

## National Certificate in Workplace Emergency Risk Management (Building Fire and Emergency Co-ordinator) (Level 4)

**Level** 4

**Credits** 129

This qualification has been **reviewed**. The last date to meet the requirements is 31 December 2019.

### Transition Arrangements

This qualification has been designated as expiring. There is no replacement.

The last date for entry to programmes leading to this qualification is 31 December 2017

The last date for assessment against the replaced qualification is 31 December 2019, at which time it will be discontinued.

For detailed information see [Review Summaries](#) on the NZQA website.

This qualification contained compulsory unit standards 3276; 14558; 4099; and 7107 which had expired. These have been removed from the compulsory section, and the credits have been transferred to the elective section which has increased from 22 to 36 credits required.

### NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	March 2000	December 2019
Review	2	January 2016	December 2019

### Standard Setting Body

The Skills Organisation  
PO Box 24469  
Royal Oak  
Auckland 1345

Telephone 09 525 2590  
Email [reviewcomments@skills.org.nz](mailto:reviewcomments@skills.org.nz)

## NATIONAL CERTIFICATE *in*

### Workplace Emergency Risk Management (Building Fire and Emergency Co-ordinator) (Level 4)

Level of qualification: 4

Credit total: 129

	Compulsory	Elective
Level 1 credits:	2	-
Level 2 credits:	10	-
Level 3 credits:	28	0-22
Level 4 credits:	61	0-22
Level 5 or above credits:	6	0-22
Minimum totals:	107	22

Registration date: 23 March 2000

#### Fields, sub-fields and domains:

##### COMMUNITY AND SOCIAL SERVICES

- Community and Workplace Fire and Emergency Management
  - workplace emergency risk management
  - workplace fire and emergency response
- Fire and Rescue Services
  - fire and rescue services – generic fire fighting

##### EDUCATION

- Adult Education and Training
  - delivery of adult education and training
- Generic Education and Training
  - assessment of learning

##### HEALTH

- Health Studies
  - core health

##### HUMANITIES

- Communication Skills
  - interpersonal communications
  - writing

##### LAW AND SECURITY

- Compliance and Law Enforcement
  - compliance and regulatory control

#### Standard-setting body responsible for the qualification:

Fire and Rescue Services Industry Training Organisation

**Other standard-setting bodies whose unit standards are included in the qualification:**

Core Skills National Standards Body - Communications Skills Advisory Group  
Education - Adult Education and Training Advisory Group  
First Aid Advisory Body  
Local Government Industry Training Organisation  
NZ Dairy Industry Training Organisation – Industrial Health and Safety Advisory Group

**1 Purpose**

This qualification is designed for those working in building services as a Fire and Emergency Protection Officer in a middle management position.

This qualification is a prerequisite to the National Diploma in Workplace Emergency Risk Management (Building Fire and Emergency Manager) (Level 5) [Ref: 0736].

The qualification covers a range of knowledge and skills specific to community fire prevention and fire and rescue services, and broader areas of adult education and training, and compliance and regulatory control.

The compulsory section contains unit standards involved in fire safety and control, operation and knowledge of fires and fire and building protection equipment related to structural fires and emergencies, as well as personal safety, evacuation, adult education and training, first aid unit standards, and interpersonal communications and writing.

The elective section gives flexibility to the qualification and allows the candidate a choice of unit standards from anywhere on the national qualification framework. It is expected that programmes will be structured to provide a range of elective unit standards to meet the needs of end users of the qualification.

## 2 Regulations for the qualification

### 2.1 Entry information for programmes of education and training assessed against the unit standards in the qualification

Open.

### 2.2 Recognition of prior learning

Prior learning will be recognised at unit standard level through applications to an accredited provider or the Fire and Rescue Services Industry Training Organisation.

### 2.3 Summary of qualification requirements

This qualification will be awarded to people who meet the requirements of the compulsory and elective sections.

#### Compulsory

*All the unit standards listed are required.*

#### Elective

*A minimum of 22 credits at level 3 or above from anywhere on the National Qualifications Framework.*

### 2.4 Detailed qualification requirements

#### Compulsory

The following standards are required

Community and Social Services > Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management

ID	Title	Level	Credit
4651	Apply knowledge of structural fire behaviour	3	3
14560	Monitor and utilise installed fire systems	3	4
16798	Take preventative measures against emergencies in the workplace	2	3
16804	Conduct non-technical workplace audits on emergency equipment and systems	4	4
16805	Manage workplace emergency prevention processes	4	6

Community and Social Services > Community and Workplace Fire and Emergency Management > Workplace Fire and Emergency Response

ID	Title	Level	Credit
3271	Suppress fire with hand extinguishers and fixed hose reels	3	1
4647	Explain principles of fire science	2	2
16797	Identify, prepare for, and take action in an emergency	2	4
16799	Perform the duties of a workplace emergency warden	3	4
16800	Take action to control small emergency situations	3	4
16801	Participate in a workplace emergency response team	3	4
16802	Protect people in situations of danger	3	6
16803	Co-ordinate emergency response activities	4	5

Education > Adult Education and Training > Delivery of Adult Education and Training

ID	Title	Level	Credit
7108	Conduct on-job training for adults	4	8
7115	Create and maintain a learning environment for adult learners	4	4

Education > Generic Education and Training > Assessment of Learning

ID	Title	Level	Credit
4098	Assess candidate performance using supplied assessment activities	4	3

Health > Health Studies > Core Health

ID	Title	Level	Credit
6400	Manage first aid in emergency situations	3	2
6401	Provide first aid	2	1
6402	Provide resuscitation level 2	1	1

Health > Occupational Health and Safety > Occupational Health and Safety Practice

ID	Title	Level	Credit
497	Protect health and safety in the workplace	1	1

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
9679	Participate in formal meetings	4	3
11099	Develop strategies for communicating in a culturally diverse workplace	4	4

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
9701	Write proposals	4	3
11095	Write business correspondence to convey complex ideas and information	4	3

Law and Security > Compliance and Law Enforcement > Compliance and Regulatory Control

ID	Title	Level	Credit
4230	Plan inspections	4	4
4231	Conduct an inspection	4	4
10425	Apply Health and Safety in Employment Act 1992 in own workplace	4	2

**Elective**

A minimum of 36 credits at Level 3 or above  
From anywhere on the NQF

**First Aid V1 Exemptions**

Credit for	Exempt from
26551, 26552	6400
26552	6401
26551	6402

**3 Accreditation option**

Evaluation of documentation	Evaluation of documentation and visit
First Aid Advisory Body	NZQA
Local Government Industry Training Organisation	Core Skills National Standards Body - Communications Advisory Group
	Education - Adult Education and Training Advisory Group
	Fire and Rescue Services Industry Training Organisation

Further accreditation requirements depend on the electives undertaken, and can be found on the unit standards concerned.

**4 Certification**

The certificate will display the logos of NZQA and the Fire and Rescue Services Industry Training Organisation.

**5 Transition arrangements**

**5.1 Non National Qualifications Framework transition**

This qualification does not replace or have a close relationship to any NZQA registered qualification or approved national course.

**5.2 National Qualifications Framework transition**

This qualification contains unit standards that are replacements of earlier unit standards. For the purposes of this qualification people who have gained credit for the following expiring unit standard will be exempt from the requirement to gain credit for the replacement unit standards.

Expiring unit standard	Replacement unit standard(s)
3277	3276 and 10615

Any version of a unit standard contained within this qualification which retains its original unit standard identification number will continue to meet the requirements of this qualification.

**Comments to:**

Fire and Rescue Services Industry Training Organisation  
 Qualification Revision  
 PO Box 160  
 WELLINGTON

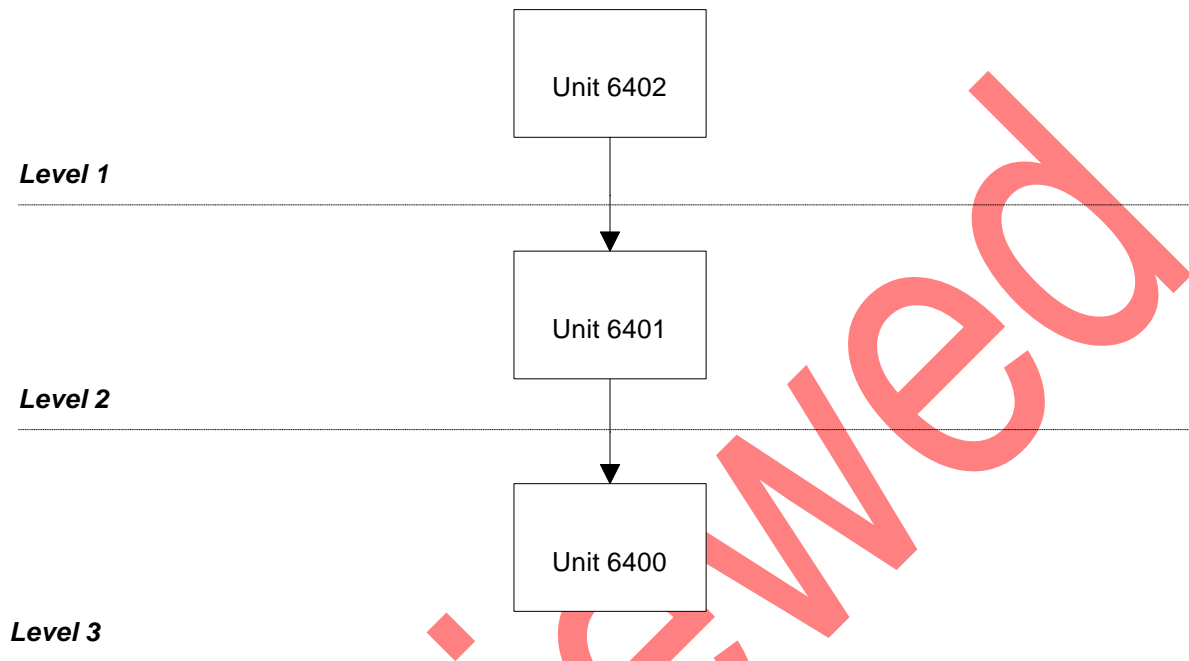
by 31 December 2004.

**Please Note:**

Providers must be accredited by the Qualifications Authority before they can offer programmes of education and training assessed against unit standards.

Accredited providers assessing against unit standards must engage with the moderation system that applies to those unit standards.

### Prerequisite Diagram



REVIEWED