



City & Guilds Level 3 Award in Fire Door Safety (6581-30)

Version 1.1 (January 2023)

Qualification Handbook

Qualification at a glance

Subject area	Building and Construction
City & Guilds number	6581
Age group approved	16-18, 18+
Entry requirements	N/A
Assessment	Online multiple-choice test
Grading	Pass / Fail
Approvals	Full approval
Support materials	Sample assessments
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds qualification number	Regulatory reference number	GLH	TQT
City & Guilds Level 3 Award in Fire Door Safety	6581-30	610/1630/5	16	16

Version and date	Change detail	Section
1.0 November 2022	Initial version	All
1.1 January 2023	Approval requirements	2. Centre requirements
	Resource requirements	

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1 Introduction

This document tells you what you need to do to deliver the qualification:

Area	Description
Who is the qualification for?	This qualification is for those individuals who wish to develop their knowledge, understanding and awareness in the principles of safely installing timber fire door sets and assemblies to ensure fire door safety.
What does the qualification cover?	Fundamental key principles of fire door assemblies and door sets, requirements for installation of fire door assemblies and door sets including pre-installation and post-installation requirements.
What opportunities for progression are there?	This qualification supports the Gateway knowledge and understanding for the Advanced Carpentry and Joinery apprenticeship in order to support learners progress in the field.
Who did we develop the qualification with?	British Woodworking Federation (BWF)
Is it part of an apprenticeship framework or initiative?	This qualification can be used to support the Gateway knowledge requirements of the Level 3 Advanced Carpentry and Joinery apprenticeship (ST0263).

Structure

To achieve the City & Guilds Level 3 Award in Fire Door Safety, learners must complete the following mandatory unit:

City & Guilds unit number	Unit title	GLH
501	Principles of Installing Timber Fire Door Sets and Assemblies	16

Total Qualification Time (TQT)

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT is comprised of the following two elements:

- 1) The number of hours that an awarding organisation has assigned to a qualification for Guided Learning, and
- 2) An estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by - but, unlike Guided Learning, not under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.

Title and level	GLH	TQT
City & Guilds Level 3 Award in Fire Door Safety	16	16

2 Centre requirements

Approval

Full approval

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the document **Quality Assurance Standards: Centre Approval Process** for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualifications before designing a course programme.

Resource requirements

Centre staffing

Due to the nature of the product being a fire safety critical product – individuals installing fire doors should be able to demonstrate they have the correct knowledge, skills, expertise and understanding of installing fire doors.

This also is important and relevant to the required skills, knowledge and experience of a trainer and assessor when teaching the requirements to installing a fire door.

A competent trainer/assessor is required to deliver this qualification. A trainer/assessor includes anyone within and approved centre who is facilitating the training to learners in any environment e.g. tutor, trainer, teacher, coach, facilitator.

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They must:

- be occupationally competent or technically knowledgeable in the area(s) for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level or above the level of the training being delivered
- have verifiable relevant experience, knowledge and understanding in the specific area (principles of fire door installation) they will be assessing. For example, achievement of the unit Installing Fire Resisting Timber Door Assemblies and Doorsets in the Workplace (UAN A/618/1743)
- have credible experience of providing training.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and quality assurance, and that it takes account of any national or legislative developments.

Centres can support their staff to demonstrate this for example by,

- Maintaining a record of Continuous Professional Development (CPD) relevant to the installation requirements for fire door assemblies and doorsets.
- Holding an up-to-date Curriculum Vitae (CV)
- Hold or be working towards a recognised teaching/training or assessor qualification
- All trainers/assessors **must** keep up to date with industry best practice for the duration of their role.

Quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. For more detail on this visit the [Quality Assurance Standards](#) documents on the City & Guilds website.

Standards and rigorous quality assurance are maintained by the use of:

- Internal quality assurance
- City & Guilds external quality assurance.

In order to carry out the quality assurance role, Internal Quality Assurers must

- have appropriate teaching and vocational knowledge and expertise
- have experience in quality management/internal quality assurance
- hold or be working towards an appropriate teaching/training/assessing qualification
- be familiar with the occupation and technical content covered within the qualification.

External quality assurance for the qualification will be provided by City & Guilds EQA process. EQAs are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External quality assurance is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

The role of the EQA is to:

- provide advice and support to centre staff
- ensure the quality and consistency of assessments within and between centres by the use of systematic sampling
- provide feedback to centres and to City & Guilds.

Learner entry requirements

City & Guilds does not set entry requirements for this qualification. However, centres must ensure that candidates have the potential and opportunity to gain the qualification successfully.

Age restrictions

This qualification is approved for learners aged 16 or above.

Access to assessment and special consideration

For information on how to apply for access arrangements please refer to ***How and when to apply for access arrangements and special consideration (cityandguilds.com)***

3 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs
- support and guidance they may need when working towards their qualification
- any units they have already completed, or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualification, their responsibilities as a learner, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

The following resources are available for this qualification:

Description	How to access
Qualification handbook	www.cityandguilds.com
Sample assessments	www.cityandguilds.com

4 Assessment

Assessment of the qualification

Candidates must:

- successfully complete **one** online multiple-choice test,

Assessment Types			
Unit	Title	Assessment method	Where to obtain assessment materials
501	Principles of Installing Timber Fire Door Sets and Assemblies	Online multiple-choice test	City & Guilds e-volve system

Assessment strategy

City & Guilds has written the following assessment to use with this qualification:

- Online multiple-choice test

Time constraints

Qualification registration is valid for five years.

Recognition of prior learning (RPL)

RPL is not allowed for this qualification.

Test specification

The way the knowledge is covered by the online test is laid out in the table below:

Graded: Pass/Fail

Pass Mark: The pass mark for this examination is set at approximately 70%.

Test: 6581- 501	Duration: 60 minutes		
Unit	Outcome	Number of questions	Percentage %
501	1 Fundamental principles of fire door assemblies and door sets	10	25%
	2 Fundamental pre-installation requirements for fire door sets and assemblies	10	25%
	3 Principles of installing timber fire door sets and assemblies	10	25%
	4 Fundamental post installation requirements for timber fire door sets and assemblies	10	25%
	Total	40	100%

5 Unit

Structure of the unit

The unit has the following:

- City & Guilds reference number
- Title
- Level
- Guided learning hours (GLH)
- Unit aim
- Assessment type
- Learning outcomes, which are comprised of a number of assessment criteria
- Range statements
- Supporting information

Guidance for delivery of the units

This qualification is comprised of one mandatory unit. A unit describes what is expected of a competent person in particular aspects of his/her job.

The **unit** is divided into **learning outcomes** which describe in further detail the skills and knowledge that a candidate should possess.

The **learning outcome** has a set of **assessment criteria** (knowledge and understanding) which specify the desired criteria that must be satisfied before an individual can be said to have performed to the agreed standard.

Range statements define the breadth or scope of a learning outcome and its assessment criteria by setting out the various circumstances in which they are to be applied.

Supporting information provides guidance of the evidence requirement for the unit and specific guidance on delivery and range statements. Centres are advised to review this information carefully before delivering the unit.

Unit 501

Principles of Installing Timber Fire Door Sets and Assemblies

Level:	3
GLH:	16
Assessment type:	Online multiple-choice test
Aim:	This unit aims to develop the knowledge and understanding of learners in the principles of safely installing timber fire door sets and assemblies to ensure fire door safety.

Learning outcome

LO1 Fundamental principles of fire door assemblies and door sets

Assessment criteria

The learner can:

AC1.1 State the key purpose and difference between fire door sets and assemblies.

AC1.2 Identify the key characteristics of fire door assemblies.

AC1.3 Identify the key characteristics of passive fire protection systems, their purpose and importance in buildings.

AC1.4 Describe the importance of maintaining fire door set and assembly certification.

AC1.5 Describe the role of fire door sets and assemblies in the wider building passive fire protection system.

AC1.6 State the **design and specification requirements** and considerations for fire door sets and assemblies.

AC1.7 State the different fire door and smoke control door ratings and their meaning.

AC1.8 Describe how fire door sets and assemblies are tested and certified.

AC1.9 Describe the purpose of traceability and the common systems used.

AC1.10 State the **regulations** associated with the installation of fire doors.

Range

AC1.6 - Design and specification requirements

- Specifying passive fire products
- Fire door selection, configuration, and location
- Fire door traceability
- Glazed and other apertures
- Different components and variables
- Frame or lining checklist
- Gaps between the door leaf and frame
- Selecting ironmongery and additional intumescent materials.

AC1.10 - Regulations

- Regulatory Reform Order
 - Regulation 38
 - Building Regulations
 - Construction Design and Management Regulations
 - Conformity marking.
-

Learning outcome

LO2 Fundamental pre-installation requirements for fire door sets and assemblies.

Assessment criteria

The learner can:

AC2.1 Describe the **pre-installation work planning requirements**

AC2.2 Describe the **pre-installation documentation requirements**

AC2.3 Describe the **on-site pre-installation product check requirements**

AC2.4 Describe the **pre-installation site assessment requirements**

Range

AC2.1 - Pre-installation work planning requirements

- The importance of planning an installation and the associated risk
- The benefits of planning an installation
- Who to engage with when planning an installation
- The benefits of formulating a control process to check, document and control the installation
- The importance of complying with risk assessments and method statements.

AC2.2 - Pre-installation documentation requirements

- The responsibility for provision of installation instructions and fire door certification.
- Safety considerations in the event of a fire
- Identifying a fault with the label
- Traceability of products and components
- Compatible and tested installation instructions/ methodology
- The type of information and supporting documentation that the product should be supplied with.

AC2.3 - On-site pre-installation product check requirements

- Checking materials and products on arrival against original order/specification
- Checking product is correct and free from damage
- Checking moisture content of delivered materials
- Conditioning products to environmental conditions
- Finishing / sealing raw timber components.

AC2.4 - Pre-installation site assessment requirements

- Determining fixing substrate type/suitability/ compatibility of mechanical fixing materials
- Establishing the number and location of mechanical fixings
- Establishing the depth of pilot holes
- Checking dimensions of the aperture that the product is to be installed in
- Confirming all fitting tolerances
- Establishing the size of gap to be filled
- Confirming the method of filling the linear gap
- Selecting compatible sealing / filling materials for gap
- Ensuring packers consider the required tolerances (materials/size/location thickness)
- Ensuring the intumescent seals and smoke seals are suitable for the installation
- Finished floor height
- Establishing the finished floor height, considering the thickness of flooring.

Learning outcome

LO3 Principles of installing timber fire door sets and assemblies.

Assessment criteria

The learner will understand:

AC3.1 Principles of preparing a door frame prior to installation

AC3.2 Principles of **positioning the door frame into the aperture**

AC3.3 Principles of **fixing the door frame into the aperture**

AC3.4 Principles of **installing the fire door leaf**

AC3.5 Principles of **fitting the specified ironmongery**

AC3.6 Principles of **installing the specified intumescent and smoke seals**

AC3.7 Principles of **checking gaps between the door leaf and frame**

AC3.8 Principles of **installing the specified door closing mechanism**

AC3.9 The importance of **ensuring all linear gap requirements have been met**

Range

AC3.1 - Preparing a door prior to installation

- Checking the position of hinges and lock to ensure the correct gap is maintained between the top edge of the door leaf and the head of the frame
- Trimming door frame jambs to appropriate length
- Cutting hinge pockets in hanging jamb ensuring the depth of the hinge pocket allows the correct gap between the door leaf and the door frame jamb, pilot drilling for fixings
- Preparing for lock keep on locking jamb, pilot drilling for fixings
- Cutting hinge pockets in hanging stile of door leaf ensuring the depth of the hinge pocket allows the correct gap between the door leaf and the door frame jamb, pilot drilling for fixings
- Preparing for lock case in locking stile of door leaf, pilot drilling for fixings
- Preparing holes through the frame jambs to receive the frame fixings.

AC3.2 - Positioning the door frame into the aperture

- Ensuring a centralised location
- Checking dimensions of gaps all round
- Ensuring the product is positioned at correct height to allow for finished floor level
- Positioning level and square, to the correct depth in the aperture
- Applying any temporary fixings to secure in location whilst full fixing takes place
- Positioning of appropriate packers (number of, location, size, material).

AC3.3 - Fixing the door frame into the aperture

- Countersinking/plugging fixing holes
- Applying each fixing and carry out check to make sure product has not distorted/moved/still plumb level
- The corrective action if you cannot achieve a robust fixing (e.g. if substrate is poor).

AC3.4 - Installing the fire door leaf

- Adjustments to the size of the door leaf
- Using intumescent packers for hardware when required
- Using correct hinge fixings (length/material type/gauge (as advised by manufacturer)
- Aligning door/frame hinges and achieving correct margins.

AC3.5 - Fitting the specified ironmongery

- The use of correct intumescent protection where required.

AC3.6 - Installing the specified intumescent and smoke seals

- Ensuring seals are full length and meet in corners/butted up tightly where seal is broken by ironmongery
- Ensuring the groove is free from dust/debris
- Ensuring the seal is flush with surface and adhesion is robust along full length (pressing into groove).

AC3.7 - Checking gaps between the door leaf and frame

- Checking correct gaps and that smoke seals are not snagging, but remain in contact with frame when door is closed
- Ensuring the door is closing evenly (flush) across entire height
- Checking the correct threshold gap (including any finished floor height additional layers).

AC3.8 - Installing the specified door closing mechanism

- Installing in the correct position as specified by the door closer manufacturer instructions
- Using the correct fixings (length/material type/gauge (as advised by manufacturer)
- Adjusting and checking of door closers for opening/closing forces
- Using correct intumescent protection where required.

AC3.9 - Ensuring all linear gap requirements have been met

- Contractor & building control approved prior to installation
- Liaison with other stakeholders if they are filling the linear gap (handover of information)
- Checking compliance and compatibility in accordance with BS8214 of materials before using them
- Ensuring correct depth of fill
- Establishing and checking the width of the gap.

Learning outcome

LO4 Fundamental post installation requirements for timber fire door sets and assemblies.

Assessment criteria

The learner can:

AC4.1 Describe **how to document installation process information**

AC4.2 Describe the **post installation site clean-up responsibilities**

AC4.3 Describe the **product and work handover procedural requirements**

Range

AC4.1 - How to document installation process information

- The importance of an effective inspection regime
- The bodies that can have responsibility for the post installation inspection
- Recording and inspection throughout the installation (photos, product data sheets, individual accountability)
- The requirements for record keeping and paperwork.

AC4.2 - Post installation site clean-up responsibilities

- Disposing of packing materials
- Disposing of debris
- Removing dust from the installation site
- Protecting installed products and parts.

AC4.3 - Product and work handover procedural requirements

- The post installation check requirements
- Liaising with sign off stakeholders
- Updating of installation and inspection records
- Handing over relevant information
- Notifying the relevant authorities
- The formal work sign-off procedures.

Unit 501

Principles of Installing Timber Fire Door Sets and Assemblies

Suggested Learning Resources

Websites

- **Fire Safety (England) Regulations 2022 -**
[Fact sheet: Fire doors \(regulation 10\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/factsheets/fact-sheet-fire-doors-regulation-10)
- **Regulatory Reform (Fire Safety) Order 2005 -**
[Regulatory Reform \(Fire Safety\) Order 2005: Guidance Note No. 1: Enforcement \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1080214/ADB_amendment_booklet_June_2022.pdf)
- **The Building Regulations 2010 -**
<https://www.legislation.gov.uk/ukxi/2010/2214/contents/made>
<https://www.legislation.gov.uk/ukxi/2010/2214/schedule/1/made>
- **Fire Safety – Approved Document B**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1080214/ADB_amendment_booklet_June_2022.pdf
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/937931/ADB_Vol1_Dwellings_2019_edition_inc_2020_amendments.pdf
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/937932/ADB_Vol2_Buildings_other_than_dwellings_2019_edition_inc_2020_amendments.pdf
- **The Construction Design and Management Regulations 2015 -**
<https://www.legislation.gov.uk/ukxi/2015/51/contents/made>
<https://www.hse.gov.uk/construction/cdm/2015/index.htm>
- **Conformity marking -** <https://firedoors.bwf.org.uk/knowledge-centre/conformity-marking-of-fire-doorsets/>

Books

- British Woodworking Federation Fire Door Alliance Best Practice Guide
<https://www.bwf.org.uk/shop/bwf-fire-door-alliance-best-practice-guide/>
- British Woodworking Federation Fire Door Alliance Installation Guide
<https://www.bwf.org.uk/shop/bwf-fire-door-alliance-installation-guide/>
- British Woodworking Federation Fact Cards:

- BWF Fact Card 1 – Fire Door Certification
- BWF Fact Card 2 – Regulatory Reform (Fire Safety Order)
- BWF Fact Card 3 – Passive Fire Protection
- BWF Fact Card 4 – Fire Doors & Building Regulations
- BWF Fact Card 5 – Maintenance
- BWF Fact Card 6 – Fire Doorsets and Assemblies
- BWF Fact Card 7 – Ironmongery
- BWF Fact Card 8 – Regulation 38
- BWF Fact Card 9 – FD20 or FD30 Fire Doors
- BWF Fact Card 10 – Fire Door Safety
- BWF Fact Card 11 – Fire Door Frames
- BWF Fact Card 12 – Fire Door Glazing
- BWF Fact Card 14 – Fire Doors in Houses of Multiple Occupancy (HMO's)

<https://firedoors.bwf.org.uk/publications/guides-and-directories/>

Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centre Document Library** on **www.cityandguilds.com** or click on the links below:

Quality Assurance Standards: Centre Handbook

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- Centre quality assurance criteria and monitoring activities
- Administration and assessment systems
- Centre-facing support teams at City & Guilds / ILM
- Centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

Quality Assurance Standards: Centre Assessment

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

Access arrangements - When and how applications need to be made to City & Guilds provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **Centre Document Library** also contains useful information on such things as:

- Conducting examinations
- Registering learners
- Appeals and malpractice

Useful contacts

Please visit the Contact Us section of the City & Guilds website, [Contact us](#)

City & Guilds

For over 140 years we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability, because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

The City & Guilds community of brands includes Gen2, ILM, Intertrain, Kineo and The Oxford Group.

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