Qualification Guidance Document

BIIAB Level 2 Award in Health and Safety in the Workplace

England – 600/3278/9

About Us

At BIIAB Qualifications Limited we continually invest in high quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist, we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

BIIAB Qualifications Limited have an on-line registration system to help customers register learners on its qualifications, units and exams. In addition, it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

The system is accessed via a web browser by connecting to our secure website using a username and password: Skills and Education Group Awards Secure Login

Sources of Additional Information

The BIIAB Qualifications Limited website provides access to a wide variety of information.

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Specification Code

The specification code is A3318-02.

Issue	Date	Details of change
2.0	January 2018	Updated handbook throughout to remove reference to "QCF"

2.1	January 2022	Updated with new formatting and document style throughout. Information checked for accuracy. Document links updated.
2.2	November 2023	Reformatted Qualification Guide into new branding
2.3	June 2025	Update review Date to 30/07/2027
2.4	May 2026	Updated to new company branding
2.5	May 2026	No longer available in Wales and all reference removed
2.6	October 2026	Update review Date to 30/07/2030

This guide should be read in conjunction with the Indicative Content document which is available on our secure website using the link above.

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This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Specification is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Qualification Summary

BIIAB Level 2 Award in Health and Safety in the Workplace – 600/3278/9 (England) and C00/0400/9 (Wales)								
Qualification Purpose	The primary purpose of the qualification is to progress to the next level of vocational learning by preparing for further learning or training by developing knowledge and/or skills in a subject area. However, employers can also rely on the knowledge provided as meeting nationally recognised standards at this level as such the sub-purpose is to develop knowledge and/or skills in a subject area.							
Age Range	Pre 16	✓	16-18	✓	18+	✓	19+	✓
Regulation	The above qualification(s) is/are regulated by: > Ofqual > CCEA Regulation							
Assessment	30 Question Multiple Choice Test – 35 minutes							
Type of Funding Available	See FaLA (Find a Learning Aim)							
Grading	Pass/Fail The pass threshold for this award is 66% therefore to achieve a pass grade learners must answer 20 questions correctly							
Operational Start Date	01/10/2011							
Review Date	30/07/2030							
Operational End Date								
Certification End Date								
Guided Learning (GL)	10 hours							
Total Qualification Time (TQT)	10 hours							
Credit Value	1							

BIIAB Qualifications Limited Sector	Skills for Life and Work
Regulator Sector	04.2 Manufacturing Technologies
Support from Trade Associations	

Introduction

BIIAB Qualifications Limited is regulated to deliver this qualification by Ofqual and CCEA Regulation in England and Northern Ireland respectively. The qualification has a unique Qualification Number (QN) which is shown below. Each unit within the qualification will also have a regulatory Unit Reference Number (URN).

The QN code will be displayed on the final certificate for the qualification.

Qualification Title	Qualification Number (QN)
BIIAB Level 2 Award in Health and Safety in the Workplace	600/3278/9

Pre-requisites

There are no entry requirements for this qualification. However, learners must be assessed to ensure they have a reasonable chance of achievement and will be able to generate the required evidence.

BIIAB Qualifications Limited expects approved centres to recruit with integrity on the basis of a trainee's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

Qualification Structure and Rules of Combination

Rules of Combination: BIIAB Level 2 Award in Health and Safety in the Workplace

To achieve the BIIAB Level 2 Award in Health and Safety in the Workplace learners **must** gain a total of **1** credit from the mandatory unit below.

This qualification has been developed based upon industry feedback as to the fundamental knowledge and skills required to work in the sector at the level.

Unit Title	Unit Number	Level	Credit Value	GL
Mandatory Group Minimum Credit Target – 1				
Health and Safety in the Workplace	H/601/9699 HSW	2	1	10

Aim

This qualification has been designed to allow learners to obtain and then demonstrate the knowledge related to health and safety principles within the workplace at Level 2.

The primary purpose of the qualification is to progress to the next level of vocational learning by preparing for further learning or training by developing knowledge and/or skills in a subject area. However, employers can also rely on the knowledge provided as meeting nationally recognised standards at this level as such the sub-purpose is to develop knowledge and/or skills in a subject area.

Target Group

This qualification is appropriate for use in the following age ranges:

- Pre-16
- 16-18
- 18+
- 19+

Assessment

This qualification is assessed by external examination and requires internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

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.

Overview of assessment strategy

The Assessment Strategy has been designed in conjunction with an expert panel, and a steering group. All Centres must adhere to the designed assessment strategy for this qualification.

This qualification contains one knowledge unit, and this unit is externally set and marked by BIIAB Qualifications Limited. In order to assess formally the learners' knowledge, a **multiple-choice knowledge test** has been developed. For this qualification, the examination comprises of **30 Multiple Choice questions**. This can be taken online or on paper. The pass threshold for this award is 66% therefore to achieve a pass grade learners must answer 20 questions correctly. You will be allocated **35 minutes** for the test.

If taken online, the tests are scheduled in our BIIAB Customer Management System and each learner in a cohort will sit a unique test. The online tests are marked automatically.

Assessment materials allowed

Multiple Choice Questions Exam (Online)
Learners must not refer to any books or materials whilst taking this examination. Learners may use the online calculator if required.

Multiple Choice Questions Exam (Paper)
Learners must not refer to any books or materials whilst taking this examination. Learners may use a calculator if required.

Assessments will be accessible and will produce results that are valid, reliable, transparent and fair. BIIAB Qualifications Limited will ensure that the result of each assessment taken by a learner in relation to a qualification reflects the level of attainment demonstrated by that learner in the assessment and will be based upon the achievement of all of the specified learning outcomes.

BIIAB Qualifications Limited will make every effort to ensure that it allows for assessment to:

- Be up to date and current
- Reflect the context from which the learner has been taught
- Be flexible to learner needs

Please refer to the Instructions for the Conduct of Examinations and Other External Assessment for further information.

Resources

BIIAB Qualifications Limited provides the following additional resources for this qualification:

- Purpose Statement
- Learner Unit Achievement Checklist
- Multiple-choice Knowledge Tests
- Candidate Answer Sheets

Practice Assessment Material

BIIAB Qualifications Limited confirm that there is no practice assessment material for this qualification.

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Progression Opportunities

This qualification is designed to equip learners with the knowledge related to health and safety principles within the workplace at Level 2.

Achievement of the qualification offers opportunities for progression, including:

- 600/4570/X BIIAB Level 3 Award in Hospitality Business Management (Recommended Progression route)

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Tutor / Assessor Requirements

BIIAB Qualifications Limited require those involved in the teaching and assessment process to be suitably experienced and/or qualified. Assessors

should also be trained and qualified to assess or be working towards appropriate qualifications.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.

Language

This specification and associated assessment materials are in English only.

Unit Details

Health and Safety in the Workplace		
Unit Reference	H/601/9699	
Level	2	
Credit Value	1	
Guided Learning (GL)	10	
Unit Summary	The purpose of this unit is for the learner to understand the roles and responsibilities for health, safety and welfare in the workplace. They will know how risk assessments contribute to health and safety and they will be able to identify risks and be able to respond to accidents.	
Learning Outcomes (1 to 4)	**Assessment Criteria (1.1 to 4.4)**	
The learner will	**The learner can**	
1. Understand roles and responsibilities for health, safety and welfare in the workplace	1.1	Outline employers and employees' duties relating to health, safety and welfare at work
	1.2	Outline the consequences for non-compliance with health and safety legislation
	1.3	Outline the requirements for training and competence in the workplace
	1.4	Outline the ways in which health and safety information can be communicated
2. Understand how risk assessments contribute to health and safety	2.1	Define the terms 'hazard' and 'risk'
	2.2	Outline the process for carrying out a risk assessment
	2.3	Describe how risk assessment can be used to reduce accidents and ill health at work

3. Understand how to identify and control the risks from common workplace hazards	3.1	Describe the hazards that may be found in a range of workplaces
	3.2	Describe how hazards can cause harm or damage to people, work processes, the workplace and the environment
	3.3	Describe the principle of the risk control hierarchy
	3.4	List examples of risk controls for common workplace hazards
4. Know the procedures for responding to accidents and incidents in the workplace	4.1	State the common causes of workplace accidents and ill health
	4.2	Identify the actions that might need to be taken following an incident in the workplace
	4.3	List the arrangements that should be in place in a workplace for emergencies and first aid
	4.4	Outline why it is important to record all incidents, accidents and ill health

Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

BIIAB Qualifications Limited policy enables learners to avoid duplication of learning and assessment in a number of ways:

- **Recognition of Prior Learning (RPL)** – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.
- **Exemption** – Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within BIIAB Qualifications Limited qualification, but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the BIIAB Qualifications Limited qualification to be achieved in order to determine its equivalence.
  - Any queries about the relevance of any certificated evidence should be referred in the first instance to your centre's internal moderator and then to BIIAB Qualifications Limited.
  - It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge.
  - Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.
- **Credit Transfer** – BIIAB Qualifications Limited may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
  - Original certificates OR
  - Copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator.
- **Equivalencies** – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

BIIAB Qualifications Limited encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Qualifications' which can be downloaded from biiab.co.uk/for-centres/

Certification

Learners will be certificated for all units and qualifications that are achieved and claimed.

BIIAB Qualifications Limited policies and procedures are available on the website.

Exemptions

This qualification contains no exemptions. For further details see Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.

Glossary of Terms

GL (Guided Learning)
GL is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – 'Would I need to plan for a member of staff to be present to give guidance or supervision?'

GL is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- Face-to-face meeting with a tutor
- Telephone conversation with a tutor
- Instant messaging with a tutor
- Taking part in a live webinar
- Classroom-based instruction
- Supervised work
- Taking part in a supervised or invigilated formative assessment
- The learner is being observed as part of a formative assessment.

TQT (Total Qualification Time)
The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.' The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- Researching a topic and writing a report
- Watching an instructional online video at home/e-learning
- Watching a recorded webinar
- Compiling a portfolio in preparation for assessment
- Completing an unsupervised practical activity or work
- Rehearsing a presentation away from the classroom
- Practising skills unsupervised
- Requesting guidance via email – will not guarantee an immediate response.