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Qualification Specification

Highfield Level 2 International Award in Fire Safety

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Highfield Level 2 International Award in Fire Safety

Introduction

This qualification 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.

Qualification details

The Highfield Level 2 International Award in Fire Safety has been developed by Highfield, the UK and Middle East's leading supplier of safety and compliance-based qualifications.

Key facts

Recommended Duration:	7 hours (1 day)
Assessment Method:	Multiple choice examination

Qualification overview

This qualification is aimed at anyone involved in the management of fire safety in any workplace. This includes managers, supervisors, team leaders, fire wardens (marshals) and staff working 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 in the workplace and will recognise the consequences of a fire in any premises.

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.

Qualification structure

See Appendix 1. There are 16 learning outcomes that the learner must achieve to attain the qualification.

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

It is recommended that the qualification is delivered over 1 day (7 hours). This may be adjusted in accordance with learners' needs and/or local circumstances.

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 30 questions that must be completed within 1 hour. Successful learners must achieve a minimum pass mark of 18 correct answers (60%). Learners who achieve a pass mark of 21 (70%) correct answers or above will achieve a Merit and those who achieve a pass of 24 (80%) correct answers will be awarded a distinction.

Centre requirements

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 a PowerPoint presentation slides.
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Geographical coverage

This qualification has been developed for learners outside of the UK.

Tutor requirements

Highfield recommends that nominated tutors have a qualification in the relevant subject area from a recognised awarding body together with a teaching qualification or experience.

Suitable subject area qualifications include:

- Highfield level 3 or 4 Health and Safety qualification or equivalent.
- A recognised level 3 or 4 Fire Safety qualification together with relevant work experience in the subject area; and
- 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;
- Level 3 or 4 NVQ in Training and/or Development;
- Professional Trainers Certificate;
- Proof of at least 30 hours of training in any subject; and
- Any other qualification and/or experience deemed appropriate by Highfield.

Highfield also recommends that tutors can demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

Reasonable adjustments and special considerations

Highfield have procedures in place for delegates that may require additional time or assistance during their assessment. Please refer to the HABC Reasonable Adjustments Policy for more information and how to apply.

ID requirements

All learners must be instructed, prior to 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 purporting to be. All Centres are therefore required to ensure that each learner's identification is checked before they can 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 ID 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 3 Award in Risk Assessment (RQF)
 - Highfield Level 3 Award in Health and Safety in the Workplace (RQF)
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Useful websites

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

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

- *The Fire Safety Handbook (Level 2)*. Wordsworth, M and Morley, J. Highfield International Ltd;
 - *The Fire Safety Course Level 2 Training PowerPoint*. Wordsworth, M. Highfield International Ltd.
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Appendix 1

Unit Title: International Principles of Fire Safety in the Workplace

Level: 2

Recommended Duration: 7

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1 Understand the hazards and risks associated with fire in the workplace	1.1 Explain how fires are caused in the workplace 1.2 Describe the components of the fire triangle 1.3 Identify the hazards during or after a fire, including the products of combustion 1.4 Describe the characteristics of fire and smoke spread
2 Understand how fire risk is controlled in the workplace	2.1 State the different methods used to identify and control fire hazards 2.2 Define the term 'means of escape' in relation to fire hazards 2.3 Outline typical components for means of escape from fire hazards 2.4 Describe methods of fire detection and raising the alarm 2.5 Describe the principle of how fires are extinguished. 2.6 Describe how portable fire-fighting equipment should be used safely 2.7 Identify common fixed fire-fighting systems and where they might be used
3 Understand the principles and practice of fire safety management at work	3.1 Outline the duties of employers and employees with respect to fire safety in the workplace. 3.2 Outline how to undertake a simple fire safety inspection in the workplace 3.3 Describe the stages involved in a fire risk assessment
4 Understand the role of the nominated fire warden	4.1 State the role and function of fire wardens in their workplace: <ul style="list-style-type: none"> • on a day-to-day basis • during an emergency • if they are not in their designated areas of responsibility when the alarm is raised. 4.2 Outline the content of a fire safety briefing.