

# FIRE SERVICES EXAMINATIONS BOARD

## Publication Scheme - January 2005

### Introduction

Welcome to the Fire Services Examinations Board (FSEB) publication scheme. The scheme has been produced under section 19 of the Freedom of Information Act 2000 (the FOI Act). The classes of information, which FSEB publishes, can be found under the heading 'Publication Scheme List of Classes'.

### Who we are

The Fire Services Examinations Board was created by the Fire Services (Examinations) Regulations 1985 to administer the statutory examinations for the UK Fire Service.

Information published by the Board relates solely to candidates employed by fire authorities in England, Wales, Scotland and Northern Ireland who are studying for their statutory examinations either at Leading Firefighter, Sub-Officer or Station Officer level, which will enable them to be qualified for promotion to the next rank.

*It should be noted that these Regulations have now been revoked by the Appointments and Promotion Regulations 2004 following the agreement to end the statutory examinations by 2006.*

### Responsibility for the FSEB's Publication Scheme

Responsibility for the Publication Scheme rests solely with the Secretary of the FSEB, Mr D J Stanley, who also maintains the scheme on a day-to-day basis.

### How Information is made Available and Charges

Information covered in the scheme will either be made available via the FSEB website, email or as a paper copy. A charge will be made for paper copies to cover printing and administrative costs.

Requests for information listed in the scheme can be forwarded to:

Mr D J Stanley  
Fire Services Examinations Board (FSEB),  
Layden House,  
76-86 Turnmill Street,  
London EC1M 5LG

Tel no: 0207 296 6668  
Email: [david.stanley@lg-employers.gov.uk](mailto:david.stanley@lg-employers.gov.uk)  
Website: [www.fseb.gov.uk](http://www.fseb.gov.uk)

## Access to Personal Information held under the Data Protection Act 1998

Candidate may request a copy of their personal data held by the FSEB under the Data Protection Act by writing to the Secretary of the FSEB. A charge of £10 will be made and cheques should be made payable to the 'Employers Organisation for Local Government'.

## Copyright

Whilst the FSEB reserves all copyright to its publications, individuals are permitted to make copies of the publications as they wish.

## Publications Scheme

Under the Freedom of Information Act, the FSEB is required to group information into 'classes' (listed below), the manner in which the information is published and whether a charge will be made for it. The classes of information are grouped into the following categories:

- Information for candidates
- Information for assessors and examiners
- Administrative procedures for examinations
- Minutes of meetings and Board Papers.

Subject Headings		
Classes of information: includes a description of the information or document covered by each class.	Availability: indicates how the information is made available	Charges: indicates whether charge will be made.
<b>1. Information for candidates</b>		
Handbooks for candidates:		
These are the 3 study Handbooks for candidates undertaking their statutory written and practical examinations that will qualify them for promotion to the ranks of Leading Firefighter, Sub-Officer and Station Officer.  Each Handbook contains the Rules, Syllabuses and Bibliography, How to Prepare for the Examinations and specific Study Notes that relate to areas of the bibliography.	A paper copy has been published for each whole time fire station for each brigade in the UK. The Handbooks are loose leaf enabling regular updates to be inserted. All Handbooks are available on the FSEBs web site: <a href="http://www.fseb.gov.uk">www.fseb.gov.uk</a>	A charge will be made for paper copies to cover printing and administrative costs

Frequently asked questions:		
This section answers the questions and enquiries that candidates frequently ask about the promotion examinations.	A paper copy is available from the FSEB or can be downloaded from the FSEB's web site.	A charge will be made for paper copies to cover printing and administrative costs
<b>2. Information for assessors and examiners</b>		
Assessor and Examiner Procedures:		
These procedures explain the assessment methods used by assessors and examiners as agreed by the FSEB	A paper copy is available from the FSEB or can be downloaded from the FSEB's web site.	A charge will be made for paper copies to cover printing and administrative costs
Assessors and Examiners Comments:		
These booklets are produced annually for each examination and provide the questions and comments by assessors and examiners on the overall performance of candidates.	A paper copy is available from the FSEB or can be downloaded from the FSEB's web site.	A charge will be made for paper copies to cover printing and administrative costs
<b>3. Administrative procedures for examinations</b>		
Administrative Memorandum:		
This booklet sets out the administrative arrangements and procedures for brigades to follow in respect of both written and practical examinations	A paper copy is available from the FSEB or can be downloaded from the FSEB's web site.	A charge will be made for paper copies to cover printing and administrative costs
<b>4. Minutes and Board Papers</b>		
Minutes of the FSEB Board meetings:		
These relate to the biannual meetings of the FSEB	A paper copy is available from the FSEB or can be downloaded from the FSEB's web site.	A charge will be made for paper copies to cover printing and administrative costs

Minutes of Workshops:		
These relate to the annual workshops held for senior examiners for the practical examinations.	A paper copy is available from the FSEB or can be downloaded from the FSEB's web site.	A charge will be made for paper copies to cover printing and administrative costs
Board Papers:		
These relate to all meetings held by the FSEB	A paper copy is available from the FSEB	A charge will be made for paper copies to cover printing and administrative costs

For further information about this Publication Scheme contact:

Mr D J Stanley  
Fire Services Examinations Board (FSEB),  
Layden House,  
76-86 Turnmill Street,  
London EC1M 5LG

It should be noted that after December 2006, following the end of the statutory examinations and the revocation of the Fire Services Examinations Board, all historical records will be held by the Fire Service College:

[www.fireservicecollege.ac.uk](http://www.fireservicecollege.ac.uk)