



Qualification Specification

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

Qualification Number: 600/1952/9

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Introduction

This qualification specification 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 and Wales (Ofqual and the Welsh Government) 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

QAN:	600/1952/9
Learning Aim Reference:	60019529
Guided learning hours (GLH):	5
Credit Value:	1
Assessment Method:	Multiple-choice examination

Qualification Overview

This qualification 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 Requirements

There are no prerequisites for this qualification.

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

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.

Delivery Ratio

In order to effectively deliver and assess this qualification, centres must ensure class sizes are at a level where interaction with every learner is possible to ensure a meaningful refresher learning experience for every person attending the course. Because of this, it is recommended class sizes do not exceed **20 learners** for every qualified tutor present.

Assessment Guidance

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.

Centre Requirements

In order to effectively deliver this qualification, centres must have the following resources in place:

- Classroom with suitable seating and desks
 - Projector, if using a training PowerPoint
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Age ranges

These qualifications are approved for delivery to learners aged 14+

Geographical Coverage

These qualifications are suitable for learners in England, Wales or Northern Ireland.

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.

Reasonable Adjustments and Special Considerations

HABC has measures in place for learners who require additional support. Please see the HABC Reasonable Adjustments Policy.

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 Learner 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 section 8 of the HABC Examination and Invigilation Regulations contained within the Core Manual.

Progression

Progression and further learning routes could include:-

- HABC Level 3 Award in Risk Assessment (QCF)
- HABC Level 3 Award in Health and Safety in the Workplace (QCF)

Useful Websites

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

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

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>
1. Understand the law relating to hazardous substances in the workplace	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
2. Understand how risk assessments contribute to the safe use of hazardous substances in the workplace	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
3. Understand the precautions and procedures necessary to ensure the risks associated with hazardous substances are properly controlled	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