



Fire, Emergency and Security Systems (FESS) Assessment Centre Specification

Version 2 - February 2021

By the industry, for the industry

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1 FESS Assessment Centre Specification

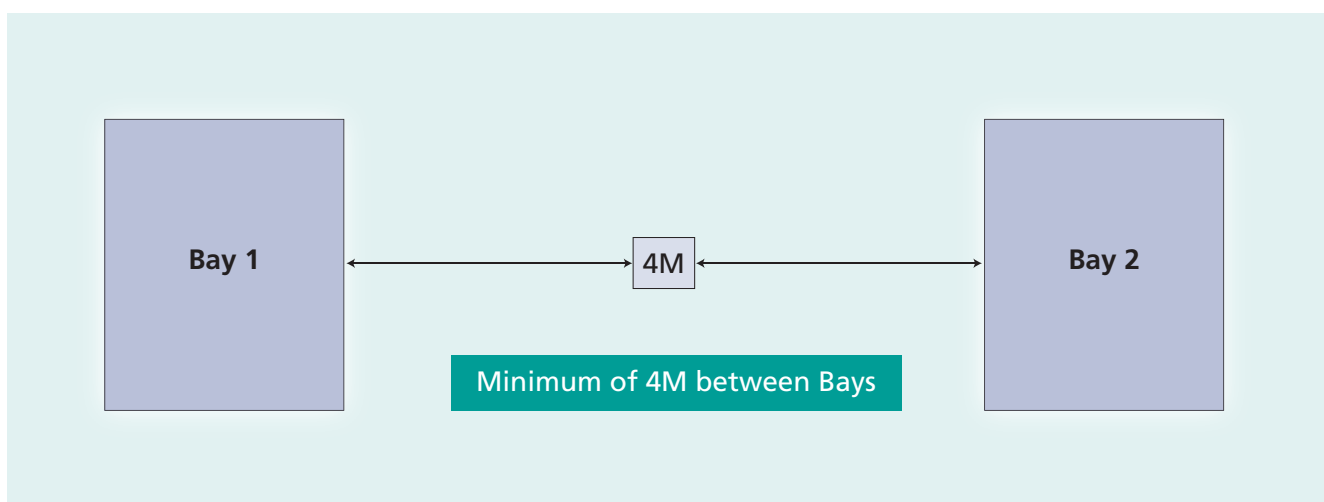
1.1 Overview

1.1.1 A dedicated and secure area is required for the Assessment Centre based on a minimum ratio of:

- 75m² for a 4x installation bay centre.
- 45m² for a 3x installation bay centre.

The area will be fit for purpose in terms of lighting, heating and ventilation and emergency exit provision.

1.1.2 There should be a minimum of four metres between the outside edges of the opposite bays:



- 1.1.3** Access will be via a door fitted with a self-locking latch or punch-coded lock to prevent casual entry by unauthorised persons. The main entrance door will bear the NET approved signage stating: 'No Unauthorised Entry' and also the NET issued 'No Mobile Phones' sign.
- 1.1.4** A doorbell will be fitted on the outside of the assessment centre door which when pushed will require the door(s) to be opened from the inside.

Note: For safety reasons, entrance doors should not be locked from the inside with a key inserted in a mortice or rim type lock. Proprietary night latches allow quick exit in the event of emergency.

- 1.1.5** Any windows into the assessment area must be fitted with suitable screening to stop viewing of the assessment area from the outside.
- 1.1.6** The floor of the assessment area should be sealed or covered as appropriate to minimise the build-up of dust.
- 1.1.7** The assessment area, where it forms part of a workshop complex, will be suitably divided off from adjacent areas for security and to minimise the hazard caused by excessive noise being transmitted to the area from adjacent areas.
- 1.1.8** An area suitable for use as a secure store will be necessary together with an area where the Centre Assessors may store records etc. These areas may be part of the total minimum test facility area or adjacent to it.
- 1.1.9** Additional areas that would be necessary for the provision of the Assessment Centre include:
- A suitable briefing area where candidates can receive instructions / induction given by the centre staff.
 - An area including individual lockers where candidates may securely store personal belongings.
 - A lockable box for storage of mobile phones controlled by assessor.
 - A quiet area viewable by the assessor where candidates can undertake the Online Knowledge based assessment. Suitable IT equipment should be provided (see Section 1.2 - Minimum Computer Specification to run the NET Marking and Management System).
 - A quiet area for the Professional Discussion – this can be the same area allocated for the Online Knowledge assessment if not used at the same time and sufficiently quiet/private. It does not have to be within the assessment area (for instance a private office elsewhere could be used), however it must be free of noise and distractions and should not take place in a public area.
 - An area where refreshments may be taken as required.

Note: All the additional areas may be provided within one single room.

1.2 Minimum computer specification to run the NET Marking and Management System (MMS)

The specification to access to the main assessment management system is as follows:

- The system runs via a browser, no software is required to be installed on the client/local PC.
- A working network connection is required.
- A URL will be provided to launch the system. Access to this URL and the servers it points to must be enabled through any security settings.
- The system is optimised to run on the latest and previous version of all major browsers, including:
 - Mozilla Firefox
 - Google Chrome
 - Edge
- The system should work with other browsers but may not look exactly as intended.
- A wireless network for iPad to run NET marking app.
- An iPad running iOS 11 or later (one iPad per assessor if more than one will be working at any time).

1.3 General assessment centre requirements

The Centre must make all arrangements for access to the Assessment Centre.

1. The assessment centre must be compliant with current Building Regulations.
2. The assessment centre must be compliant with the current Regulatory Reform (Fire Safety) Order.
3. The assessment centre must be compliant with current edition of BS 7671 Requirements for Electrical Installations (IET Wiring Regulations).
4. The assessment centre must be compliant with the Health and Safety at Work Act 1974.

2 Health and Safety Requirements

2.1 General

Prior to the initial audit being completed the centre must have had a specific assessment centre Health and Safety risk assessment completed, which must include live working.

2.2 Fire Precautions

- 2.2.1 Each approved Assessment Centre will provide adequate fire precautions and -fighting procedures suitable for the facilities used by assessment candidates.
- 2.2.2 The assessment area will be equipped with one or more fire extinguishers suitable for Class E (Electrical) fires.
- 2.2.3 One general requirement would be for one wall mounted extinguisher sited adjacent to the assessment area entrance and exits.
- 2.2.4 Fire precaution requirements would be deemed to be satisfied where approved assessment centres have provided fire protection equipment as required.
- 2.2.5 A documented fire risk assessment of the assessment area is required to be carried out.
- 2.2.6 All fire extinguishers will be in date and within an annual inspection and servicing programme.

2.3 First Aid Requirements

- 2.3.1 A first aid box suitable for the number of people using the Assessment Centre will be provided and located in the assessment area.
- 2.3.2 The box will contain a list of contents (in date) and state the name and location of the nearest qualified first aider.
- 2.3.3 A facility to contact first aid/emergency assistance external to the test area must be provided.
- 2.3.4 An 'in date' eye-wash station/kit with spare solution/s.

2.4 Accident Reporting

Suitable accident reporting procedures must be provided.

3 Assessment Bays

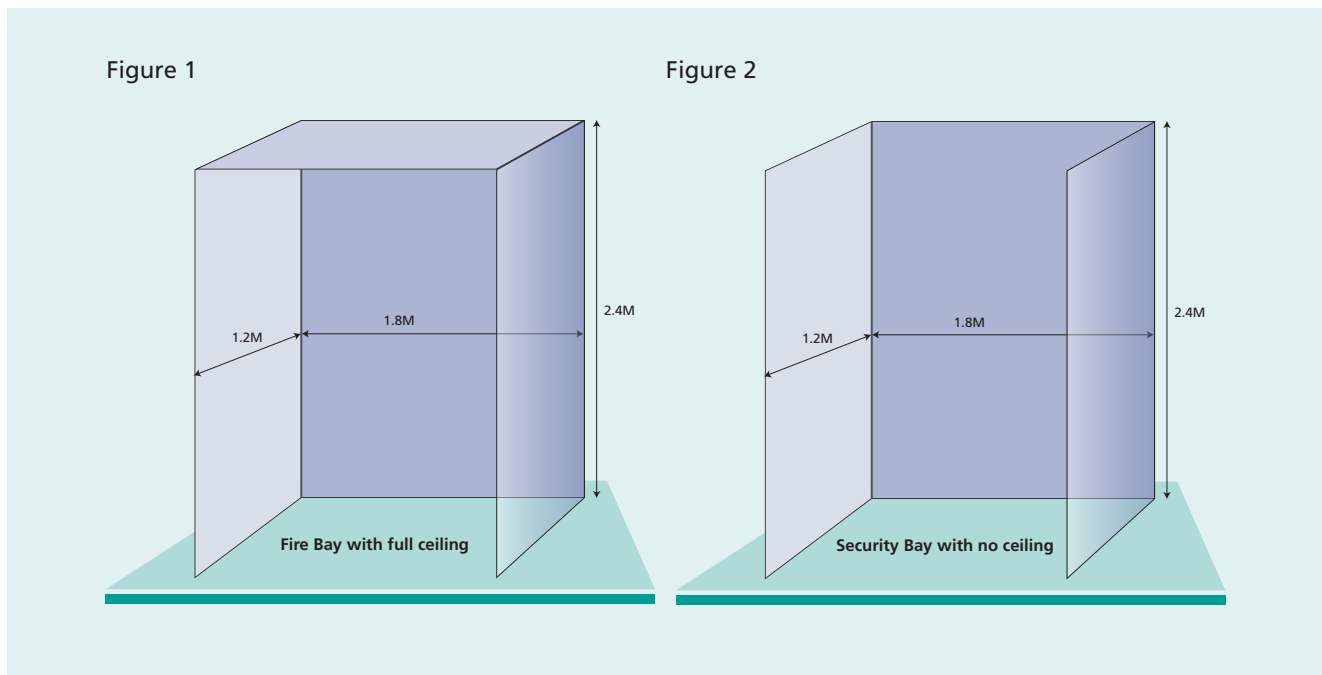
3.1 Overview

- 3.1.1 Each approved Assessment Centre will be required to wholly fund the set-up costs for the Assessment Centre facility.
- 3.1.2 This will require, as specified by NET, standard installation assessment bays as appropriate to the centre capacity.

3.2 Standard Installation Assessment Bays

- 3.2.1 The standard assessment bay should be constructed of a steel or timber frame internally clad with a minimum of 18mm plywood panels.
- 3.2.2 The assessment bay should have:
 - a. A full timber roof in the Fire bay
 - b. No roof structure is required for the Security bay

The finished internal dimensions of the bay are shown in Figure 1 and 2:



- 3.2.3** The internal panels in each bay must be sealed with clear varnish or painted gloss/silk white, a contract carpet finish is also acceptable.
- 3.2.4** Each assessment bay will be fitted with a number of pre-determined / identified pre-fixed components and items of equipment. All pre-fixed items must be fit for purpose and comply with relevant British Standards and will be fitted in accordance with the installation bay specification and drawings as detailed by the NET material list and the dimension drawing.
- 3.2.5** The assessment bays must be configured to allow the assessor to view all candidates working from their work desk and in consultation with the NET Technical Development Manager.

3.3 Bay Layouts and Kit List

Bay layouts detailing all the equipment and a full kit list will be issued following completion and approval of the initial application process.

4 Electrical Supplies

- 4.1** Each approved Assessment Centre will provide single independently switched single phase supply to each assessment bay
- 4.2** Each assessment bay must be identified at the mains isolator (feed) and at the assessment bay. For example, Bay 1, Bay 2.
- 4.3** All the individual assessment bays **MUST** be fitted with a visual indicator (lamp) to highlight when the bay is energised (live).
- 4.4** Protection for safety will incorporate an RCD of 30mA tripping current.
- 4.5** The assessment bay supplies will be provided via a contactor with a number of self-latching emergency stop buttons provided around the test centre to rapidly disconnect all power to assessment bays (but not lighting or IT) circuits during any emergency.
- 4.6** Trailing leads are not permitted in the assessment area.
- 4.7** Assessment candidates should only be in an environment where the very best working practices occur, and all electrical installations provided within the assessment area will be installed to the very highest standards of commercial working practice and will comply with the Electricity at Work Regulations (1989) and the current edition of BS 7671 Requirements for Electrical Installations.

5 Assessment Area Equipment

5.1 Instruments and Equipment

- 5.1.1** The Assessment Centre will have an adequate number of serviceable test instruments and test leads appropriate to the range, scale and category(s) of the End Point Assessment / Assessment of Competence undertaken.
- 5.1.2** All items of test equipment which do not require calibration must be kept in good working order and appropriate records kept and marked.
- 5.1.3** Each approved Assessment Centre will provide the following items of electrical test equipment, one per two assessment bays:
- Voltage proving unit (Martindale PD690 or equivalent)
 - Test lamp voltage indicator (Martindale VI13700G or equivalent)
- 5.1.4** Multimeter - one per assessment bay
- 5.1.5** LAN Tester – one per assessment bay
- 5.1.6** Lock off kit for safe isolation – one per assessment bay
- 5.1.7** Each Approved Assessment Centre will provide the following items of test equipment for the Fire bay, one per two assessments bays:
- Smoke/heat detector test kit
 - Smoke capsules (if required)

5.2 Hand Tools

Assessment Centres will provide each candidate with individual tool kits as specified below. The centre will hold sufficient spare tools to ensure replacement as necessary. The centre shall ensure that all tools remain fit for purpose.

Candidate Toolkit	Qty
Tape rule (3m)	1
Flat screwdriver medium	1
Flat screwdriver terminal	1
Pozi-drive screwdriver large (1)	1
Pozi-drive screwdriver large (2)	1
Side-cutters	1
Wire strippers	1
Electricians clasp knife	1
Insulated pliers bull nosed	1

Candidate Toolkit	Qty
Insulated pliers long nosed	1
RJ 45 Crimping tool (Security only)	1
Adjustable spanner (25mm max)	2
Punch down insertion tool (IDC)	1
Bradawl	1
Spirit Level	1
Claw Hammer	1
Data cable stripping tool	1

5.3 Consumable Materials

Approved Assessment Centres will provide all consumable materials to be used by candidates during Section C (Additions) of the assessment.

All materials provided will be fit for purpose to the relevant British Standard, or European Standard and in good condition. Approved Assessment Centres are required to hold sufficient stocks for the number of candidates being tested, together with reasonable forward supplies.

6 Notices

All the following notices, available from NET, are to be fitted into assessment area:

Restricted Area:

THIS IS A NATIONAL ELECTROTECHNICAL TRAINING (NET) LICENSED CENTRE

NET is an End Point Assessment Organisation and conducts End Point Assessments for Apprenticeship Standards and Assessment of Competence for Frameworks



DUE TO THE CONFIDENTIALITY OF THE ASSESSMENT PROCESS, ACCESS TO THIS CENTRE IS RESTRICTED

UNDER THE TERMS OF THE LICENCE AGREEMENT:

1.1 The Centre Operator shall not allow any person access to the Centre without NET's prior written consent, except:

1.1.1 the Candidates;

1.1.2 the Centre Assessment Staff; and

1.1.3 any person exercising their audit rights under this clause 19 of the agreement (NET staff)

The centre operator shall allow the Regulatory Bodies (IFATE, ESFA or Open Awards) or their representatives access to the centre at any time upon request from the Regulatory Body, in conjunction with External Quality Assurance or investigation.

Signed by:



Carolyn Mason, Chief Executive, National Electrotechnical Training



National Electrotechnical Training, CAN Mezzanine, 49-51 East Road, London N1 6AH T: 020 7250 8511 www.netservices.org.uk

No Mobile Phones:



NO MOBILE PHONES, ELECTRONIC OR RECORDING DEVICES

Electronic and web-enabled devices such as mobile phones, tablets, smart watches and MP3/4 players are prohibited

Possession of unauthorised items is a serious offence and will result in **DISQUALIFICATION** from your assessment - and a **5 YEAR BAN** from taking another NET Assessment



National Electrotechnical Training, CAN Mezzanine, 49-51 East Road, London N1 6AH T: 020 7250 8511 www.netservices.org.uk

Damaged Equipment:

IF YOU HAVE ANY ISSUES WITH THE MATERIALS OR TOOLS PLEASE LET YOUR ASSESSOR KNOW STRAIGHT AWAY



National Electrotechnical Training, CAN Mezzanine, 49-51 East Road, London N1 6AH T: 020 7250 8511 www.netservices.org.uk

Contacting NET

National Electrotechnical Training

NET, CAN Mezzanine, 49-51 East Road, London N1 6AH

T: 020 7250 8511 E: info@netservices.org.uk www.netservices.org.uk

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