



**Highfield**

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## Qualification Specification

### HABC Level 2 Award in the Control of Substances Hazardous to Health (QCF)

Qualification Number: 600/1952/9

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## HABC Level 2 Award in the Control of Substances Hazardous to Health (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 2 Award in the Control of Substances Hazardous to Health (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>	600/1952/9
• <b>Learning Aim Reference</b>	60019529
• <b>Guided learning hours (GLH)</b>	5
• <b>Credit Value</b>	1
• <b>Assessment Method</b>	Multiple-choice examination

### Qualification Overview

The Level 2 Award in the Control of Substances Hazardous to Health is aimed at those learners who work in an environment where coming into contact with hazardous substances is likely. This includes workplaces in areas such as manufacturing, cleaning, healthcare, transport, utilities and office environments.

It gives learners the knowledge and skills to recognise the risks associated with hazardous substances and how to control them.

### Entry Guidance

There are no prerequisites for this qualification.

It is advised that learners have a minimum of Level 1 in literacy or numeracy or equivalent.

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

### Geographical Coverage

The qualification is suitable for learners in the UK.

### Special Needs

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

### Qualification Structure

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

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

This 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 15-question multiple-choice examination. The duration of the examination is 30 minutes.

Successful learners must achieve a score of at least 10 out of 15.

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 Occupational Health and Safety competency based qualifications (NVQs/Apprenticeships)
- Level 3 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 3 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 3 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
- HABC Level 3 Award in Delivering Training (or equivalent)
- 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
- 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.

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### 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.

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### Useful Websites

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

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### Recommended Training Materials

*The COSHH Handbook (Level 2)*, Wordsworth, Martin. Highfield.co.uk Ltd  
*Level 2 COSHH PowerPoint*, Wordsworth, Martin. Highfield.co.uk Ltd  
*The Health and Safety Handbook (Level 2)*, Sprenger, Christian M.R. Highfield.co.uk Ltd

**Unit 1: Principles of the Control of Substances Hazardous to Health**

Unit no: Y/502/8521  
 Level: 2  
 Credit: 1  
 GLH: 5

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<b>1. Understand the law relating to hazardous substances in the workplace</b>	1.1 Outline employers and employees duties relating to hazardous substances at work 1.2 Outline the consequences for non compliance with statutory duties 1.3 List the ways in which an employer can communicate hazardous substances safety information
<b>2. Understand how risk assessments contribute to the safe use of hazardous substances in the workplace</b>	2.1 Define the terms hazard and risk with respect to hazardous substances 2.2 List the different forms that hazardous substances can take 2.3 Outline the health and safety effects that may arise following exposure or release of hazardous substances 2.4 Outline the routes that hazardous substances can enter the body 2.5 Describe how risk assessments reduce accidents and ill health at work 2.6 Outline the five step process of risk assessment
<b>3. Understand the precautions and procedures necessary to ensure the risks associated with hazardous substances are properly controlled</b>	3.1 Outline the control hierarchy in respect of safe use, handling, transporting, storage and disposal of substances hazardous to health 3.2 Outline the types of information that should be referred to for the safe identification and use of hazardous substances 3.3 Describe the general procedures that should be in place for dealing with an incident involving hazardous substances