



**Highfield**

*awarding body for compliance*

## Qualification Specification

### HABC Level 3 Award in Health and Safety in the Workplace (QCF)

Qualification Number: 600/0645/6

Highfield Place  
Unit 15 Shaw Wood  
Business Park  
Shaw Wood Way  
Wheatley Hills  
Doncaster  
South Yorkshire  
DN2 5TB  
United Kingdom

Tel +44 08452260350  
Tel +44 01302363277  
Fax +44 08452260360

Info@highfieldabc.com  
www.highfieldabc.com

## Contents

---

Introduction	<b>Page 3</b>
Qualification Details	
Key Facts	
Qualification Overview	
Entry Guidance	
Geographical Coverage	
Special Needs	

---

Qualification Structure	<b>Page 4</b>
How the qualification is assessed	
Progression	
Nominated Tutor Requirements	

---

ID Requirements	<b>Page 5</b>
Key Skills	
Useful Websites	
Recommended Training Materials	

---

Unit 1: Health and Safety in the Workplace	<b>Page 6</b>
--	---------------

---

## HABC Level 3 Award in Health and Safety in the Workplace (QCF)

### Introduction

This Qualification Specification document is designed to outline all you need to know in order to offer this qualification in your Centre. If you have any further questions, please contact your account manager.

### Qualification Details

The HABC Level 3 Award in Health and Safety in the Workplace (QCF) has been accredited by the regulators of England, Wales and Northern Ireland (Ofqual, Welsh Government and CCEA) and is part of the Qualifications and Credit Framework (QCF).

It is supported by Proskills, the Sector Skills Council for the process and manufacturing sector.

### Key facts

• <b>QAN</b>	600/0645/6
• <b>Learning Aim Reference</b>	60006456
• <b>Guided learning hours (GLH)</b>	30
• <b>Credit Value</b>	3
• <b>Assessment Method</b>	Multiple-choice examination

### Qualification Overview

The Level 3 Award in Health and Safety in the Workplace is aimed at supervisors, managers, team leaders as well as individuals wishing to advance their health and safety knowledge.

The qualification is intended for learners already working in the capacity of supervisor, manager or team leader and also those who are preparing to start work at this level.

Persons gaining this qualification will know that supervisors, managers and team leaders have legal and moral obligations to ensure health and safety within a business, and that this includes obligations to employees, contractors, visitors and suppliers. Its syllabus areas are regarded by the Health and Safety Executive as being important to developing and maintaining safe working procedures in the workplace.

### Entry Guidance

There are no prerequisites for this qualification.

It is advised that learners have a minimum of Level 2 in literacy or numeracy or equivalent.

This qualification is approved for delivery to the age ranges 16-18 and 19+.

### Geographical Coverage

The qualification is suitable for learners in England, Wales or Northern Ireland.

### Special Needs

HABC have measures in place for delegates with special needs. Please see the Reasonable Adjustments Policy, Annex 17 of the HABC Core Manual.

This qualification is made up of one mandatory unit, the details of which are included at the end of this document.

**Qualification Structure**

Learners must successfully complete the assessment for the unit to achieve the qualification.

The qualification can be taken as a free standing qualification or as part of a wider programme of training.

**How the qualification is assessed**

This qualification is assessed through a 60-question multiple-choice question examination. The duration of the examination is 2 hours.

Successful learners must achieve a score of at least 40 out of 60. Learners will achieve a Merit at 50/60.

Following the assessment, a list of results will be provided to the Centre Contacts stating whether learners have passed or failed. Certificates for successful learners will be dispatched for distribution by the Centre Contacts.

**Progression**

Progression and further learning routes include:

- Level 3/4 Occupational Health and Safety competency based qualifications (NVQs/Apprenticeships)
- Level 4 Award in Health and Safety

**Nominated Tutor Requirements**

HABC require that Nominated Tutors have teaching experience and hold a qualification in the relevant subject area.

It is recommended that nominated tutors should have a minimum of a Level 4 Health and Safety qualification from a recognised awarding body together with a training qualification.

***Suitable subject area qualifications/experience may include:***

- Degree or Dip HE in a related subject such as: Environmental Health, Occupational Health and Safety or one that contains elements of these subjects
- HNC/D in a related subject (as outlined above)
- Level 4 qualification in Health and Safety or equivalent
- NEBOSH Diploma in Occupational Safety and Health
- NEBOSH National General Certificate in Occupational Safety and Health.

***Suitable teaching qualifications include:***

- Level 3 or 4 PTLLS or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education
- City and Guilds Teachers Certificate 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

Nominated Tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

## ID Requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the invigilator/assessor. This instruction should be given ahead of the course/assessment when the learner registers and/or with any pre-course materials.

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 purporting to be. All Centres are therefore required to ensure that each learner's photographic identification is checked before they are allowed to undertake the examination/assessment and write the type of photo identification provided by each learner on the Candidate List under "Identification Provided". HABC will accept the following as proof of a learner's identity:

- Valid Passport (any nationality)
- Signed UK Photo card Driving Licence
- Valid Warrant Card issued by HM Forces, Police
- 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 Annex 26: Invigilation Instructions.

## Key Skills

This qualification provides the opportunity for learners to develop competence in key skills and produce evidence towards attaining key skills. The qualification does not ensure key skills are met as this would depend upon learners producing a portfolio of evidence and the mode of study adopted.

## Useful Websites

<http://www.hse.gov.uk/>

<http://www.proskills.co.uk/>

## Recommended Training Materials

*Health and Safety for Supervisors (Level 3)* Fisher, Ian. Highfield.co.uk Ltd

*A Question of Health and Safety Level 3 Workbook.* Trasler, K. Highfield.co.uk Ltd

*Level 3 Health and Safety Training PowerPoint* Trasler, K & Wordsworth, M. Highfield.co.uk Ltd

**Unit 1: Health and Safety in the Workplace**

Unit no: K/602/1647  
 Level: 3  
 Credit: 3  
 GLH: 30

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<b>1. Understand the requirements for health, safety and welfare in the workplace</b>	1.1 Outline the main legal framework and laws relating to health and safety at work 1.2 Outline the welfare provisions that should be made by the employer 1.3 Describe the sources and nature of information that demonstrate compliance and best practice with health and safety requirements 1.4 Outline ways that health and safety information can be communicated 1.5 Define the terms ‘incident’, ‘accident’ and ‘occupational ill health’ 1.6 Describe the main causes of injuries and ill health at work
<b>2. Understand the benefits of using a safety management system</b>	2.1 Outline the costs associated with accidents and ill health 2.2 Summarise the typical elements of a safety management system 2.3 Outline the benefits of using a safety management system
<b>3. Understand the principles of risk assessment</b>	3.1 Outline the benefits of assessing and controlling risks at work 3.2 Describe the different types of risk assessment that can be used 3.3 State where specific risk assessments may be required 3.4 State the steps to be taken to complete a simple risk assessment
<b>4. Understand the risks and control methods for common workplace hazards</b>	4.1 Explain how the risks from different hazards may be affected by occupational, environmental, human and organisational factors 4.2 Explain how injuries, ill health and other damage may result following exposure to common workplace hazards 4.3 Identify suitable risk control measures using the principles of the hierarchy of control