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Qualification Specification

Highfield Level 3 International Award in Health and Safety for Accommodation Supervisors

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Highfield Level 3 International Award in Health and Safety for Accommodation Supervisors

Introduction

This specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your centre manager.

Key facts

Assessment method:	Multiple-choice examination
Guided learning hours (GLH):	18 hours

Qualification overview and objective

This qualification is aimed at labour camps or staff accommodation supervisors and managers with a direct responsibility for the health and safety management or learners wishing to become accommodation managers/supervisors.

Learners gaining this qualification will know that supervisors and managers have legal and moral obligations to ensure health and safety within the accommodation/camps and that this includes obligations to employees, contractors, visitors and suppliers.

This qualification will help learners gain an understanding of various aspects of health and safety, and how they can regularly assess hazards and implement corrective actions to create comfortable, clean and safe accommodation.

Important note: Highfield recommends that you contact the relevant government department in the country that you want to deliver this qualification to ensure that local laws are being adhered to and that there are no additional approval requirements. It may be that you are required to register as a training provider within the country itself. Highfield approves centres based on its own criteria but does not represent any other organisations or departments.

Entry requirements

It is strongly recommended that learners already possess a level 3 health and safety qualification.

Guidance on delivery

The guided learning hours (GLH) for this qualification is 18 hours.

GLH are the hours in which an average learner is taught by means of lectures, tutorials, supervised study, practical demonstrations and blended learning, including the time spent on assessment. The delivery of this programme may be adjusted in accordance with learners' needs and/or local circumstances.

Guidance on assessment

This qualification is assessed by a multiple-choice examination containing **45** questions. The exam must be completed in **90 minutes**. Successful learners will have to demonstrate knowledge across the unit content and correctly answer **27** questions or more to achieve a pass, **32** questions to achieve a merit and **36** questions to achieve a distinction.

The exam will be conducted online on Highfield’s e-assessment platform, enabling quick results turnaround time.

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.

Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the recognition of prior learning (RPL) policy in the members area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield documentation.

Tutor requirements

Highfield recommends nominated tutors for this qualification meet the following:

- hold a relevant subject area qualification or have experience, which could include any of the following:
 - Highfield Level 4 Award in Health and Safety in the Workplace (RQF)
 - Highfield Level 4 International Award in Health and Safety in the workplace
 - National/International General Certificate in Occupational Safety and Health or above
 - HNC/D in a related subject
 - any other qualification deemed appropriate by Highfield
 - hold a recognised teaching qualification or have experience, which could include any of the following:
 - Highfield Level 3 International Award in Delivering Training (IADT)
 - Level 3 Award in Education and Training, or equivalent
 - Certificate in Education or above
 - Level 3 NVQ in training and/or development or above
 - any other qualification and/or experience deemed appropriate by Highfield
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Guidance on quality assurance

Highfield requires centres to have in place a robust mechanism for quality assurance. The quality assurance checks of the training delivery and assessments must be completed by a competent person at the centre, who must ensure that all Highfield training and assessment paperwork is completed to the correct standard and within the timescales advised by Highfield. Persons completing the quality assurance function should not have been involved in any aspect of the delivery/assessment of the course they are quality assuring.

Highfield will support centres by conducting ongoing engagements to ensure and verify the effective and efficient delivery of the qualification.

Reasonable adjustments and special considerations

Highfield has measures in place for learners who require additional support. Centres can allow 25% additional exam time for learners with English as a second language, when they sit the English exam. Centres must inform Highfield on the invigilation declaration document, of any learners who were allowed additional time. Please refer to Highfield Qualifications’ Reasonable Adjustments Policy for further information/guidance.

<https://www.highfieldinternational.com/download>

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- national identity card
- valid passport (any nationality)
- signed photo card driving licence
- valid warrant card issued by police, government department or equivalent
- other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.

Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking the following qualification:

- Highfield Level 3 International Award in Accident and Incident Investigation
 - Highfield Level 4 International Award in Health and Safety qualification
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Useful websites

- www.highfieldqualifications.com (Highfield Qualifications)
 - www.highfield.co.uk (Highfield Products)
 - www.hse.gov.uk (Health and Safety Executive)
 - www.healthandsafetyatwork.com
 - www.worksafe.vic.gov.au
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Recommended training materials

The following resources have been reviewed by Highfield and are recommended training materials for users of this qualification:

- The Food Safety Handbook (Level 2), Sprenger, R.A. Highfield Products
 - Level 2 Food Safety e-learning. Highfield e-learning
 - Health and Safety for Accommodation Supervisors; Powerpoint; Highfield Products
 - Health and Safety for Accommodation Supervisors handbook; Highfield Products
 - The Infection Prevention and Control Handbook Bissett, L. Highfield Products
 - The Infection Prevention and Control Training PowerPoint, Highfield Products
 - Infection Prevention and Control E-learning, Highfield E-learning
 - COVID-19 e-learning. Highfield e-learning
 - Accident and Incident Investigation Presentation, Highfield Products
 - Health and Safety for Management, Stranks, J. Highfield Products
 - Advanced Health and Safety Presentation, Highfield Products
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APPENDIX 1 – Qualification Content

Unit: Health and Safety for Accommodation Supervisors

GLH: 18 hours

Level: 3

Learning Outcomes	Assessment Criteria
<i>Learner can:</i>	<i>Learner will:</i>
<p>1. Understand the requirements of health and safety in staff accommodation and/or camps</p>	<p>1.1 Explain the duties and responsibilities of management, employees and accommodation supervisors in relation to maintaining health and safety in staff accommodation and/or camps</p> <p>1.2 Explain the moral, social and economic reasons for maintaining and promoting good health and safety standards in staff accommodation and/or camps</p>
<p>2 Understand the basic infrastructure and utilities requirements within staff accommodation and/or camps</p>	<p>2.1 Describe the key infrastructure requirements necessary to ensure health and safety, which include:</p> <ul style="list-style-type: none"> • Layout and design requirements • Bedrooms and storage facility • toilet and washing facilities • kitchen and dining facilities • laundry facilities • first-aid and isolation facilities • entertainment and recreation facilities <p>2.2 Explain the characteristic of safe basic utilities such as:</p> <ul style="list-style-type: none"> • Clean water supply • Electrical system • Cooking gas • Ventilation, lighting and air quality
<p>3 Understand the importance of maintenance of infrastructure and utilities within the staff accommodation and/or camps</p>	<p>3.1 Identify the most important aspects of electrical safety and fire safety</p> <p>3.2 Describe the procedures for maintaining food safety for different settings (self-cooking, mass-kitchen, catering)</p> <p>3.3 Identify some basic personal safety and security requirements at the staff accommodation and/or camps</p>

Learning Outcomes	Assessment Criteria
Learner can:	Learner will:
4 Understand the importance of cleaning requirements within the staff accommodation and/or camps	<p>4.1 Define the terms cleaning and disinfection</p> <p>4.2 Identify the process of implementing procedures and schedule for cleaning, disinfection and waste management</p> <p>4.3 Explain the importance of integrated pest management</p> <p>4.4 Know the best cleaning technique to be applied for different areas within the accommodation (rooms, kitchen, grease traps, water tanks, toilet, washrooms, communal areas)</p>
5 Understand how to deal with infectious disease within the staff accommodation and/or camps	<p>5.1 Identify the different types of pathogenic organisms that cause infection with examples of infectious diseases of concern in staff accommodation and labour camps</p> <p>5.2 Define terms infection, source, carrier, infectious disease, epidemic, pandemic</p> <p>5.3 Outline the chain of infection</p> <p>5.4 Outline the standard procedures for infection prevention and control, including isolation procedures</p> <p>5.5 Describe how to break the chain of infection using standard precautions and procedures</p> <p>5.6 Outline the controls to prevent the spread of coronavirus and other respiratory infections</p>
6 Understand the importance of risk assessment and requirements of an emergency preparedness and evacuation plan	<p>6.1 Define the terms</p> <ul style="list-style-type: none"> • Hazards • Risks • Controls • Risk assessment <p>6.2 Be aware of the important information covered in an emergency action plan</p> <p>6.3 Know how to deal with a health and safety emergency within the staff accommodation and/or camp</p>

Learning Outcomes	Assessment Criteria
<i>Learner can:</i>	<i>Learner will:</i>
7 Understand the roles and responsibilities of the accommodation supervisor	<p>7.1 Know how to inspect the premises regularly and complete an audit checklist</p> <p>7.2 Explain the procedures for recording and reporting on risks and health and safety aspects.</p>