

# QUALIFICATION SPECIFICATION

FAA LEVEL 1 AWARD IN HEALTH AND  
SAFETY IN THE WORKPLACE (RQF)

AWARD IN HEALTH AND SAFETY  
IN THE WORKPLACE AT SCQF LEVEL 4



The qualification is an introduction to health and safety in the workplace and can form part of an employee's induction programme or a basis for a learner wishing to gain higher levels of training in this area.

The qualification provides learners with a basic knowledge and understanding of health and safety in the workplace under UK health and safety legislation ensuring that the working environment is safe and healthy.

This qualification is regulated in the UK and awarded by First Aid Awards (FAA).

FAA are an awarding organisation regulated by Ofqual and Qualifications Scotland Accreditation and the qualification sits on the Regulated Qualifications Framework (RQF) and the Scottish Credit and Qualifications Framework (SCQF).

Qualification delivery can be classroom-based or distance learning through video conferencing software.

## QUALIFICATION STRUCTURE

The qualification consists of one unit which learners must successfully complete to achieve the qualification.

### Learning outcomes and assessment criteria

FAA qualifications have set learning outcomes and assessment criteria. The learning outcomes describe the skills and knowledge a learner will gain by successfully completing the qualification. The assessment criteria state the skills, knowledge, and competence a learner will be required to demonstrate during assessment.

Qualification number	RQF 600/8131/4	SCQF R376 04
The qualification consists of one unit		

Unit title	Introduction to health and safety for people at work	
RQF unit code	T/601/8007	
SCQF unit code	UF15 04	
Guided Learning Hours (GLH)	Classroom-based - 4 hours	Distance learning - 2 hours
Total Qualification Time (TQT)	5 hours	

LEARNING OUTCOMES The learner will:	ASSESSMENT CRITERIA The learner can:
<b>1.</b> Understand the importance of health, safety and welfare standards in the workplace	<b>1.1</b> State how the duties of employers contribute to a healthy and safe workplace <b>1.2</b> State how the duties of employees contribute to a healthy and safe workplace <b>1.3</b> Outline suitable workplace welfare arrangements
<b>2.</b> Know how hazards and risks are controlled in the workplace	<b>2.1</b> Identify how hazards and risks contribute to workplace risk assessments <b>2.2</b> State the importance of workers following procedures at work <b>2.3</b> Outline how to use methods for controlling risk in the workplace
<b>3.</b> Be aware of the main causes and effects of poor health and safety at work	<b>3.1</b> Outline the main causes of workplace injury <b>3.2</b> Outline the main causes of workplace ill health <b>3.3</b> Outline the reasons why accidents occur <b>3.4</b> State the effects of accidents at work <b>3.5</b> Outline the need to report accidents and near misses at work
<b>4.</b> Understand how health and safety information is communicated in the workplace	<b>4.1</b> Identify the main safety signs and signals found in the workplace <b>4.2</b> List sources of health and safety information found in the workplace <b>4.3</b> State the importance of workers notifying health and safety concerns to their employer

## ENTRY REQUIREMENTS

The qualification is available to learners aged 14 or over.

It is recommended that learners hold a minimum of level 1 in literacy or equivalent to undertake this qualification.

It may be possible to grant a reasonable adjustment for a learner who has a disability, medical condition or learning need following the [FAA Reasonable Adjustment and Special Consideration Policy](#). For example, assistance could be given with reading or writing during a classroom-based assessment.

Due to the level of unsupervised learning, a learner undertaking a distance learning course must have the literacy skills to complete the required self-study.

If a learner has any concerns they should contact their training provider to discuss before attending the course.



## QUALIFICATION DELIVERY

Guided Learning Hours (GLH) indicates the number of contact hours that the learner will undertake being taught or assessed under the immediate guidance or supervision of the trainer/assessor in the classroom, or for distance learning qualifications remotely by video conferencing software.

Total Qualification Time (TQT) includes GLH but also considers unsupervised learning or preparation undertaken by a learner such as self-study or the completion of set tasks and is an estimate of how long an average learner may take to achieve the qualification.

TQT remains the same for a qualification regardless of the method of delivery but the guided learning hours (GLH) will be different due to distance learning self-study.

### Classroom-based delivery

4 guided learning hours and 5 hours total qualification time.

The minimum classroom contact time of 4 hours, which includes assessment, can be delivered in 1 day or completed over a maximum of 2 weeks ensuring each session is a minimum of two hours.

The learner ratio for classroom delivery is a maximum of 16 learners to 1 trainer/assessor.

### Distance learning delivery

Distance learning delivery can be by either self-study and webinars or continuous contact between the learner and trainer/assessor.

It is beneficial for a learner to undertake independent learning, for example by doing research on the internet.

The learner ratio for distance learning delivery is a maximum of 20 learners to 1 trainer/assessor.

- **Self-study and webinars**

2 guided learning hours and 5 hours total qualification time.

The minimum contact time between the learner and trainer/assessor by video conferencing software of 2 hours, which includes assessment, must be completed over a maximum of 2 weeks.

This method of delivery involves a combination of self-study by the learner using FAA resources and trainer/assessor webinars.

- **Continuous contact by video conferencing software**

4 guided learning hours and 5 hours total qualification time.

The qualification can be delivered by video conferencing software in the format of classroom delivery with the learners and the trainer/assessor in continuous contact.

The minimum contact time of 4 hours, which includes assessment, can be delivered in 1 day or completed over a maximum of 2 weeks ensuring each session is a minimum of two hours.

## QUALIFICATION ASSESSMENT

There is no grading of the assessment, learners pass or are referred.

### Classroom-based assessment

The qualification is assessed through a written assessment.

### Distance learning assessment

The qualification is assessed by professional discussion with the trainer/assessor through video conferencing software.



## QUALIFICATION VALIDITY

The qualification does not have an expiry date but keeping up to date with changes to policies, procedures and new legislation through ongoing CPD is vital.

It is strongly recommended that the learner attends annual refresher training.

## PROGRESSION

Learners who achieve this qualification could progress on to the FAA Award in Health and Safety in the Workplace (RQF Level 2/SCQF Level 5) or other FAA manual handling and fire safety qualifications. FAA also offer qualifications in first aid and related subjects, food safety, safeguarding, and first aid for mental health if a learner wanted to diversify.

Qualification specifications for all FAA qualifications can be found on the [FAA website](#).

