

# all you need to know.

## **Qualification Specification**

NCFE Level 3 Award in Health and  
Safety for the Workplace (601/5876/1)

Issue 1 May 2015

# Section 1

## Qualification overview

## About this qualification

The NCFE Level 3 Award in 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 that has 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): 601/5876/1
- Aim reference: 60158761
- Guided learning hours (GLH): 24
- Credit value: 3
- QCF level: 3
- 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, particularly those in a supervisory position or with responsibility for the health and safety of others, with an understanding of health and safety for the workplace.

The objectives of this qualification are to help learners to:

- understand the current legal requirements of health and safety
- understand the benefits of using a safety management system and risk assessments
- know how to manage the effects of accidents and incidents in the workplace.

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## Entry guidance

This qualification is designed for those who need an understanding of health and safety within the workplace. It may be particularly relevant as a higher level induction for new starters or as a refresher qualification for supervisors or managers.

There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved a Level 2 qualification.

Entry is at the discretion of the centre. However, learners should be aged 16 or above to undertake this qualification.

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 3 Award in Health and Safety for the Workplace, learners are required to successfully complete **one** mandatory unit.

#### **Mandatory unit:**

- Unit 01 Health and safety in the workplace (3 credits)

The learning outcomes and assessment criteria for this unit are provided in Section 3 (page 17).

To achieve the NCFE Level 3 Award in 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:

- Level 4 Award in Health and Safety in the Workplace
- Level 5 NVQ Diploma in Occupational Health and Safety Practice

Learners could also progress to qualifications at Level 3 and above in specific areas of health and safety, for example fire safety, risk assessment, manual handling etc.

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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.

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### **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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# 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 3 Award in 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 36 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.

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 Health and safety in the workplace (F/507/0438)**

In this unit learners will show an understanding of the requirements for health, safety and welfare in the workplace, as well as understanding the benefits of using a safety management system. Learners will understand the principles of risk assessment and how to manage the effects of accidents and incidents.

Guided learning hours: 24

Credit value: 3

Level: 3

This unit is **mandatory**

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## Unit 01 Health and safety in the workplace (F/507/0438)

The learner will:

- 1 Understand the current legal requirements for health, safety and welfare in the workplace

The learner can:

- 1.1 Evaluate the key current legal framework and laws relating to health and safety in the workplace
  - 1.2 Explain the welfare provisions that should be made by employers
  - 1.3 Compare and contrast the sources and nature of information that demonstrate compliance and best practice with health and safety requirements
  - 1.4 Differentiate the ways that health and safety information can be communicated
  - 1.5 Define the terms 'incident', 'accident' and 'occupational ill health'
  - 1.6 Compare and contrast the main causes of injury and ill health in the workplace
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The learner will:

- 2 Understand the benefits of using a safety management system

The learner can:

- 2.1 Explain the consequences associated with accidents and ill health
  - 2.2 Analyse the elements of a safety management system
  - 2.3 Identify the advantages of using a safety management system
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## Unit 01 Health and safety in the workplace (F/507/0438) (cont'd)

The learner will:

- 3 Understand the principles of risk assessment

The learner can:

- 3.1 Explain the benefits of assessing and controlling risks in the workplace
  - 3.2 Analyse the different types of risk assessment that can be used
  - 3.3 Justify the circumstances in which specific risk assessments might be required
  - 3.4 Explain the steps to be taken to complete a simple risk assessment
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The learner will:

- 4 Understand the risks and control methods for common workplace hazards

The learner can:

- 4.1 Explain how the risks from different hazards may be affected by occupational, environmental, human and organisational factors
  - 4.2 Explain how injuries, ill health and other damage may result from exposure to common workplace hazards
  - 4.3 Identify the advantages of risk control measures using the principles of the hierarchy of control
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The learner will:

- 5 Understand how to manage the effects of accidents and incidents

The learner can:

- 5.1 Explain the actions that need to be taken following an accident or incident in the workplace
  - 5.2 Explain how simple accident investigation techniques can reveal immediate and root causes
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