www.highfieldqualifications.com

Qualification Specification

Highfield Level 2 Award in the Principles of Fire Safety (RQF)

Qualification Number: 603/1614/7

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Highfield Level 2 Award in the Principles of Fire Safety (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 2 Award in the Principles of Fire Safety (RQF) has been developed and 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:	603/1614/7
Learning aim reference:	60316147
Credit value:	1
Assessment method:	Multiple-choice examination
Guided learning hours (GLH):	6
Total qualification time (TQT):	7

Qualification overview and objective

This qualification is aimed at anyone involved in the management of fire safety who are based in any area where there is a potential risk of fire.

Learners gaining this qualification will know that fire safety is the responsibility of everyone and will recognise the causes of fire as well as knowing common hazards, the steps in a fire risk assessment and how to reduce the likelihood of fires.

The objective of the qualification is predominantly to support a role in the workplace, however, may also be suitable for younger learners preparing for employment or wishing to progress onto further learning in a related subject.

Entry requirements

To register for this qualification, learners are required to be 14 years of age or above. It is also recommended that learners have a minimum of level 1 in English or equivalent.

Guidance on delivery

The total qualification time (TQT) for this qualification is 7 hours and 6 hours of this 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 20-question multiple-choice examination that must be completed within 45 minutes. Successful learners will have to demonstrate knowledge across the unit content and correctly answer 12 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 3 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 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 Risk Assessment (RQF)
- Highfield Level 2 Award Health and Safety within the Workplace (RQF)
- Highfield Level 3 Award in Health and Safety in the Workplace (RQF)

Useful websites

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

Recommended training materials

- Fire Safety Handbook (Level 2) Wordsworth, M and Morley, J. Highfield Products Limited
- Fire Safety Training Presentation (Level 2). Wordsworth, M. Highfield Products Limited

Appendix 1: Qualification structure

To complete the **Highfield Level 2 Award in the Principles of Fire Safety (RQF),** learners must complete the following mandatory unit:

Unit reference	Unit title	Level	GLH	Credit
K/615/7535	Principles of Fire Safety	2	6	1

Appendix 2: Qualification content

Unit 1: Principles of Fire Safety

Unit number: K/615/7535
Credit: 1
GLH: 6
Level: 2

Learning Outcomes	Assessment Criteria
The learner will	***The learner can***
1. Understand the hazards and risks associated with fire in the workplace	1.1 Define the following key terms: • hazard • risk • means of escape 1.2 Identify the common **causes** of fires in the workplace 1.3 Describe how the **components** of the fire triangle affect a fire 1.4 Identify **hazards** during or after a fire, including the **products of combustion** 1.5 Describe how fire can **spread**
2. Understand how fire risk is controlled in the workplace	2.1 Outline the steps within a **fire risk assessment** 2.2 Describe ways to **reduce the likelihood** of a fire and improve safety within the workplace 2.3 Identify the **elements** of a means of escape 2.4 Identify methods of detection and raising the alarm 2.5 Identify **types** and uses of fire-fighting equipment 2.6 Outline the **duties** of employers and employees in fire safety in the workplace 2.7 Identify the role of fire wardens in their workplace: • On a day-to-day basis • During an emergency • If they are away from their designated area of responsibility when the alarm is raised

Amplification
Learning Outcome 1 - Understand the hazards and risks associated with fire in the workplace 1.2 **Causes** - Arson, electrical, and so on. 1.3 **Components** – The 3 elements, including what each does and how to extinguish fires by removing 1. 1.4 **Hazards** – Fire, for example, burning, further fires, structural weakness, electrical equipment, trash, backdraught and flashover. Smoke, including inhalation, visual impairment, smoke damage and smoke carrying the potential for ignition. Other hazards to include: lighting, naked flames, electrical wiring, heat producing appliances, flammable liquids, blocked exits, un-serviced or missing extinguishers, faulty fire escapes or

escapes blocked at ground level, sprinklers being obstructed, fire protection equipment not in service (sprinklers / alarms / extinguishers), excessive storage of combustibles and lack of fire drills.

1.4 **Products of combustion**- The primary pollutants are carbon monoxide (CO), carbon dioxide (CO2), sulfur (SO2), nitrogen dioxide (NO2), nitric oxide (N2O), volatile organic compounds (VOCs) and hydrocarbons (HCs). Others include: *Hydrogen cyanide (HCN) and Irritant gases*.

1.5 **Spread** - Radiation, convection and conduction direct burning.

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

2.1 **Fire risk assessment** – Refer to the 5 Steps to Fire Risk Assessment.

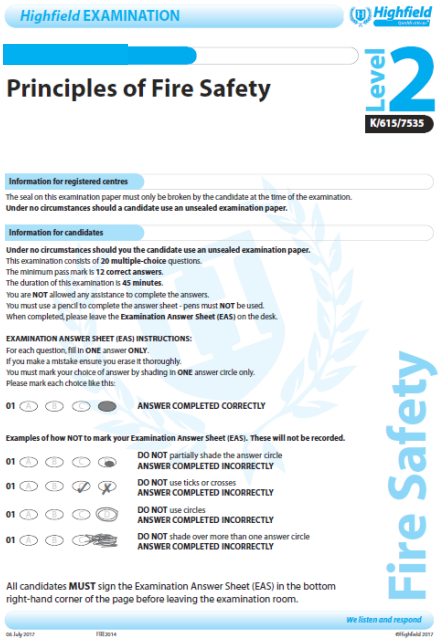
2.2 **Reduce the likelihood** - Complete, review and update fire risk assessments. Good housekeeping, fire detection, employee training. Implement good security measures to prevent arson. Avoid the use of hazardous material where possible. Avoid the use of portable heating equipment. Avoid accumulation of combustible rubbish and the blocking of escape routes. Ensure that fixed heating systems are not obstructed. Ensure that the electrical installation (including portable electrical equipment) is regularly checked and maintained.

2.3 **Elements** - Signage, route, refuge and assembly point.

2.5 **Types** – Portable, such as water and Co2. Fixed, such as – sprinklers, risers, drencher and dry rising main and flooding systems. Furthermore, how these are used on different classes/ types of fires.

2.6 **Duties** - Providing a fire risk assessment, good housekeeping, emergency procedures in place, regular training, drills. fire safety inspections and first aid treatment for fire related burns / breathing difficulties. Ensure the escape route is never compromised by the fire and what action to take should it be.

Appendix 3: Sample assessment material



Highfield EXAMINATION

Principles of Fire Safety

Level 2

K/615/7535

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 **20 multiple-choice** questions.
The minimum pass mark is **12 correct answers**.
The duration of this examination is **45 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.

Fire Safety

We listen and respond

Sample questions

Which of the following statements is true?

a. Poorly maintained electrical equipment may cause a fire
b. Correctly maintained electrical equipment will never cause a fire
c. Faulty electrical equipment is not a common cause of fire
d. Electrical equipment is not a source of ignition

The fire triangle consists of fuel, oxygen and:

a. an accident
b. the sounding of an alarm
c. a person causing a fire
d. a source of ignition and heat

Which of the following are hazards during a fire?

a. Heat, smoke and lack of carbon dioxide
b. Heat, smoke and lack of chlorine
c. Heat, smoke and lack of oxygen
d. Heat, smoke and lack of carbon monoxide