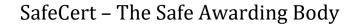**Qualification Specification**

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(For use in England, Scotland and Wales or Abroad)

SafeCert Level 2 Award in Fire Safety
Qualification Number – SC24 09

Document Control

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Change Authority: **Paul Horsburgh**

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1.0	25/10/2014	First release	Paul Horsburgh

Change Mechanism

Any person seeking to alter this document must consult the author before making any change.
SafeCert Awards Ltd Change Authority must endorse any alterations to the approved version of this document before any wider dissemination of the altered document.

The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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Qualification: SafeCert Level 2 Award in Fire Safety

This qualification is made up of one mandatory unit

Unit 1: Fire Safety Principles

Introduction

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

Qualification Details

The SafeCert Level 2 Award in Fire Safety is Accredited by SafeCert Awards. This qualification has the value of 1 credit. This is a 1 day course (minimum 6 hours) based in the classroom.

Qualification Structure

This qualification consists of one unit, the details of which are included at the end of this document. This is a good introduction to fire safety in the workplace and accommodates induction training for new employees or a good refresher. Candidates who successfully achieve the mandatory unit can gain the SafeCert Level 2 Award in Fire Safety.

Fire Safety Principles - Unit Summary of Learning Outcomes
This unit has 4 Learning outcomes:

1. Understand the hazards and risks associated with fire in the workplace
2. Understand how fire risk is controlled in the workplace
3. Understand the principles and practices of fire safety management at work
3. Understand the role of the nominated fire warden

Mode of Delivery & Assessment

Assessment is on-going by the tutor, culminating with a multiple-choice question paper with addition of professional discussion to ensure all criteria is achieved.

There are detailed requirements for the delivery and assessment of these qualifications specified in this document. Therefore delivery and assessment must be undertaken in line with this guidance, regardless of the mode of delivery chosen.

External Document

There are a range of additional documents available, pertaining to this qualification. The main ones are as follows:

- Tutor/Assessor & IQA Support Guidance for this award. This is the assessment guidance together with the assessments. (This is only given to approved SafeCert centres for this award).
- Centre Handbook. (This is only for approved SafeCert centres).
- There are other policies such as appeals procedure and reasonable adjustments which can be seen in the about us page on the SafeCert website.

Centre's must be approved by SafeCert Awards, before they can provide any of the SafeCert Award qualifications. Qualifications approval can be included at initial approval. If a centre wishes to seek approval for further awards after the initial approval, they would complete and submit the additional awards approval form.

More Information about your qualification can be found on our website: www.safecertawards.com

Unit: Fire Safety Principles			
This course is designed for employees who want to develop their basic fire safety awareness in order to assist their employer by undertaking more specific fire safety roles in the workplace to manage fire risk (e.g. as fire wardens/marshals/stewards etc.)			
Learning Outcomes	**Assessment Criteria**		
1. Understand the hazards and risks associated with fire in the workplace	1.1 Explain how fires are caused in the workplace 1.2 Describe the components of the fire triangle 1.3 Identify the hazards during or after a fire, including the products of combustion 1.4 Describe the characteristics of fire and smoke spread		
2. Understand how fire risk is controlled in the workplace	2.1 State the different methods used to identify and control fire hazards 2.2 Define the term 'means of escape' in relation to fire hazards 2.3 Outline typical components for means of escape from fire hazards 2.4 Describe methods of fire detection and raising the alarm 2.5 Describe the principles of how fires are extinguished 2.6 Describe how portable fire-fighting equipment should be used safely 2.7 Identify common fixed fire-fighting systems and where they might be used		
3. Understand the principles of fire safety management at work	3.1 Outline the duties of employers and employees with respect to fire safety in the workplace 3.2 Outline how to undertake a simple fire safety inspection in the workplace 3.3 Describe the stages involved in a fire risk assessment		
4. Understand the role of the nominated fire warden	4.1 State the role and function of fire wardens in their workplace • On a day-to-day basis • During an emergency • If they are not in their designated areas of responsibility when the alarm is raised 4.2 Outline the contents of the fire safety briefing		

Additional Information about the award			
Qualification Number	**SC24 09**	**Unit Code**	**F2**
Minimum Learning Hours	**6 Hours**		
Level	**2**	**Credit**	1
Mapping to National Occupational Standards		**Assessment requirements**	Must be assessed to current Tutor/Assessor/IQA Guidance

Guidance notes on delivery

This is excellent introduction to fire safety in the workplace and will benefit any worker and the Fire Warden. The qualification has a minimum contact time of 6 hours, so it can be completed in 1 day.

There are detailed requirements for the delivery and assessment of these qualifications specified in this document. Therefore delivery and assessment must be undertaken in line with this guidance, regardless of the mode of delivery chosen.

Any training materials used for assessment purposes must either be endorsed by SafeCert beforehand or approved by the Safe Cert external moderator prior to their usage in line with this document. Where SafeCert– endorsed materials are available by training providers they will be listed on our website www.safecertawards.com

Prerequisites

Age ranges
The qualification is open to Candidates 14 years and above.

Qualification Structure

This qualification is made up of one mandatory unit, the details of which are included from page 5 of this document.

This qualification is typically delivered as a one day course in the classroom.

This qualification does not expire, but refresher training and keeping up to date with changes to policies and procedures is vital to keep the qualification current, therefore we would recommend refresher training every 3 years.

Opportunities for progression

Successful completers can progress to:
Progression and further learning routes include:

- SafeCert Level 2 Award in Health and Safety at Work

Pre-course procedures

These qualifications are available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that restrict access or progression thereby promoting equal opportunities.

There are no formal requirements for entry to these qualifications.

Interview procedure & ID checking

All centre staff involved in the assessment or delivery of these qualifications should understand the requirements of the qualification and match them to the needs and capabilities of individual candidates before entering them as candidates for one of these qualifications

All Candidates 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 Candidate 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 Candidate's photographic identification is checked before they are allowed to undertake the examination/assessment and write the type of photo identification provided by each Candidate on the Candidate List under "Identification Provided"

Criminal Records Checks

Centres should note that it is now a requirement for teachers in further education to undergo Criminal Records checks with Disclosure Scotland.

Initial Assessment

All centres need to carry out an initial assessment that identifies what competence and knowledge a Candidate already so that this can be taken into account.   This should be recorded so that centres can identify any associated special requirements and record this in appropriate plans

SECTION 2 - ASSESSMENT OVERVIEW

Delivery/Assessment Ratios

In order to effectively deliver and assess this qualification, it is recommended that centres do not exceed the ratio of 1 qualified tutor/assessor to 16 candidates. It is essential all candidates get the teaching practice and support requirement which would be extremely difficult if the number of candidates increased more than 16. If a centre wishes to increase this ratio, they must first request approval and state how they would support candidate needs.

Please note a student cannot assume responsibility in the workplace until they reach the age of 16, and then it is the employer's responsibility to ensure that the student is suitable for that role.

Guidance on Assessment

SafeCert has worked with subject specialists to develop a robust and streamlined assessment process which includes the following:

1. Multiple Choice Assessment – Candidates are assessed with a multiple choice assessment with additional professional discussion to ensure all criteria is achieved for the award.

Full details and assessment materials are recorded in the Tutor/Assessor Guidance support information.

Guidance on Internal Quality Assurance

SafeCert centres require having in place a robust internal quality assurance system. The Internal Quality Assurance must be completed by a suitably qualified person who has also not been involved with the delivery or assessment of the award.

The Internal Quality Assurers Role is to monitor not only the assessment of the qualification but also how it is delivered. This can be completed in a number of ways such as observing a course delivery/ assessment, sampling assessments, Candidate interviews in person or by telephone etc. All assessment materials must be kept at the centre for a minimum of 3 years and made available for any quality assurance checks.

Guidance on External Quality Assurance

SafeCert approved centres are required to be externally quality assured. This is to support centres in the implementation and management of the award and also to ensure the validity and value of the qualification.

SafeCert Awards employs a risk-based model to decide the frequency of EQA visits and each approved Centre will receive at least 1 EQA visit within a 3-year cycle. In addition to the EQA Visits SafeCert Awards will also conduct the following:
Sample Desktop EQA Spot Checks on Assessment – This is where we will ask a sample of centres each year to send in all assessment paperwork so we can conduct an EQA desktop approval on assessment

- Sample EQA Centre Visits on Observation of Assessment – This is where we will conduct a sample of visits to monitor assessments during the assessment process at the centre.

SafeCert centres, must provide access to all records, for any EQA visits. Full details can be seen in the Centre Handbook.

Reassessment Procedures

Candidates who are unsuccessful in any aspect of the assessment process will be offered 1 further opportunity to be reassessed in the appropriate component of the assessment, ideally within the timeframe allocated. Candidates should be aware that there may well be an additional charge for conducting reassessments.

Plans for assessment and assignment tasks must be approved by SafeCert prior to the first assessment being undertaken by the Candidates. This approval process will be carried out by the external moderator either electronically (or using other forms of correspondence), or at an initial moderation visit. Materials for approval can be sent directly to the Qualifications Manager. A standard SafeCert observation Performa is available for use by centres.

Grading

Assessment is pass/ reassessment /fail. There is no grading.

Unit Certification

Due to the qualification being a minimum 1 credit, all assessment components must be completed by the candidate and they must pass the centre quality assurance process to be certificated.

Centre Examination Procedures

SafeCert requires centres to monitor assessments in place:

- Assessor must keep all assessment papers in secure locked area until the start of the assessment
- Assessor will ensure no candidates have any written notes or other reference material during the assessment
- Assessor will ensure the assessment room is in a quiet area and the room has a Exam Notice – Please keep quiet during the assessment
- Assessor will make sure there is no talking during the assessment
- Assessor will ensure candidates are either at their own desks or at a suitable distance between candidates in order they could not copy other student answers
- All candidates will need to sit at their desk and remain quiet until the full assessment period is complete
- All candidates must stop writing as soon as the assessor has indicated the assessment time is now completed
- All assessment papers and candidate answer sheets must be handed in to the assessor after the immediately after the assessment. The assessor must count out and count in papers to make sure no candidate has kept a question paper

- All question papers and answer sheets, should then be marked by the assessor. This is then sent to IQA for internal quality assurance of results and then held in secure locked area, for at least the duration of the validity of the award. SafeCert will then request full assessment materials sent in, if you are a new centre or for periodic EQA desktop spot checks on assessment. During external quality assurance visits, the EQA will need access to all assessment and IQA documents. SafeCert Awards will also conduct EQA observation of assessment visits to a sample of centres each year.

Facilities/Resources/Safety Considerations

Any training or assessment site must meet the requirements of health and safety and accepted safe practice in the delivery of safe cert Qualifications.

Training and assessment must be able to provide a suitable teaching area/environment conducive to candidates' learning i.e. well lit, well ventilated and of adequate size as per above requirements.

Reasonable Adjustments

Awarding organisations and centres are required by law to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual circumstances, the practicality, and the effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, must also be taken into consideration.

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not affect the integrity of what needs to be assessed but may include:
- Changing standard assessment arrangements, for example allowing a candidate extra time to complete the assessment activity.
- Adapting assessment materials, such as providing materials in large print.
- Providing access for facilitators during the assessment, such as a sign language interpreter or a reader.
- Re-organising the assessment room, such as removing visual stimuli for an autistic candidate.

There is a detailed list of Reasonable Adjustments listed in the Reasonable Adjustments and Special Considerations Policy on the SafeCert website on the link below, that the centre can apply without prior approval from SafeCert and these would be recorded on the candidate registration and assessment tracking record. Any other reasonable adjustment not listed must be applied for using Form RA1 in Appendix 2 and agreed upon before the assessment activity takes place.

They constitute an arrangement to give the candidate access to the assessment activity. The use of a reasonable adjustment will not be taken into consideration during the assessment of a candidate's work.

SafeCert has a Reasonable Adjustments and Special Considerations Policy which can be found on our website at the following link:
https://www.safecertawards.com/pdf/ReasonableAdjustmentsandSpecialConsiderationsPolicy.pdf
or you can obtain a copy by e-mailing SafeCert at info@safecertawards.com.

All awarding organisations and centres have a responsibility to ensure that the process of assessment is robust and fair while allowing the candidate to show what they know and can do without compromising the assessment criteria.

Adjustments to assessments:
- Should not invalidate the assessment requirements of the qualification.
- Should not give the candidates an unfair advantage.
- Should reflect the candidate's normal way of working.
- Should be based on the individual needs of the candidate.

SECTION 3

Centre Staffing:

Ensure that there are a sufficient number of people either trained or qualified to assess the number of candidates they anticipate to register. Ensure that there are a sufficient number of people either trained or qualified to internally verify for the number of candidates and assessors

Put verification systems and internal verifiers in place to ensure that all assessments are valid, reliable, authentic and sufficient and provide quality assured training for those people identified as being responsible for verification

Ensure that there is a system of standardisation in place to ensure that all assessments are consistent and fair and those undertaking the roles of verification and assessment maintain their skills, knowledge and understanding regarding assessment and verification and the associated qualification.

The occupational expertise of those undertaking the roles of assessment and internal verification is one of the key factors underpinning valid, fair and reliable assessment. The integrity of assessments and verifications is of paramount importance. Centres must ensure that there is sufficient time to conduct effective assessment and internal verification.

Criteria for Trainer/Assessors

SafeCert requires that Nominated Trainers/Assessors have teaching experience and hold a qualification in the relevant subject area. *Suitable Subject Area Qualifications may include:*

- Health and Safety Award or Certificate at RQF Level 3 or above
- NEBOSH Certification
- Health and Safety Trainer or Fire Safety Trainer CPD Award delivered by a recognised awarding body

Suitable teaching or assessing qualification may include.

- PTLLS Teaching Award
- Level 3 Award in Education and Training (QCF)
- Planning and Delivering Learning Sessions to Groups
- TAQA Assessor Awards (or D32/D33/A1, A2)
- SQA Assess Work based Competence using Direct Methods
- SQA Assess Work based Competence using Direct and Indirect Methods

As well as the subject knowledge and competence the trainer/assessor should also have one or more as required of the approved teaching/assessing awards as listed on the next page

**. Assessors who do not hold a formal assessing qualification may alternatively attend Health and Safety or Fire Safety Trainer/Assessor CPD Training with a recognised Awarding Organisation

Criteria for Internal Verifiers

SafeCert requires that Nominated IQA for the centre must hold a qualification in the relevant subject area.

Suitable Subject Area Qualifications may include:

- Health and Safety Award or Certificate at QCF Level 3 or above
- NEBOSH Certification
- Health and Safety Trainer or Fire Safety Trainer CPD Award delivered by a recognised awarding body
- Fire Safety RQF level 1 or 2
- Fire Safety SCQF Level 4 or 5

As well as the subject knowledge and competence the IQA must also have one of the approved IQA qualifications as listed below.

Qualification	IQA*
V1 or D34	✔
Level 4 Award in the internal Quality Assurance of Assessment Processes and Practice (RQF)	✔
Level 4 Certificate in Leading the internal Quality Assurance of Assessment Processes and Practice (QCF)	✔
Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment	✔
SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment	✔
SQA Internally Verify the Assessment Process	✔

*. IQAs who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD Training with a recognised Awarding Organisation

Internal Quality Assurance

Internal quality assurance is key to ensuring that the assessment of evidence for units is of a consistent and appropriate quality. Those carrying out internal quality assurance must be occupationally knowledgeable in the area they are assuring and be qualified to make quality assurance decisions.

Delivery

The qualification must be delivered using a programme of training that is approved by safe cert having been checked that the learning outcomes have been met. A qualification can be approved with initial centre approval form or after with an additional awards application form, these can be downloaded from www.safecertawards.com, or you can contact SafeCert for more information.

The programme may be applied flexibly, in accordance with candidates' needs and local circumstances; facilitators/assessors are encouraged to repeat sessions that candidates have not fully grasped or introduce additional sessions to ensure understanding and competence.   It is recommended that where possible the theoretical sessions are interspersed with practical aspects.

Useful Websites

Company	Website
HSE	www.hse.gov.uk/
ROSPA	www.rospa.com
HSE Scotland	http://www.hse.gov.uk/scotland/aboutscotland.htm
Government Site	www.gov.uk/workplace-fire-safety-your-responsibilities/who-is-responsible
SafeCert Awards	www.safecertawards.com