



Highfield

awarding body for compliance

Qualification Specification

HABC Level 2 Award in Fire Safety (QCF)

Qualification Number: 501/1448/7

Highfield Place
Unit 15 Shaw Wood
Business Park
Shaw Wood Way
Wheatley Hills
Doncaster
South Yorkshire
DN2 5TB
United Kingdom

Tel +44 08452260350
Tel +44 01302363277
Fax +44 08452260360

Info@highfieldabc.com
www.highfieldabc.com

Contents

| | |
|------------------------|---------------|
| Introduction | Page 3 |
| Qualification Details | |
| Key Facts | |
| Qualification Overview | |
| Entry Guidance | |
| Geographical Coverage | |
| Special Needs | |

| | |
|-----------------------------------|---------------|
| Qualification Structure | Page 4 |
| How the qualification is assessed | |
| Progression | |
| Nominated Tutor Requirements | |

| | |
|--------------------------------|---------------|
| ID Requirements | Page 5 |
| Key Skills | |
| Useful Websites | |
| Recommended Training Materials | |

| | |
|--------------------------------|---------------|
| Unit 1: Fire Safety Principles | Page 6 |
|--------------------------------|---------------|

HABC Level 2 Award in Fire Safety (QCF)

Introduction

This Qualification Specification document is designed to outline all you need to know in order to offer this qualification in your Centre. If you have any further questions, please contact your account manager.

Qualification Details

The HABC Level 2 Award in Fire Safety (QCF) has been accredited by the regulators of England, Wales and Northern Ireland (Ofqual, Welsh Government and CCEA) and is part of the Qualifications and Credit Framework (QCF).

It is supported by Proskills, the Sector Skills Council for the process and manufacturing sector.

Key facts

| | |
|--------------------------------------|-----------------------------|
| • QAN | 501/1448/7 |
| • Learning Aim Reference | 50114487 |
| • Guided learning hours (GLH) | 9 |
| • Credit Value | 1 |
| • Assessment Method | Multiple-choice examination |

Qualification Overview

The Level 2 Award in Fire Safety is a qualification aimed at anyone involved in the management of fire safety in any workplace. This includes managers, supervisors, team leaders, fire wardens (marshals) and staff working in any area where there is a potential risk of fire.

Learners gaining this qualification will know that fire safety is the responsibility of everyone in the workplace and will recognise the consequences of a fire in any premises.

Entry Guidance

There are no prerequisites for this qualification.

It is advised that learners have a minimum of Level 1 in literacy or numeracy or equivalent.

This qualification is approved for delivery to the age ranges Pre-16, 16-18 and 19+.

Geographical Coverage

The qualification is suitable for learners in England, Wales or Northern Ireland.

Special Needs

HABC have measures in place for learners with special needs. Please see the Reasonable Adjustments Policy, Annex 17 of the HABC Core Manual.

Qualification Structure

This qualification is made up of one mandatory unit, the details of which are included at the end of this document.

Learners must successfully complete the assessment for the unit to achieve the qualification.

This qualification can be taken as a free standing qualification or as part of a wider programme of training.

How the qualification is assessed

This qualification is assessed through a 30-question multiple-choice question examination. The duration of the examination is 1 hour.

Successful learners must achieve a score of at least 20 out of 30.

Following the assessment, a list of results will be provided to the Centre Contacts stating whether learners have passed or failed. Certificates for successful learners will be dispatched for distribution by the Centre Contacts.

Progression

Progression and further learning routes include:

- Level 3/4 Fire Risk Assessment qualifications
- Level 3 Award in Health and Safety

Nominated Tutor Requirements

HABC require that Nominated Tutors have teaching experience and hold a qualification in the relevant subject area.

Suitable subject area qualifications/experience may include:

- A verifiable history as a Local Authority Fire Officer supported with appropriate training.
- NEBOSH National Certificate
- A recognised Level 3 or 4 Fire Safety qualification
- A level 3 or 4 Health and Safety Qualification or equivalent plus attendance on a HABC CPD event "Fire Safety Train the Trainer".

Suitable teaching qualifications include:

- HABC Level 3 Award in Delivering Training, or equivalent
- Level 3 or 4 PTLLS or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education
- City and Guilds Teachers Certificate or equivalent
- Level 3 or 4 NVQ in Training and/or Development
- Proof of at least 30 hours of training in any subject

Nominated Tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

ID Requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the invigilator/assessor. This instruction should be given ahead of the course/assessment when the learner registers and/or with any pre-course materials.

It is the responsibility of the Centre to have systems in place to ensure that the person taking an examination/assessment is indeed the person they are purporting to be. All Centres are therefore required to ensure that each learner's photographic identification is checked before they are allowed to undertake the examination/assessment and write the type of photo identification provided by each learner on the Candidate List under "Identification Provided". HABC will accept the following as proof of a learner's identity:

- Valid Passport (any nationality)
- Signed UK Photo card Driving Licence
- Valid Warrant Card issued by HM Forces, Police
- Other photographic ID card, e.g. Employee ID Card (must be current employer), Student ID Card, Travel card.

For more information on learner ID requirements, please refer to Annex 26: Invigilation Instructions.

Key Skills

This qualification provides the opportunity for learners to develop competence in key skills and produce evidence towards attaining key skills. The qualification does not ensure key skills are met as this would depend upon learners producing a portfolio of evidence and the mode of study adopted.

Useful Websites

<http://www.hse.gov.uk/>

<http://www.proskills.co.uk/>

Recommended Training Materials

The Fire Safety Handbook (Level 2) Wordsworth, M. Highfield.co.uk Ltd.

The Fire Safety Course Level 2 Training PowerPoint. Sprenger, Christian M.R. Highfield.co.uk Ltd



Unit 1: Fire Safety Principles

Unit no: D/601/9698
 Level: 2
 Credit: 1
 GLH: 9

| Learning Outcomes | Assessment Criteria |
|--|---|
| <i>The learner will:</i> | <i>The learner can:</i> |
| 1. Understand the hazards and risks associated with fire in the workplace | <ol style="list-style-type: none"> 1. Explain how fires are caused in the workplace 2. Describe the components of the fire triangle. 3. Identify the hazards during or after a fire, including the products of combustion. 4. Describe the characteristics of fire and smoke spread. |
| 2. Understand how fire risk is controlled in the workplace | <ol style="list-style-type: none"> 1. State the different methods used to identify and control fire hazards. 2. Define the term ‘means of escape’ in relation to fire hazards. 3. Outline typical components for means of escape from fire hazards. 4. Describe methods of fire detection and raising the alarm. 5. Describe the principle of how fires are extinguished. 6. Describe how portable fire-fighting equipment should be used safely. 7. Identify common fixed fire-fighting systems and where they might be used. |
| 3. Understand the principles and practice of fire safety management at work | <ol style="list-style-type: none"> 1. Outline the duties of employers and employees with respect to fire safety in the workplace. 2. Outline how to undertake a simple fire safety inspection in the workplace. 3. Describe the stages involved in a fire risk assessment. |
| 4. Understand the role of the nominated fire warden | <ol style="list-style-type: none"> 1. State the role and function of fire wardens in their workplace: <ul style="list-style-type: none"> • on a day-to-day basis • during an emergency • if they are not in their designated areas of responsibility when the alarm is raised. 2. Outline the content of a fire safety briefing. |