



QA Level 1 Award in
**Fire Safety
Awareness (QCF)**

Qualification Specification

This qualification specification provides information for Centres about the delivery of the QA Level 1 Award in Fire Safety Awareness (QCF) and includes the units, assessment methods and quality assurance arrangements.

Contents

Part 1. Qualification Overview	03
1.1 Aim of Qualification	03
1.2 Structure of the Qualification.....	03
1.3 Intended Audience.....	03
1.4 Entry Requirement	03
1.5 Relationship with Other Related Qualifications.....	03
1.6 Progression	03
Part 2. Qualification Delivery and Support	04–05
2.1 Trainer Requirements.....	04
2.2 Assessor Requirements.....	04
2.3 Equipment Requirements.....	04-05
2.4 Learning Materials	05
2.5 Ongoing Support	05
2.6 Learner to Trainer Ratio	05
Part 3. Centre Requirements	06–07
3.1 Delivery Plan	06
3.2 Access to Assessments.....	06
3.3 Registering Learners.....	06
3.4 Centre Internal Quality Assurance.....	06
3.5 Qualsafe Awards External Quality Assurance.....	06
3.6 Certification.....	07
Part 4. Qualification Assessment	07
4.1 Assessment Overview	07
4.2 Assessment Methods	07
4.3 Mandatory Units	07
4.4 Other Units.....	07
Appendix 1 – Qualification Unit	08



Key Qualification Information

Qualification Accreditation Number (QAN):	600/7989/7
Guided Learning Hours (GLH):	4
Contact Learning Hours (CTH):	3
Credit Value:	1
Number of Units:	1 mandatory unit
Assessment Methods:	Formative assessment conducted by Trainer throughout Theory assessment: 1 x 15 multiple choice question paper (minimum score 10)



1. Qualification Overview

This qualification is designed to educate Learners in basic Fire Safety Awareness. It includes what to do in the event of an emergency, the principles of fire risk control and the basics of practical fire safety. The QA Level 1 Award in Fire Safety Awareness (QCF) is part of the Qualifications and Accreditations Framework (QCF), regulated by Ofqual.

1.1 Aim of Qualification

The aim of the qualification is to enable Learners to develop their awareness of fire safety in the workplace to ensure that they are keeping themselves and others they work with safe at all times. It instructs people what to do in the event of an emergency and outlines simple measures you can take to control the risk of fires in the workplace.

1.2 Structure of the Qualification

This qualification has a single mandatory unit with a credit value of 1 and has 4 guided learning hours* in total. The full unit details can be found in Appendix 1.

*Guided Learning Hours (GLH) are provided as a guide to the estimated hours an average Learner would study to gain the unit. This does not have to be face to face instructional time and can include self directed study at home, such as reading course hand outs and further self study. The minimum contact teaching time that this qualification should be delivered in is 3 hours (½ day) excluding breaks. If a Centre wishes to shorten the contact teaching hours they must first provide a rationale for doing so and gain approval from Qualsafe Awards prior to the delivery of any qualifications.

1.3 Intended Audience

The qualification is designed for all employees to increase their basic fire safety awareness. This training helps to fulfil an employer's legal duty to train all their staff in fire safety.

1.4 Entry Requirements

There are no formal entry requirements however it is advisable that Learners have a minimum of Level 1 in literacy or numeracy or equivalent.

1.5 Relationship With Other Related Qualifications

This unit may appear in Health and Safety qualifications that contain multiple units.

1.6 Progression

Some possible routes of progression are:

- Level 2 Award in Fire Safety
- Level 3 Fire Risk Assessment and Control
- Level 4 Fire Risk Assessment
- Level 2 Award in Health and Safety
- Level 3 Award in Health and Safety

2. Qualification Delivery and Support

2.1 Trainer Requirements

All Trainers should have the skills, knowledge and experience to be able to teach and demonstrate the subject. Each Trainer must be approved by Qualsafe Awards and they will need to provide evidence of:

1. A relevant vocational qualification (see Vocational Qualifications table)
2. A formal teaching or training qualification (see Teaching Qualifications table)

Vocational Qualifications	
Accredited Level 3 or 4 Award Health and Safety Qualification	Accredited Level 3 or 4 Fire Safety Qualification
Verifiable experience as a Fire Officer	Fire Safety “Train the Trainer” certificate (subject to Qualsafe Awards recognition)
NEBOSH Diploma in Occupational Safety and Health (or equivalent)	A statement of relevant experience in a fire safety or fire training role - (a reference may be required)
NEBOSH Certificate in Fire Safety (or equivalent)	

Teaching Qualifications	
B.Ed/ M. Ed	City and Guilds Teacher’s Certificate or equivalent
PGCE/ PCET/ Cert Ed	PTLLS, CTLLS, DTLLS
NVQ Level 3 in Learning and Development	Further Education Teachers Certificate
NVQ Level 4 in Learning and Development	

(Where relevant qualifications or experience do not appear on this list, please provide us with details as this could be acceptable.)

2.2 Assessor Requirements

There is no requirement for a separate Assessor when delivering QA Level 1 Award in Fire Safety Awareness (QCF). Once Trainers have been approved as competent to deliver this qualification, they will also be able to conduct the assessment of Learners.

2.3 Venue and Equipment Requirements

Quality training involves using premises that are conducive to learning and it is a Centre’s responsibility to ensure that all premises used for training and assessment purposes are suitable and adequate – (whether these are hired or in-house training rooms). As a minimum, Centres should ensure their venues meet the following:

Area	Requirements:
Room Size	The written assessment space should accommodate Learners so they are seated at least one metre apart.
Toilets	Separate, clean facilities for male and female Learners.
Other Facilities	Premises should be adequately lit, heated and ventilated.
Access/Exits	Should be safe, well lit and cater for people with special needs.

There is also a range of other resources and that are needed to deliver the qualification.

Area	Requirements:
Seating	1 per Learner.
Writing surfaces	Adequate for each Learner to take notes (resting on a book is sufficient but we recommend clipboards as a minimum and where possible A4 folding clipboards that open to A3 size, so that the Learner can view the Question Paper alongside their Answer Paper during the multiple choice assessment).
Learning materials	Flip charts, PowerPoint, OHPs etc. should be available and appropriate to the lesson plan and the aims, objectives and outcomes. A current reference book or handout should be provided for each Learner to keep after the course.
Audio-visual equipment	An OHP, slides, PowerPoint, and other audio-visual equipment appropriate to the lesson plan/ objectives.

2.4 Learning Materials

All Learners should be provided with a suitable reference book that covers the lesson plans and learning outcomes for this qualification. We recommend:

- Fire Safety Made Easy by Wendy Bithray

Centres are free to choose alternative books or other learning materials but these must be approved by Quallsafe Awards prior to use.

2.5 Ongoing Support

Quallsafe Awards Centres should provide appropriate levels of support to Learners, before, during and following the training. The purpose of the support is to:

- Assess knowledge and competence in relation to learning outcomes and the detailed assessment criteria of the unit within the qualification.
- Give Learners feedback on their progress and how they might be able to improve.

2.6 Learner to Trainer Ratio

No specific Learner to Trainer ratio has been set, however, if you intend to teach groups of more than 16 Learners this should be discussed with Quallsafe Awards in advance. This is to ensure that acceptable measures are in place to maintain the quality of teaching and assessment. As Learners need to be seated at least a metre apart to prevent collusion, the assessment space available will be an important factor affecting the amount of Learners you can accept on each course. You should never allow more Learners on the course than you can cater for during the assessment.

3. Centre Requirements

3.1 Delivery Plan

The qualification will appear on the QCF and therefore Centres are required to submit a delivery plan prior to delivering this qualification (unless the Centre opts to use the plans provided by Qualsafe Awards). The delivery plan should show a course timetable, showing that the required subjects are covered and the minimum 3 direct contact teaching hours are met.

3.2 Access to Assessment

Centres should ensure that all Learners have access to assessment and are given equal opportunities to demonstrate their competence. There is an option to complete written assessments verbally if required (refer to the *Guide to Invigilating Multiple Choice Question Papers* for more details). Learners should be informed of the availability of appeals procedures and how they can access these. If a Learner has special requirements for assessment, the Centre may need to obtain approval from Qualsafe Awards about the variation in assessment arrangements being proposed to meet the needs of particular Learners. Centres should refer to Qualsafe Awards' *Access to Assessment policy* and Section 5.6 of the *Centre Handbook*.

3.3 Registering Learners

Learners should be registered with Qualsafe Awards in accordance with the guidance in the *Centre Handbook*.

There should be an efficient administrative system for recording, storing and retrieving training information. This information should be retained for a minimum of 3 years. Records should include:

- Course dates including the names of Trainers used
- Names and details of Learners
- Requalification dates of Learners

3.4 Centre Internal Quality Assurance

Once the Learners have been assessed on the learning outcomes, the Centre is required to have in place arrangements for sampling a reasonable amount of assessments as part of the quality assurance of the qualification. This standardisation of assessment across Learners and Trainers is to ensure that there is fairness and consistency in assessment practices. The arrangements for this should be described in the Centre's approved internal quality assurance policy. Centres should retain all Learner documents and records for a period of 3 years and ensure these are made available for review by Qualsafe Awards or their representatives (e.g. External Quality Assurers) on request. Full details of the Centre's requirements for internal quality assurance can be found in the Qualsafe Awards *Internal Quality Assurance Guidance* document and Section 9 of the *Centre Handbook*.

3.5 Qualsafe Awards External Quality Assurance

Qualsafe Awards operates a regional model of external quality assurance on a rolling basis. Centres are selected for quality assurance on a random basis combined with a risk assessment process. Additional external quality assurance may be undertaken following feedback from third parties. Qualsafe Awards will aim to visit a minimum of 10% of all Centres annually. Further details of the Qualsafe Awards external quality assurance policy and procedures can be found in Section 10 of the *Centre Handbook*.

3.6 Certification

Centres must enter all Learners' details and results from their assessments via the Centre portal on www.qualsafeawards.org to indicate when a Learner has successfully completed a unit or qualification shown through the assessment and internal quality assurance process. Centres will be provided with log in details and guidance for how to use this portal when they are approved to deliver QA Level 1 Award in Fire Safety Awareness (QCF) qualification or other Quallsafe Awards accredited qualifications.

The Learner will receive two certificates on achieving the qualification. One will detail the qualification itself, whilst the other will list the units that make up the qualification.

4. Qualification Assessment

4.1 Assessment Overview

The assessment for QA Level 1 Award in Fire Safety Awareness (QCF) qualification consists of a 15 multiple choice question paper, combined with formative assessment throughout the course by the Trainer.

4.2 Assessment Methods

The Theory Assessment (Multiple Choice Question Paper) – this consists of 15 questions which a Centre must download from the Quallsafe Awards *Customer Portal* prior to the course. There is one paper for each Learner and Learners should answer all the questions under 'examination' conditions. The maximum time allowed for the Multiple Choice Question Written Assessment is 25 minutes.

As a minimum, Learners must answer at least 10 out of the 15 questions on the Multiple Choice Question Paper correctly in order to be considered for an overall 'Pass'. **However, even where a Learner achieves this minimum, if their final result is less than 100%, Trainers are expected to make a professional judgement as to whether that Learner has actually achieved all of the assessment criteria.** Trainers should use all assessment evidence available, including formative assessments, to reach this judgement.

All assessment papers MUST be downloaded in advance of the course from the *Customer Portal*.

4.3 Mandatory Units

Due to the QA Level 1 Award in Fire Safety Awareness (QCF) qualification consisting of one unit, the whole course is mandatory in order for the qualification to be achieved.

4.4 Other Units

There are no other units which can be combined in order to achieve QA Level 1 in Fire Safety Awareness (QCF).

Appendix 1

Qualification Unit

Learners are required to complete the following unit in order to achieve the qualification.

Title:	Fire Safety Awareness
Unit ref:	Y/601/9697
GLH:	4
Level:	1
Credit value:	1
Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Understand basic fire safety and what to do in the event of an emergency	1.1. State the main causes of fires in the workplace. 1.2. Outline the main costs of fires in the workplace for employers, employees and society. 1.3. State their own duties and responsibilities in relation to fire safety at work. 1.4. State the duties and responsibilities of fire wardens and other people who may be required to take action as part of fire risk controls or during an emergency. 1.5. Describe the action to be taken in the event of a fire in the workplace, including methods of raising the alarm and contacting the emergency services.
2. Understand the principles of fire risk control	2.1. List the key elements for effective fire risk management in the workplace. 2.2. Outline how the components of the fire triangle can be used to control fire risks. 2.3. List active and passive fire risk control measures. 2.4. Outline fire prevention measures that can be taken to minimise fire risks.
3. Understand the basics of practical fire safety	3.1. State the safe operating parameters for the use of portable fire-fighting equipment. 3.2. Outline simple checks for ensuring that fire safety equipment is serviceable and safe to use.



www.qualsafeawards.org

Tel: 0845 644 3305

Email: info@qualsafeawards.org