



Reflective Practice Record


Training Policies and Quality Assurance Documents

Document owner	Jamie Morgan MIET MIFSM	Role	Director / Lead Fire Safety Consultant
Applies to	Online and in-person fire safety training	Version	1.0
Approved date	17 May 2026	Next review	Annual
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This form is used by ESI: Fire Safety trainers, assessors and course developers to record learning from training delivery, learner feedback, incidents, audits, course reviews, CPD, changes in legislation or updates to fire safety standards and guidance.

Name	
Role	
Workplace / Organisation	ESI: Fire Safety
Date of activity	
Location / online platform	
Course or activity	Fire Safety Awareness / Fire Warden / Fire Extinguisher Use / Other
Description of activity or event	
What have you learnt?	
How will you use this learning in future training or consultancy work?	
How can this knowledge be shared with others?	
Do course materials, risk assessments or learner instructions need to change?	
Further learning or CPD required	
Action agreed	
Target date	
Signature	
Date	

Approval and Review

Approved by	Jamie Morgan MIET MIFSM
Position	Director / Lead Fire Safety Consultant
Signature	
Date	17 May 2026



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Review arrangements	Annual review, or earlier if legislation, awarding/CPD requirements, course content or delivery arrangements change.
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