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**Qualification Specification**  
**Highfield Level 3 International**  
**Award in Health and Safety**  
**for Construction Supervisors**

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## Highfield Level 3 International Award in Health and Safety for Construction Supervisors

### 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.

### Qualification details

The Highfield Level 3 International Award in Health and Safety for Construction Supervisors has been developed by Highfield, the UK and Middle East's leading supplier of safety and compliance-based qualifications.

### Key facts

<b>Recommended Duration:</b>	2 days (12 hours)
<b>Assessment Method:</b>	Multiple choice examination & Practical assessment

### Qualification overview

This qualification has been developed for supervisors working in the construction industry.

Learners gaining this qualification will understand their role within a construction environment. Topics covered include: workforce responsibilities; how risk assessment ensures a safe construction environment and delivering a safety briefing.

**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 3 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 16 learners in any one instance.

## Guidance on assessment

The qualification is assessed using the following methods of assessment:

- **Part one:** This component 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 learners must achieve a minimum pass mark of 9 correct answers (60%) to pass.
- **Part two:** This component is assessed by practical assessment where a learner must create and deliver a 10-minute safety briefing.

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## 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.

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## Tutor/assessor requirements

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

### ***Suitable subject area qualifications include:***

- Highfield Level 3/Level 4 Health and Safety in the workplace (RQF)
- NEBOSH International General Certificate in Occupational Safety and Health
- NEBOSH National General Certificate in Occupational Safety and Health
- SMSTS Site Manager's Safety Training Scheme qualification;
- NEBOSH Construction qualification; or
- 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;
- Level 3 or 4 NVQ in Training and/or Development;
- Proof of at least 30 hours of training in any subject; or
- Any other qualification and/or experience deemed appropriate by Highfield.

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

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## 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 Highfield Reasonable Adjustments Policy for more information and how to apply.

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## 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". Highfield 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 Highfield Examination and Invigilation Regulations within the Core Manual.

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## Progression

Progression and further learning routes include:

- Highfield Level 3 Award in Risk Assessment (RQF)
  - Highfield Level 4 Award in Health and Safety in the Workplace (RQF)
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## Useful websites

- [www.highfieldproducts.com](http://www.highfieldproducts.com) (Highfield Products)
  - [www.highfieldqualifications.com](http://www.highfieldqualifications.com) (Highfield Qualifications)
  - [www.highfieldinternational.com](http://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.

- Construction Operative Safety Guide, Armstrong, T. *Highfield International*
  - Health and Safety for Construction Supervisors, PowerPoint presentation, Bethell, Steve. *Highfield International*
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**Appendix 1**

**Unit title: International Health and Safety for Construction Supervisors**

Level: 3  
 Recommended Duration: 12 hours

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<b>1. Understand the responsibilities of the workforce within a construction environment</b>	1.1 Describe the responsibilities of <b>employees</b> 1.2 Describe the responsibilities of <b>employers</b> 1.3 Describe the responsibilities of <b>supervisors</b>
<b>2. Know how to reduce risks to ensure a safe construction environment</b>	2.1 Identify the <b>reasons</b> that health and safety is important 2.2 Define the terms hazard, risk and competence 2.3 Explain a <b>simple process</b> for carrying out a risk assessment 2.4 Explain the <b>hierarchy of control</b> 2.5 Describe how risk assessments can be used to <b>reduce</b> accidents and ill health and work 2.6 Identify when a safe system of work is required 2.7 Identify when a permit to work is required
<b>3. Be able to deliver a safety briefing</b>	3.1 Prepare to deliver a construction safety briefing 3.2 Deliver a construction safety briefing
<p><b>Amplification</b></p> <p><b>Employees</b></p> <ul style="list-style-type: none"> <li>• Duty of care</li> <li>• Must follow the instructions, guidance and training given by their employer including on equipment</li> <li>• Must not interfere with equipment provided for H&amp;S</li> <li>• Must report and record;                             <ul style="list-style-type: none"> <li>○ hazards that could cause a risk</li> <li>○ accidents</li> <li>○ near misses, and</li> <li>○ diseases</li> </ul> </li> </ul> <p><b>Employers</b></p> <ul style="list-style-type: none"> <li>• Providing, so far as is reasonably practicable a safe place to work                             <ul style="list-style-type: none"> <li>○ Risk assessments</li> </ul> </li> </ul>	

- Safe system of work (manual handling, hazardous substances, noise, vibration)

- Provide information, instruction, training and supervision
- Provide adequate welfare facilities
- Ensure safe access and egress
- Provide equipment and PPE which is suitable and fit for purpose
- Ensure policies and procedures are:
  - in place,
  - reviewed, and
  - updated

### **Supervisors**

- Observe staff to ensure they are following company procedures/processes (inc SSOW, RAs)
- Ensure there are safety procedures in place (risk assessment, safe system of work)
- Ensure all workers are briefed, trained and instructed
- Ensure all tasks are planned (including materials and equipment) and communicated
- Ensure work is carried out as stated in any planning
- Ensure plant and equipment is inspected
- Ensure that any permit to works have been provided
- Carry out pre-work inspections / safety tour
- Ensure safety processes are being implemented
- Hazardous substances
- Inform management of any significant changes
- Report hazards and potential risks

### **Reasons**

- Legal, moral, financial

### **Simple process**

- Steps to risk assessment

### **Hierarchy of control**

- Remove/substitute, control/contain, Alter, protect, educate and ensure (training)

### **Reduce**

- Identify significant hazards, use hierarchy of control to eliminate/reduce hazards & risks, preventative actions