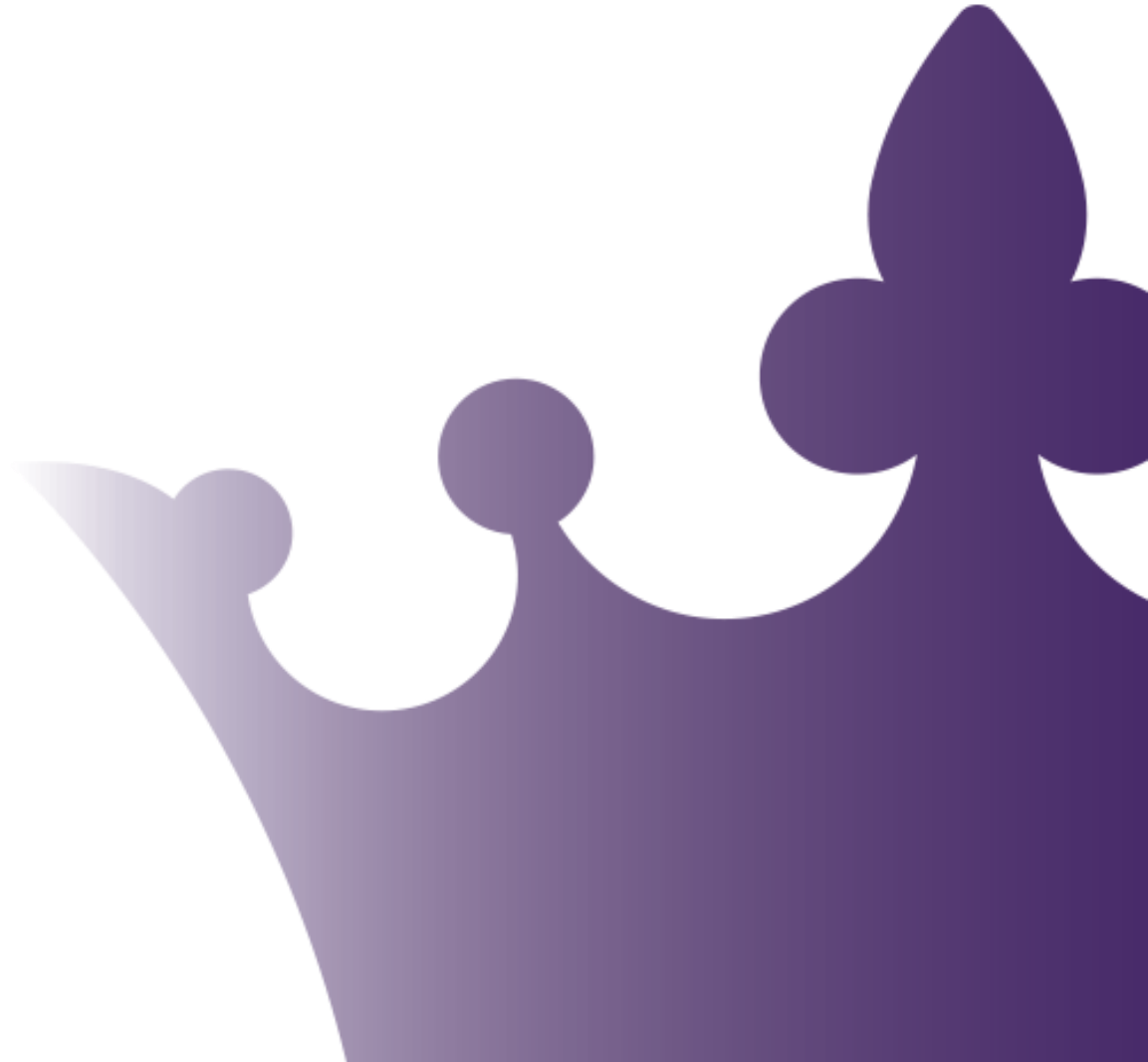




SFJ Awards Level 1 Award in Fire Safety Awareness Specification

Regulation No: 601/3905/5



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Contact Us

We are here to help if you need further guidance from us. The SFJ Awards customer service team can be contacted between 9am and 5pm Monday to Friday at:

Email: info@sfjawards.com

Main Phone Switchboard: 0114 284 1970

Head Office Address:

Consult House
4 Hayland Street
Sheffield
S9 1BY

Introduction

This specification is intended for trainers, centres and learners. General information regarding centre approval, registration, Odyssey Online (SFJ AWARDS's candidate management system), assessment papers, certification, reasonable adjustments, special consideration, appeals procedures, are available from the website. This document should be read in conjunction with the SFJ AWARDS QMS Centre guide available from the website.

Version Number

Please ensure that you have the latest and most up to date version of documents. Please check the website for the most up to date version. To check which version you have please see the footer which will give you the version number

V2.0 updated February 2017: All pages re-formatted, updates to pages 3, 4 and 5

V3.0 updated November 2017: removal of (QCF) from qualification title, removal of credit, updates to page 4 (TQT added to structure table), TQT added the unit section.

V4 updated June 2018: new address added

About this Qualification

The SFJ AWARDS Level 1 Award in Fire Safety Awareness is a qualification aimed at individuals who intend to develop and gain formal recognition of their knowledge and understanding of fire safety. The target audience ranges from those who do not necessarily have any specific fire safety role to those planning to progress to further qualifications in the sector. The qualification is generic, so it is suitable for individuals working or intending to work in a variety of environments in which a basic knowledge of fire safety is necessary. It is particularly suitable for new employees or those intending to move into roles which may demand a more in-depth knowledge of fire prevention and safety.

All learners will cover the essentials of the causes of fires, their own responsibilities and those of fire wardens, how to respond to fire emergencies, fire risk management and prevention, safe use of portable fire-fighting equipment and how to check that equipment is serviceable and safe to use.

Objective

Supporting a role in the workplace.

Purpose

E. Updating and continuing professional development (CPD)
 E3. Develop knowledge and/or skills relevant to a particular specialisation within an occupation or set of occupations

Sector

1.3 Health & Social Care

Structure

To achieve the SFJ AWARDS Level 1 Award in Fire Safety Awareness learners must achieve one credit from the single mandatory unit.

Unit	Level	Guided Learning Hours**	Estimated TQT*
Fire Safety Awareness Y/601/9697	1	4	10

Delivery

Estimated Total Qualification Time (TQT)*

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e. to achieve all learning outcomes.

TQT is comprised of Guided Learning Hours (GLH) and an estimate of the number of hours a learner is likely to spend in preparation, study or any other learning including assessment, which takes place as directed by, but not under the supervision of a lecturer, supervisor or tutor. If a credit value is assigned to a qualification it is determined by TQT, as one credit corresponds to 10 hours of learning.

Guided Learning Hours (GLH)**

The guided learning hours for this individual unit are 4. It is the responsibility of training centres to decide the appropriate course duration, based on their learners' ability and level of existing knowledge. It is possible, therefore, that the number of guided learning hours can vary from one training centre to another according to learners' needs.

Guided learning hours are all times when a member of provider staff is present to give specific guidance towards the learning aim being studied on the programme. This definition includes lectures, tutorials, and supervised study. It does not include hours where supervision or assistance is of a general nature and is not specific to the study of the learners.

Assessment

All assessment criteria in this qualification are assessed by portfolio, internally set and marked and externally quality assured by SFJ AWARDS. Centres are encouraged to use the SFJ AWARDS Workbook; passing all of the questions and activities in the SFJ AWARDS Workbook will ensure that all of the assessment criteria have been met.

However, centres are permitted to use their own documentation/ assessment materials, provided this is agreed with the EV prior to the commencement of any assessment. These can be assessed by a variety of methods including:

- Question and answer test
- Multiple choice questions
- Question and answer verbal (ensure records are kept)
- Essay

This qualification is not graded, successful learners achieve a pass.

Practice MCQs

As an additional resource package, SFJ AWARDS offers multiple choice question papers and mark schemes for this qualification, which can be used as a classroom tool. These multiple choice questions are optional and cannot be used as part of the final summative assessment for the qualification, but they are an effective tool for interim/formative assessment.

If used by centres, the question papers should be marked internally. Centres can determine the conditions under which to test learners using the question papers. The multiple choice question papers and corresponding mark schemes can be downloaded from the website.

Age Range and Geographical Coverage

This qualification is approved for learners 14 plus in England and Northern Ireland.

Learner Entry Requirements

There are no formal entry requirements. However, learners should be able to work at entry level 3 or above and be proficient in the use of English Language.

Progression

Learners who achieve this qualification can progress to the SFJ AWARDS Level 2 Certificate in Health and Safety in the Workplace transferring credit achieved as the single mandatory unit features in this qualification. They can also progress to the Level 2 Award in Fire Safety Principles.

Tutor Requirements

It is best practice that trainers delivering this qualification hold at least one of the following:

- A verifiable history as a Local Authority Fire Officer supported with appropriate training
- NEBOSH National Certificate
- A recognised Level 3 or 4 Fire Safety qualification
- A level 3 or 4 Health and Safety Qualification or equivalent

They should also hold an appropriate teaching qualification e.g. PTLLS or Level 3 Award in Education and Training

Centre Requirements

Centres must be approved by SFJ AWARDS in order to offer this qualification.

Unit 1: Fire Safety Awareness Y/601/9697

Guided Learning Hours: 4
 1
 Unit Level: 10
 Total Unit Time: 10

Unit grid: Learning outcomes/Assessment Criteria/Content

Learning Outcome - The learner will:	Assessment Criteria - The learner can:		Indicative Contents:
1. Understand basic fire safety and what to do in the event of an emergency	1.1	State the main causes of fires in the workplace	Main causes of fire in the workplace: Fuel, oxygen and heat in close proximity. Fuels include flammable liquids and gases, paper, waste, packaging materials, soft furnishings, curtains and drapes, clothes, plastics and rubber, decorations, wood waste/shavings and dusts Ignition sources include smokers' materials, naked flames, heaters, hot processes such as welding, cooking equipment, faulty or misused electrical equipment, lighting equipment, hot surfaces and arson. Oxygen sources include air, oxidising chemicals, oxygen in cylinders and pyrotechnics.
	1.2	Outline the main costs of fires in the workplace for employers, employees and society	Main costs of fire in the workplace: Deaths, injuries, immediate and on-going healthcare costs for injured persons and their families, emergency response costs, insurance payments, clean up and rebuilding, lost business, business failure, loss of jobs, loss of important community facilities, environmental damage.
	1.3	State their own duties and responsibilities in relation to fire safety at work	Duties of all employees in relation to fire safety at work: Co-operate with arrangements put in place by employer to ensure workplace is safe (for example by using equipment and following procedures provided), not put themselves at risk, not put others at risk and report all fire safety issues to managers.
	1.4	State the duties and responsibilities of fire wardens and other people who may be	Duties of fire wardens may include: Assisting/leading fire evacuations by sweeping or by co-ordinating/guiding according to a pre-determined plan, wearing high visibility

		required to take action as part of fire risk controls or during an emergency	identification, assisting persons with disabilities, fighting small fires, searching for fires when fire detection has operated, reporting missing persons and other findings to managers at the assembly point. In addition carrying out regular checks of fire precautions, undergoing regular training and exercises.
	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	Action to be taken in event of a fire: On discovering a fire - raise the alarm, ensure Fire and Rescue Service has been summoned, consider fighting the fire (if competent to do so). On hearing the fire alarm - turn off gas/electric, isolate hazardous processes and make them safe, leave the building via escape routes closing doors behind, assist others to escape if necessary, proceed to assembly point to take part in roll call, report missing persons or other important information to managers at assembly point, remain at assembly point until released.
2. Understand the principles of fire risk control	2.1	List the key elements for effective fire risk management in the workplace	Key elements for effective fire risk management: Identification of ignition sources, flammable materials and sources of oxygen. Evaluation of the risk of fire occurring, identification of people at risk, evaluation of the risk to those persons. Removing or reducing the identified hazards and risks by controlling ignition sources/fuels/oxygen, ensuring that fire cannot spread easily, providing a means to warn building occupants of a fire and safe escape routes. Smoke can compromise escape routes, limit the travel of smoke or keep it away from escape routes.
	2.2	Outline how the components of the fire triangle can be used to control fire risks	Controlling fires using the fire triangle: Fires need all three elements of fire triangle (fuel, oxygen and heat), identify sources of each, remove/isolate/reduce sources of each to reduce risk of fire, ensure all three do not occur together. Fires spread by heat transfer - radiation, convection and conduction - removing or reducing pathways for heat transfer to reduce fire spread.
	2.3	List active and passive fire risk control measures	Active fire control measures: Fire alarm and detection systems, emergency escape lighting, automatic fire door hold

			<p>open devices, smoke control systems, fire curtains/shutters, sprinkler/water mist/gaseous automatic fire fighting systems, CCTV, public address systems.</p> <p>Passive fire control measures: Fire escape routes, fire compartmentation, fire resisting walls/ floors/ceilings/doors, fire stopping, cavity barriers, structural fire protection, permanent ventilation, fire/flame retardant materials. Fire fighting shafts and mains.</p>
	2.4	Outline fire prevention measures that can be taken to minimise fire risks	<p>Fire prevention measures that can be taken to minimise fire risks: Reduce the risk of fire occurring by removing or controlling ignition sources/combustibles, maintaining electrical equipment, controlling hot work processes, removing waste regularly, providing safer ways to cook and to heat the building. Provide automatic fire suppression, provide earlier warning using fire detection, change the layout of the space to reduce travel distances, reduce the number of people in the premises, provide better training and awareness, restrict access to parts of the premises to trained staff. Provide fire safety facilities for persons with disabilities.</p>
3. Understand the basics of practical fire safety	3.1	State the safe operating parameters for the use of portable fire-fighting equipment	<p>Safe operating parameters for the use of portable fire-fighting equipment: Trained staff/competent persons, correct equipment for the type of fire, correct identification of extinguishers, selection of appropriate fire fighting media, recognising the capabilities and duration of the equipment provided, maintaining a safe escape route, recognising when to withdraw.</p>
	3.2	Outline simple checks for ensuring that fire safety equipment is serviceable and safe to use	<p>Simple checks for ensuring that fire safety equipment is serviceable and safe to use: Monthly check by on site staff - extinguisher present and mounted correctly, unobstructed and visible with user instructions clean, legible and facing outwards, tamper seals in place, hose/horn in place, and pressure indicators show equipment serviceable, equipment not used or damaged. Any corrective actions should be arranged by the person inspecting. Annual service by a competent person.</p>

Unit 1 Guidance on Delivery and Assessment

Delivery

This unit develops the learner's knowledge of fire safety, fire prevention and using and maintaining portable fire-fighting equipment. Learners will be made aware of fire hazards, the ways in which fires start and spread in the workplace, and how to minimise the risk of fires starting or spreading. Learners will also develop knowledge of Fire Evacuation Procedures and the role of the Fire Warden or Fire Marshall.

Assessment

All assessment criteria in this unit are assessed by portfolio, internally set and marked and externally quality assured by SFJ AWARDS. Centres are encouraged to use the SFJ AWARDS Workbook; passing all of the questions and activities in the SFJ AWARDS Workbook will ensure that all of the assessment criteria have been met.

However, centres are permitted to use their own documentation/ assessment materials, provided this is agreed with the EV prior to the commencement of any assessment. These can be assessed by a variety of methods including:

- Question and answer test
- Multiple choice questions
- Question and answer verbal (ensure records are kept)
- Essay

Resources

Training Resources

Centres may use their own, or published learner support materials in delivering the qualification. Whatever support materials centres choose to use, they should ensure that their delivery methodology adequately prepares the learner for assessment.

SFJ AWARDS endorses published training resources and learner support materials by submitting the materials to a rigorous and robust quality assurance process, thus ensuring such materials are relevant, valid and appropriately support the qualification.

Resources and Useful websites

Health and Safety Executive

www.hse.gov.uk

The National Archives (For all UK legislation)

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

Health and Safety Executive for Northern Ireland

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

Proskills (Sector Skills Council for process and manufacturing sector)

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