

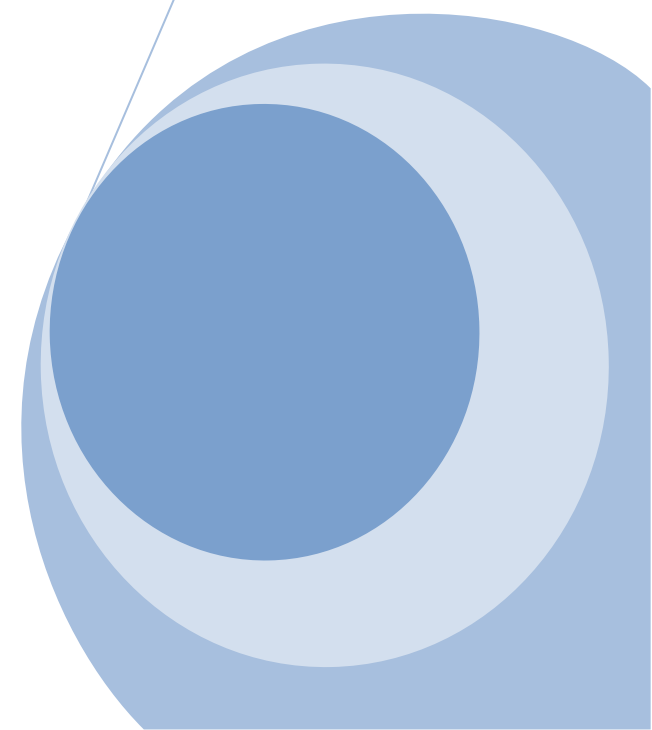
PASSIVE FIRE TRAINING CENTRE

EAL CENTRE No: 06785871

INFORMATION PACK

including

Passive Fire Training Course Specifications





EMTA Awards Limited
Part of the **SEMATA** Group
CENTRE 06785871



PASSIVE FIRE TRAINING COURSE SPECIFICATIONS

The Passive Fire Training Centre welcomes your interest in Passive Fire. Our Training Centre is new and purpose built to accommodate your needs in obtaining full certification and accreditation in Passive Fire Installation.

The Regulatory Reform (Fire Safety) Order 2005, which became law in October 2006, requires organisations that employ five or more people to carry out a Fire Risk Safety Assessment to protect the structure of the building and all those who work within it. This means that from October 2006 tradespersons and others related to the Construction Industry will need to have wider knowledge concerning fire safety aspects of their work. Whether working on a new build or existing premises, understanding the issues of Passive Fire systems will become paramount.

The Passive Fire Training Centre is the first dedicated Centre in the UK, to equip you with the skills and knowledge necessary for you to acquire the knowledge in passive Fire.

Our Centre will offer you a two-day course which will give you an overall appreciation of the concept of Passive Fire Installation.

Gaining knowledge in passive fire is about competence based education and training. It is not about writing lengthy essays as some of you might have experienced at school; it is more about showing, by producing evidence, that you are competent in performing certain tasks as laid down by the accrediting body. At our Centre we will make you familiar with the system and the language used in order to alleviate any barriers to your success.

By the time you leave our Centre you will have enjoyed learning how the installation of Passive Fire systems fit in with, not only your trade, but most trades in the Construction Industry. It is important that you have a working knowledge and overview of Passive Fire Installation in its entirety as only then can it be ensured that the installation has been successfully carried out to its optimum effect. This is crucial because we are dealing with ensuring that lives will not be put at risk in the event of fire. Our simulated workshop will allow you to apply the theory you have learned in a practical work environment, giving you the chance to try things out in the safety of our workshop rather than making mistakes which could prove fatal in the real world.

We will offer you, lively debate, discussion, interpretation of the occupational standards, camaraderie, meaningful learning, and the knowledge that you have added to your repertoire something which will make you even more sought after and employable as a tradesperson. The teaching staff will take into account the different ways in which you learn in order that you may gain the greatest benefit. We are committed to you leaving this Centre feeling happy with the content of the course and the way in which it was delivered, and knowing that you can now move on and form a plan to carry out the tasks.

The course will involve you finding out what aspects of Passive Fire apply to your trade; for example, an electrician will have to know about installing fire stopping appropriate to ceiling, floor and wall installations; a carpenter will have to know how to hang a door complete with intumescent/smoke seals and fire card to hinges and locks in order to meet current specifications; and a painter and decorator will need to know how to prepare different types of wood and apply intumescent coatings. Fire stopping is about the containment of fire in as small an area as possible so that people can evacuate the building in safety and so that the Fire Service can efficiently and safely put an end to the fire. You will also learn how to enhance your communication skills.



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THE AIMS OF THE PASSIVE FIRE TRAINING CENTRE

The main goal of the Passive Fire course is geared towards equipping you, the trades-person, with new skills and knowledge. The aim of this knowledge is to make you more employable and aiding you in branching out into an area which you now need to consider, complying with new the Fire regulations which came into force in October 2006.

Our aims and objectives when planning the course were clear and include varied teaching methods, good resources, attention to students differing learning styles and knowledgeable staff.

We endeavour to aid the learning of all who attend our training centre, helping them to achieve their goals and make the most of what the course has to offer. We hope you enjoy your learning and pass this enjoyment onto others.

OVERVIEW OF PASSIVE FIRE COURSE CONTENT

The course will consist of two days which are designed to give you inroads into learning all about passive fire. The course content will consist of:-

- **Induction and Orientation**
- **Legislation and the Risk Assessment**
- **Health & Safety with specific regard to Fire**
- **Demonstrations (live and via DVD video)**
- **The theory of passive fire prevention**
- **Passive Fire and your understanding of the real responsibilities in relation to installation**
- **Opportunities to embed the theory through practical experience in our workshop**
- **Opportunities to gain skills and knowledge of other construction trades in relation to Passive Fire**

WORKSHOP CODE OF PRACTICE

Please follow these simple rules:-

- **Suitable safety footwear must be worn at all times**
- **Appropriate clothing/equipment to be worn correctly at all times**
- **Eye protection must be worn at all times when using power tools**
- **No food or drinks to be consumed in the workshop, training room, or corridors at any time**
- **Use of mobile phones is permitted, but we do ask that they are left on silent or discreet modes**
- **Report all accidents (however minor) and seek first aid if necessary**
- **Report all defective tools, equipment, and machinery to a member of staff**
- **Candidates must act responsibly in the workshop at all times**

The completion and signing of the enrolment form constitutes acceptance of the workshop code of practice.



STARTING DETAILS

For those driving to the centre, we have a few car parking spaces. Please aim to be at the training centre for **08.50am** on your first day.

The student entrance is on the right-hand side of the building. Once inside, please wait in the entrance hallway where you will be welcomed at **09.00am** for your induction.

MATERIALS TO BRING WITH YOU

Please bring a pen, pencil, eraser, A4 paper, ruler, and your own personal protective equipment (PPE) for the workshop session on the second day of the course. PPE should include overalls, goggles, and safety footwear.

Please note that while attending the course you are responsible for the safe keeping of your personal property and coursework. You should pay due attention to health and safety of yourself and others whilst at the training centre, especially while using equipment and tools in the workshop.

PFTC TERMS & CONDITIONS

PAYMENT

When booking a placement on one of our courses full payment of the course fee must be made no later than 14 days before the date of the course. The fee will only be refunded if the booking is cancelled by writing to PFTC no later than 7 days before the commencement date of the course.

Course days: Wednesday and Thursdays
Times: From 9.00am to approximately 4.00pm (Day 1) or 2.00pm (Day 2)
Refreshments: Light lunch and hot or cold drinks are provided

FEES

2 Day Course including 1 EAL Certificate*:	£375.00
Plus VAT @ 20%	£ 75.00
Sub-Total for Course & Certificate	<u>£450.00</u>
NAPFIS Membership: (VAT is not applicable to NAPFIS fees)	£150.00
Total Fees:	<u>£600.00</u>

**Additional EAL Certificates are available at a cost of £45 plus VAT @ 20% for each Certificate, on completion of additional tasks for that specific trade.
NAPFIS renewal is £200.00 per year.*



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EVALUATION ASSURANCE LEVEL

The Passive Fire Training Centre has met the stringent conditions laid down by EAL (EMTA Awards Limited) and has been approved as the only purpose-built training centre linked to the construction industry that offers comprehensive training in passive fire prevention for all trades people. As the training offered is highly flexible, candidates may tailor their qualification requirements on completion of the two-day course to suit their individual training needs.

Certification is available in four categories. For us to be able to process your application quickly and efficiently you must tick the appropriate box(es) on the Application Form for each of the relevant certificates you wish to receive. Please be aware that ALL certificates have mandatory products (mastic, batts, wraps, collars, adhesives, and pads) you will be asked to use on the second day of the course in the workshop. Carefully select the appropriate certificate(s) for your trade(s).

EQUAL OPPORTUNITIES POLICY

The Passive Fire Training Centre policy is one in which there is equal opportunity in all aspects of training, education and employment, for all persons with regard to age, culture, race, religion, marital status, gender, sexual orientation, disability, or political persuasion. In all dealings with others, every person has to be seen to be treated and recognised on their individual merits without prejudice. We are fully committed to the active promotion of equal opportunity in the provision of all our services.

We undertake to ensure all our staffs are trained to be aware of their responsibilities in this area and that no individual or groups of individuals are ever discriminated against, as this is unlawful. We will actively promote our equal opportunities policy.

We seek to create an atmosphere in which no student suffers unfair discrimination. Every student will be allowed the opportunity to participate in all activities. All students will from the first day be made aware of the equal opportunities policy and the channels to follow for complaint.

The Passive Fire Training Centre will ensure that personnel policies and practice comply with the principle of equal opportunities. All marketing will encourage all individuals to apply regardless of age, culture, race, religion, marital status, gender, sexual orientation, or disability.

This policy will be supported and implemented by all staff and directors of the company.

I have read and understood this policy and I agree to comply with it and assist at all times in its implementation.

Student Signature: Date:



CONFIDENTIAL QUESTIONNAIRE

EQUAL OPPORTUNITIES MONITORING

To assist us with the operation of our Equal Opportunities Policy and ensure that there is genuine equality of opportunity we seek your help. Provision of this information is on a voluntary basis and will be held in confidence. The information you supply will be used solely for the purposes of Equal Opportunities Monitoring.

Please tick or specify in the marked areas as appropriate:–

1. **My gender is:**

Male Female

2. **Do you consider yourself to have a disability?**

Yes No

3. **I would describe my ethnic origin as:**

White UK White European White Other

Black African Black Caribbean Black Other

Indian Pakistani Bangladeshi

Asian Other Chinese

Other (please specify)

4. **Where did you see the Passive Fire Training Centre advertised?**

.....

When completed, please return to:–

PASSIVE FIRE TRAINING CENTRE, ENTERPRISE HOUSE, POULTON CLOSE, DOVER, KENT, CT17 0HL

If you have any queries regarding this questionnaire, please telephone us on 01304 210721.

NAPFIS

Nationwide Association of Passive Fire Installers and Specifiers

Introduction to NAPFIS and Application Form





AN INTRODUCTION TO NAPFIS

(NATIONWIDE ASSOCIATION OF PASSIVE FIRE INSTALLERS & SPECIFIERS)

All NAPFIS members must have attended the EAL/EMTA-approved passive fire prevention training course at the Passive Fire Training Centre and achieved a pass in order to qualify for membership. Installers, applicators, and specifiers are required to take full responsibility for their own work by certificating their own work with a NAPFIS Certificate. Members retain one copy of the multi-part certificate and send another copy into NAPFIS to retain on file, leaving other copies of the certificate available to issue to those who require them. All members of NAPFIS are independently-assessed twice each year for the first two years of their membership, then annually afterwards. The Assessors are independent and NAPFIS-approved.

NEW FIRE LEGISLATION AND BUILDING REGULATIONS

Since October 2006, new fire safety legislation requires building owners, managers, or a responsible delegated person to ensure that any work carried-out within their premises should always maintain the fire rating of all building elements. This means that any penetration made by a tradesperson will have to be sealed with the correct type of passive fire prevention seal. It should now be common practice for trades people to be required to have sufficient knowledge of and training in the use of passive fire prevention systems, as there will be an increasing need for accredited installers of passive fire prevention systems. It is also important to note that the new Document B of UK Building Regulations includes a section actively encouraging independent accreditation and certification. In the general introduction, Section 0.15 states:

“Since the performance of a system product, component, or structure, is dependent upon satisfactory site installations, testing, and maintenance, independent schemes of certification and accreditation of installers and maintenance firms of such will provide confidence in the appropriate standard of workmanship being provided”.

HOW WILL THIS AFFECT MY EVERYDAY WORK?

Your current work will already include installation and servicing of wiring, piping, doors, and penetrations made in fire-rated ceilings, floors, and walls. These services will have to be sealed with materials that give the relevant fire protection and which have been tested to meet the requirements of Document B of UK Building Regulations. A carpenter will probably already fit fire door seals. A painter and decorator may already be applying intumescent or flame-retardant coatings of one type or another. A plumber or electrician will be installing and maintaining services that require appropriate fire seals. A builder will have to fill many structural holes and gaps with the correct fire sealing systems.

Whoever is responsible for the fire safety of a business or other organisation will now start to ask you for evidence that you have applied the passive fire prevention products correctly. The demand for accredited passive fire prevention systems installers should become common practice.

HOW WILL THIS AFFECT MY FUTURE BUSINESS PROSPECTS?

An accredited passive fire prevention systems installer will have the knowledge and ability to install these systems and pass on the added value of these services to the client, resulting in extra business potential.

HOW CAN ACCREDITATION BE ACHIEVED?

The Nationwide Association of Passive Fire Installers and Specifiers (NAPFIS) has been established to offer an accreditation process to all trades people involved in the construction industry. When projects including passive fire prevention systems are finished, the accredited trades person will be able to offer the client a NAPFIS certificate, helping them to fulfil their obligation under the fire safety legislation. This type of work is

specialised and requires a good understanding of passive fire prevention systems. You can increase your potential as a trained and accredited trades person, by having the knowledge and skill to install these systems and other systems required by your trade or profession.

HOW CAN I BECOME AN ACCREDITED TRADES APPLICATOR OR SPECIFIER?

You will have to show that you have a good knowledge of passive fire prevention systems and their installation requirements. NAPFIS is supported by the Passive Fire Training Centre (EAL/EMTA approved training centre No. 06785871) which now delivers courses in passive fire prevention. By completing the course, you will be able to become a member of NAPFIS.

THE BENEFITS OF NAPFIS MEMBERSHIP

NAPFIS members enjoy a number of major benefits including increased business earnings potential, expanded customer base, and technical support. Many organisations are now requiring that all passive fire prevention systems installers and specifiers are accredited, leading to an increased demand for your services and certification.

THE NAPFIS STANDARD

- **NAPFIS** is dedicated to the promotion of a high standard in the supply of passive fire prevention materials and their installation
- **NAPFIS** is committed to ensuring that all activities involving passive fire prevention materials are in full accordance with all current European and UK fire testing standards.
- **NAPFIS** is committed to the effective education and training of all its members in the use and general understanding of the science of passive fire prevention systems
- **NAPFIS** is committed to the promotion of the highest standards of professional workmanship in the application of all passive fire prevention materials
- **NAPFIS** is committed to correct health and safety procedures in the handling and use of passive fire prevention materials
- **NAPFIS** is committed to correct health and safety procedures in the handling and use of passive fire prevention materials to its members having the correct knowledge and understanding of the UK Fire Regulations and the materials to use in order to achieve the correct fire safety requirements in a building, helping to save lives and property and helping fire and rescue services.
- **NAPFIS** is committed to its members having the correct knowledge and understanding of the UK Fire Regulations and the materials to use in order to achieve the correct fire safety requirements in a building, helping to save lives and property and helping fire and rescue services.



COURSE & NAPFIS MEMBERSHIP APPLICATION FORM

(Complete in block letters. Tick in Home Address or Business Address panel* to choose **one** for website)

Surname:		Student No:	
Forename(s):		(office use only)	
Date of birth:		Title: Mr/Mrs/Miss/Ms	
NI Number:		Nationality:	
Home Address*:		Home Phone:	
		Personal Mobile:	
		Personal Email:	
Post Code:		Personal Web Site:	
Business Name & Address*:		Office Phone:	
		Business Mobile:	
		Business Email:	
Post Code:		Business Web Site:	

Professional Details	Tick as appropriate	Personal Information:	Tick as appropriate
Carpenter		I have a food allergy	
General Builder		I have learning difficulties	
Electrician		I have a disability	
Painter & Decorator		I have a health problem	

NB: The first certificate is included in the course fee, but each additional EAL Certificate is charged at £45 plus VAT extra.

Please enclose a good quality passport-size colour photograph and do not write on it, staple it, or stick it on. Please sign below to confirm that you have read the NAPFIS Terms & Conditions and that all information you have given on this form is correct and you agree to your membership details being published on the NAPFIS web site (www.napfis.co.uk) in the Member Listings.

Member's Signature in black ink (please keep it inside the black border below):



TERMS AND CONDITIONS OF NAPFIS MEMBERSHIP

1. THE MEMBER SHALL:

- a. Have been carrying out their trade for an appropriate period before making an application for membership.
- b. Be fully engaged on a regular basis in work or training that is related to their trade and may involve the installation and maintenance of passive fire systems in accordance with the current building regulations.
- c. Be fully committed to a high standard of workmanship.
- d. Be fully committed to maintaining the health and safety standards as required by the Health & Safety Executive.
- e. Be fully committed to the continuation of education in passive fire systems and relevant regulations.

2. CERTIFICATES

- a. The member is entitled to the NAPFIS certification scheme for **themselves only** and **shall be responsible for the safe keeping and correct use of these certificates.**
- b. The member will ensure that they will not subcontract or delegate the installation of passive fire systems to a third party. **Certification is only made for the works carried out by themselves.**
- c. All certificates and other items issued by NAPFIS shall remain the property of NAPFIS and should be made available for inspection by NAPFIS if requested and returned on demand.
- d. **The applicant must agree that they will forward the relevant copies of certificates issued to all agreed parties.**

3. CODE OF PRACTICE

- a. NAPFIS advises that an applicant should obtain a current copy of the NAPFIS application pack. Applications should be made using its current application form.
- b. Members must notify NAPFIS if there are any changes to their registration details including: ceasing trading, changing address, bankruptcy, or insolvency.

4. FEES

- a. Applications for membership should be accompanied by the appropriate application fee as specified by NAPFIS.
- b. Applications will not be processed until payment of fees has been received by NAPFIS in cleared funds
- c. Application fees will not be refunded if the application is refused or withdrawn. The application fee applies to each individual member; it does not apply to companies or other organisations.
- d. Any dispute between employer and employee relating to NAPFIS membership in the instance of the employer funding the membership will result in the membership being withdrawn. Any agreement between employer and employee should be finalised before application to NAPFIS.
- e. **Fees must be paid on an annual basis.**

5. SUSPENSION

Where there is evidence that the applicant or member is in breach of the NAPFIS code of practice and or any of the rules herein, immediate suspension may be initiated.

6. PROBATIONARY REGISTRATION

NAPFIS may, at its discretion, register an applicant for a probationary period only. At the end of this probationary period NAPFIS may at its discretion remove the Applicant's name from the contract register.

7. COMPLAINTS

- a. The member will maintain and make available for inspection the records of any complaint they receive about their work. This should include all actions taken to resolve these complaints. The member fully accepts that NAPFIS is not responsible and cannot be held liable for any technical information and installation that the member had offered or completed.
- b. The member fully accepts that NAPFIS has the right to inspect their work without notice.

8. USE OF THE NAPFIS TRADEMARKS

All NAPFIS members are entitled to use the NAPFIS logo for publicity purposes. It may be used by companies as long as passive fire installation is carried out by Fully-trained members.

9. DECISION

NAPFIS will make the final decision on whether an applicant meets its standards or whether they can become a member. NAPFIS will give written notice to the applicant of its decision.

10. RENEWALS

- a. Applications for renewal of membership can only be made by existing members.
- b. **NAPFIS holds the right to refuse renewal.**
- c. Renewal of registration is subject to the payments to NAPFIS in cleared funds and must be made by the renewal date stated. **If cleared funds are not received by the renewal date, membership will be terminated with immediate effect.**
- d. Renewals shall be effective from the first month that the member originally joined.
- e. Renewals can be made any time up to one year after the expiry date, after completing a one-day refresher course. **This course will be provided by Passive Fire Training Centre, Dover, Kent, and will be subject to a fee of £100 plus standard-rate VAT at the prevailing rate.**



NAPFIS MEMBERSHIP DETAILS AMENDMENT FORM

(Complete in block letters. Tick in Home Address or Business Address panel* to choose one for website)

Surname:		Membership Number:	
Forename(s):			
Date of birth:		Title: Mr/Mrs/Miss/Ms	
NI Number:		Nationality:	
Home Address*:		Home Phone:	
		Personal Mobile:	
		Personal Email:	
Post Code:		Personal Web Site:	
Business Name & Address*:		Office Phone:	
		Business Mobile:	
		Business Email:	
Post Code:		Business Web Site:	

Date of Amendment Request:	
Member's Signature:	

OFFICE USE ONLY:	
Date Received:	
Date Web Site Amended:	
Office Signature:	

When completed, please return to:-

PASSIVE FIRE TRAINING CENTRE, ENTERPRISE HOUSE, POULTON CLOSE, DOVER, KENT, CT17 0HL

If you have any queries regarding amendments, please telephone us on 01304 210721.



Contact us for course dates and more information NOW!

Phone: 01304 210721 – Fax: 01304 215000 – Email: info@pftc.co.uk

**Passive Fire Training Centre Ltd
Enterprise House
Poulton Close
Dover
Kent,
CT17 0HL**

WWW.PFTC.CO.UK

WWW.NAPFIS.CO.UK

