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Qualification Specification
Highfield Level 2 International
Award in Fire Safety for Fire
Wardens

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Highfield Level 2 International Award in Fire Safety for Fire Wardens

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.

Key facts

Recommended Duration:	8 hours (1 day)
Assessment Method:	Multiple choice examination

Qualification overview

This qualification has been designed specifically for those working in the role of a fire safety warden. Fire wardens are individuals who have been designated the responsibility to support the ongoing management of fire safety. Their role is to contribute to the safety of those who may need to be evacuated in the instance of a potential fire safety breach.

The topics covered in this qualification are:

- hazards and risks associated with fire in the workplace
- controls for fire risks in the workplace
- role of the nominated fire warden

This qualification certificate is valid for a period of **2 years**, after which learners are expected to **requalify**. In addition to this, it is recommended that learners refresh their knowledge annually.

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

It is recommended that the qualification is delivered over **1 day (8 hours)**. This may be adjusted in accordance with learners' needs and/or local circumstances. This qualification will usually be delivered in a classroom environment, however, if it is delivered via e-learning or a blended learning approach then GLH would be adjusted accordingly.

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 **20** correct answers (66%). Learners who achieve a score of **24** (80%) correct answers will be awarded a distinction.

The examination will be completed via Highfield's e-assessment platform www.highfieldworks.com and the result will be available instantly. If paper-based examination was requested as a special consideration, completed examination papers should be returned to Highfield for marking. Results will be provided to the centre once the marking is completed.

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.

Recognition of Prior Learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent 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.

Guidance on Internal Quality Assurance

Highfield recommends centres to have in place a robust mechanism for quality assurance. The quality assurance checks of the training delivery and assessments must be completed by a competent person at the centre, who must ensure that all Highfield training and assessment paperwork is completed to the correct standard and within the timescales advised by Highfield. Persons completing the quality assurance function should not have been involved in any aspect of the delivery/assessment of the course they are quality assuring.

Highfield will conduct external quality assurance engagements to support Centres in the effective implementation and on-going management of this qualification. For example, this could be conducted via Highfield sampling Centre paperwork or conducting support visits to Centres.

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 PowerPoint presentation slides.

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 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/download>

ID requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the assessor. The assessor must note the type of photo identification provided by each learner on the learner list document. 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; or
- Other photographic ID card, e.g. employee ID card (must be current employer), student ID card

For more information on learner ID requirements, please refer to the Highfield 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)
 - www.hse.gov.uk
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Recommended training materials

- *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: Principles of Fire Safety for Fire Wardens

Level: 2

Recommended Duration: 8

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<p>1 Understand the hazards and risks associated with fire in the workplace</p>	<p>1.1 Define the following key terms:</p> <ul style="list-style-type: none"> • hazard • risk • means of escape <p>1.2 Identify the common causes of fire in the workplace</p> <p>1.3 Describe the components of the fire triangle</p> <p>1.4 Identify the hazards during or after a fire, including the products of combustion</p> <p>1.5 Describe how fire can spread</p>
<p>2 Understand how fire risk is controlled in the workplace</p>	<p>2.1 Outline the steps within a fire risk assessment</p> <p>2.2 Describe ways to reduce the likelihood of a fire and improve safety within the workplace</p> <p>2.3 Identify the elements of a means of escape from fire</p> <p>2.4 Identify methods of fire detection and raising the alarm</p> <p>2.5 Identify types and uses of fire-fighting equipment</p> <p>2.6 Outline the duties of employers and employees with respect to fire safety in the workplace</p>
<p>3 Understand the role of the nominated fire warden</p>	<p>3.1 Describe the role and functions of fire wardens in their workplace on a day-to-day basis</p> <p>3.2 Explain the importance of fire drills</p> <p>3.3 Describe the priorities of a fire warden during an emergency:</p> <ul style="list-style-type: none"> • if they are in their designated areas of responsibility • if they are not in their designated areas of responsibility <p>3.4 Outline the hazards that will impact the effectiveness of a fire evacuation</p> <p>3.5 Outline the content of a fire safety briefing</p> <p>3.6 Explain the importance of reporting and maintaining fire safety records</p>

Amplification

1.2 **Causes** - Arson, electrical

1.3 **Components** - 3 elements, what each do and how to extinguish by removing 1.

1.4 **Hazards** - Fire - burning, further fires, structural weakness. Smoke - inhalation, visual, smoke

damage, smoke carrying potential ignition.

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

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.

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

2.5 **Types** - Portable – water, Co2 etc. Fixed – sprinklers, risers, etc.

2.6 **Duties** - Providing a fire risk assessment, good housekeeping, emergency procedures in place, regular training, drills etc. fire safety inspections.

3.5 **hazards that impact effectiveness of a fire evacuation:**

- **Physical** – building design, stairs, exits

- **People** – age and disabilities