



**Highfield**

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## Qualification Specification

# HABC Level 2 Award in Health and Safety in the Workplace (QCF)

Qualification Number: 600/0598/1

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## Contents

Introduction .....	3
Qualification Details.....	3
Key facts.....	3
Qualification Overview.....	3
Entry Requirements .....	3
Qualification Structure .....	3
Assessment Guidance .....	4
Age ranges.....	4
Geographical Coverage .....	4
Tutor Requirements.....	4
Reasonable Adjustments and Special Considerations .....	4
ID requirements.....	5
Progression.....	5
Useful Websites.....	5
Recommended Training Materials .....	5

## HABC Level 2 Award in Health and Safety in the Workplace (QCF)

### Introduction

This Qualification Specification 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 Health and Safety in the Workplace (QCF) has been accredited by the regulators of England and Wales (Ofqual and the Welsh Government) 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.

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### Key facts

<b>QAN:</b>	600/0598/1
<b>Learning Aim Reference:</b>	60005981
<b>Guided learning hours (GLH):</b>	10
<b>Credit Value:</b>	1
<b>Assessment Method:</b>	Multiple-choice examination

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### Qualification Overview

The Level 2 Award in Health and Safety in the Workplace is aimed at all employees. It is intended for learners already in workplaces and those who are preparing to start or return to work. It is also very useful for young persons to raise their ability to identify and understand hazards when preparing for work experience and into employment.

Persons gaining this qualification will know that health and safety is the responsibility of everyone within a business, its contractors, visitors and suppliers. Its subject areas are regarded by the Health and Safety Executive as being important to maintaining safe working procedures in the workplace.

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### Entry Requirements

There are no prerequisites for this qualification.

It is advised that learners have a minimum of Level 1 in English and Maths or equivalent.

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### 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.

## Assessment Guidance

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 those who are successful will be dispatched for distribution by the centre contacts.

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## Age ranges

These qualifications are approved for delivery to learners aged 14+

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## Geographical Coverage

These qualifications are suitable for learners in England, Wales or Northern Ireland.

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## Tutor Requirements

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

It is recommended that nominated tutors should have a minimum of a Level 3 Health and Safety qualification from a recognised awarding body together with a training qualification.

### *Suitable subject area qualifications/experience may include:*

- Degree or Dip HE in a related subject such as: Environmental Health, Occupational Health and Safety or one that contains elements of these subjects
- HNC/D in a related subject (as outlined above)
- Level 3 qualification in Health and Safety or equivalent
- NEBOSH Diploma in Occupational Safety and Health
- NEBOSH National General Certificate in Occupational Safety and Health.

### *Suitable teaching qualifications include:*

- 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
- Professional Trainers Certificate
- 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.

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## Reasonable Adjustments and Special Considerations

HABC have measures in place for learners that require additional support. Please see the HABC Reasonable

## 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 the HABC Examination and Invigilation Regulations and Section 8 of the Core Manual.

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## Progression

Progression routes could include:-

- Level 3/4 Occupational Health and Safety competency-based qualifications (NVQs/Apprenticeships)
  - Level 3 Award in Health and Safety
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## Useful Websites

- <http://www.hse.gov.uk/>
  - <http://www.proskills.co.uk/>
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## Recommended Training Materials

*The Health and Safety Handbook (Level 2)*, Sprenger, Christian M.R. Highfield.co.uk Ltd

*A Question of Health and Safety Level 2*, Sprenger, Christian M.R. Highfield.co.uk Ltd

*Level 2 Award in Health and Safety PowerPoint*, Sprenger, Christian M.R. Highfield.co.uk Ltd

*Level 2 Interactive Health and Safety Training Package*, Sprenger, Christian M.R. Highfield.co.uk Ltd

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**Unit 1: Health and Safety in the Workplace**

Unit number: H/601/9699  
 Credit: 1  
 GLH: 10  
 Level: 2

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<b>1. Understand roles and responsibilities for health, safety and welfare in the workplace</b>	1.1 Outline employers and employees duties relating to health, safety and welfare at work 1.2 Outline the consequences for non-compliance with health and safety legislation 1.3 Outline the requirements for training and competence in the workplace 1.4 Outline the ways in which health and safety information can be communicated
<b>2. Understand how risk assessments contribute to health and safety</b>	2.1 Define the terms 'hazard' and 'risk' 2.2 Outline the process for carrying out a risk assessment 2.3 Describe how risk assessment can be used to reduce accidents and ill health at work
<b>3. Understand how to identify and control the risks from common workplace hazards</b>	3.1 Describe the hazards that may be found in a range of workplaces 3.2 Describe how hazards can cause harm or damage to people, work processes, the workplace and the environment 3.3 Describe the principle of the risk control hierarchy 3.4 List examples of risk controls for common workplace hazards
<b>4. Know the procedures for responding to accidents and incidents in the workplace</b>	4.1 State the common causes of workplace accidents and ill health 4.2 Identify the actions that might need to be taken following an incident in the workplace 4.3 List the arrangements that should be in place in a workplace for emergencies and first aid 4.4 Outline why it is important to record all incidents, accidents and ill health