



**Highfield**

*awarding body for compliance*

## Qualification Specification

### HABC Level 1 Award in Fire Safety Awareness (QCF)

Qualification Number: 501/1447/5

Highfield Place  
Unit 15 Shaw Wood  
Business Park  
Shaw Wood Way  
Wheatley Hills  
Doncaster  
South Yorkshire  
DN2 5TB  
United Kingdom

Tel +44 08452260350  
Tel +44 01302363277  
Fax +44 08452260360

Info@highfieldabc.com  
www.highfieldabc.com

## Contents

---

Introduction	<b>Page 3</b>
Qualification Details	
Key Facts	
Qualification Overview	
Entry Guidance	
Geographical Coverage	
Special Needs	
Qualification Structure	

---

How the qualification is assessed	<b>Page 4</b>
Progression	
Nominated Tutor Requirements	
ID Requirements	

---

Key Skills	<b>Page 5</b>
Useful Websites	
Recommended Training Materials	

---

Unit 1: Fire Safety Awareness	<b>Page 6</b>
-------------------------------	---------------

---

## HABC Level 1 Award in Fire Safety Awareness (QCF)

### Introduction

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

### Qualification Details

The HABC Level 1 Award in Fire Safety Awareness (QCF) has been accredited by the regulators of England, Wales and Northern Ireland (Ofqual, Welsh Government and CCEA) and is part of the Qualifications and Credit Framework (QCF).

It is supported by Proskills, the Sector Skills Council for the process and manufacturing sector.

### Key facts

• <b>QAN</b>	501/1447/5
• <b>Learning Aim Reference</b>	50114475
• <b>Guided learning hours (GLH)</b>	4
• <b>Credit Value</b>	1
• <b>Assessment Method</b>	Multiple-choice examination

### Qualification Overview

The Level 1 Award in Fire Safety Awareness is a qualification aimed at all staff, particularly new starters in any workplace, 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 with recognition of the contribution they may have to prevent the starting and spread of fires.

### Entry Guidance

There are no prerequisites for this qualification.

It is advised that learners have a minimum of Level 1 in literacy or numeracy or equivalent.

This qualification is approved for delivery to the age ranges Pre-16, 16-18 and 19+.

### Geographical Coverage

This qualification is suitable for learners in England, Wales or Northern Ireland.

### Special Needs

HABC have measures in place for learners with special needs. Please see the Reasonable Adjustments Policy, Annex 17 of the HABC Core Manual.

### Qualification Structure

This qualification is made up of one mandatory unit, the details of which are included at the end of this document.

Learners must successfully complete the assessment for the unit to achieve the qualification.

This qualification can be taken as a free standing qualification or as part of a wider programme of training.

## How the qualification is assessed

This qualification is assessed through a 15-question multiple-choice question examination. The duration of the examination is 30 minutes.

Successful learners must achieve a score of at least 10 out of 15.

Following the assessment, a list of results will be provided to the Centre Contacts stating whether learners have passed or failed. Certificates for those who are successful will be dispatched for distribution by the Centre Contacts.

## Progression

Progression and further learning routes include:

- HABC Level 2 Award in Fire Safety
- Level 3 Award in Fire Risk Assessment

## Nominated Tutor Requirements

HABC require that Nominated Tutors have teaching experience and hold a qualification in the relevant subject area.

### *Suitable subject area qualifications/experience may include:*

- A verifiable history as a Local Authority Fire Officer supported with appropriate training.
- A recognised Fire Safety qualification together with relevant work experience in the subject area.
- A level 3 Health and Safety Qualification, or equivalent, plus attendance on a HABC CPD event "Fire Safety Train the Trainer".

### *Suitable teaching qualifications include:*

- HABC Level 3 Award in Delivering Training, or equivalent
- Level 3 or 4 PTLLS or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education
- City and Guilds Teachers Certificate or equivalent
- Level 3 or 4 NVQ in Training and/or Development
- Proof of at least 30 hours of training in any subject

Nominated Tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

## ID Requirements

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

“Identification Provided”. HABC will accept the following as proof of a learner’s identity:

- Valid Passport (any nationality)
- Signed UK Photo card Driving Licence
- Valid Warrant Card issued by HM Forces, Police
- Other photographic ID card, e.g. Employee ID Card (must be current employer), Student ID Card, Travel card.

For more information on learner ID requirements, please refer to Annex 26: Invigilation Instructions.

---

### Key Skills

This qualification provides the opportunity for learners to develop competence in key skills and produce evidence towards attaining key skills. The qualification does not ensure key skills are met as this would depend upon learners producing a portfolio of evidence and the mode of study adopted.

---

### Useful Websites

<http://www.hse.gov.uk/>

<http://www.proskills.co.uk/>

---

### Recommended Training Materials

*The Essentials of Fire Awareness* Brookin, J Highfield.co.uk Ltd.

*The Essentials of Fire Safety Awareness Level 1 Training PowerPoint* Brookin, J & Wordsworth, M. Highfield.co.uk Ltd

**Unit 1: Fire Safety Awareness**

Unit no: Y/601/9697  
 Level: 1  
 Credit: 1  
 GLH: 4

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<b>1. Understand basic fire safety and what to do in the event of an emergency</b>	<ol style="list-style-type: none"> <li>1. State the main causes of fires in the workplace.</li> <li>2. Outline the main costs of fires in the workplace for employers, employees and society.</li> <li>3. State their own duties and responsibilities in relation to fire safety at work.</li> <li>4. State the duties and responsibilities of fire wardens and other people who may be required to take action as part of fire risk controls or during an emergency.</li> <li>5. Describe the action to be taken in the event of a fire in the workplace, including methods of raising the alarm and contacting the emergency services.</li> </ol>
<b>2. Understand the principles of fire risk control</b>	<ol style="list-style-type: none"> <li>1. List the key elements for effective fire risk management in the workplace.</li> <li>2. Outline how the components of the fire triangle can be used to control fire risks.</li> <li>3. List active and passive fire risk control measures.</li> <li>4. Outline fire prevention measures that can be taken to minimise fire risks.</li> </ol>
<b>3. Understand the basics of practical fire safety</b>	<ol style="list-style-type: none"> <li>1. State the safe operating parameters for the use of portable fire-fighting equipment.</li> <li>2. Outline simple checks for ensuring that fire safety equipment is serviceable and safe to use.</li> </ol>