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Qualification Specification

Highfield Level 1 Award in the Principles of Fire Safety Awareness (RQF)

Qualification Number: 603/1564/7

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Highfield Level 1 Award in the Principles of Fire Safety Awareness (RQF)

Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager.

Qualification regulation and support

The Highfield Level 1 Award in the Principles of Fire Safety Awareness (RQF) is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual and CCEA Regulation. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

Key facts

Qualification number:	603/1564/7
Learning aim reference:	60315647
Credit value:	1
Assessment method:	Multiple-choice examination
Guided learning hours (GLH):	4
Total qualification time (TQT):	5

Qualification overview and objective

The objective of this qualification is to support learners in any workplace, particularly new starters, where a basic understanding of fire safety is required.

Learners gaining this qualification will know that fire safety is the responsibility of everyone in the workplace. They will recognise the common causes of fire and identify actions to take in the event of a fire.

Entry requirements

There are no prerequisites for this qualification, although it is recommended that learners have a minimum of Level 1 in literacy/English or equivalent.

This qualification is approved for delivery to learners aged 14+.

Guidance on delivery

The total qualification time (TQT) for this qualification is 5 hours and of this 4 hours are recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

Guidance on assessment

This qualification is externally set and assessed by a 15-question multiple-choice examination that must be completed within 30 minutes. Successful learners will have to demonstrate knowledge across the unit content and correctly answer 9 questions or more to achieve a pass. Completed examination papers should be returned to Highfield Qualifications for marking. Results will then be provided to the centre afterwards. This qualification is graded as Pass or Fail.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Guidance on quality assurance

Highfield Qualifications requires centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements.

Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the Highfield website. This policy should be read in conjunction with this specification and all other relevant Highfield documentation.

Tutor requirements

Highfield Qualifications recommends nominated tutors for this qualification to meet the following:

- hold a relevant subject area qualification, which could include any of the following:
 - Level 2 Fire Safety qualifications; and
 - Level 2 Health and Safety qualification
 - OR**
 - Level 3 Fire Safety qualification or above
 - OR**
 - NEBOSH National/International General Certificate in Occupational Safety and Health;
 - OR**
 - Understanding and knowledge of working in a fire safety job role or environment

- hold a recognised teaching qualification, which could include any of the following:
 - Highfield Level 3 Award in Delivering Training (RQF)
 - OR**
 - Highfield Level 3 International Award in Delivering Training (IADT) or equivalent
 - OR**
 - Level 3 Award in Education and Training or above
 - OR**
 - Proof of at least 30 hours of training in any subject

- maintain appropriate continued professional development for the subject area

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.

Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 2 Award in the Principles of Fire Safety (RQF)
 - Highfield Level 2 Award Risk Assessment (RQF)
 - Highfield Level 2 Award Health and Safety within the Workplace (RQF)
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Useful websites

- www.highfieldqualifications.com (Highfield Qualifications)
 - www.highfield.co.uk (Highfield Products)
 - www.hse.gov.uk (Health and Safety Executive)
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Recommended training materials

- The Essentials of Fire Safety Awareness. Brookin, J and Wordsworth, M. Highfield International Limited
 - The Essentials of Fire Safety Awareness (Level 1) Presentation. Highfield International Limited
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Appendix 1: Qualification structure

To complete the **Highfield L1 Award in the Principles of Fire Safety Awareness (RQF)**, learners must complete the following mandatory unit:

Unit reference	Unit title	Level	GLH	Credit
Y/615/7451	Principles of Fire Safety Awareness	1	4	1

Appendix 2: Qualification content

Unit 1: Principles of Fire Safety Awareness

Unit number: Y/615/7451

Credit: 1

GLH: 4

Level: 1

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p>1. Understand the hazards and risks associated with fire in the workplace</p>	<p>1.1 Identify the components of the fire triangle</p> <p>1.2 Identify the main causes of fires in the workplace</p> <p>1.3 Identify ways to reduce the likelihood of a fire</p> <p>1.4 Outline the main costs of fires in the workplace</p> <p>1.5 Outline the duties for the following in relation to fire safety:</p> <ul style="list-style-type: none"> • employer • employee • fire warden <p>1.6 Identify structural features of means of escape and how to ensure that they are maintained and available</p>
<p>2. Understand how fire risk is controlled in the workplace</p>	<p>2.1 Identify actions to take in the event of a fire and upon hearing a fire alarm</p> <p>2.2 Identify the types of fire-fighting equipment and their uses</p> <p>2.3 Outline ways to ensure fire safety equipment is available for use</p>

Amplification
<p>Learning Outcome 1 - Understand the principles of fire and its prevention</p> <p>1.1 Components of the fire triangle - ignition, fuel, oxygen. How elements start/reduce/stop a fire, causes of fire</p> <p>1.2 Main causes of fires in the workplace - arson, electrical faults, smoking materials</p> <p>1.3 Reduce the likelihood of a fire- fire risk assessment, housekeeping, physical controls, employee controls (training), equipment safety and servicing e.g. gas and electric, storage of flammable substances/fuel.</p> <p>Daily checks could include:</p> <ul style="list-style-type: none"> • Outline the ways employees can assist in reducing the risk of fire occurring • Follow information provided on fire risk assessment • Always follow your training • Keep rubbish to a minimum • Report any fire safety related matters to your supervisor • Keep stairways and corridors clear • Ensure fire doors remain shut

- 1.4 Main **costs** of fires in the workplace - personal injury or death, direct cost to building and business, insurance costs, loss of jobs, society healthcare, social welfare.
- 1.6 **Structural features** of means of escape - fire doors, staircases, emergency lighting, escape doors, assembly points
How to ensure they are **maintained** - regular inspection, testing, maintenance.

Learning Outcome 2 - Understand how fire risk is controlled in the workplace

- 2.1 **Actions** to take in the event of a fire - raise the alarm, evacuate, contact emergency services, fight a fire if able, assembly point
- 2.2 **Types** of fire-fighting equipment - portable Extinguishers - water, dry powder, foam, wet chemical, CO², blanket. Fixed sprinklers, hoses.
- 2.3 Ensure fire safety equipment is **available for use** - regular servicing of equipment.



Appendix 3: Sample assessment material

Highfield EXAMINATION 

Paper Code:

Principles of Fire Safety Awareness

Level 1
Y/615/7451

Information for registered centres

The seal on this examination paper must only be broken by the candidate at the time of the examination.
Under no circumstances should a candidate use an unsealed examination paper.

Information for candidates

Under no circumstances should you the candidate use an unsealed examination paper.
This examination consists of 15 multiple-choice questions.
The minimum pass mark is 9 correct answers.
The duration of this examination is 30 minutes.
You are **NOT** allowed any assistance to complete the answers.
You must use a pencil to complete the answer sheet - pens must **NOT** be used.
When completed, please leave the Examination Answer Sheet (EAS) on the desk.

EXAMINATION ANSWER SHEET (EAS) INSTRUCTIONS:
For each question, fill in **ONE** answer **ONLY**.
If you make a mistake ensure you erase it thoroughly.
You must mark your choice of answer by shading in **ONE** answer circle only.
Please mark each choice like this:

01 **ANSWER COMPLETED CORRECTLY**

Examples of how **NOT** to mark your Examination Answer Sheet (EAS). These will not be recorded.

01 **DO NOT** partially shade the answer circle
ANSWER COMPLETED INCORRECTLY

01 **DO NOT** use ticks or crosses
ANSWER COMPLETED INCORRECTLY

01 **DO NOT** use circles
ANSWER COMPLETED INCORRECTLY

01 **DO NOT** shade over more than one answer circle
ANSWER COMPLETED INCORRECTLY

All candidates **MUST** sign the Examination Answer Sheet (EAS) in the bottom right-hand corner of the page before leaving the examination room.

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Fire Safety

We listen and respond

Sample questions

Which type of extinguisher is indicated by a blue panel?

- Dry powder
- CO₂
- Wet chemical
- Foam

The **main** purpose of undertaking a fire risk assessment is to:

- identify fire hazards and suitable controls
- meet legislative requirements
- avoid legal action
- reduce insurance costs

Who should carry out the fire risk assessment in the workplace?

- The local fire service
- The Health and Safety Executive
- A competent person
- The extinguisher servicing company