



www.highfieldqualifications.com

## Qualification Specification

### Highfield Level 4 Award in Health and Safety in the Workplace (RQF)

Qualification Number: 600/1953/0

Version 1.2 April 2018

## Contents

Introduction.....	3
Qualification regulation and support .....	3
Key facts .....	3
Qualification overview and objective .....	3
Entry requirements .....	3
Tutor requirements.....	5
Assessor requirements.....	6
Internal quality assurance (IQA) requirements.....	6
Reasonable adjustments and special considerations.....	6
ID requirements .....	7
Progression opportunities .....	7
Useful websites.....	7
Recommended training materials.....	7
Appendix 1: Qualification structure .....	8

## Highfield Level 4 Award in Health and Safety in the Workplace (RQF)

### 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 account manager.

---

### Qualification regulation and support

The Highfield Level 4 Award in Health and Safety in the Workplace (RQF) has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual and CCEA Regulation. The qualification is also regulated by Qualifications Wales.

---

### Key facts

<b>Qualification number:</b>	600/1953/0
<b>Learning aim reference:</b>	60019530
<b>Credit value:</b>	6
<b>Assessment method:</b>	Written examination and externally set and marked activities
<b>Guided learning hours (GLH):</b>	40
<b>Total qualification time (TQT):</b>	55

---

### Qualification overview and objective

The objective of the qualification is to support a role in the workplace.

This qualification is aimed at supervisors and managers with a direct responsibility for health and safety management. The qualification is intended for learners already working in the capacity of supervisor or manager and those who are preparing to start work at this level.

Learners gaining this qualification will know that supervisors and managers 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 subject areas are regarded by the Health and Safety Executive as being important to developing safe working procedures in the workplace.

---

### Entry requirements

To register for this qualification, learners are required to be 16 years of age or above.

It is recommended that learners already possess a Level 3 Health and Safety qualification and it is advised that learners have a minimum of Level 2 in literacy or equivalent.

---

## Guidance on delivery

The total qualification time for this qualification is 55 hours and of this 40 are recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

---

## Guidance on assessment

This qualification is assessed in two parts:

### Part 1: Learners are expected to undertake the following activities:

- Undertake a risk assessment
- Construct a safe system of work

These activities should be completed during the course and do not need to be in examination conditions. Guidance for completion of part 1 is contained within the Tutor and Assessor Support Pack which is available to download from the Highfield Qualifications website. Suggested forms are contained in a Learner Pack, but are also available to download from the Highfield Qualifications website. Once complete, the assessor (usually the same person as the course tutor) will mark the work. This part of the assessment will be subject to external moderation by Highfield. Only once moderation has taken place will the learner's final result be confirmed. Guidance on external moderation is contained within the Tutor and Assessor Support pack.

### Part 2: Written examination - total duration 3 hours

The examination will take the form of a written case study and learners must answer the questions set in relation to the case study provided in the exam paper. Learners will not have access to this case study in advance of the examination and may be tested on a sector area with which they are not directly familiar. Learners will be asked to apply their knowledge on the subject of health and safety and will not be expected to demonstrate an understanding of the specific operations of the business outlined in the case study.

Successful learners will have to demonstrate knowledge and understanding across the qualification unit and achieve a pass mark of 60%. Learners will achieve a Merit grade at 70% and a Distinction grade at 80%. Completed examination papers should be returned to Highfield for marking and results will then be provided to the Centre afterwards.

**Part 1 must be sent to Highfield at the same time as the examination paperwork is returned for the assessments to be more efficiently processed.**

Following the assessment, a list of results will be provided to the Centre Contacts stating whether learners have passed or failed.

Learners must achieve a pass in both assessment parts to achieve the qualification.

---

**Assessment Pack:**

Learners may use the example forms provided by Highfield within the Assessment Pack which is available to download from the Highfield website. These suggested forms are not mandatory, with the exception of the following **which must be used**:

- Form 1: *Practical Assessment Summary*; and,
- Form 2: *Risk Assessment Cover Sheet*

Guidance on alternative, acceptable documentation can be found with the Tutor Assessment Guidance Pack available to download from the Highfield website. **Alternative paperwork should be approved by Highfield before centres start to use it.**

**Tutor Assessment Guidance Pack:**

For full guidance on the risk assessment and safe system of work activities, please refer to the tutor and assessor support pack. Guidance on external moderation procedures for this activity is also found within this document.

Centres 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.

---

**Guidance on quality assurance**

Highfield Qualifications requires centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements

---

**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 Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

---

**Tutor requirements**

Highfield Qualifications recommend nominated tutors for this qualification meet the following:

- hold a relevant subject area qualification, or have experience, which could include any of the following:
  - Highfield Level 4 Award in Health and Safety in the Workplace (RQF)\* or equivalent;
  - NEBOSH National General Certificate in Occupational Safety and Health or above;
  - HNC/D in a related subject;
  - Proof of at least 30 hours delivery of health and safety qualifications listed above

- hold a recognised teaching qualification, or have experience, which could include any of the following:
  - Highfield Level 3 Award in Delivering Training (RQF)
  - Highfield Level 3 International Award in Delivering Training (IADT)
  - Level 3 Award in Education and Training, or equivalent
  - Certificate in Education or above;
  - Level 3 NVQ in training and/or development or above; or
  - Proof of at least 30 hours of training in any subject
- maintain appropriate continued professional development for the subject area

\*All tutors will be assessed on an individual basis. Applicants should be prepared to provide statements of competence, a verifiable teaching history of higher level health and safety qualifications as well as references if deemed to be required.

---

### Assessor requirements

The assessor will be required to internally assess the risk assessment and safe system of work activities. This role is usually carried out by the same person in the role of nominated tutor.

Highfield requires that assessors of this qualification hold a qualification in the relevant subject area as specified in the 'nominated tutors' section above. It is not a requirement that assessors of this qualification hold a formal assessing qualification, however it is recognised as good practice.

Assessors 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.

---

### Internal quality assurance (IQA) requirements

It is recommended that centres have internal quality assurance processes in place to ensure the internally set and assessed pieces of work meet the correct standard. There is no formal requirement for IQAs to be part of the assessment process for this qualification however it is recognised as good practice and is encouraged by Highfield.

Highfield require that IQA officers of this qualification hold a qualification in the relevant subject area as specified in the nominated tutors section above. It is not a requirement that IQA officers of this qualification hold a formal IQA qualification, however it is recognised as good practice.

It is not a requirement for IQA officers to be involved in the assessment of this qualification however it is recognised as good practice and is encouraged by Highfield.

---

### Reasonable adjustments and special considerations

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

---

## 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. Highfield Qualifications 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.

If 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 Highfield Qualifications' Core Manual.**

---

## Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Level 4/5 Occupational health and safety qualifications
- 

## Useful websites

- [www.highfieldqualifications.com](http://www.highfieldqualifications.com) (Highfield Qualifications)
  - [www.highfield.co.uk](http://www.highfield.co.uk) (Highfield Products)
  - [www.hse.gov.uk](http://www.hse.gov.uk) (Health and Safety Executive)
- 

## Recommended training materials

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

- Health and Safety for Management, Stranks, J. Highfield Products
  - Advanced Health and Safety Presentation, Trasler, K. Fisher, I. Highfield Products
-

## Appendix 1: Qualification structure

To complete the **Highfield Level 4 Award in Health and Safety within the Workplace (RQF)**, learners must complete the 1 mandatory unit below:

Unit reference	Unit title	Level	GLH	Credit
A/602/5671	Health and Safety in the Workplace	4	40	6