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# Qualification Specification

## HABC Level 1 Award in Fire Safety Awareness (QCF)

Qualification Number: 501/1447/5

Highfield House  
Heavens Walk  
Lakeside  
Doncaster  
South Yorkshire  
DN4 5HZ  
United Kingdom

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

[Info@highfieldabc.com](mailto:Info@highfieldabc.com)  
[www.highfieldabc.com](http://www.highfieldabc.com)

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## HABC Level 1 Award in Fire Safety Awareness (QCF)

### Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your HABC account manager.

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### Qualification details

The HABC Level 1 Award in Fire Safety Awareness (QCF) has been accredited by the regulators of England and Wales (Ofqual and Qualifications Wales) and is part of the Qualifications and Credit Framework (QCF).

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### Key facts

<b>Qualification Number:</b>	501/1447/5
<b>Learning Aim Reference:</b>	50114475
<b>Guided learning hours (GLH):</b>	4
<b>Credit Value:</b>	1
<b>Assessment Method:</b>	Multiple Choice Examination

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### Qualification Overview

The Level 1 Award in Fire Safety Awareness is a qualification aimed at all staff, particularly new starters in any workplace, where a basic understanding of fire safety is required.

Learners gaining this qualification will know that fire safety is the responsibility of everyone in the workplace with recognition of the contribution they may have to prevent the starting and spread of fires

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### Entry requirements

There are no prerequisites for this qualification.

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

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### Qualification structure

To achieve the qualification, learners must successfully complete:

This qualification is made up of 1 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. Full details relating to the rules of combination for this qualification can be found in Appendix 1 of this specification. All units are contained in Appendix 2.

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### Delivery/assessment ratios

To effectively deliver and assess this qualification, centres are recommended not to 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 through a multiple-choice question (MCQ) examination. This method of assessment is an end-of-course exam and must follow the HABC Examination and Invigilation Procedures. During the exam, learners are required to choose 1 of the prescribed options to answer a set examination questions. The examination for this qualification contains **15 questions** that must be completed within **30 minutes**. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a minimum **pass mark of 66%**. Completed examination papers should be returned to HABC for marking. Results will then be provided to the centre afterwards.

Centre's must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

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### Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members area of the HABC website. This policy should be read in conjunction with this specification and all other relevant HABC documentation.

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### Centre requirements

To effectively deliver this qualification, centres must have the following resources in place:

- e.g. generic: classroom with suitable seating and desks
  - computer
  - project
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### Age ranges

This qualification is approved for delivery to learners aged 14+.

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### Geographical coverage

This qualification is suitable for learners in England, Wales and Northern Ireland.

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## Tutor requirements

HABC recommends that Nominated tutors for this qualification to meet the following requirements:

- hold a relevant subject area qualification, which could include the following:
    - Level 2 Fire Safety qualification; **and**
    - Level 2 Health and Safety qualification

**OR**

    - Level 3 Fire Safety qualification or above

**OR**

    - NEBOSH National/International General Certificate in Occupational Safety and Health;

**OR**

    - Understanding and knowledge of working in a fire safety job role or environment
  
  - hold a recognised teaching qualification, which could include any of the following:
    - HABC Level 3 International Award in Delivering Training or equivalent

**OR**

    - Level 3 Award in Education and Training or above

**OR**

    - Proof of at least 30 hours of training in any subject
  
  - maintain appropriate continued professional development for the subject area
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## Reasonable adjustments and special considerations

HABC has measures in place for learners who require additional support. Please refer to the HABC Reasonable Adjustments Policy for further information/guidance.

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## ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an 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 undertake the assessment. HABC recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

In the event that a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to the HABC Core Manual.

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## Progression

Upon the successful completion of this qualification, learners may wish to continue their development via the completion of any of the following signposted qualifications/training:

- Level 2 Award in Risk Assessment (QCF)
  - Level 2 Award in Health and Safety (QCF)
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### Useful websites

- [www.hse.gov.uk](http://www.hse.gov.uk)
- 

### Recommended training materials

The following resources have been reviewed by HABC and are recommended training materials for users of this qualification.

- The Essentials of Fire Safety Awareness. Highfield International Ltd
  - The Essentials of Fire Safety Awareness (Level 1) Presentation. Brookin, J. Highfield International Ltd
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## Appendix 1: Rules of Combination

To complete the HABC **Level 1 Award in Fire Safety Awareness (QCF)** learners must complete the following:

- **all units** contained within the mandatory group

### Mandatory group

Learners must achieve **all units** in this group

Unit reference	Unit title	Level	Credit
Y/601/9697	Fire Safety Awareness	1	1

## Appendix 2: All Units

Unit 1: Fire Safety Awareness  
 Unit number: Y/601/9697  
 Credit: 1  
 GLH: 4  
 Level: 1

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p><b>1. Understand basic fire safety and what to do in the event of an emergency</b></p>	<p>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.</p>
<p><b>2. Understand the principles of fire risk control</b></p>	<p>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.</p>
<p><b>3. Understand the basics of practical fire safety</b></p>	<p>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.</p>



## Appendix 3: Sample Assessment Material

- 13**
- Naked flames, lighting and smokers' materials are examples of:
- A sources of fuel
  - B high-risk activities
  - C dangerous materials
  - D sources of ignition

- 14**
- How does fire spread?
- A Combustion, heat, convection and pressure
  - B Ventilation, direct burning, smoke and radiation
  - C Radiation, convection, conduction and direct burning
  - D Conduction, pressure, ventilation and pressure

- 15**
- When can a building be re-entered after a fire evacuation?
- A When everyone is accounted for
  - B After a wait of half an hour
  - C As soon as the fire alarm is turned off
  - D As soon as the fire service have given the all clear

Paper Code: FRE1001

### Highfield awarding body for compliance Level 1 Award in Fire Safety Awareness

Level 1

**Information for registered centres**

The seal on this examination paper must only be broken by the candidate at the time of the examination. Under no circumstances should a candidate use an unsealed examination paper.

**Information for candidates**

Under no circumstances should you the candidate use an unsealed examination paper. This examination consists of 15 multiple-choice questions. The minimum pass mark is 10 correct answers. The duration of this examination is 30 minutes. You are NOT allowed any assistance to complete the answers. You must use a pencil to complete the answer sheet - pens must NOT be used. When completed, please leave the Examination Answer Sheet (EAS) on the desk.

**EXAMINATION ANSWER SHEET (EAS) INSTRUCTIONS:**

For each question, fill in ONE answer ONLY. If you make a mistake ensure you erase it thoroughly. You must mark your choice of answer by shading in ONE answer circle only. Please mark each choice like this:

01     ANSWER COMPLETED CORRECTLY

Examples of how NOT to mark your Examination Answer Sheet (EAS). These will not be recorded.

01     DO NOT partially shade the answer circle  
ANSWER COMPLETED INCORRECTLY

01     DO NOT use ticks or crosses  
ANSWER COMPLETED INCORRECTLY

01     DO NOT use circles  
ANSWER COMPLETED INCORRECTLY

01     DO NOT shade over more than one answer circle  
ANSWER COMPLETED INCORRECTLY

All candidates MUST sign the Examination Answer Sheet (EAS) in the bottom right hand corner of the page before leaving the examination room.

HABC Highfield House, Sidings Court, Lakeside, Doncaster, South Yorkshire DN4 5NU United Kingdom  
Tel: +44 0845 2260350 Fax: +44 01302 363277  
info@highfieldabc.com www.highfieldabc.com

Fire Safety