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Qualification Specification

Highfield Level 1

International Award in Fire Safety

Contents

Introduction.....	3
Key facts	3
Qualification overview	3
Entry requirements	3
Delivery and assessment ratios	3
Guidance on delivery.....	3
Guidance on assessment.....	3
Centre requirements	4
Tutor requirements	4
Reasonable adjustments and special considerations.....	4
ID Requirements.....	4
Progression.....	5
Useful websites.....	5
Recommended training materials	5
Appendix 1.....	6

Highfield Level 1 International Award in Fire Safety

Introduction

This specification is designed to outline all you need to know to offer this qualification in your centre. If you have any further questions, please contact your centre manager.

Key facts

Guided Learning Hours:	4 hours (0.5 day)
Assessment Method:	Multiple choice examination

Qualification overview

This qualification is 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 and will recognise their contribution in the prevention of fires and fire spread.

Important Note: Highfield recommends that you contact the relevant Government Department in the country that you want to deliver this qualification, to ensure that local laws are being adhered to and that there are no additional approval requirements. It may be that you are required to register as a training provider within the country itself. Highfield approves centres based on its own criteria but does not represent any other organisations or departments.

Entry requirements

Centres are responsible for ensuring learners can meet the necessary standard of language in which the course is being delivered.

Delivery and assessment ratios

To effectively deliver and assess this qualification, it is recommended that Centres do not exceed the ratio of 1 qualified tutor to 20 learners in any one instance.

Guidance on delivery

The recommended guided learner hours for this qualification is 4 hours. Guided learning hours is the time an average learner is taught by means of lectures; tutorials; supervised study; and blended learning. The delivery of this programme may be adjusted in accordance with learners' needs and/or local circumstance.

Guidance on assessment

The qualification is assessed by multiple-choice question (MCQ) examination. This method of assessment is an end of course exam and must follow the Highfield Security and Invigilation Guidelines. The examination for this qualification contains 15 questions that must be completed within 30 minutes. Successful candidates must achieve a minimum pass mark of 9 correct answers (60%). Candidates who achieve a pass mark of 12 or above correct answers (80%) will be awarded a distinction.

Centre requirements

In order to effectively deliver this qualification, Centres must have access to the following resources:

- Classroom with suitable seating and desks; and
- A projector or something similar, if using PowerPoint presentation slides.

Tutor requirements

Highfield recommends that nominated tutors have a health and safety qualification from a recognised awarding body together with a teaching qualification.

Suitable subject area qualifications include:

- A recognised Fire Safety qualification;
- Highfield level 3 Health and Safety qualification, or equivalent;
- Any other qualification and/or experience deemed appropriate by Highfield.

Suitable teaching qualifications include:

- Highfield Level 3 International Award in Delivering Training (IADT);
- Highfield Level 3 or 4 Award in Education and Training; or equivalent
- Proof of at least 30 hours of training in any subject;
- Any other qualification and/or experience deemed appropriate by Highfield.

Highfield also recommends that tutors keep up-to-date with developments in this subject through continuous professional development.

Reasonable Adjustments and Special Considerations

Highfield Qualifications has measures in place for learners who require additional support. Reasonable adjustments such as additional time for the exam; assistance during the exam such as using a scribe or a reader, is available upon approval from Highfield. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance on this.

https://www.highfieldqualifications.com/Assets/Files/Highfield_Reasonable_Adjustments_Policy.pdf

ID Requirements

All learners should be instructed, ahead of the course/assessment when the learner registers and/or with any pre-course materials, to bring photographic identification to the assessment to be checked by the invigilator.

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 claiming to be. All Centres are therefore required to ensure that each learner's identification is checked before they are allowed to sit the examination/assessment and write the type of photo identification provided by each learner on the Learner List under "Identification Provided". HABC will accept the following as proof of a learners Identity:

- National identity card (e.g. Emirates card);
- Valid passport (any nationality);
- Signed photo card driving licence;
- Valid warrant card issued by police, local authority or equivalent; or
- 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 the HABC Examination and Invigilation Regulations within the Core Manual.

Progression

Progression and further learning routes include:

- Highfield Level 2 International Award in Fire Safety.
- Highfield Level 2 Award in Principles of Fire Safety (RQF)

Highfield offers a range of qualifications to help learners progress their careers and personal development. Please contact your centre manager for further information.

Useful websites

- www.highfieldproducts.com (Highfield Products)
 - www.highfieldqualifications.com (Highfield Qualifications)
 - www.highfieldinternational.com (Highfieldabc MEA)
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Recommended training materials

The following resources have been reviewed by Highfield and are recommended training materials for users of this qualification:

- *The Essentials of Fire Awareness*, Brookin, J & Wordsworth, M. Highfield Products;
 - *The Essentials of Fire Safety Awareness Level 1 Training PowerPoint*, Brookin, J. Highfield Products
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Appendix 1

Unit Title: International Fire Safety Awareness

Level: 1

Recommended Duration: 4 hours

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<p>1 Understand basic fire safety in the workplace</p>	<p>1.1 Identify the elements of the fire triangle</p> <p>1.2 List the main causes of fires in the workplace</p> <p>1.3 Outline the main costs of fires in the workplace for employers and employees</p> <p>1.4 Outline the duties and responsibilities of employees in fire safety</p> <p>1.5 Outline the duties and responsibilities of employers in fire safety</p> <p>1.6 Outline the duties and responsibilities of fire wardens in fire safety</p>
<p>2 Understand the principles of prevention and control of fire in the workplace</p>	<p>2.1 Identify fire prevention measures that can be taken to minimise fire risks</p> <p>2.2 Outline fire risk control measures</p> <p>2.3 Identify different types of portable fire-fighting equipment and when they should be used</p> <p>2.4 Outline simple checks for ensuring that fire safety equipment is safe to use</p>
<p>3 Understand actions to be taken in the event of a fire</p>	<p>3.1 State the actions to take in case of a fire in the workplace</p> <p>3.2 State ways to contact the emergency services in the event of a fire in the workplace</p>