



## **Frequently Asked Questions**

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<b>Fees and Payments</b>	
<b>Questions</b>	<b>Answers</b>
<b>How can I Pay?</b>	<p>Payments can be made by:</p> <ul style="list-style-type: none"> <li>• Credit/Debit Card online</li> <li>• Payment by BAC's</li> </ul> <p>We are unable to take payments over the phone.</p>
<b>Do we offer a payment plan / Can I pay in instalments?</b>	<p>No, the FDIS do not offer a payment plan or payment by instalments. The modules cannot be accessed until payment has been received in full.</p>
<b>How much does it Cost?</b>	<p>The cost for the FDIS diploma modules 1-7 and examination is:</p> <p><b>GAI and BWF Scheme members</b></p> <ul style="list-style-type: none"> <li>• £300.00 plus VAT.</li> </ul> <p><b>Non-members</b></p> <ul style="list-style-type: none"> <li>• £500.00 plus VAT.</li> </ul> <p>The FDIS Transition Module and onsite assessment is:</p> <p><b>GAI and BWF Scheme members</b></p> <ul style="list-style-type: none"> <li>• £1,500.00 plus VAT</li> </ul> <p><b>Non-members</b></p> <ul style="list-style-type: none"> <li>• £2,000.00 plus VAT</li> </ul> <p>Please click the link below for a full list of costs.  <a href="https://fdis.co.uk/fees/">https://fdis.co.uk/fees/</a></p>
<b>Do you offer discounts?</b>	<p>Discounts are only applicable to:</p> <ul style="list-style-type: none"> <li>• <b>BWF</b> (British Woodworking Federation) and</li> </ul>



	<ul style="list-style-type: none"> <li>• <b>GAI</b> (Guild of Architectural Ironmongers) Members.</li> </ul> <p>You will need to supply the FDIS with your BWF or GAI membership number.</p> <p>The FDIS do not offer any other discounts.</p>
<p><b>Can I get a refund?</b></p>	<p>No, the courses are non-refundable.</p> <p>Please be sure you are committed to completing the modules before making payment.</p>
<p><b>Is it possible to complete a multiple block booking in a single transaction and receive one invoice?</b></p>	<p>Unfortunately, it is not possible to make a block booking.</p> <p>The FDIS need to be able to track each individual's journey through the system. Each individual record becomes the basis upon which the person is tracked through the education programme, through to inspector assessment and ultimately the database of Certificated Inspectors. This cannot be achieved on a group basis. So, every person must be registered individually, and each transaction will generate a separate invoice.</p>



<b>Course Modules</b>	
<b>Questions</b>	<b>Answers</b>
<b>How do I apply to take the FDIS Diploma in Fire Doors?</b>	<p>You can study for the Diploma in Fire Doors via our online education programme and can sign up via the FDIS website. The FDIS Diploma is a series of education modules, which you can study in your own time. At the end of your study, you can sit the final exam at a test centre near you.</p>
<b>Who are the course modules suitable for?</b>	<p>The diploma is ideal for any fire safety professional, health and safety consultant, building inspector, facilities manager or employee within the fire door industry.</p>
<b>What does the FDIS Diploma cover?</b>	<p>The FDIS education programme is a series of online education modules which you can study in your own time and wherever it is most convenient for you. The FDIS Diploma examination can be taken at a local centre.</p> <p>The programme covers:</p> <ul style="list-style-type: none"> <li>• <b>Foundation module</b> - provides a basic understanding of fire doors and their components, including testing and certification, regulations and standards, inspection and maintenance.</li> <li>• <b>Timber fire doors and frames</b> - provides a more detailed look at timber fire and escape door sets, their construction, installation and functional performance.</li> <li>• <b>Metal fire doors</b> - provides information on how steel doors differ from timber doors, how they are tested, glazed, installed and maintained.</li> <li>• <b>Glazing</b> - provides detailed guidance on the different types of fire-resistant glass, glazed apertures, glazing retention systems and beading and the importance of getting it right.</li> <li>• <b>Seals</b> - provides detailed information on the function and technology of intumescent, acoustic and smoke seals, how they're identified and installed.</li> </ul>



<p><b>Answer continued on next page</b></p>	<ul style="list-style-type: none"> <li>• <b>Ironmongery and signage (Part 1)</b> - covers why each type of ironmongery is essential, critical issues about installation, how to check it is functioning correctly and when the item should be replaced.</li> <li>• <b>Ironmongery and signage (Part 2)</b> - covers essential and non-essential ironmongery, the requirements for panic escape mechanisms and signage on fire doors.</li> <li>• <b>Transition module</b> - only for Diploma holders who wish to proceed to become an FDIS Certificated Inspector.</li> </ul> <p>Each module looks at the relevant regulations and standards that apply to fire door components and how certification is crucial to compliance.</p>
<p><b>When does the course start?</b></p>	<p>The course is only available online and as soon as you pay for the course you are granted access.</p>
<p><b>How long does it take to complete the course?</b></p>	<p>You have 12 months to complete the diploma and exam. However, completion time will be dependent on the individual. Some people may take the full 12 months, others may complete the course in 2-3 months. It will depend on you and your learning style. The exam is 65 minutes long.</p> <p>You have 12 months to complete the FDIS Certificated Inspector Course. It can take 6-8 weeks to arrange the Certified Inspector assessment as it is carried out by a third party. On average most candidates complete the Certified Inspector course in 3-4 months.</p>
<p><b>Can I transfer the course to a colleague?</b></p>	<p>No, once payment has been made for an individual, the course modules are non-transferable.</p> <p>The FDIS may consider a transfer request under special circumstances, where the modules have not been accessed and sufficient time remains. This decision will be made on a case by case basis, by the FDIS Scheme Manager.</p>



<p><b>Is it possible for a company to hold the FDIS certification, if several its employees hold the FDIS certification?</b></p>	<p>No, the certification is only applicable to the individual who has completed the course modules.</p>
<p><b>Can I inspect doors with the Diploma?</b></p> <p><b>Answer continued on next page</b></p>	<p>No, you are unable to inspect doors with the diploma.</p> <p>The diploma consists of online education modules designed to broaden your knowledge of fire door and fire door set requirements in commercial and residential buildings.</p> <p>You will need to complete both the diploma and Certificated Inspector course before you are able to go out and inspect fire doors.</p>
<p><b>Is FDIS accredited by an awarding body?</b></p>	<p>No, the FDIS is not accredited by an awarding organisation/body.</p>
<p><b>Is there supporting literature for the course or recommended wider reading?</b></p>	<p>No, currently you will need to do your own research as the course should teach you what you need to know.</p> <p>Additional reading can be any research in relation to the regulations – in particular Part B, but there are many and they are widely available.</p> <p>You can also buy a copy of the Best Practise Guide from the BWF directly and carry out your own research via the internet.</p>
<p><b>What happens if I do not pass my Diploma Exam?</b></p>	<p>If you do not pass first time you will be able to book a retake. Please note there is a fee for booking a retake and it must be scheduled and completed within the 12-month period.</p>
<p><b>How long does certification last?</b></p>	<p>As an FDIS Certificated Inspector, you will be required to renew your certification and undertake a practical reassessment every three years. You must comply at all times with the <a href="#">FDIS Code of Conduct</a>.</p>



<b>Exams &amp; Onsite Assessments</b>	
<b>Questions</b>	<b>Answers</b>
<b>Is there a Test Centre near me?</b>	<p>Yes. The exams are held at Pearson Vue test centres. They are a Global company with testing centres all around the world.</p> <p>To find your nearest test centre please go to <a href="https://home.pearsonvue.com/gai">https://home.pearsonvue.com/gai</a></p>
<b>What does the FDIS Exam entail?</b>	The exam consists of 50 multiple choice questions. You have 65 minutes to complete the exam.
<b>What is the pass rate for the exam?</b>	You will need 75% or more to pass.
<b>I failed the exam, Can I see my papers or get any feedback?</b>	No. Unfortunately you cannot see your exam papers or get feedback on where you failed.
<b>Do you provide the Onsite Assessment site?</b>	No. You will need to provide the site for your Onsite Assessment. This can be anywhere you have access to (e.g. Workplace, Office building etc.) that has a minimum 6 Fire Doors of different types.
<b>What does the Onsite Assessment entail?</b>	The Onsite Assessment will be carried out by Third party assessors. You will be asked some questions based on the course content and then assessed Inspecting a minimum of 6 Fire Doors. You will then be told if you pass or failed and given feedback.
<b>How long does the onsite assessment take?</b>	The Onsite assessment normally takes half a day to complete.



<b>Benefits of the FDIS</b>	
<b>Questions</b>	<b>Answers</b>
<p><b>What do I get when I become a FDIS Certificated Inspector?</b></p>	<p>You will receive a FDIS Certificate and Inspector card. You will also be entitled to use the designation Cert FDI, as well as use of the FDIS logo on your website, letterhead etc.</p> <p>Certificated Inspectors will be provided with protected access to the FDIS website and inspector database area and may then purchase FDIS Door labels which are used on each inspected door.</p> <p>You will be then be free to practice as an FDIS Certificated Inspector in accordance with our <a href="#">Code of Conduct</a>. Each inspection undertaken by an FDIS Inspector is reported to clients in the same format via the FDIS website database. This requires a complete inventory and unique identity of all fire doors on the premises. A detailed report on the condition and functionality of each door is loaded onto the database by each Inspector. Any required remedial work will be undertaken by the client's own contractor or by other recommended specialist contractors.</p>
<p><b>Why should I become a FDIS Certificated Inspector?</b></p>	<p>FDIS Certificated Inspectors can carry out on-site inspections of installed fire doors in existing or new buildings. This is an essential part of any fire risk assessment required by law to be done by a building's Responsible Person.</p> <p>If you don't want to trade as a professional fire door inspector, you don't have to take this next step after achieving the Diploma. But if you want to provide a professional service to building owners and others who need a survey and advice on fire doors - and if you want to be listed on this website - you need to be a <a href="#">FDIS Certificated Inspector</a>.</p> <p>This involves completing the online Transition Module, and then submitting your practical inspection skills to the close scrutiny of our independent assessors at Exova Warringtonfire. They will check that you are applying your Diploma knowledge: demonstrating an</p>





<p><b>Answer continued on next page</b></p>	<p>understanding of the importance of carrying out accurate inspections as well as providing clients with high quality feedback and professional reports.</p> <p>Being a FDIS Certificated Inspector confirms that you have been independently assessed to meet the FDIS standards. Certificated Inspectors are entitled to use the designation CertFDI. All Certificated Inspectors work to a <a href="#">Code of Conduct</a>.</p> <p>By lifting your knowledge levels to that of a certificated professional, you will be playing your part in enhancing life-safety measures in buildings all over the UK.</p>
<p><b>How do we promote the fact that we are FDIS qualified to clients and prospects?</b></p>	<p>We provide a protected logo that qualified people can use to advertise their qualifications and services.</p>



<b>FDIS Education Site Help</b>	
<b>Questions</b>	<b>Answers</b>
<b>Where is my password reset email?</b>	<p>Please check your Spam and Junk folder. If you cannot see it in either and are using a Company Email address, please contact your Email provider/IT Support as they often block emails before they get to your inbox.</p>
<b>The modules aren't showing.</b>	<p>Please try reloading or opening in a different browser. If you are still having problems, please let us know.</p>
<b>I can't see my certificate</b>	<p>Please wait at least 24 hours after passing your exam before attempting to download your certificate.</p> <p>You will be able to access your certificate online in the Learning History area of the FDIS Education website.</p>
<b>How do I purchase and assign multiple credits?</b>	<p>The FDIS Education website allows a Group administrator (GA) to purchase credits for the diploma on behalf of other users.</p> <p>Once set as a GA the "Purchase multiple credits" menu becomes available. They can purchase any number of credits.</p> <p>If you want to purchase the diploma for 2 people then enter '2' in the number of credits box, or '4' for 4 people and so on.</p> <p>Purchases can be made online, by credit card, in which case the credits are available for the user to assign immediately.</p> <p>Invoice payments require FDIS to mark the invoice as having been paid before credits are available to assign.</p> <p>How to assign:</p> <ul style="list-style-type: none"> <li>• New user GA log in</li> <li>• User administration</li> <li>• Add user - enter the details of the user</li> </ul>



**Answer continued on next page**

- Automatic email sent to the user to confirm their email address and create the password
- once the password has been set the credit is available to assign by the GA via the Edit user page

When a credit is assigned to the user their account is given full access to the training modules, and their details and one exam authorisation is sent over to Pearson Vue. The individual will also receive an email from Pearson Vue within the next 24 hours to confirm they have received their details.

If you have a question which is not covered in the FDIS frequently asked questions, please contact the FDIS on [info@fdis.co.uk](mailto:info@fdis.co.uk).