 10        |
| Course 2:                          | Drafting enforceable documents (Distance learning)  | NOS  | Credits   | GLH       |
| Unit 17:                           | Draft statutory enforceable documents for the purposes of fire safety regulation              | FS13 | 3         | 7         |
| <b>TOTAL</b>                       |   |      | <b>14</b> | <b>67</b> |
| <b>10 days + Distance learning</b> |   |      |           |           |

## PRICE - OPTION 1

| Course  | Duration          | Open Course<br>£ per delegate | In-house Course<br>£ per cohort       |
|---|-------------------|-------------------------------|---------------------------------------|
| Course 1  | 10 days           | £ 1,375.00                    | <b>Virtual delivery</b> £ 13,750      |
| Course 2  | Distance learning | included in overall price     | <b>Face to face delivery</b> £ 15,250 |
| <b>Total</b>  |                   | <b>£ 1,375.00</b>             |                                       |
| <b>In addition to the above prices an Awarding body registration fee is payable per delegate of £ 52.50</b> |                   |                               |                                       |
| <i>KPHA open qualification programmes will remain as virtual delivery until further notice.</i>             |                   |                               |                                       |
| <i>Face-to-face programmes are available for in-house courses.</i>  |                   |                               |                                       |
| <i>All prices are subject to VAT at the current rate.</i>   |                   |                               |                                       |

## OPEN COURSE DATES - OPTION 1

| Ref  | Course 1   | Course 2          |
|--|--|-------------------|
| L4-38  | 3 <sup>rd</sup> - 14 <sup>th</sup> June 2024       | Distance learning |
| L4-39  | 8 <sup>th</sup> - 19 <sup>th</sup> July 2024       | Distance learning |
| L4-41  | 16 <sup>th</sup> - 27 <sup>th</sup> September 2024 | Distance learning |
| L4-42  | 13 <sup>th</sup> - 24 <sup>th</sup> January 2025   | Distance learning |
| Please email <a href="mailto:admin@kphughes.co.uk">admin@kphughes.co.uk</a> to register interest |  |                   |



## PROGRAMME STRUCTURE - OPTION 2

| Course 1: Building and CDM Regulations (10 days)               |   | NOS  | Credits   | GLH       |
|--|---|------|-----------|-----------|
| Unit 12:   | Review fire safety matters relating to existing or proposed construction                              | FS6  | 7         | 50        |
| Unit 15:   | Review fire safety matters relating to premises under construction, demolition and alteration         | FS8  | 4         | 10        |
| Course 2: Investigation, enforcement and prosecutions (5 days) |   | NOS  | Credits   | GLH       |
| Unit 16:   | Prepare and present evidence in court and other formal proceedings in relation to fire safety matters | FS11 | 3         | 21        |
| Unit 17:   | Draft statutory enforceable documents for the purposes of fire safety regulation                      | FS13 | 3         | 7         |
| Unit 18:   | Serve statutory enforceable documents for the purpose of fire safety regulation                       | FS14 | 3         | 7         |
| <b>TOTAL</b>   |   |      | <b>20</b> | <b>95</b> |
| <b>15 days + Distance learning</b>                             |   |      |           |           |

## PRICE - OPTION 2

| Course  | Duration | Open Course<br>£ per delegate | In-house Course<br>£ per cohort |             |
|---|----------|-------------------------------|---------------------------------|-------------|
| Course 1  | 10 days  | £ 1,375.00                    | Virtual delivery                | £ 13,750.00 |
|   |          |                               | Face to face delivery           | £ 15,250.00 |
| Course 2  | 5 days   | £ 980.00                      | Virtual delivery                | £ 9,800.00  |
|   |          |                               | Face to face delivery           | £ 11,300.00 |
| <b>Total</b>  |          | <b>£ 2,355.00</b>             |                                 |             |
| <b>In addition to the above prices an Awarding body registration fee is payable per delegate of £ 52.50</b> |          |                               |                                 |             |
| <i>KPHA open qualification programmes will remain as virtual delivery until further notice.</i>             |          |                               |                                 |             |
| <i>Face-to-face programmes are available for in-house courses.</i>  |          |                               |                                 |             |
| <i>All prices are subject to VAT at the current rate.</i>   |          |                               |                                 |             |

## OPEN COURSE DATES - OPTION 2

| Ref  | Course 1   | Course 2  |
|--|--|---|
| L4-35  | 22 <sup>nd</sup> January - 2 <sup>nd</sup> February 2024 | 15 <sup>th</sup> - 19 <sup>th</sup> April 2024    |
| L4-38  | 3 <sup>rd</sup> - 14 <sup>th</sup> June 2024             | 9 <sup>th</sup> - 13 <sup>th</sup> September 2024 |
| L4-39  | 8 <sup>th</sup> - 19 <sup>th</sup> July 2024             | 7 <sup>th</sup> - 11 <sup>th</sup> October 2024   |
| L4-41  | 16 <sup>th</sup> - 27 <sup>th</sup> September 2024       | 9 <sup>th</sup> - 13 <sup>th</sup> December 2024  |
| L4-42  | 13 <sup>th</sup> - 24 <sup>th</sup> January 2025         | 14 <sup>th</sup> - 18 <sup>th</sup> April 2025    |
| Please email <a href="mailto:admin@kphughes.co.uk">admin@kphughes.co.uk</a> to register interest |  |   |





## PROGRAMME CONTENT - OPTION 1

### Course 1: Building and CDM Regulations

- The Building Act and Building Regulations
- Statutory consultation procedure
- Means of warning and escape
- Provision for disabled persons
- Fire spread: linings and structure
- External fire spread
- Building boundary and separation calculations
- Access and facilities for the fire service
- Construction (Design and Management) Regulations 2015
- Fire safety on construction sites

### Course reference documents

- Regulatory Reform (Fire Safety) Order 2005
- The Building Regulations 2010
- The Building Act 1984
- Approved Document M
- Approved Document B Vol 2
- BR 187 External fire spread: building separation and boundary distances
- BS 5839 Fire detection and fire alarm systems for buildings
- BS 5266 Code of practice for the emergency lighting of premises
- 16 steps to fire safety on timber frame construction sites
- HSG 168: Fire Safety in Construction
- UKTFA: Design guide to separating distances during construction
- Construction (Design and Management) Regulations

### Course 2: Drafting enforceable documents – Distance learning

- The requirements for statutory enforceable documents
- Producing enforceable documents

### Course reference documents

- NFCC guidance documents
- KPHA training notes



## PROGRAMME CONTENT - OPTION 2

### Course 1: Building and CDM Regulations

- The Building Act and Building Regulations
- Statutory consultation procedure
- Means of warning and escape
- Provision for disabled persons
- Internal fire spread; linings and structure
- External fire spread
- Building boundary and separation calculations
- Access and facilities for the fire service
- Construction (Design and Management) Regulations 2015
- Fire safety on construction sites

### Course reference documents

- Regulatory Reform (Fire Safety) Order 2005
- The Building Regulations 2010
- The Building Act 1984
- Approved Document M
- Approved Document B Vol 2
- BR 187 External fire spread: building separation and boundary distances
- BS 5839 Fire detection and fire alarm systems for buildings
- BS 5266 Code of practice for the emergency lighting of premises
- 16 steps to fire safety on timber frame construction sites
- HSG 168: Fire Safety in Construction
- UKTFA: Design guide to separating distances during construction
- Construction (Design and Management) Regulations



## **Course 2: Investigation, enforcement and prosecutions**

- The range of enforcement, investigation powers and options
- Identifying offences
- Collecting supporting evidence
- Taking witness and evidence statements
- Contemporaneous notes
- Questioning and listening skills
- Collating evidence into a legal bundle
- Investigators witness statement
- Continuity and admissibility of evidence
- Reporting on offences
- Liaison with other stakeholders
- Presenting evidence and experiencing cross examination in court simulation
- Requirements and best practice for drafting and serving statutory enforcement documents

## **Course reference documents**

- Regulatory Reform (Fire Safety) Order 2005
- Regulators Compliance Code
- Enforcement Concordat
- HSE Enforcement Model
- CFOA Enforcement Model
- Article 31 prohibition notices
- NFCC Guidance Documents



# Level 5 Diploma Fire Engineering Design (Technician)



## Overview

The Level 5 Diploma Fire Engineering Design (Technician) qualification is for individuals who work or intend to work in a position where they are involved in auditing or risk assessing fire engineering premises and designing or assessing fire engineering design submissions.

This qualification provides individuals with a practical understanding of fundamental engineering principles, enabling them to identify proven techniques and procedures to solve practical fire engineering problems and, when appropriate, to hand over to a fire engineer.

## Scope of qualification

This qualification is a combination of specialist areas of fire safety namely:

- The principles of fire safety engineering
- Fire development and spread
- Smoke control and heat exhaust systems
- Fire suppression systems
- Human Behaviour
- External fire spread
- Fire resistance of materials and structures
- Pressure differential systems
- Access and facilities for firefighting
- Fire and evacuation modelling

## Who would benefit from this qualification?

This qualification is aimed at approved inspectors, fire safety auditors, inspectors, fire risk assessors, building control officers, managers, surveyors, architects and fire safety professionals so that they can work towards achieving Fire Engineering Technician status.

The National Fire Chiefs Council (formally the Chief Fire Officers Association) Competency Framework for Business Fire Safety Regulators identifies this qualification as the benchmark qualification for becoming a Fire Engineering Design Technician.



### **Entry Requirements**

There are no formal entry requirements although learners should be able to work at Level 4 Diploma or above, be proficient in the use of English Language and have previous experience of applying fire safety guidance such as Approved Document B (or equivalent) and BS 9999.

Prior to commencing this qualification, delegates must have the required knowledge and competence (i.e. A-level or equivalent) in mathematics. This course involves a significant amount of semi complicated mathematics which delegates will need to be capable of managing. Mathematics will not be taught on this programme.

**This qualification requires a significant amount of commitment from delegates. The Total Qualification Time for this qualification is 370 hours. A large amount of time is allocated to self-study.**

If you feel that due to your prior experience you could enter directly at this level, please contact us for a discussion.

### **Assessments**

This qualification is assessed against National Occupational Standards by:

- Post-course summative open book assessment

To achieve the qualification all assessment criteria must be met.

### **Qualification Award**

Delegates are registered with Skills for Justice Awards on commencement of this qualification. A registration fee of £84 per delegate is payable.

Upon successful completion of all units a qualification certificate is awarded to each delegate.



## PROGRAMME STRUCTURE

| FED 1:  | 5-days (Course 1)   | NOS         |
|---------|---|-------------|
| Unit 1  | Principles of fire development and spread   | FS2         |
| Unit 2  | Principles of fire engineering  | FS2/FS3/FS7 |
| Unit 6  | Smoke control and heat exhaust ventilation systems  | FS2/FS3/FS7 |
| FED 2:  | 5-days (Course 2)   | NOS         |
| Unit 3  | Review the effectiveness of automatic fire suppression systems                            | FS2/FS3/FS7 |
| Unit 4  | Fire engineering design and its impact on human behaviour                                 | FS2/FS3/FS7 |
| Unit 8  | Fire engineering design and its impact on the external spread of fire                     | FS6         |
| FED 3:  | 5-days (Course 3)   | NOS         |
| Unit 5  | Fire engineering design and its impact on the fire resistance of materials and structures | FS6         |
| Unit 7  | Pressure differential systems   | FS2/FS3/FS7 |
| Unit 9  | Fire engineering design and its impact on access and facilities for fire-fighting         | FS6         |
| Unit 10 | Principles of fire and evacuation modelling   | FS3         |

## PRICE

| Course                         | Duration | Open Course £                              | In-house Course £             |
|--------------------------------|----------|--|-------------------------------|
| FED 1                          | 5 days   | £ 950.00                                   | £ 9,500                       |
| FED 2                          | 5 days   | £ 950.00                                   | £ 9,500                       |
| FED 3                          | 5 days   | £ 950.00                                   | £ 9,500                       |
| Awarding body registration fee |          | £ 84.00                                    | See note <sup>1</sup>         |
| <b>TOTAL</b>                   |          | <b>Per delegate £ 2,934.00<sup>2</sup></b> | <b>Per programme £ 28,500</b> |

### NOTES

- In addition to the above prices, an awarding body registration fee of £84 is payable per delegate.
- This qualification programme will be by face-to-face delivery at a training venue located centrally in the UK. Accommodation and meals will be available in addition to the above programme fees at the following rates: 24hr delegate rate of £500 per week per delegate, or day delegate rate of £150 per week per delegate.
- Should covid restrictions be in place at the time of the course that does not allow face to face delivery, the course will continue to be delivered by virtual training.

*All prices are subject to VAT at the prevailing rate*



## OPEN COURSE DATES

| Ref    | Course 1   | Course 2   | Course 3   |
|--------|--|--|--|
| L5D-09 | 16 <sup>th</sup> - 20 <sup>th</sup> October 2023   | 15 <sup>th</sup> - 19 <sup>th</sup> January 2024 | 22 <sup>nd</sup> - 26 <sup>th</sup> April 2024   |
| L5D-10 | 13 <sup>th</sup> - 17 <sup>th</sup> May 2024       | 15 <sup>th</sup> - 19 <sup>th</sup> July 2024    | 07 <sup>th</sup> - 11 <sup>th</sup> October 2024 |
| L5D-11 | 16 <sup>th</sup> - 20 <sup>th</sup> September 2024 | 13 <sup>th</sup> - 17 <sup>th</sup> January 2025 | 07 <sup>th</sup> - 11 <sup>th</sup> April 2025   |

The venue for the above programmes is The Telford Hotel, Spa & Golf Resort, Sutton Heights TF7 4DT

For further details or to register your interest please email [admin@kphughes.co.uk](mailto:admin@kphughes.co.uk)



## PROGRAMME CONTENT -

### FED 1: Learning Outcomes

#### **The principles of fire engineering design (NOS FS2 / FS3 / FS7)**

- Understand the principles of fire engineering design
- Understand best practice for fire engineering consultations
- Be able to evaluate the effectiveness of fire engineering designs
- Be able to conduct an impact assessment of a fire engineering design

#### **Principles of fire development and spread (NOS FS2)**

- Understand how fire develops and spreads in buildings

#### **Smoke control and heat exhaust ventilation systems (NOS FS2 / FS3 / FS7)**

- Understand smoke control and heat exhaust ventilation systems
- Be able to determine a suitable design fire
- Be able to determine the mass flow of smoke and temperature in smoke layers
- Be able to evaluate smoke control and heat exhaust ventilation system components

### FED 2: Learning Outcomes

#### **Review the effectiveness of automatic fire suppression systems (NOS FS2 / FS3 / FS7)**

- Understand the principles of automatic fire suppression systems
- Be able to assess the effectiveness of sprinkler systems
- Be able to evaluate the effectiveness of water mist systems
- Understand the principles of oxygen reduction systems
- Understand the principles of gaseous, foam systems and other fire suppression systems

#### **Fire engineering design and its impact on human behaviour (NOS FS2 / FS3 / FS7)**

- Understand the effect of fire on human bodies and behaviour
- Understand how fire engineering design impacts on human behaviour and Safe Egress Times
- Be able to review the impact of fire engineering design on human behaviour

#### **Fire engineering design and its impact on the external spread of fire (NOS FS6)**

- Understand how fire engineering design impacts on the external spread of fire
- Be able to apply fire engineering design to the external spread of fire requirements





### **FED 3: Learning Outcomes**

#### **Fire engineering design and its impact on the fire resistance of materials and structures (NOS FS6)**

- Understand the effects of fire on materials and structures
- Understand how fire engineering design impacts on the fire resistance of materials and structures
- Be able to review the impact of a fire engineering design on the fire resistance of materials and structures

#### **Pressure differential systems (NOS FS2 / FS3 / FS7)**

- Understand pressure differential systems
- Be able to evaluate existing pressure differential systems
- Be able to evaluate a simple pressure differential system design
- Be able to evaluate the effectiveness of the maintenance and commissioning programme for pressure differential systems

#### **Fire engineering design and its impact on access and facilities for fire-fighting (NOS FS6)**

- Understand how fire engineering design impacts on the access and facilities for fire-fighting
- Be able to apply fire engineering design to the access and facility requirements for fire-fighting

#### **Principles of fire and evacuation modelling (NOS FS3)**

- Understand principles of fire and evacuation modelling
- Understand how to identify suitable fire and evacuation models

### **Course reference documents**

- Please see the [Skills for Justice Awards L5 Diploma in Fire Engineering Design qualification handbook](#)



# Fire Safety at Operational Incidents

## FS 5

2-days



### Overview

This course is for Fire & Rescue Service (FRS) operational staff and site fire safety practitioners that are required to support resolution of operational Incidents through their fire safety knowledge and expertise.

This unit is about fire safety specialists or site safety specialists advising and supporting the fire incident commander at an incident.

Following the course delegates will, when working within their personal level of responsibility and authority, be able to provide advice, information and support on matters of fire safety to members of the FRS command & control structure during and after the incident.

This unit is for fire safety practitioners such as FRS fire safety regulators, fire wardens, fire marshals, site safety officers, owners or occupiers, who are responsible for liaising with and supporting fire service operations.

### Who would benefit from this course?

The course fulfils the requirements of National Occupational Standard (NOS) FS5: Support the management of risk at incidents.

The National Fire Chiefs Council (formally the Chief Fire Officers Association) Competency Framework for Business Fire Safety Regulators identifies this unit qualification as a compulsory unit for Fire Safety practitioners and regulators who are required to support a fire incident command team at operational incidents.

### Course Learning Outcomes

- Understand requirements for supporting the management of risk at operational incidents
- Be able to obtain information to assist with the management of risk at operational incidents
- Be able to advise on the management of risks during operational incidents
- Be able to advise on the management of risks following an operational incident

### Pre-entry Requirements

Some demonstrable emergency incident response experience.



### Assessments

A post course assessment will be formally assessed against the assessment criteria of NOS FS5 (unit reference number: T/503/3600). On successful completion of the course and assessment, delegates will receive a unit award certificate.

### Delivery Method

**This course is available as an in-house course delivered by virtual training. Please contact us to confirm available dates.** The course includes: PowerPoint presentations, display board examples and clarifications, group exercises utilising breakout rooms, group discussions and individual support outside of core training hours.

### IT Requirements

Delegates will require a laptop or PC with camera/webcam, microphone and speakers enabled.

## PRICE

|   | £                      |
|---|------------------------|
|   | <b>In-house course</b> |
| 2-day programme   | <b>£3,500</b>          |
| An awarding body unit registration fee of £18 is also payable for each delegate |                        |
| <i>All prices are subject to VAT at the current rate.</i>                       |                        |

## COURSE CONTENT

- Site specific fire safety operational information that can be useful and how it can be collected and accessed
- The principles and use of risk assessment to influence operational tactics
- Commonly used control measures to reduce the consequences of fire to relevant people
- Analysing facilities in buildings to assist fire-fighters
- Assessing the impact of an incident on business continuity and the importance of supporting business recovery
- Evaluating the critical risks at an incident
- Liaising with other agencies at an incident
- The fire safety tactical advisor role post-incident
- Informing people of breaches of fire safety legislation

Please email [admin@kphughes.co.uk](mailto:admin@kphughes.co.uk) to register interest



# HTM Healthcare Premises

## 5-days



### Overview

This course provides a comprehensive understanding of the particular fire safety features, standards and bespoke solutions in healthcare and residential care premises.

### Scope of course

This course builds on delegate's knowledge of Approved Document B vol 2 by highlighting the particular challenges and solutions to meeting the functional requirements of the Building Regulations in healthcare premises from GP surgeries to major NHS and private hospitals. It also compares and contrasts the fire safety requirements of healthcare and residential care premises.

### Who would benefit from this course?

This course is suitable for those who are responsible for carrying out fire risk assessments and ensuring that suitable and sufficient fire safety arrangements are in place and correctly maintained in healthcare and residential care premises. Examples include:

- Fire Risk Assessors
- Managers
- Facilities staff
- Health & Safety practitioners
- Building occupiers
- Building Safety Co-ordinators
- Hospital Fire Officers
- Hospital maintenance staff

It is also suitable for personnel in a fire safety regulatory role with responsibility for ensuring that legislative requirements for fire safety are being met. This would include Fire Officers, Building Control Officers, Approved Inspectors and Health & Safety regulators.

### Entry Requirements

Delegates should be competent general fire safety practitioners or regulators with a good working knowledge of Approved Document B.



## Course Award

On successful completion of the course delegates receive a certificate of achievement which can be used as Continual Professional Development (CPD) evidence.

## PRICE

| Duration        | £<br>Open course | £<br>In-house course |
|-----------------|------------------|----------------------|
| 5-day programme | £695             | £6,250               |

*All prices are subject to VAT at the current rate.*

## OPEN COURSE DATES

### Virtual delivery

30<sup>th</sup> October - 3<sup>rd</sup> November 2023

Please email [admin@kphughes.co.uk](mailto:admin@kphughes.co.uk) to register interest

## COURSE CONTENT

### HTM Healthcare Premises

- Managing Healthcare Fire Safety
- Fire safety in the design of healthcare premises
- Fire risk assessments in complex healthcare premises
- Fire detection and alarm systems
- Commercial enterprises in hospitals
- Use of escape lifts
- Fire safety in Atria

### Course reference documents

- HM Government Fire safety risk assessment: residential care premises
- Additional Guidance from the National Association for Safety and Health in Care Services (NASHICS) and the Chief Fire Officers Association (CFOA), Business Safety Group
- HM Government Fire safety risk assessment: Healthcare premises
- Health Technical Memorandum (HTM) 05-01: Managing Healthcare Fire Safety
- Health Technical Memorandum (HTM) 05-02: Fire safety in the design of healthcare premises
- Health Technical Memorandum (HTM) 05-03: Fire safety measures for health sector buildings, parts A - M



# Heritage Buildings

## 1-day



### Overview

Heritage buildings are rarely able to be code compliant and are often used for a purpose different to their original use. This course will cover the unique issues and challenges that fire poses in these buildings including the fire safety risk to members of the public and staff and the often irreplaceable nature of these buildings and the unique artefacts within them.

### Who would benefit from this course?

This course is designed for those who are responsible for carrying out fire risk assessments and ensuring that suitable and sufficient fire safety arrangements are in place and correctly maintained in heritage buildings. Examples include:

- Heritage Building Managers
- Fire Safety Officers
- Fire Safety Professionals
- Fire Risk Assessors

### Entry Requirements

Delegates should be competent general fire safety practitioners.

### Course Award

On successful completion of the course delegates receive a certificate of achievement which can be used as Continual Professional Development (CPD) evidence.



**This course is currently available as an in-house option only.** Please contact us to confirm available dates.

## PRICE

|   | £<br>In-house course |
|---|----------------------|
| 1-day programme   | £1,500               |
| <i>All prices are subject to VAT at the current rate.</i> |                      |

## COURSE CONTENT

### Heritage Buildings

- English Heritage listing
- Consultation procedures
- Example of fire losses – Case studies
- Conservation principles
- Control measures
- Damage control

Please email [admin@kphughes.co.uk](mailto:admin@kphughes.co.uk) to register interest



## **Booking Information**

The information given in this prospectus provides an overview of the qualifications and courses that we offer. If you wish any further information or you wish to make a booking please email [admin@kphughes.co.uk](mailto:admin@kphughes.co.uk) or call us on 01708 766364.

### **Course Materials**

In support of our commitment to the climate change agenda, KPHA training materials are provided in electronic format only.

Internet links are provided for copyrighted reference documents and guides. Some of which are freely downloadable, others that may require purchasing should be supplied by the client.

### **Open Courses**

KPHA open course programmes will remain as virtual delivery until further notice.

**Payment** must be received 30 days prior to the commencement of the course or training provisions. In the case of qualifications, training provisions commence on the issuance of any pre-course learning.

### **In-house Courses**

The cost is inclusive of tutor travel, food and accommodation and training notes and course workbooks (electronic format).

Suitable facilities are to be provided by the customer for in-house courses. A list of the required facilities will be provided to the client upon making a booking enquiry.

### **Delegate numbers:**

Delegate numbers on in-house programmes will be limited to 20 delegates unless otherwise agreed and stated on course details. For Level 5 programmes delegate numbers are limited to 16.

### **Payment Terms**

**Payment** must be made strictly within 30 days of the invoice date.

### **Booking Amendments and Cancellations**

Please contact us as soon as possible if you wish to cancel or postpone a booking. In the event that you need to cancel your booking the following fees will be charged:

- More than eight weeks prior to the start of a course or training provisions no course fee will be payable
- Four to eight weeks prior to the start of a course or training provisions 50% of the total course fee will be payable
- Less than four weeks prior to the start of a course or training provisions 100% of the total course fee will be payable





**K.P. Hughes**  
& Associates Ltd  
Fire Safety Consultants

### **Course Updates and Amendments**

We reserve the right to change the details and content of courses without notice in order to ensure we reflect current best practice and developments in the sector.

Published open course dates may be subject to change. Please check the website for latest dates.

We reserve the right to amend our prices from those published in this prospectus. Confirmed bookings will be charged at the agreed price. Please refer to our website for latest details <https://kphughes.co.uk>

### **VAT**

VAT will be added at the prevailing rate to all prices published by KPHA Ltd.

### **Terms and Conditions**

Our full terms and conditions are available at <https://kphughes.co.uk/policies-and-terms>



**K.P. Hughes**  
& Associates Ltd  
Fire Safety Consultants

## Remembering Kevin

*Remembering Kevin Hughes who sadly passed away at the end of October 2022 after a short illness.*

Kevin joined the London Fire Brigade (LFB) in 1987 and retired in 2017. He was a highly qualified fire engineer and an excellent and fireground officer. He was known widely in fire safety circles in the UK and beyond, where he was a well-respected fire safety professional representing the National Fire Chiefs Council. He was an invaluable part of shaping the global collaboration in developing international fire safety standards, bringing his fire engineering expertise to the International Standards Committee.



Kevin is greatly missed by those who knew him and worked with him.

**Tel: 01708 766364**

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