

Qualification specification

**NCFE Level 1 Award in Health and Safety
Awareness
QN: 600/5207/7**

Qualification summary

Qualification title	NCFE Level 1 Award in Health and Safety Awareness		
Ofqual qualification number (QN)	600/5207/7	Aim reference	60052077
Guided learning hours (GLH)	18	Total qualification time (TQT)	20
Credit value	2		
Minimum age	Pre-16		
Qualification purpose	This qualification is designed for a wide range of learners who want to develop their knowledge and understanding of health and safety.		
Grading	Achieved/not yet achieved		
Assessment method	Internally assessed and externally quality assured portfolio of evidence.		
Work/industry placement experience	This is a knowledge-only qualification. Work/industry placement experience is not required.		

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Summary of changes

This document summarises the changes to this qualification specification.

Version	Publication date	Summary of amendments
v2.1	January 2020	Information regarding the wellbeing and safeguarding of learners added to section 1.
v2.2	June 2022	Information regarding registration and entry requirements and the support handbook added to section 1. Information regarding language of assessment evidence added to section 3. Data protection information removed from section 5.
v2.3	September 2022	Assessment method updated. This qualification is internally assessed and externally quality assured via a portfolio of evidence. Learners are no longer required to complete a mandatory workbook. Most references to 'his/her' have been changed to 'own'. AC1.4 – The word 'organisation' has been updated to 'place of work or learning'. Qualification specification template information has been updated throughout. There have been no further changes to the unit content.

Section 1: introduction

If you are using this qualification specification for planning purposes, please make sure that you are using the most recent version.

Aims and objectives

This qualification aims to:

- focus on the study of 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 the implications of poor health and safety
- know key rights and responsibilities relating to health and safety

Support handbook

This qualification specification must be used alongside the mandatory support handbook, which can be found on the NCFE website. This contains additional supporting information to help with planning, delivery and assessment.

This qualification specification contains all the qualification-specific information you will need that is not covered in the support handbook.

Guidance for entry and registration

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

It may also be useful to learners studying qualifications or working in a range of different sectors.

Registration is at the discretion of the centre, in accordance with equality legislation and should be made on the Portal.

There are no specific prior skills/knowledge a learner must have for this qualification. However, learners may find it helpful if they have already achieved an entry level qualification.

Centres are responsible for ensuring that all learners are capable of achieving the learning outcomes (LOs) and complying with the relevant literacy, numeracy and health and safety requirements.

Learners registered on this qualification should not undertake another qualification at the same level, or with the same/a similar title, as duplication of learning may affect funding eligibility.

Achieving this qualification

To be awarded this qualification, learners are required to successfully achieve **one** mandatory unit.

Please refer to appendix A or the unit summary in section 2 for further information.

To achieve this qualification, learners must successfully demonstrate their achievement of all LOs of the unit as detailed in this qualification specification.

Progression

Learners who achieve this qualification could progress to the following:

- level 2 qualifications in health and safety

Resource requirements

There are no mandatory resource requirements for this qualification, but centres must ensure learners have access to suitable resources to enable them to cover all the appropriate LOs.

Work/industry placement experience

This is a knowledge-only qualification. Work/industry placement experience is not required.

How the qualification is assessed

Assessment is the process of measuring a learner's skill, knowledge and understanding against the standards set in a qualification.

This qualification is internally assessed and externally quality assured.

The assessment consists of one component:

- an internally assessed portfolio of evidence which is assessed by centre staff and externally quality assured by NCFE (internal quality assurance (IQA) must still be completed by the centre as usual)

Learners must be successful in this component to gain the Level 1 Award in Health and Safety Awareness.

All the evidence generated by the learner will be assessed against the standards expected of a level 1 learner for each LO.

Unless otherwise stated in this specification, all learners taking this qualification must be assessed in English and all assessment evidence presented for external quality assurance must be in English.

Internal assessment

Each learner must create a portfolio of evidence generated from appropriate assessment tasks, which demonstrates achievement of all the LOs associated with the unit. On completion of the unit, learners must declare that the work produced is their own and the assessor must countersign this. Examples of suitable evidence for the portfolio are provided in section 2.

If a centre needs to create their own internal assessment tasks, there are 4 essential elements in the production of successful centre-based assessment tasks, these are:

- ensuring the assessment tasks are meaningful with clear, assessable outcomes
- appropriate coverage of the content, LOs, or assessment criteria
- having a valid and engaging context or scenario
- including sufficient opportunities for stretch and challenge for higher attainers

Assessment guidance is provided. Assessors can use other methods of assessment as long as they are valid and reliable and maintain the integrity of the assessment and of the standards required of this qualification.

Section 2: unit content and assessment guidance

This section provides details of the structure and content of this qualification.

The types of evidence listed are for guidance purposes only. Within learners' portfolios, other types of evidence are acceptable if all learning outcomes (LOs) are covered, and if the evidence generated can be internally and externally quality assured. For approval of methods of internal assessment other than portfolio building, please contact your external quality assurer.

The explanation of terms explains how the terms used in the unit content are applied to this qualification. This can be found in section 3.

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



Unit summary				
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.				
Assessment				
This unit is internally assessed via a portfolio of evidence.				
Mandatory	Achieved/not yet achieved	Level 1	2 credits	18 GLH

Learning outcomes (LOs) The learner will:	Assessment criteria (AC) The learner can:
1. Understand the importance of health and safety in the workplace	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 own place of work or learning
	1.5 Identify other sources of health and safety information
2. Understand the need for risk assessment	2.1 Define the terms hazard and risk
	2.2 Describe risk assessment
	2.3 Give examples of work-related accidents and ill health
3. Be aware of the requirements for health and safety in his/her place of work or learning	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 own place of work or learning
	3.3 Describe the provision for first aid in own place of work or learning
	3.4 For a chosen occupational sector, describe the appropriate personal protective equipment (PPE) and the hazards against which the PPE offers protection

Range
<p>1. Understand the importance of health and safety in the workplace</p> <p>1.1 Health and safety in the workplace to include the Health and Safety at Work, etc. Act 1974 is the main law that allows other laws to be made and covers various things. These other laws contain rules that people at work need to follow and are generally called regulations.</p> <p>Learners must state why health and safety in the workplace is important for:</p> <ul style="list-style-type: none"> employees and others in the workplace employers

Range
<p>2. Understand the need for risk assessment</p> <p>2.2 Risk assessment must cover what needs to be done when carrying out a risk assessment. This could include the 5 steps to risk assessment.</p> <p>2.3 Accidents could be caused by:</p> <ul style="list-style-type: none"> • trips and falls • lifting and handling • use of machines • use of chemicals • transport injuries <p>2.3 Ill health could be caused by:</p> <ul style="list-style-type: none"> • noise • asbestos • vibration • skin-disease • stress
<p>3. Be aware of the requirements for health and safety his/her place of work or learning</p> <p>3.2 Reporting:</p> <p>The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR). This regulation places a legal responsibility on employers to report serious workplace accidents, occupational diseases and specified dangerous occurrences (called near misses).</p> <p>Learners should explain that the easiest and quickest way to send a report is by completing the appropriate online form on the Health and Safety Executive (HSE) website: www.hse.gov.uk. A telephone service can be used to report fatal and major injuries.</p> <p>Learners must describe who they would report injuries, ill health and unsafe conditions and accidents to, including the person's work title and location. They must also describe what information they would expect to find in an accident book/form.</p> <p>3.3 Provision for first aid must include:</p> <ul style="list-style-type: none"> • how many first aiders have been appointed • where the first aiders are located • where the first aid room is situated • where the first aid boxes are located • any other first aid equipment

Range**3.4 Personal protective equipment (PPE):**

PPE as defined in the Personal Protective Equipment at Work Regulations 1992 (as amended).

Delivery and assessment guidance

This unit could be assessed through a workbook, learner reports, oral or written questioning and information leaflets.

Group discussions used as evidence should be supported by peer or assessor witness testimonies detailing the key learning points raised and the contribution of each learner.

1.1 Learners must state 2 reasons why health and safety in the workplace is important for employees and 4 reasons for employers.

Learners could provide examples of health and safety regulation. Depending on their place of work or learning the regulation chosen may relate to, for example, machinery, equipment (including computers) or precautions for fire or first aid facilities.

1.2 Learners must provide a description and include 5 employer responsibilities, 3 employee responsibilities and one responsibility of a self-employed individual.

1.4 Learners must identify at least 3 sources of health and safety information within their own place of work or learning.

Sources of information will vary depending on the learners' place of work or study.

1.5 Learners must identify 3 other sources of health and safety information.

Sources of other information will vary depending on the learners' place of work or study.

2.3 Learners must give 3 examples of work-related accidents and 3 examples of work-related ill health.

3.1 Learners must focus their answers on their own place of work or learning and provide 3 examples of health and safety information that should be provided for an employee or learner.

3.2 Learners responses will depend upon the arrangements within their place of work or learning.

3.4 Learners can choose the occupational sector in which they work or perhaps in which they are interested. They should name the occupational sector, describe the appropriate PPE and describe the hazards which the PPE protects against.

Assessment strategies and principles relevant to this qualification

The key requirements of the assessment strategies or principles that relate to units in this qualification are summarised below.

The centre must ensure that individuals undertaking assessor or quality assurer roles within the centre conform to the assessment requirements for the unit they are assessing or quality assuring.

NCFE assessment strategy**Knowledge LOs:**

- assessors will need to be both occupationally knowledgeable and qualified to make assessment decisions
- internal quality assurers will need to be both occupationally knowledgeable and qualified to make quality assurance decisions

Competence/skills LOs:

- assessors will need to be both occupationally competent and qualified to make assessment decisions
- internal quality assurers will need to be both occupationally knowledgeable and qualified to make quality assurance decisions

Section 3: explanation of terms

This table explains how the terms used at level 1 in the unit content are applied to this qualification (not all verbs are used in this qualification).

Define	Give the meaning of a word or phrase.
Demonstrate	Show an understanding of the subject.
Describe	Provide details about the subject or item.
Explain	Provide details about the subject with reasons showing how or why.
Give (examples of...)	Provide relevant examples to support the subject.
Identify	List or name the main points.
Indicate	Point out or show using words, illustrations or diagrams.
Locate	Find or identify.
List	Make a list of words, sentences or comments.
Outline	Identify or describe the main points.
Plan	Think about, organise and present information in a logical way. This could be presented as written information, a diagram or an illustration.
Show	Give information that includes clear knowledge about the subject.
State	Give the main points in brief, clear sentences.
Use	Take an item, resource or piece of information and link to the question or task.

Section 4: support

Support materials

The following support materials are available to assist with the delivery of this qualification and are available on the NCFE website:

- learner workbook
- learner's evidence tracking log (LETL)
- learning resources

Useful websites

Centres may find the following website helpful for information, materials and resources to assist with the delivery of this qualification:

- www.hse.gov.uk

This link is provided as a source of potentially useful information for delivery/learning of this subject area. NCFE does not explicitly endorse this website or any learning resources available on this website. For official NCFE endorsed learning resources, please see the additional and teaching materials sections on the qualification page on the NCFE website.

Other support materials

The resources and materials used in the delivery of this qualification must be age-appropriate and due consideration should be given to the wellbeing and safeguarding of learners in line with your institute's safeguarding policy when developing or selecting delivery materials.

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Appendix A

Units

 Knowledge only units are indicated by a star. If a unit is not marked with a star, it is a skills unit or contains a mix of knowledge and skills.

Mandatory units

	Unit number	Regulated unit number	Unit title	Level	Credit	GLH	Notes
	Unit 01	J/600/7805	Introduction to health and safety awareness in the workplace	1	2	18	