



## QA Level 2 Award in **Fire Safety (QCF)**

### Qualification Specification

This qualification specification provides information for Centres about the delivery of the QA Level 2 Award in Fire Safety (QCF) and includes the unit information, assessment methods and quality assurance arrangements.

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## Key Qualification Information

Qualification Accreditation Number (QAN):	<b>600/7774/8</b>
Guided Learning Hours (GLH):	<b>9</b>
Contact Learning Hours (CTH):	<b>6</b>
Credit Value:	<b>1</b>
Number of Units:	<b>1 mandatory unit</b>
Assessment Methods:	<b>Formative assessment conducted by Trainer throughout Theory assessment: 1 x 30 multiple choice question paper (minimum score 20)</b>

# 1. Qualification Overview

This qualification is designed to educate Learners in Fire Safety Awareness. It includes how fires are caused, the risks associated with fire and what we can do to control fire risks in the workplace. The qualification covers fire safety management at work, fire safety inspection, fire safety risk assessments and the legal requirements related to fire safety in the workplace. The role of the fire warden is also incorporated in the course. The QA Level 2 Award in Fire Safety (QCF) is registered on the Qualifications and Credit Framework (QCF), regulated by Ofqual.

## 1.1 Aim of Qualification

The aim of the qualification is to enable Learners to develop their fire safety awareness. It helps the Learner build an understanding of fire safety management at work and the specific roles and responsibilities related to fire safety in the workplace.

## 1.2 Structure of the Qualification

This qualification has a single mandatory unit with a credit value of 1 and has 9 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 6 hours (1 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 Quallsafe awards prior to the delivery of any qualifications.

## 1.3 Intended Audience

The qualification is designed for anyone who has a specific responsibility for fire safety in the workplace including fire wardens/ fire marshals. It would provide a foundation of fire safety knowledge on which employers and “responsible persons” could build. It would also increase the fire safety awareness of other employees.

## 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 3 Fire Risk Assessment and Control
- Level 4 Fire Risk Assessment
- 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 the QA Level 2 Award in Fire Safety. 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:
<b>Room Size</b>	The written assessment space should accommodate Learners so they are seated at least one metre apart.
<b>Toilets</b>	Separate, clean facilities for male and female Learners.
<b>Other Facilities</b>	Premises should be adequately lit, heated and ventilated.
<b>Access/Exits</b>	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:
<b>Seating</b>	1 per Learner.
<b>Writing surfaces</b>	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).
<b>Learning materials</b>	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.
<b>Audio-visual equipment</b>	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 Qualsafe Awards prior to use.

## 2.5 Ongoing Support

Qualsafe 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 Qualsafe 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 Quallsafe Awards). The delivery plan should show a course timetable, showing that the required subjects are covered and the minimum 6 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 Quallsafe Awards *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 Quallsafe Awards about any variation in assessment arrangements that are being proposed to meet the needs of particular Learners. Centres should refer to the Quallsafe Awards *Access to Assessment policy* and *Section 5.6 of the Centre Handbook*.

### 3.3 Registering Learners

Learners should be registered with Quallsafe 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
- Proof of achievement of learning outcomes (assessment records)

### 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 Quallsafe 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 *Quallsafe Awards Internal Quality Assurance Guidance* document and in *Section 9 of the Centre Handbook*.

### 3.5 Quallsafe Awards External Quality Assurance

Quallsafe 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. Quallsafe Awards will aim to visit a minimum of 10% of all Centres annually. Further details of the Quallsafe 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 *Customer Portal* on [www.qualsafeawards.org](http://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 login details and guidance for how to use this portal when they are approved to deliver QA Level 2 Award in Fire Safety (QCF) qualification or other Qualsafe 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 2 Award in Fire Safety (QCF) qualification is a 30 multiple choice question written assessment, combined with formative assessment throughout the course by the Trainer.

### 4.2 Assessment Methods

**The Theory Assessment (Multiple Choice Question Paper)** – this consists of 30 questions which a Centre must download from the Qualsafe 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 45 minutes.

As a minimum, Learners must answer at least 20 out of the 30 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 2 Award in Fire Safety (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 2 in Fire Safety (QCF).

# Appendix 1

## Qualification Unit

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

<b>Title:</b>	Fire Safety Principles
<b>Unit ref:</b>	D/601/9698
<b>GLH:</b>	9
<b>Level:</b>	2
<b>Credit value:</b>	1
<b>Learning outcomes The Learner will:</b>	<b>Assessment criteria The Learner can:</b>
<b>1. Understand the hazards and risks associated with fire in the workplace</b>	1.1. Explain how fires are caused in the workplace. 1.2. Describe the components of the fire triangle. 1.3. Identify the hazards during or after a fire, including the products of combustion. 1.4. Describe the characteristics of fire and smoke spread.
<b>2. Understand how fire risk is controlled in the workplace</b>	2.1. State the different methods used to identify and control fire hazards. 2.2. Define the term 'means of escape' in relation to fire hazards. 2.3. Outline typical components for means of escape from fire hazards. 2.4. Describe methods of fire detection and raising the alarm. 2.5. Describe the principle of how fires are extinguished. 2.6. Describe how portable fire-fighting equipment should be used safely. 2.7. Identify common fixed fire-fighting systems and where they might be used.
<b>3. Understand the principles and practice of fire safety management at work</b>	3.1. Outline the duties of employers and employees with respect to fire safety in the workplace. 3.2. Outline how to undertake a simple fire safety inspection in the workplace. 3.3. Describe the stages involved in a fire risk assessment.
<b>4. Understand the role of the nominated fire warden</b>	4.1. State the role and function of fire wardens in their workplace: <ul style="list-style-type: none"> <li>• On a day-to-day basis</li> <li>• During an emergency</li> <li>• If they are not in their designated areas of responsibility when the alarm is raised.</li> </ul> 4.2. Outline the content of a fire safety briefing.





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