



# Readiness for Assessment: Candidate Self-Assessment Checklist

**Fire, Emergency and Security Systems  
Experienced Worker Assessment**

**Fire Pathway (Installation & Commissioning)**

To be completed by the candidate

Candidate Name: <hr/>
NI Number*: <hr/>

\*or PPS/Social Security number for candidates from Channel Islands/ROI



*By the industry, for the industry*

November 2021

## Introduction

This self-assessment checklist is designed to help you decide whether the Fire, Emergency & Security Systems (FESS) Experienced Worker Assessment is right for you. The assessment is designed for practising technicians with typically a minimum of 5 years' experience working in the industry, not including time spent in education or training.

If you wish to apply for the Experienced Worker Assessment you will need to complete and return this document to NET.

**As part of the assessment you must upload evidence recorded from projects you are working on throughout the 12-month lifespan of the assessment. Historical work that you carried out prior to the EWA registration date cannot be accepted.**

### Is this the correct checklist for you?

The FESS Experienced Worker Assessment is available in a number of pathways – you must complete and supply the correct checklist to NET as this will determine which assessment you carry out.

Pathways are available for following areas of work. Please ensure you select and complete the correct checklist for the work you carry out and can provide evidence for:

- Installation
- Commissioning
- Maintenance
- Installation and Commissioning
- Full Pathway (covering all of the above)

This checklist is for the **Installation & Commissioning Pathway**.

It is mapped against the relevant installation and commissioning content of the Level 3 Fire, Emergency & Security Systems Apprenticeship Standard.

## About the 'Authorised Person'

To complete the Experienced Worker Assessment you will be asked to nominate an Authorised Person who must verify that the evidence you upload is your own work. Before your application is approved, NET will carry out checks on the Authorised Person's credentials and their suitability to verify your work.

At the back of this checklist you will find more information on this and are asked to supply details of your proposed Authorised Person.

## Completing this Document

To pass the EWA you will need to demonstrate breadth and depth of knowledge and practical skills covering all the areas listed in this checklist. Work through the units in this document and tick the boxes that best reflect your knowledge and experience in each area.

Be honest with yourself when completing it - if you cannot confidently tick 'Adequate' as a minimum for every statement in terms of both Knowledge and Practical Experience, it is highly unlikely that you will be able to provide the evidence required to pass the EWA.

# Understanding my Results

## I'VE TICKED ADEQUATE IN ALL, OR NEARLY ALL, OF THE BOXES:

- This suggests the FESS EWA is right for you.
- Think about the boxes where you cannot tick Adequate - if the gaps are around Knowledge, you may be able to do some self-study or training to top up. If the gap is in terms of Practical Experience, think about whether there are options within your current role to cover these areas.
- You will need to upload a copy of this document when registering with NET for the FESS EWA. If you are applying for an exemption from the knowledge exam, you will also need to upload the relevant certificate.

## I SEEM TO HAVE QUITE A FEW GAPS AROUND KNOWLEDGE:

- You might need to undertake some further training or study in order to fill these.
- If you are not sure what would be required, talk to your employer.

## I SEEM TO HAVE QUITE A FEW GAPS AROUND PRACTICAL EXPERIENCE:

- If it is likely to take at least 12 months to obtain sufficient practical experience, you should consider enrolling on an apprenticeship. There are no age restrictions and any training, and the cost of the end assessment will be funded. You can find more details at [www.the-esp.org.uk/our-work/fire-emergency](http://www.the-esp.org.uk/our-work/fire-emergency)
- If you do not meet the requirements for an apprenticeship, think about whether it is possible to gain the experience by taking on different tasks within your work.
- If you are employed, talk to your employer about possible options. If you are self-employed, consider whether it is possible to broaden the work you undertake to fill the gaps.

## Next Steps

Once you have completed the checklist, save the document - if you wish to register on the EWA you will need it for the application. If the EWA is not the right route for you, it provides a useful record of the gaps you will need to fill if you intend to take the EWA in the future.

Once accepted and registered with NET, you will be given access to the NETAssess system and will then have 12 months to successfully complete all elements of the assessment.

## Health & Safety - (including Safe Isolation and Risk Assessment)

To demonstrate occupational competence, you will be expected to evidence:

	For each item please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
Understanding of fire legislation and relevant Codes of Practice and Guidance								
*Carrying out safe isolation on a single-phase circuit								
Carrying out an assessment of risk								
Further professional development (CPD)								
Working safely								
Taking responsibility for own work and safety and welfare of others								
Disposal of waste in an environmentally friendly manner								

### \*Safe Isolation

The following elements must be carried out at a NET Licensed Centre:

- Safe isolation
- Knowledge assessment (unless exempt)

Candidates must book with their chosen centre directly and make payment direct to the centre.

## Installation of Fire Systems & Equipment

This section has areas where you will need to demonstrate and evidence occupational competence in accordance with statutory and non-statutory regulations and approved industry working practices.

	For each item please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
Understanding the principles and features of the proposed system design								
Contributing to system installation planning								
Checking design proposal / specification								
Overseeing and organising the programme of work and work environment								
Installation of new systems*								
Additions to existing installations*								
Checking schedules of equipment								
Checking site aligns to specification								
Installation of two different types of containment								
Installation of Fire Performance cabling								
Planning and siting of CIE (control & indicating equipment) panel, detectors, call points, sounders etc.								
Installation of minimum of two types of detectors								
Installation of minimum of two types of sounders/VADs								
Installation of manual call points								
Selection and connection of control and indicating equipment								
As fitted drawings/completion drawings								

\* You will be asked to provide evidence on two systems, at least one of these will need to be an Addressable system.

## Commissioning Fire Systems & Equipment

In this area you will be expected to follow practices and procedures that take into account electrically sensitive equipment. To demonstrate occupational competence, you will be expected to evidence:

	For each item please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
Programming systems*								
Programming equipment and components - minimum of two different types of detectors								
Minimum of two different types of sounders/VADs								
Manual call points								
Functional testing								
Test/check system for correct operation*								
Completing documentation*								
Handing over to customer*								

\* You will be asked to provide evidence on a minimum of two systems. At least one of these must be an Addressable system.

## Assessment of Applied Knowledge

This closed book assessment will last for 60 minutes and will be in the form of a computerised multiple-choice test. Candidates will be expected to answer 40 questions and will be assessed on their application of knowledge associated with the following subjects. For full detail on the topics covered in the knowledge assessment please refer to the Experienced Worker Assessment Specification or the NET website at [www.netservices.org.uk/fess-ewa](http://www.netservices.org.uk/fess-ewa)

	For each item please tick one box in the Knowledge section and one box in the Experience section							
	KNOWLEDGE				EXPERIENCE			
	Limited	Adequate	Extensive	Unsure	Limited	Adequate	Extensive	Unsure
Health and Safety								
Communication								
Commercial awareness								
Customer service								
Environmental principles								
Electrical/electronic principles								
Design criteria (the design of a system)								
The plan for design and installation								
Installation or additions to systems including issues & procedures								
Commissioning a system								
Handover of a system								

## Qualifications You Already Hold

The list of qualifications below have been agreed by the FESS industry working group as providing exemption from the online knowledge assessment. If you hold one or more of these, you will need to upload your certificate/s when you submit your application.

Title	Awarding Organisations	Qualification Numbers (Ofqual)	Please tick
Level 3 Diploma in Providing Electronic Fire and Security Systems	EAL	603/6618/7	
Level 3 NVQ Diploma in Providing Electronic Fire and Security Systems	EAL	603/6194/3	
Level 3 Award in the Requirements of Fire Detection and Fire Alarm Systems for Buildings BS 5839-1:2017 - <b>AND</b> - an approved qualification covering BS5839-6 Level 3 Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Domestic Buildings	EAL	603/4906/2 and BS5839-6	
Level 3 Diploma in Electronic Security & Emergency Systems (Fire Detection & Alarm)	City & Guilds	1853-03	
Level 3 NVQ Diploma in Providing Electronic Security and Emergency Systems	City & Guilds	2882-03	
Level 3 in Fire Detection and Alarm Commissioning Theory and Regulatory Requirements	BAFE FireQual Ltd FIA AO		
Level 6 Award in Fire Detection and Alarm Commissioning Theory and Regulatory Requirements	BAFE FireQual Ltd SCQF		
Level 3 in Fire Detection and Alarm Design Theory and Regulatory Requirements	BAFE FireQual Ltd FIA AO		
Level 6 Award in Fire Detection and Alarm Design Theory and Regulatory Requirements	BAFE FireQual Ltd SCQF		
Level 3 Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Domestic Buildings - <b>AND</b> - Level 3 in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings BS5839-1	BAFE FireQual Ltd FIA AO	BS5839-6 and BS5839-1	
Level 6 Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Domestic Buildings - <b>AND</b> - Level 6 Award in Fundamentals of the Recommendations for Fire Detection and Fire Alarm Systems in Non-Domestic Buildings BS5839-1	BAFE FireQual Ltd SCQF	BS5839-6 and BS5839-1	



## Identifying any further knowledge or experience required

Having completed the checklist, summarise any areas where you feel further knowledge or experience may be required before undertaking the assessment.

### Knowledge

List items	Tick when achieved

### Experience

List items	Tick when achieved

## Important:

This is a formal declaration to confirm readiness by the candidate for the FESS Experienced Worker Assessment. It must only be completed when the candidate is fully satisfied that all requirements are complied with.

## Candidate Declaration of Readiness for Assessment

As the candidate, I formally confirm that I believe I am consistently demonstrating a minimum of “adequate” in every area of Knowledge and Experience detailed in this document and that I do not require additional training or experience in any area to become occupationally competent.

By signing below, I formally confirm that I am ready to undertake the FESS Experienced Worker Assessment:

Candidate Signature:

---

Print Name:

Date:

## Your nominated Authorised Person

Please provide details of your nominated Authorised Person who will verify that the evidence you upload is your own work.

Your nominated Authorised Person could be a team leader, supervisor, colleague, manager or other suitable person (e.g. an independent auditor) who may be regarded as a suitable witness to your competency. However, they must be technically competent in the process or skills that they are providing testimony for, to at least the same level of expertise as you or higher.

Before your application is approved, NET will ask for additional information from the Authorised Person and carry out checks on their credentials and suitability to verify your work. Please inform this person that you have nominated them and they will be contacted by NET if the initial checks on your application are approved:

Name:

---

Company:

Position:

---

Email:

Telephone number:

**PRIVACY NOTICE:** NET and the Assessment Centre you attend are both Data Controllers for the purposes of Data Protection Law. Where applicable they will jointly uphold your rights. Information that you include in this form is necessary for the completion of your assessment and will only be shared between the Controllers for this purpose or their professional or legal obligations. In accordance with our terms and conditions, all units of the assessment must be completed within 12 months of commencement. We are required to retain a photograph of you to enable the verification of your identity. Specifically, photographs are retained for either 6 months after you pass the assessment, or 6 months after the 12-month period has expired. Other data is kept in accordance with our data retention policy. For full details of NET's policy on Data Protection please visit [www.netservices.org.uk](http://www.netservices.org.uk) or the website of your assigned Assessment Centre.

## Submitting this Checklist

The completed, signed document is a compulsory check to confirm readiness for assessment before being accepted for the Experienced Worker Assessment. It must be submitted to NET as part of the registration process. Once submitted it will take up to 10 working days for the application to be processed. If your application is approved, you will be asked to make payment to NET for the digital assessment element before you are given access to the NET assess system.

Please ensure the whole document is submitted. Documents with missing pages will not be accepted.

