

# all you need to know.

## **Qualification Specification**

NCFE Level 2 Award in Principles of  
Health and Safety for the Workplace  
(601/5653/3)

Issue 1 April 2015

# Section 1

## Qualification overview

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### Introduction

We want to make your experience of working with NCFE as pleasant and easy as possible. This qualification specification contains everything you need to know about this qualification and should be used by everyone involved in the planning, delivery and assessment of the NCFE Level 2 Award in Principles of Health and Safety for the Workplace.

All information contained in this specification is correct at the time of publishing.

To ensure that you're using the most up-to-date version of this qualification specification please check the issue date in the page headers against that of the qualification specification on our website [www.ncfe.org.uk](http://www.ncfe.org.uk).

If you advertise this qualification using a different or shortened name you must ensure that learners are aware that their final certificate will state the regulated qualification title of NCFE Level 2 Award in Principles of Health and Safety for the Workplace.

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### About this qualification

The NCFE Level 2 Award in Principles of Health and Safety for the Workplace has been accredited by the qualifications regulators for England, Wales and Northern Ireland,<sup>1</sup> and is part of the Qualifications and Credit Framework (QCF).

This qualification forms part of a suite of qualifications which have been developed to provide learners in the workplace with an understanding of health and safety.

This qualification may be eligible for funding. For further guidance on funding, please contact your local funding provider.

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### Geographical coverage

This qualification has been regulated for use in England, Wales and Northern Ireland. We're able to provide the qualification specification and assessment materials in the Welsh and/or Irish language where requested and appropriate.

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### Things you need to know

- Qualification number (QN): 601/5653/3
- Aim reference: 60156533
- Guided learning hours (GLH): 10
- Credit value: 1
- QCF level: 2
- Assessment requirements: externally set and assessed multiple-choice question paper

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<sup>1</sup> The qualifications regulators (regulators) are Ofqual in England and Northern Ireland, and the Welsh Government in Wales.

## Aims and objectives of this qualification

This qualification aims to:

- provide learners with an understanding of health and safety for the workplace.

The objectives of this qualification are to help learners to:

- identify and control common workplace hazards
- understand the process of carrying out risk assessments, and how to respond to accidents and incidents in the workplace
- understand the roles and responsibilities relating to health and safety in the workplace.

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## Entry guidance

This qualification is designed for learners of any age who need to develop an understanding of health and safety for the workplace. It may be particularly relevant for new employees as part of an induction, or as a refresher course for those who need to maintain their knowledge in this area.

There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved a Level 1 qualification.

This qualification is suitable for learners aged pre-16 and above.

Centres are responsible for ensuring that this qualification is appropriate for the age and ability of learners. They need to make sure that learners can fulfil the requirements of the assessment criteria and comply with the relevant literacy, numeracy, and health and safety aspects of this qualification. Learners registered on this qualification shouldn't undertake another qualification at the same level with the same or a similar title, as duplication of learning may affect funding eligibility.

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### **Achieving this qualification**

To be awarded the NCFE Level 2 Award in Principles of Health and Safety for the Workplace, learners are required to successfully complete **one** mandatory unit.

#### **Mandatory unit**

- Unit 01 Principles of health and safety in the workplace (1 credit)

The learning outcomes and assessment criteria for this unit are provided in Section 3 (page 16).

To achieve the NCFE Level 2 Award in Principles of Health and Safety for the Workplace, learners must successfully demonstrate their achievement of all learning outcomes and assessment criteria of the unit as detailed in this qualification specification. Grades are not awarded.

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## Progression opportunities

Learners who achieve this qualification could progress to:

- NCFE Level 3 Award in Health and Safety for the Workplace
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## Exemption

Exemption allows learners to use evidence of certificated, non-QCF achievement deemed to be of equivalent value against the requirements of a qualification. However, there are no exemptions currently identified for this qualification.

## Equivalent units

Some units have equivalent units identified against them. If a learner has achieved these units previously, they can use them towards achievement of this qualification. However, this qualification has no equivalent units identified.

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## Qualification dates

Qualifications on the QCF have review dates, operational end dates and certification end dates.

The qualification review date is the date by which we'll have carried out a review of the qualification. This date is shown on the qualifications page on our website [www.ncfe.org.uk](http://www.ncfe.org.uk).

We review qualifications up to 18 months before their review date, working with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments. In most cases we'll then extend the qualification, and set a new review date. If we make the decision to withdraw a qualification, we'll set an operational end date.

If we extend the review date then this will be shown on the qualifications page on our website [www.ncfe.org.uk](http://www.ncfe.org.uk) and approved centres will be kept updated.

The operational end date will only show on the Register if we've made the decision to withdraw a qualification. After this date we can no longer accept candidate registrations.

The certification end date will only show on the Register once an operational end date has been set. After this date we can no longer process certification claims.

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# Section 2

## Assessment and moderation



## Assessment and moderation

### How the qualification is assessed

Assessment is the process of measuring a candidate's skill, knowledge and understanding against the standards set in a qualification.

The NCFE Level 2 Award in Principles of Health and Safety for the Workplace is externally assessed.

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### External assessment

Each candidate is required to undertake an externally set multiple-choice question paper. This paper assesses knowledge aspects of this qualification sampled from the mandatory unit of the qualification, and consists of 32 questions. The assessment is administered by centre staff under examination conditions and will last for 45 minutes, which includes provision for candidate reading time. Questions are set and assessed by NCFE and focus on the knowledge and understanding requirements of this qualification.

The pass mark for the multiple-choice question paper is 70%. Candidates will be issued with one of the following grades:

- Achieved – candidates achieved higher than the set 70% pass mark
- Within 10% of achieving – candidates achieved between 60% and 69% but did not meet the required 70% pass mark
- Not Achieved – candidates achieved less than 60% so did not achieve.

Centres are free to choose the date, time and location of assessment. The assessment for this qualification is available as either a paper-based assessment or through our online assessment service.

The pass mark for the external assessment component is 70%. If a candidate disagrees with the outcome of the assessment, then the appeals process can be invoked.

# Section 3

## Structure and content

## Unit summary

### **Unit 01 Principles of health and safety in the workplace (L/506/9924)**

In this unit learners will understand the roles and responsibilities relating to health, safety and welfare in the workplace. Learners will also understand how risk assessments contribute to health and safety in the workplace and how to identify and control risks caused by common hazards. Learners will know the procedures for responding to accidents and incidents in the workplace.

Guided learning hours: 10

Credit value: 1

Level: 2

This unit is **mandatory**

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## **Unit 01 Principles of health and safety in the workplace (L/506/9924)**

The learner will:

- 1 Understand how to identify and control risks caused by common workplace hazards

The learner can:

- 1.1 Recognise common workplace hazards
  - 1.2 Recognise how common workplace hazards can cause harm or damage to people, work processes, the workplace and the environment
  - 1.3 Explain the principles of the risk control hierarchy
  - 1.4 Give examples of risk controls for common workplace hazards
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The learner will:

- 2 Know how risk assessments contribute to health and safety in the workplace

The learner can:

- 2.1 Define the term 'hazard'
  - 2.2 Define the term 'risk'
  - 2.3 List the stages in the process of carrying out a risk assessment
  - 2.4 Identify the ways in which risk assessment can be used to reduce accidents and ill health in the workplace
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**Unit 01 Principles of health and safety in the workplace  
(L/506/9924) (cont'd)**

The learner will:

- 3 Understand how to respond to accidents and incidents in the workplace

The learner can:

- 3.1 Recognise the common causes of workplace accidents and ill health
  - 3.2 Give examples of the actions that might need to be taken following an incident in the workplace
  - 3.3 Give examples of the arrangements that should be in place in a workplace for emergencies and first aid
  - 3.4 Explain why it is important to record all incidents, accidents and ill health
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The learner will:

- 4 Understand roles and responsibilities relating to health, safety and welfare in the workplace

The learner can:

- 4.1 Give examples of employers' and employees' duties relating to health, safety and welfare in the workplace
  - 4.2 Recognise the consequences for non-compliance with health and safety legislation
  - 4.3 Give examples of the requirements for health, safety and welfare training in the workplace
  - 4.4 Give examples of ways in which health and safety information can be communicated in the workplace
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