



ITC Level 2 Award in Health and Safety in the Workplace

Qualification Number: 600/9582/9

G21

**Qualification Specification
Guidance for Centres**

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Appendix Documents Listing

Hard copy documents go out of date. For up to date version of document follow the linking details. Found in Support Resources (S) of ITC Web-Office or ITC Website Homepage (W)

Unit Specifications

H/601/9699 Health and Safety in the Workplace

Health & Safety Delivery Resources

- G21 Centre Guidance [This document]

Internal Quality Assurance

- IQA1: Internal Moderation Process
- IQA2: Centre Standardisation Records
- IQA3: Internal Moderation Sampling Record
- IQA4: Internal Moderation Sampling Report Record
- IQA5: Internal Quality Assurance Record Form

Centre Approval

- C1: Centre Approval Initial Application Form
- C9: Centre Agreement

ITC Document Forms

- C4: Access to Training & Assessment Request Form
- C7 Special Considerations Request Form
- F3 Malpractice & Misconduct Report Form
- 05 Replacement Certificate Request Form

ITC Policies

- P1: Customer Charter
- P3: Fees Policy
- P5: Appeals Policy
- P6: Malpractice, Maladministration & Misconduct Policy
- P7: Language Policy
- P8: Equality, Diversity and Assessment Policy
- P9: Record Retention Policy
- P12 Automatic E-mail Policy - Removal from list
- P14: Sanctions Policy
- P15: Withdrawal from Delivery Policy
- P16: Complaints Policy
- P17: Invoice Policy
- P19: Recognition of Prior Learning Policy
- P22: Data Protection and Privacy Policy

1. General Information

1.1 Using this document

This document has been developed to provide guidance for Centre staff involved in the delivery of the ITC Level 2 Award in Health and Safety in the Workplace

It explains the administration, assessment and quality assurance requirements for these qualifications

It directs ITC Centres to appropriate and relevant ITC resources [See contents page]

It identifies and lists other ITC documents that Centres are required to have in order to deliver ITC L2 Health and Safety in the Workplace qualifications

1.2 Documented Procedures

ITC is a regulated Awarding Organisation supporting regulated qualifications. All who work with ITC are supported by a documented framework of policies and procedures updated regularly on the ITC website. To seek policy guidance to inform your relationship with ITC, visit:

<http://www.itcfirst.org.uk/policies.asp>

If you are a Centre log into your ITC Web-Office and view or download up to date documents from 'Support Resources'

2. Qualification Details

This ITC Level 2 Award in Health and Safety in the Workplace is on the Register of Regulated Qualifications.

This qualification is regulated by the external regulator of qualifications – Ofqual. This qualification was originally supported by the Sector Skills Council for Manufacturing Technologies – Proskills.

2.1 Qualification Objectives

The qualifications indicate that an individual can undertake a specific role in the workplace and which may be relied upon by employers

The qualification will benefit all who need to be introduced to identifying and understanding the nature of hazards in the workplace and those who require refresher training in maintaining a safe working environment

Successful completion of the course will result in knowledge and skills for the learner to:

- Understand roles and responsibilities for health, safety and welfare in the workplace
- Understand how risk assessments contribute to health and safety
- Understand how to identify and control the risks from common workplace hazards
- Know the procedures for responding to accidents and incidents in the workplace

2.2 Learner Entry Requirements for this Qualification

- a) **Previous qualification requirements for Learners of this qualification**
None
- b) **Prior knowledge, skills or understanding which the Learner is required to have before taking the qualification**
None
- c) **Units which a Learner must have completed before the qualification will be awarded including any optional routes**
There is no requirement to have completed any units previously.
- d) **Other requirements for the Learner to satisfy prior to assessment or awarding**
None

2.3 Qualification Structure

To meet the requirements of the qualification the Learner must achieve the mandatory unit required for the particular qualification:

Unit title
Health and Safety in the Workplace
Unit Reference number
H/601/9699

Qualification title
ITC Level 2 Award in Health and Safety in the Workplace
Qualification number
600/9582/9

The single mandatory unit must be completed in order for the qualification to be achieved.

The Units Review date – 31 August 2022

Unit title: Health and Safety in the Workplace
 Unit number: H/601/9699
 Unit level: 2
 Unit credit: 1
 TQT: 7

The Award has a credit value of 1 [7 hours] with 6 hours of this required to be GLH [guided learning hours]:

GLH is the time a learner spends being taught or otherwise participating in education under the immediate guidance of an appropriate tutor. It includes directed study time and time taken for assessments.

2.4 Learning Outcomes and Assessment Criteria

<i>Learning Outcomes The Learner will.....</i>	
1	Understand roles and responsibilities for health, safety and welfare in the workplace
2	Understand how to identify and control the risks from common workplace hazards
3	Understand how to identify and control the risks from common workplace hazards
4	Know the procedures for responding to accidents and incidents in the workplace

2.5 Awarding

After the assessment, evidence of achievement will be forwarded to ITC.

A list of outcomes [Pass/Not yet meeting standard] will be forwarded to the Centre along with any certificates.

The assessment result is pass, or not yet meeting standard, there is no grading.

ITC will award certificates according to the timescales in ITC Customer Charter. Awarding can only occur within the qualification lifespan.

Unit certificates may be awarded upon Learner request, for any unit completed and passed.

Replacement Certificates are available. Learners must apply using certificate request form 05. There is a small fee payable.

2.6 Age of Learners

The qualification is appropriate for learners of:

- a) Pre-16;
- b) 16-18 years;
- c) 19 years or older.

3. Centre Approval to Deliver ITC Qualifications

3.1 Centre Approval Documents

Centres wishing to offer the ITC qualifications will need to complete:

- a) Centre application on line at www.itcfirst.org.uk;
- b) Binding centre agreement C9.

Centres will need to consider:

- a) Sufficient resources for the delivery the qualification – physical and staffing;
- b) Learner access to sufficient resources for the award – learning centre, visual aids, text books and mentor;

- c) Quality assurance procedures – internal assessment and internal moderation or verification.

3.2 Teaching Programme

The content of the teaching programme is the responsibility of the Centre and is developed by the staff team of the Centre. ITC has guidance and advice documents to assist in the development of a teaching programme that can be supplied to Centres upon request.

The course programme is developed from the learning outcomes and assessment criteria for the qualification. A Centre scheme of work containing lesson plans for each session is to be available for scrutiny by ITC External Quality Assurance activity.

3.3 Internal Quality Assurance

The Centre must maintain evidence of all meetings, CPD events, standardisation activity in a Central File readily accessible at any time by an ITC representative. ITC has various assessment and moderation template documents available to assist all Centres. See appendices of this document.

There should be an agreed quality assurance plan that monitors the skills of tutors, with evidence of standardisation maintained for external moderation.

The quality assurance plan should describe the internal quality assurance procedures and the evidence to be maintained for external quality assurance.

3.4 Learner Evaluation

An end of course evaluation form is to be completed by each learner and the data collected used to inform Centre quality procedures. The results of this evaluation review are to be available for scrutiny by ITC External Quality Assurance procedures.

3.5 Protecting the Interests of Learners

Centres will protect the interests of candidates and the integrity of the qualification by implementing a coherent series of documents policies and procedures. ITC can provide various template documents upon request.

A Centre complaints and appeals policy is to be provided for every learner upon registration.

4. Centre Staffing

4.1 Tutor Credentials

Centres are expected to have an appropriate number of suitable tutors ideally with teaching experience who hold a teaching and subject area qualification. Experienced tutors without qualifications may be considered if there is evidence of sufficient and appropriate delivery

experience and they are working towards [i.e have enrolled and specify timeframe for completion] the teaching or occupational qualification.

Teaching qualification:

- a) Level 3 PTLLS or Level 3 Award in Education and Training or above.

Occupational area qualification/experience may include:

- a) ITC teaching and assessment process training for Health & Safety in the Workplace handling [this includes holding the ITC qualification you are to teach];
- b) L3 qualification in Health and Safety;
- c) NEBOSH Certificate or Diploma in Occupational Safety or Health;
- d) HNC/D or Degree in Environmental Health subject.

ITC require Centres to identify:

- a) A nominated individual to lead the qualification delivery team in the Centre;
- b) Tutors with a minimum of a level 3 PTLLS teaching and occupational competency;
- c) Internal quality assurance staff who are competent at moderation/verification. Evidence of competence is provided either by holding Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice or equivalent.

5. Learner Registration

5.1 Selection of Learners

There are no prerequisite entry requirements for this qualification

Prospective learners are to be advised that they should have should have literacy and numeracy competency appropriate for the level of the qualification.

It is the responsibility of the Centre to provide guidance and advice to learners prior to the commencement of the programme

5.2 Information to Learners

Pre-course information should be provided to learners containing:

- a) Joining details
- b) ID requirements
- c) Expectations of course members
- d) Outline of assessment assignment timelines
- e) Link to ITC policies and procedures on homepage of ITC website, including Appeals (P5) and Complaints (P16) procedures
- f) Information on how to request reasonable adjustment to assessment so that learners have a fair assessment opportunity
- g) Contact details for their course tutor or mentor

5.3 Registration of Learners

Centres must meet the following requirements:

- a) Learners must be registered with ITC within 5 days of course start date;
- b) Learner registration details must be entered into ITC Web Office database;
- c) Centres are to keep original learner registration documents;
- d) Centres must have procedures in place to confirm the identity of each learner before they undertake an assessment.

5.4 Learner Identity

Learners must be informed of the requirement to bring suitable identification to the training course [and assessment if not assessed on the day of the course]

5.5 Learner Progression

- Level 3 Awards in Health & Safety

6. Assessment

6.1 Assessment of the Unit

Knowledge only is assessed in this unit

Evidence of meeting each assessment criteria is required

The assessment evidence is generated by the tutor and an end of course 30 question multiple choice examination.

6.2 Assessment Tasks

Knowledge

The knowledge of each learner is assessed by an end of course multiple choice question examination.

- Duration: 30 minutes
- Pass mark: 20 out of 30

A typical question follows the format:

- Q. Why are internal fire doors kept shut at all times
- a) To prevent flames and smoke spreading
 - b) To prevent unauthorised access
 - c) To prevent swinging doors hitting people

6.3 Internal Assessment and Invigilation

Centres must have systems to ensure all assessment evidence is authentic, and follow ITC invigilation guidance for this qualification

Knowledge is assessed by multiple choice question examination using the documents provided by ITC

Examination documents are to be opened by the learners at the venue, at the time of assessment. Examination questions and answers are to be returned to ITC within 5 working days of completion

If learners do not meet the standard the Centre will be informed and will require arrangements to be made to allow the candidate a referral opportunity. Within 1 month of the original course.

If the referral is not passed then the learner will have to redo the training course.

6.4 Internal Quality Assurance

Assignment evidence is to be internally quality assured following ITC centrally produced procedures [Appendix document listing of this document] or procedures agreed with ITC External Quality Assurance.

To assist Centres in this function the following documents are available on the Centre Web-Office.

- IQA1: Internal Quality Assurance Process
- IQA2: Centre Standardisation Records
- IQA3: Internal Quality Assurance Sampling Record
- IQA4: Internal Quality Assurance Sampling Report Record
- IQA5: Internal Quality Assurance Record Form

7. Supporting Resources for Delivery

7.1 Website Support Resources List

8. External Quality Assurance

8.1 Procedures

Centres will be notified of proposed external quality assurance events/visits.

As well as viewing assessment procedures and judgements the visit will include:

- a) Confirmation of all policies and documented procedures after initial pre-visit desk research
- b) A review of the evidence of Centre internal quality assurance and staff development events
- c) A review of the evidence generated from previous external quality assurance events, including action plan evidence
- d) A review of learner assessment evidence
- e) Any guidance required to administer or deliver the qualification

8.2 Visit Details

Centres will be allocated an External Quality Assurer. For each visit:

- a) The Centre will be notified in advance to allow time to make suitable arrangements. Normally planned at the previous external quality assurance visit.
- b) The agenda for the meeting will be forwarded to the Centre
- c) The meeting will occur on the planned date
- d) Preliminary action plans will be drafted for agreement and review at the time of the Centre visit
- e) Action Plan evidence will be generated according to the specified timescale by the Centre and approved or referred by ITC
- f) Risk rating will be applied to each Centre