



**Level 1 Award in Health and Safety Awareness (600/5207/7) Issue 1 May 2012 Health**

# Section 1:

## Qualification Overview

## Qualification Overview

### 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 the qualification and should be used by everyone involved in the planning, delivery and assessment of the NCFE Level 1 Award in Health and Safety Awareness.

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

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### About this qualification

The NCFE Level 1 Award in Health and Safety Awareness 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 may be eligible for funding. For further guidance on funding, please contact your local funding provider.

This qualification is part of Foundation Learning. For more information please visit the NCFE website

[www.ncfe.org.uk/Qualifications/FoundationLearning.aspx](http://www.ncfe.org.uk/Qualifications/FoundationLearning.aspx).

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

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### Geographical coverage

This qualification has been accredited 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 accreditation number: 600/5207/7 Aim
- reference: 60052077
- Guided learning hours (GLH): 18 QCF
- level: 1

- Qualification credit value: 2
- Assessment requirements: internally assessed mandatory workbook

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## **Aims and objectives of the qualification**

This qualification aims to:

- offer an introduction to the basic principles of health and safety, including hazards and risks within the workplace

The objectives of this qualification are to help learners to:

- understand the importance of health and safety procedures
- raise awareness of the potential hazards and risks in the workplace
- understand implications of poor health and safety
- know key rights and responsibilities relating to health and safety

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## **Entry guidance**

This qualification is designed for a wide range of learners who want to develop their knowledge and understanding of health and safety.

There are no specific recommended prior learning requirements for this qualification.

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

Centres are responsible for ensuring that the 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 the qualification.

Learners registered on the qualification shouldn't undertake another qualification at the same level with the same or a similar title, as duplication of learning may affect funding availability.

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## **Achieving this**

To be awarded the NCFE Level 1 Award in Health and Safety Awareness learners are required to successfully complete one

## qualification

mandatory unit.

This qualification consists of one mandatory unit:

- Unit 01 Introduction to health and safety awareness in the workplace

The learning outcomes and assessment criteria for the unit are provided in Section 3 (page 13).

To achieve the NCFE Level 1 Award in Health and Safety Awareness, learners must successfully demonstrate their achievement of all learning outcomes and assessment criteria of the chosen 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: Level 2 Award

- in Occupational Health and Safety

This qualification may be useful to those studying qualifications or working in a range of different sectors.

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## Credit accumulation and transfer

### Credit transfer

One of the benefits of the QCF is that learners can transfer credit from one qualification to another. Learners who've already achieved one or more of the units included in this qualification elsewhere can transfer the credit already achieved. Simply let us know which units are being achieved by credit transfer on the Certificate Claim Form.

Please see the Register of Regulated Qualifications <http://register.ofqual.gov.uk> for information about the units in this qualification.

### Exemption

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

# 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 the qualification.

The NCFE Level 1 Award in Health and Safety Awareness is internally assessed using a Candidate Workbook covering all the learning outcomes and assessment criteria of the qualification. The learning outcomes and assessment criteria specify what each candidate has to achieve and are included within Section 3 of this Qualification Specification.

The Candidate Workbook is produced and distributed by NCFE.

Each candidate is required to complete the workbook, which includes a variety of short and long questions. All responses within each Candidate Workbook must be assessed by Assessors in the centre. A reasonable sample of workbooks must then be assessed by an Internal Moderator to ensure consistency with national standards.

An Assessor Guidance Pack is available from NCFE to assist with marking. Assessors must be satisfied that candidates have achieved all the required questions in the workbook prior to deciding whether candidates have been successful.

Assessors are also responsible for supporting candidates through the assessment process.

Additional activities and evidence gathering can be used by centres, if required, to support candidates to complete their workbook. However, only the Candidate Workbook is formally assessed for achievement of this qualification.

Assessors must be satisfied that candidates have achieved all learning outcomes and assessment criteria related to the unit being assessed prior to deciding whether candidates have been successful. Assessors are also responsible for supporting candidates through the assessment process.

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## **How does moderation work?**

### **What is moderation?**

Moderation is the process by which we confirm that assessment decisions in centres are:

- made by competent and qualified Assessors
- the product of sound and fair assessment practice recorded accurately
- and appropriately

We do this by:

- internal moderation - which you carry out
- external moderation - which we carry out through our External Moderators who, by supporting you, will make sure that assessments meet nationally agreed standards and that your quality assurance systems continue to meet our centre approval criteria.

The Internal Moderator provides the vital link between the Assessors and the External Moderator and acts as the centre's quality assurance agent.

If you'd like to know more about the responsibilities of Assessors and Internal and External Moderators please refer to our Centre Support Guide.

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# Section 3:

## Structure and Content



## Unit Summaries

### Unit 01

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#### **Introduction to health and safety in the workplace (J/600/7805)**

The unit provides the knowledge and understanding required to develop awareness of hazards and risks in the workplace and to understand the importance of health and safety procedures. It will also raise awareness of how people are responsible for health and safety in the workplace.

Guided learning hours: 18

Credit value: 2

Level: 1

This unit is **mandatory**.

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## Unit 01 Introduction to health and safety in the workplace (J/600/7805)

### The learner will:

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1 Understand the importance of health and safety in the workplace

### The learner can:

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- 1.1 State what is meant by health and safety in the workplace and why it is important
  - 1.2 Describe the legal responsibilities of employers, employees and the self-employed
  - 1.3 Describe how health and safety law is enforced
  - 1.4 Identify sources of health and safety information within his/her organisation
  - 1.5 Identify other sources of health and safety information
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### The learner will:

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2 Understand the need for risk assessment

### The learner can:

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- 2.1 Define the terms 'hazard' and 'risk'
  - 2.2 Describe risk assessment
  - 2.3 Give examples of work related accidents and ill health
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### The learner will:

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3 Be aware of the requirements for health and safety in his/her place of work or learning

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### The learner can:

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- 3.1 List the health and safety information that should be provided for an employee or learner
- 3.2 Describe the process for reporting injuries, ill health, unsafe conditions and

accidents within his/her place of work or learning

1.1 Describe the provision for first aid in his/her place of work or learning

1.2 For a chosen occupational sector describe the appropriate personal protective equipment (PPE) and the hazards against which the PPE offers protection

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