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Qualification Specification

Highfield Level 2 International Award in the Control of Substances Hazardous to Health

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Highfield Level 2 International Award in the Control of Substances Hazardous to Health

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

This qualification has been developed by Highfield, the UK and Middle East's leading supplier of safety and compliance-based qualifications.

Key Facts

Recommended Duration:	5 hours (1 day)
Assessment Method:	Multiple-choice examination

Qualification Overview

This qualification is aimed at those learners, who work in areas such as manufacturing, cleaning, healthcare, transport and office environments, who may come into contact with hazardous substances. It gives learners the knowledge, skills and understanding to recognise the risks and control measures when dealing with substances hazardous to health.

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 Assessment

The qualification is assessed by multiple-choice question (MCQ) examination. This method of assessment is an end of course multiple choice exam, containing 15 questions, and must follow the Highfield Security and Invigilation Guidelines.

Successful learners must achieve a minimum pass mark of 9 correct answers (60%). Learners who achieve a pass mark of 12 (80%) correct answers or above will achieve a Merit.

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.

Centres are required to have access to suitable training facilities that support learning and assessment taking place.

Geographical Coverage

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

Tutor Requirements

Highfield recommend nominated tutors for this qualification meet the following requirements:

Suitable subject area qualifications may include:

- Level 3 qualification in Health and Safety or Risk Assessment, or equivalent;
- NEBOSH International/National General Certificate (IGC/NGC);
- 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; and
- Any other qualification and/or experience deemed appropriate by Highfield.

It is also recommended that tutors keep up-to-date with developments in this subject through continuous professional development.

Reasonable Adjustments and Special Considerations

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

ID Requirements

All learners must 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 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 HABC Examination and Invigilation Regulations within the Core Manual.

Progression

Progression and further learning routes include:

- Highfield Level 2 International Award in Risk Assessment

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.highfieldinternational.com (Highfield MEA)
- www.highfieldqualifications.com (Highfield UK)

Recommended Training Materials

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

- *The COSHH Handbook (Level 2)*, Wordsworth, M. Highfield Products.
- *Level 2 Award in COSHH Training Presentation*, Wordsworth, M. Highfield Products.

Appendix 1

Unit 1

International principles of controlling hazardous substances

Level:

2

Recommended Duration:

5 Hours

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Understand the roles of employees and employers in COSHH	1.1 Outline employer and employee roles in relation to hazardous substances at work 1.2 Identify consequences of non-compliance with duties 1.3 State ways in which an employer can communicate information relating to hazardous substances
2. Understand the effects of exposure to hazardous substances	2.1 Identify the different forms that hazardous substances can take 2.2 Identify ways in which hazardous substances can enter the body 2.3 Outline effects of exposure to hazardous substances 2.4 Identify the safety signs used on hazardous substances
3. Understand how risk assessments help in the safe use of hazardous substances	3.1 Define the following terms in relation to hazardous substances <ul style="list-style-type: none"> • Hazard • Risk • Risk assessment 3.2 Describe the purpose of risk assessments in reducing accidents and ill health at work 3.3 Outline how to reduce the risk of exposure to hazardous substances 3.4 Identify the types of information that should be used for the safe use of hazardous substances 3.5 Describe the procedures used when dealing with any incident involving hazardous substances