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# **Qualification Specification**

## Highfield Level 2 International Award in Risk Assessment

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## Highfield Level 2 International Award in Risk Assessment

### 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.

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### Qualification details

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

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### Key Facts

<b>Recommended Duration:</b>	6 hours (1 day)
<b>Assessment Method:</b>	Please see Guidance on Assessment for details

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### Qualification overview

This qualification is designed to be an introduction to the principles of Risk Assessment. It covers why risk assessments are necessary including the main causes of workplace fatalities, injuries and ill health, the role of risk assessment in the prevention of accidents and ill health and simple processes for carrying out a risk assessment.

It is suitable for learners working in any environment who need to be more risk aware by raising their knowledge of risk in the workplace and basic things they can do to control it.

**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.**

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### Entry requirements

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

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### 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.

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## 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 will have to 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.

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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.

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

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## Geographical coverage

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

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## Tutor requirements

Highfield recommends nominated tutors for this qualification to meet the following requirements:

### **Suitable subject area qualifications may include, as a minimum:**

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

### **Suitable teaching qualifications may include, as a minimum:**

- 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.

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

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## Reasonable adjustments and special considerations

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

There has been additional time added to the multiple choice question papers for this qualification to cater for learners who do not have English as a first language.

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

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## Progression

Progression and further learning routes include:

- Highfield Level 2 Award in Health and Safety in the Workplace (QCF)
- Highfield Level 3 Award in Health and Safety in the Workplace (QCF)
- Highfield Level 3 Award in Risk Assessment (QCF)

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

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## Useful websites

- [www.highfieldinternational.com](http://www.highfieldinternational.com) (Highfield International)
  - [www.highfieldqualifications.com](http://www.highfieldqualifications.com) (Highfield UK)
  - [www.highfieldproducts.co.uk](http://www.highfieldproducts.co.uk) (Highfield Products)
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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 Risk Assessment Handbook*, Baugh, Carole. Highfield Products
  - *Level 2 Risk Assessment Presentation*, Baugh, Carole. Highfield Products
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## Appendix 1

**Unit Title:** International Principles of risk assessment

**Level:** 2

**Recommended Duration:** 6 hours

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Understand why risk assessments are necessary for ensuring health and safety standards in the workplace	1.1 Define key terms associated with risk assessment in the workplace including: <ul style="list-style-type: none"> <li>• hazard</li> <li>• risk</li> <li>• accident</li> <li>• near miss</li> <li>• accident triangle</li> <li>• risk assessment</li> <li>• risk control hierarchy</li> <li>• suitable and sufficient</li> <li>• competence</li> </ul> 1.2 State the main causes of work-related fatalities, injuries and ill health 1.3 Outline the main reasons for preventing accidents and ill health at work 1.4 Outline the role of risk assessment in accident and ill health prevention
2. Understand the principles of risk assessment	2.1 Outline the requirements for risk assessment 2.2 Outline a simple process for undertaking a risk assessment 2.3 Outline a method that can be used to prioritise risks 2.4 Outline requirements for providing information on the results of risk assessments