

# all you need to know.

## **Qualification Specification**

NCFE Level 2 Award in Principles of Fire  
Safety for the Workplace (601/5651/X)

Issue 3.1 January 2020

## Contents

### Section 1

Qualification overview	Page 4
------------------------	--------

### Section 2

Assessment and moderation	Page 14
---------------------------	---------

### Section 3

Structure and content	Page 17
-----------------------	---------

### Section 4

Explanation of terms	Page 22
----------------------	---------

### Section 5

General information	Page 25
---------------------	---------

## Summary of changes

**This section summarises the changes to this qualification specification since the last version (Issue 3 July 2018). Please check the qualification page on our website for the most recent version.**

- Information regarding the [wellbeing and safeguarding](#) of learners added to Section 1 (page 13).

# Section 1

## Qualification overview

## Qualification overview

### Introduction

We want to make your experience of working with NCFE as pleasant and easy as possible. This qualification specification contains everything you need to know about this qualification and should be used by everyone involved in the planning, delivery and assessment of the NCFE Level 2 Award in Principles of Fire Safety for the Workplace.

All information contained in this specification is correct at the time of publishing.

To ensure that you're using the most up-to-date version of this qualification specification please check the issue date in the page headers against that of the qualification specification on our dedicated qualifications website [www.qualhub.co.uk](http://www.qualhub.co.uk).

If you advertise this qualification using a different or shortened name you must ensure that learners are aware that their final certificate will state the regulated qualification title of NCFE Level 2 Award in Principles of Fire Safety for the Workplace.

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### About this qualification

This is a regulated qualification. The regulated number for this qualification is 601/5651/X.

This qualification forms part of a suite of qualifications which have been developed to provide learners in the workplace with a basic understanding of fire safety.

This qualification may be eligible for funding. For further guidance on funding, please contact your local funding provider.

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### Things you need to know

- Qualification number (QN): 601/5651/X
- Aim reference: 6015651X
- Total Qualification Time: 10
- Guided Learning Hours (GLH): 9
- Credit value: 1
- Level: 2
- Assessment requirements: externally set and assessed multiple-choice question paper

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### Total Qualification Time (TQT)

Total Qualification Time is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

Total Qualification Time comprises:

- the Guided Learning Hours for the qualification
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, Tutor or other appropriate provider of education or training.

### Aims and objectives of this qualification

This qualification aims to:

- provide learners with an understanding of fire safety for the workplace.

The objectives of this qualification are to help learners to:

- understand the hazards and risks associated with fire in the workplace
- know how fire risk is controlled in the workplace
- understand the role of the nominated fire warden
- know the firefighting equipment that should be used in a fire and understand how it should be used.

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### Entry guidance

This qualification is designed for learners of any age who need to develop an understanding of fire safety for the workplace. It may be particularly relevant for new employees as well as nominated fire wardens, managers, team leaders and staff working in any area where there's a higher risk of fire.

There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved a Level 1 qualification.

This qualification is suitable for learners aged pre-16 and above.

Centres are responsible for ensuring that this qualification is appropriate for the age and ability of learners. They need to make sure that learners can fulfil the requirements of the assessment criteria and comply with the relevant literacy, numeracy, and health and safety aspects of this qualification. Learners registered on this qualification shouldn't undertake another qualification at the same level with the same or a similar title, as duplication of learning may affect funding eligibility.

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### **Achieving this qualification**

To be awarded the NCFE Level 2 Award in Principles of Fire Safety for the Workplace, learners are required to successfully complete the mandatory unit.

#### **Mandatory unit**

- Unit 01 Principles of fire safety for the workplace (1 credit)

The learning outcomes and assessment criteria for this unit are provided in Section 3 (page 16).

To achieve the NCFE Level 2 Award in Principles of Fire Safety for the Workplace, learners must successfully demonstrate their achievement of all learning outcomes and assessment criteria of the unit as detailed in this qualification specification. Grades are not awarded.

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## Progression opportunities

Learners who achieve this qualification could progress to:

- NCFE Level 3 Award in Health and Safety in the Workplace
- Level 3 Award and Certificate in Fire Risk Assessment.

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## Barred units, equivalencies and exemptions

This qualification may contain barred units, equivalencies or exemptions. These will be identified in the summary for each unit.

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## Qualification dates

Regulated qualifications have review dates, operational end dates and certification end dates.

The qualification review date is the date by which we'll have carried out a review of the qualification. This date is shown on the qualifications page on our dedicated qualifications website [www.qualhub.co.uk](http://www.qualhub.co.uk).

We review qualifications up to 18 months before their review date, working with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments. In most cases we'll then extend the qualification, and set a new review date. If we make the decision to withdraw a qualification, we'll set an operational end date.

If we extend the review date then this will be shown on the qualifications page on our dedicated qualifications website [www.qualhub.co.uk](http://www.qualhub.co.uk) and approved centres will be kept updated.

The operational end date will only show on the Register if we've made the decision to withdraw a qualification. After this date we can no longer accept learner registrations.

The certification end date will only show on the Register once an operational end date has been set. After this date we can no longer process certification claims.

The external assessment for this qualification can only be taken up to the certification end date. No external assessments will be allowed after this date so please ensure that your learners are entered in enough time.

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## Staffing requirements

Centres delivering any of NCFE's qualifications must:

- have a sufficient number of appropriately qualified/experienced Assessors to assess the volume of learners they intend to register
- have a sufficient number of appropriately qualified/experienced Internal Quality Assurers to internally quality assure the anticipated number of Assessors and learners
- ensure that all staff involved in assessment and internal quality assurance are provided with appropriate training and undertake meaningful and relevant continuing professional development
- implement effective internal quality assurance systems and processes to ensure all assessment decisions are reliable, valid, authentic, sufficient and current. This should include standardisation to ensure consistency of assessment
- provide all staff involved in the assessment process with sufficient time and resources to carry out their roles effectively.

## Assessors

All Assessors of NCFE qualifications should be appropriately qualified to make assessment decisions. Although it is not a specific requirement of this qualification, it is considered by NCFE to be good practice for Assessors to hold, or be working towards, a recognised qualification in assessment. Where a recognised qualification is not held, Assessors should be able to demonstrate relevant and current experience of assessment.

In order to assess knowledge-based units, the Assessor should be occupationally knowledgeable, ie hold relevant knowledge to assess units designed to test knowledge and understanding of learners. This knowledge should be demonstrable through relevant qualifications/experience, and at an equivalent or higher level than the units under assessment.

In order to assess competence-based units, the Assessor should be occupationally competent, ie able to carry out the requirements of the units they're assessing. This competence should be demonstrable through relevant qualifications/experience, and at an equivalent or higher level than the units under assessment.

## Internal Quality Assurance

All staff involved in the internal quality assurance of NCFE qualifications should be appropriately qualified to make quality assurance decisions. Although it is not a specific requirement of this qualification, it is considered by NCFE to be good practice for internal quality assurance staff to hold, or be working towards, a recognised qualification in internal quality assurance. Where a recognised qualification is not held, Internal Quality Assurers should be able to demonstrate relevant and current experience of internal quality assurance.

In order to carry out quality assurance of assessment decisions, internal quality assurance staff should be occupationally knowledgeable, ie hold relevant knowledge across units they will be quality assuring. This knowledge should be demonstrable through relevant qualifications/experience, and at an equivalent or higher level than the units under assessment.

### Examples of relevant qualifications/experience

This section provides examples of relevant qualifications/experience to demonstrate occupational knowledge/competence for Assessors and Internal Quality Assurers.

The guidance in this section is not intended to be exhaustive or definitive. Examples of relevant qualifications and occupational backgrounds are given as benchmarks. Other equivalent qualifications or backgrounds may also qualify prospective staff for assessment/internal quality assurance roles.

- NVQ in Fire Safety
- Award in Fire Risk Assessment Principles and Practice
- Certificate in Occupational Health and Safety in the Workplace\*
- Certificate in Occupational Health and Safety\*
- Diploma in Health and Safety in the Workplace\*
- Certificate in Health and Safety in the Workplace\*
- Certificate in Supervising Health and Safety\*
- Health and safety role such as a health and safety advisor
- Fire safety consultant
- Fire service.

\*must include fire safety

NCFE is not responsible for any complications that arise in the delivery, assessment or internal quality assurance process as a result of internal recruitment and training decisions. Decisions regarding staff recruitment and training should be made at the discretion of centres. Centres should be aware of their obligations under their Agreement with NCFE to ensure that all staff involved in

the delivery, assessment and internal quality assurance of NCFE qualifications are suitably qualified/experienced.

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### Resource requirements

There are no specific resource requirements for this qualification.

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### Support for centres

There are a number of support documents available that you might find useful for delivery. These are available to download from our dedicated qualifications website [www.qualhub.co.uk](http://www.qualhub.co.uk) or can be requested from the Customer Support team on 0191 239 8000 or by emailing [service@ncfe.org.uk](mailto:service@ncfe.org.uk).

### Other resources

We also offer an interactive eLearning resource and workbook to support the delivery of this qualification. Please go to the qualification page on our website to download these resources for free.

### Centre Support Guide

This explains everything you need to know, from how to apply to become an NCFE-approved centre to registering your learners and claiming their certificates, and everything in between. Centres must seek approval to offer a qualification. Only learners from approved centres can be certificated.

### Reasonable Adjustments and Special Considerations Policy

This policy is aimed at customers – including learners – who use our products and services and who submit requests for reasonable adjustments and special considerations. The policy can be found on our dedicated qualifications website [www.qualhub.co.uk](http://www.qualhub.co.uk).

### Subject maps

Our suite of subject maps showcase the qualifications we have available within each specialist sector and how they connect to each other. They demonstrate how you can plot routes for your learners at different levels from entry level right through to higher education or the workforce, with supporting qualifications along the way.

### **Fees and Pricing**

This document is published in the spring for the forthcoming academic year.

### **Training and support**

We can provide training sessions for Assessors and Internal Moderators. Bespoke subject-specific training is also available. For further information please contact our Quality Assurance team on 0191 239 8000.

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### **Learning resources**

Centres will be given access to free NCFE learning resources on approval.

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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# Section 2

## Assessment and moderation

## Assessment and moderation

### 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 NCFE Level 2 Award in Principles of Fire Safety for the Workplace is externally assessed.

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### External assessment

Each learner is required to undertake an externally set multiple-choice question paper. This paper assesses knowledge aspects of this qualification sampled from the mandatory unit of the qualification, and consists of 42 questions. The assessment is administered by centre staff under examination conditions and will last for 45 minutes, which includes provision for learner reading time. Questions are set and assessed by NCFE and focus on the knowledge and understanding requirements of this qualification.

The pass mark for the multiple-choice question paper is 70%. Learners will be issued with one of the following grades:

- Achieved – learners achieved higher than the set 70% pass mark
- Within 10% of achieving – learners achieved between 60% and 69% but did not meet the required 70% pass mark
- Not Achieved – learners achieved less than 60% so did not achieve.

Centres are free to choose the date, time and location of assessment. The assessment for this qualification is available as either a paper-based assessment or through our online assessment service.

If a learner disagrees with the outcome of the assessment, then the appeals process can be invoked.

### **Paper-based assessment**

To request a paper-based assessment, centres need to complete and return an External Assessment Entry Form 15 working days before the date of assessment. The form is supplied at learner registration. You must state the date, time and precise location of the assessment on the form. Entries can also be submitted via the NCFE Portal.

Results are issued 10 working days after the date of the assessment. The date the results are released will be affected if papers are returned late to NCFE.

Late entries will be accepted with 5-15 working days' notice, but an administration fee will be charged. For details of fees, please refer to NCFE's current Fees and Pricing document on our dedicated qualifications website [www.qualhub.co.uk](http://www.qualhub.co.uk).

### **Online assessment**

For centres using our online assessment service, assessments can be carried out without any notice, and without notifying NCFE. Learner results are displayed on-screen at the end of the assessment and will be confirmed the next day by NCFE. For more information about how to get started with online assessment please go to our dedicated qualifications website [www.qualhub.co.uk](http://www.qualhub.co.uk).

For guidance on conducting external assessments, please refer to our Regulations for the Conduct of External Assessments, available from our dedicated qualifications website [www.qualhub.co.uk](http://www.qualhub.co.uk), or contact the Quality Assurance team on 0191 239 8000.

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# Section 3

## Structure and content

## Structure and content

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

The unit summary provides an overview of each unit including:

- unit title
- unit overview
- guided learning hours
- credit value
- level
- an indication of whether a unit is mandatory or optional.

Following the unit summary there's detailed information for each unit containing:

- unit title and number
- learning outcomes (the learner will) and assessment criteria (the learner can).

The regulated unit number is indicated in brackets for each unit (eg M/100/7116).

For further information or guidance about this qualification please contact our Research and Product Development team on 0191 239 8000.

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## Unit summary

### Unit 01 Principles of fire safety for the workplace (F/506/9922)

In this unit learners will develop an understanding of the hazards and risks associated with fire in the workplace and how this is controlled. Learners will also understand the theory of managing fire using portable and fixed firefighting equipment, and the role of the nominated fire warden.

Guided learning hours: 9

Credit value: 1

Level: 2

This unit is **mandatory**

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## Unit 01 Principles of fire safety for the workplace (F/506/9922)

The learner will:

- 1 Understand the hazards and risks associated with fire in the workplace

The learner can:

- 1.1 Recognise the components of the fire triangle and how they combine to cause fire
  - 1.2 Recognise how the components of the fire triangle can be used to prevent fire in the workplace
  - 1.3 Give reasons for the causes of fire in the workplace
  - 1.4 Give examples of hazards, during or after a fire, including the products of combustion
  - 1.5 Give examples of the characteristics of fire and smoke spread
  - 1.6 Recognise potential consequences of fire in the workplace
- 

The learner will:

- 2 Know how fire risk is controlled in the workplace

The learner can:

- 2.1 Identify the different methods used to recognise and control fire risk
  - 2.2 Define the term 'means of escape' in relation to fire risk
  - 2.3 Name typical components for means of escape in relation to fire risk
  - 2.4 Define the duties of employers and employees relating to fire risk in the workplace
  - 2.5 Identify how to undertake a simple fire safety inspection in the workplace
  - 2.6 List the stages involved in a fire risk assessment
-

**Unit 01 Principles of fire safety for the workplace (F/506/9922)  
(cont'd)**

The learner will:

- 3 Understand the theory of managing fire in the workplace

The learner can:

- 3.1 Recognise types of fire which may occur in the workplace
  - 3.2 Give examples of methods of fire detection and raising the alarm
  - 3.3 Recognise the firefighting equipment that should be used with different types of fire
  - 3.4 Explain how portable firefighting equipment should be used safely
  - 3.5 Explain how fixed firefighting equipment should be used safely
- 

The learner will:

- 4 Understand the role of the nominated fire warden

The learner can:

- 4.1 Give examples of the role and functions of fire wardens in the workplace:
    - on a day-to-day basis
    - during an emergency
    - if they are not in their designated area(s) of responsibility when the alarm is raised
  - 4.2 Recognise the content of a fire safety briefing
-

# Section 4

## Explanation of terms

## Explanation of terms

This table explains how the terms used at Level 2 in the unit content are applied to this qualification (not all verbs are used in this qualification).

<b>Apply</b>	Link existing knowledge to new or different situations.
<b>Assess</b>	Consider information in order to make decisions.
<b>Classify</b>	Organise according to specific criteria.
<b>Compare</b>	Examine the subjects in detail looking at similarities and differences.
<b>Define</b>	State the meaning of a word or phrase.
<b>Demonstrate</b>	Show an understanding of the subject or how to apply skills in a practical situation.
<b>Describe</b>	Write about the subject giving detailed information.
<b>Differentiate</b>	Give the differences between two or more things.
<b>Discuss</b>	Write an account giving more than one view or opinion.
<b>Distinguish</b>	Show or recognise the difference between items/ideas/information.
<b>Estimate</b>	Give an approximate decision or opinion using previous knowledge.
<b>Explain</b>	Provide details about the subject with reasons showing how or why. Some responses could include examples.
<b>Give (positive and negative points...)</b>	Provide information showing the advantages and disadvantages of the subject.
<b>Identify</b>	List or name the main points. (Some description may also be necessary to gain higher marks when using compensatory marking).

<b>Illustrate</b>	Give clear information using written examples, pictures or diagrams.
<b>List</b>	Make a list of key words, sentences or comments that focus on the subject.
<b>Perform</b>	Do something (take an action/follow an instruction) which the question or task asks or requires.
<b>Plan</b>	Think about and organise information in a logical way. This could be presented as written information, a diagram, an illustration or other suitable format.
<b>Provide</b>	Give relevant information about a subject.
<b>Reflect</b>	Learners should look back on their actions, experiences or learning and think about how this could inform their future practice.
<b>Select</b>	Choose for a specific purpose.
<b>Show</b>	Supply sufficient evidence to demonstrate knowledge and understanding.
<b>State</b>	Give the main points clearly in sentences.
<b>Use</b>	Take or apply an item, resource or piece of information as asked in the question or task.



# Section 5

## General information

## General information

### Equal opportunities

NCFE fully supports the principle of equal opportunities and opposes all unlawful or unfair discrimination on the grounds of ability, age, colour, culture, disability, domestic circumstances, employment status, gender, marital status, nationality, political orientation, racial origin, religious beliefs, sexual orientation and social background. NCFE aims to ensure that equality of opportunity is promoted and that unlawful or unfair discrimination, whether direct or indirect, is eliminated both in its own employment practices and in access to its qualifications. A copy of NCFE's Equal Opportunities Policy is available on request.

### Diversity, access and inclusion

Our qualifications and associated assessments are designed to be accessible, inclusive and non-discriminatory. NCFE regularly evaluates and monitors the 6 diversity strands (gender, age, race, disability, religion, sexual orientation) throughout the development process as well as throughout the delivery, external moderation and external assessment processes of live qualifications. This ensures that positive attitudes and good relations are promoted, discriminatory language is not used and our assessment procedures are fully inclusive.

Learners who require reasonable adjustments or special consideration should discuss their requirements with their Tutor, who should refer to our Reasonable Adjustments and Special Considerations policy for guidance.

For more information on the Reasonable Adjustments and Special Considerations policy, please see our dedicated qualifications website [www.qualhub.co.uk](http://www.qualhub.co.uk).

### Contact us

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***\* To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes.***