

# all you need to know.

## **Qualification Specification**

NCFE Level 1 Award in Health and Safety Awareness  
(600/5207/7)

Issue 2 November 2017

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# 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 1 Award in Health and Safety Awareness.

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 website [www.ncfe.org.uk](http://www.ncfe.org.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 1 Award in Health and Safety Awareness.

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## Things you need to know

Qualification number (QN)	600/5207/7
Aim reference	60052077
Total Qualification Time (TQT)	20
Guided Learning Hours (GLH)	18
Credit value	2
Level	1
Assessment requirements	internally assessed mandatory workbook

### 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.

### Credit

The credit value is equal to the Total Qualification Time divided by ten, rounded to the nearest whole number.

### About this qualification

This is a regulated qualification. The regulated number for this qualification is 600/5207/7.

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

This qualification is suitable for use within a Study Programme.

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### Qualification purpose

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

This qualification will:

- focus on the study of the basic principles of health and safety, including hazards and risks within the workplace.

### Qualification objectives

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 implications of poor health and safety
  - know key rights and responsibilities relating to health and safety.
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## Achieving this qualification

To be awarded the NCFE Level 1 Award in Health and Safety Awareness, learners are required to successfully complete 1 mandatory unit.

### Mandatory unit

Unit No	Unit title
Unit 01	Introduction to health and safety awareness in the workplace

The learning outcomes for this unit are provided in Section 2 (page 13).

The unit above may be available as a stand-alone unit programme. Please visit [www.ncfe.org.uk/units](http://www.ncfe.org.uk/units) for further information.

To achieve the NCFE Level 1 Award in Health and Safety Awareness, learners must successfully demonstrate their achievement of all learning outcomes of the unit as detailed in this qualification specification.

Learners who aren't successful can resubmit work within the registration period; however, a charge may apply.

### Essential skills

While completing this qualification, learners may develop the knowledge, understanding and essential skills employers look for in employees. These range from familiar 'key skills' such as team working, independent learning and problem-solving, to more tricky-to-measure skills such as:

- an appreciation for appropriate behaviour and dress
- communicating with professional colleagues/peers and/or hierarchical seniors
- understanding work practices and how different roles and departments function within an organisation.

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### Recognition of Prior Learning (RPL)

Centres may recognise prior learning at their discretion if they are satisfied that the evidence provided meets the requirements of a qualification. Where RPL is to be used extensively (for a whole unit or more), advice must be given by a qualified RPL Advisor.

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### Direct Claim Status

For more information about Direct Claim Status, please contact our Customer Support team on 0191 239 8000.

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### Entry guidance

There are no specific recommended prior learning requirements for this 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 learning outcomes 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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### Progression opportunities

Learners who achieve this qualification could progress to:

- NCFE Level 2 Award in Occupational Health and Safety

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

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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 qualification page on our website [www.ncfe.org.uk](http://www.ncfe.org.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 qualification page on our website [www.ncfe.org.uk](http://www.ncfe.org.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.

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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 and Internal Quality Assurance

Staff involved in the Assessment and Internal Quality Assurance of this qualification must be able to demonstrate that they have (or are working towards) the relevant occupational knowledge and/or occupational competence, at the same level or higher as the units being assessed and internal quality assured. This may be gained through experience and/or qualifications.

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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 website [www.ncfe.org.uk](http://www.ncfe.org.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).

## Customer Support team

Our [award-winning](#) Customer Support team will support you with approvals, registrations, external quality assurance, external assessment, results and certification. You can find contact details for your Customer Support Assistant [here](#) or get more information by calling 0191 239 8000 or emailing [service@ncfe.org.uk](mailto:service@ncfe.org.uk).

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## 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 website here: [www.ncfe.org.uk/media/822929/reasonable-adjustments-and-special-consideration-policy.pdf](http://www.ncfe.org.uk/media/822929/reasonable-adjustments-and-special-consideration-policy.pdf).

## 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

The current fees and pricing guide is available on our website at [www.ncfe.org.uk](http://www.ncfe.org.uk).

## Training and support

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

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### Mapping to National Occupational Standards

National Occupational Standards (NOS) are owned by a Sector Skills Council (SSC) or Standard-Setting Body (SSB) and describe the skills, knowledge and understanding needed to undertake a particular task or job at different levels of competence.

The unit of this qualification is based on the NOS for Health and Safety.

Further information on the NOS used in this qualification can be found on the NOS website [www.ukstandards.org.uk](http://www.ukstandards.org.uk).

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# Section 2

## Unit content and assessment guidance

## Unit content and assessment guidance

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

The unit overview includes:

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

Following the unit summary there's detailed information containing:

- learning outcomes
- delivery and assessment (including types of evidence for internal assessment)
- NOS mapping.

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

The types of evidence listed are for guidance purposes only. Within learners' portfolios, other types of evidence are acceptable if all learning outcomes 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 the Quality Assurance team at NCFE.

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

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

<b>Unit summary</b>	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.
<b>Credit value</b>	2
<b>Guided learning hours</b>	18
<b>Level</b>	1
<b>Mandatory/optional</b>	Mandatory
<b>NOS mapping</b>	Progression to knowledge and understanding aspects of PROHSS1

### Learning outcome 1

The learner will:

- 1 understand the importance of health and safety in the workplace

The learner can:

- 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 his/her organisation
- 1.5 identify other sources of health and safety information

### Learning outcome 2

The learner will:

- 2 understand the need for risk assessment

The learner can:

- 2.1 define the terms 'hazard' and 'risk'
- 2.2 describe risk assessment
- 2.3 give examples of work-related accidents and ill health

## Unit 01 Introduction to health and safety in the workplace (J/600/7805) (cont'd)

### Learning outcome 3

The learner will:

- 3 be aware of the requirements for health and safety in his/her place of work or learning

The learner can:

- 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 his/her place of work or learning
- 3.3 describe the provision for first aid in his/her 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

#### Delivery and assessment

The Assessor Guide for this qualification contains information on delivery and assessment of this learning outcome. See Section 3 for details.

# Section 3

## Assessment and quality assurance

## Assessment and quality assurance

### How the qualification is assessed

#### Mandatory workbook

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

The NCFE Level 1 Award in Health and Safety Awareness is internally assessed using a learner workbook that covers 100% of the learning outcomes of the qualification. The learning outcomes specify what each learner has to achieve and are included in Section 2 (page 13) of this qualification specification.

The learner workbook is produced and distributed by NCFE. Each learner is required to complete the workbook, which includes a variety of short- and long-answer questions. All responses in each learner workbook must be assessed by Assessors in the centre. A reasonable sample of workbooks must then be assessed by an Internal Quality Assurer to ensure consistency with national standards.

An Assessor Guide is available from NCFE to assist with marking. Assessors must be satisfied that learners have successfully completed the workbook. Assessors are also responsible for supporting learners through the assessment process.

Additional activities and evidence gathering can be used by centres, if required, to support learners to complete their workbook. However, only the learner workbook is formally assessed for achievement of this qualification.

The assessment arrangements for this qualification are in accordance with the criteria set out by the regulatory authorities.

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## Quality Assurance

### Internal quality assurance

Internal quality assurance is the process of ensuring that everyone who assesses a particular unit in a centre is assessing to the same standards. It's the responsibility of Internal Quality Assurers to ensure that Assessors' decisions are sampled and monitored to ensure consistency and fairness. Internal Quality Assurers are also responsible for supporting Assessors by offering advice and guidance.

The Internal Quality Assurer will follow the centre's own sampling strategy in selecting the sample to be internally quality assured. See the guidance on sampling on our website [www.ncfe.org.uk](http://www.ncfe.org.uk).

The Internal Quality Assurer provides the vital link between the Assessors and the External Quality Assurer and acts as the centre's quality assurance agent.

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### External quality assurance

External quality assurance of internal assessments is carried out at least once a year to ensure that assessment and grading decisions are in line with required standards. External quality assurance is carried out by External Quality Assurers who are appointed, trained and monitored by NCFE. External Quality Assurers are responsible for monitoring and sampling learners' evidence to ensure that internal assessment decisions are valid, reliable, fair and consistent with national standards. Centres are notified of their External Quality Assurer's contact details on registration of learners with NCFE.

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# Section 4

## Explanation of terms

## 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).

<b>Define</b>	Give the meaning of a word or phrase.
<b>Demonstrate</b>	Show an understanding of the subject.
<b>Describe</b>	Provide details about the subject or item.
<b>Explain</b>	Provide details about the subject with reasons showing how or why.
<b>Give (examples of...)</b>	Provide relevant examples to support the subject.
<b>Identify</b>	List or name the main points.
<b>Indicate</b>	Point out or show using words, illustrations or diagrams.
<b>List</b>	Make a list of words, sentences or comments.
<b>Locate</b>	Find or identify.
<b>Outline</b>	Identify or describe the main points.
<b>Plan</b>	Think about, organise and present information in a logical way. This could be presented as written information, a diagram or an illustration.
<b>Show</b>	Give information that includes clear knowledge about the subject.
<b>State</b>	Give the main points in brief, clear sentences.
<b>Use</b>	Take an item, resource or piece of information and link to 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 quality assurance 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 website: [www.ncfe.org.uk/centre-information/working-with-ncfe/policies-and-regulations](http://www.ncfe.org.uk/centre-information/working-with-ncfe/policies-and-regulations).

### Data protection

NCFE is registered under the Data Protection Act and is committed to maintaining the highest possible standards when handling personal information.

## 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.***