

# all you need to know.

## **Qualification Specification**

NCFE Level 1 Award in Introduction to  
Health and Safety for the Workplace  
(601/5652/1)

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 1 Award in Introduction to 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 1 Award in Introduction to Health and Safety for the Workplace.

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### About this qualification

The NCFE Level 1 Award in Introduction to 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 a basic 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): 601/5652/1
- Aim reference: 60156521
- Guided learning hours (GLH): 8
- Credit value: 1
- QCF level: 1
- 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 a basic understanding of health and safety for the workplace.

The objectives of this qualification are to help learners to:

- understand the importance of health and safety in the workplace
- understand how hazards are controlled and the causes and effects of 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 a basic understanding of health and safety in 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 basic 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 an Entry Level 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 1 Award in Introduction to Health and Safety for the Workplace, learners are required to successfully complete **one** mandatory unit.

#### **Mandatory unit**

- Unit 01 Introduction to health and safety for 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 1 Award in Introduction to 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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# Section 2

## Assessment and moderation

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### 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 1 Award in Introduction to 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 28 questions. The assessment is administered by centre staff under examination conditions and will last for 30 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.

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 Introduction to health and safety for the workplace (J/506/9923)**

In this unit learners will understand the importance of health, safety and welfare standards in the workplace. They'll know how hazards and risks are controlled and understand the main causes and effects of poor health and safety in the workplace.

Guided learning hours: 8

Credit value: 1

Level: 1

This unit is **mandatory**

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## Unit 01 Introduction to health and safety for the workplace (J/506/9923)

The learner will:

- 1 Understand the importance of health, safety and welfare standards in the workplace

The learner can:

- Give examples of how employers contribute to a healthy and safe workplace
  - Give examples of how employees contribute to a healthy and safe workplace
  - Give examples of suitable workplace welfare arrangements
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The learner will:

- 2 Understand how hazards and risks are controlled in the workplace

The learner can:

- Recognise how hazards and risks contribute to workplace risk assessments
  - Recognise why it's important for employees to follow procedures in order to minimise risk
  - Give examples of methods of controlling risk in the workplace
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The learner will:

- 3 Know the main causes and effects of poor health and safety in the workplace

The learner can:

- List the main causes of workplace injury
  - List the main causes of workplace ill health
  - Select reasons for the occurrence of accidents in the workplace
  - Identify the potential effects of accidents in the workplace
  - Select reasons for reporting accidents and near misses in the workplace
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**Unit 01 Introduction to health and safety for the workplace  
(J/506/9923) (cont'd)**

The learner will:

- 1 Know about health and safety information found in the workplace

The learner can:

Identify the main safety signs and signals found in the workplace

List sources of health and safety information found in the workplace

Identify why it is important for employees to raise health and safety concerns with their employer

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