



# Qualification Specification

A candidates's guide to the

QNUK Level 3 Award in Workplace Risk Assessment (RQF)

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# INTRODUCTION

## 1 INTRODUCTION

1.1 This qualification specification outlines the key information related to the QNUK Level 3 Award in Workplace Risk Assessment (RQF)

## 2 QUALIFICATION PURPOSE

2.1 This qualification is aimed at those looking to undertake a workplace risk assessment.

## 3 QUALIFICATION OBJECTIVE

3.1 This is a qualification that indicates an individual can undertake a specific role in the workplace and that may be relied upon by employers.

## 4 QUALIFICATION STRUCTURE

4.1 This qualification comprises a single unit. The learning outcomes and assessment criteria can be found in section 8

### 4.2 Qualification title

4.2.1 QNUK Level 3 Award in Workplace Risk Assessment (RQF)

### 4.3 Qualification accreditation number

4.3.1 603/0712/4

### 4.4 Qualification level

4.4.1 Level 3

### 4.5 Credit value

4.5.1 2

### 4.6 Guided learning hours (GLH)

4.6.1 12

### 4.7 Total Qualification Time (TQT)

4.7.1 20

### 4.8 Unit one title

4.8.1 Undertaking workplace risk assessments

### 4.9 Unit one reference number

4.9.1 R/615/3267

## 5 PRE-REQUISITES

5.1 It is recommended that candidates have a minimum of Level 2 literacy and numeracy or equivalent.

5.2 Candidates should be at least 16 years old in order to undertake the qualification

5.3 There are no other pre-requisites for this qualification.

## 6 GEOGRAPHICAL COVERAGE

**6.1** This qualification is available to candidates in England, Wales and Northern Ireland. The Qualification can be delivered in other countries however candidates should be aware that the content is designed to meet current UK legislation.

## **7 ACCEPTABLE FORMS OF I.D.**

**7.1** The list below outlines acceptable forms of identification for candidates undertaking a regulated qualification with Qualifications Network.

**7.2** Ideally candidates should provide at least 1 form of photo I.D. If photo I.D is not available, 2 forms of non-photographic I.D can be produced.

**7.3** Acceptable forms of photographic I.D (1 required) are:

Signed UK Photo card driving licence

- Signed passport (any nationality)
- Valid EU Photo identity card
- SIA security licence (with photo)
- Current and valid warrant card issued by HM forces or Police
- Current and valid Prison service card (with photo)
- Proof of age card
- Employee photo identification card
- Firearms license (with photo)

**7.4** Acceptable forms of non-photographic I.D (2 required) are:

- Current driving license – paper version
- Birth certificate
- Marriage/civil partnership certificate
- Mortgage statement (issued within past 12 months)
- Bank or building society statement (issued within last 3 months)
- Bank or building society account opening confirmation letter (issued within last 3 months)
- Credit card statement (issued within last 3 months)
- Pension or endowment financial statement (issued within last 12 months)
- P45 or P60 statement (issued within last 12 months)
- Council tax statement (issued within last 12 months)
- Valid work permit or visa issue by UK government
- Utility bill – excluding mobile phone bill (issued within last 3 months)
- Benefit statement e.g. child benefit, pension (issued within last 3 months)

## 8 UNITS OF ASSESSMENT

8.1 Each candidate should successfully be assessed against the assessment criterion outlined below.

8.2

	<b>Learning outcome</b>		<b>Assessment Criterion</b>
1	Understand how risk assessment can contribute to a safer work environment	1.1	State the main causes of workplace fatalities, injuries and ill health.
		1.2	List the main costs of work-related accidents and ill health to employers, employees and the wider society.
		1.3	Outline the duties and responsibilities of employers, employees and others with respect to workplace health and safety.
		1.4	Outline how workplace health and safety legislation is enforced and the penalties for non-compliance.
		1.5	Describe the provisions for risk assessment contained in key legislation.
2	Understand the principles of a workplace risk assessment	2.1	Describe what is meant by the term 'risk assessment'.
		2.2	Outline the necessary competencies of a risk assessor.
		2.3	State sources of advice and information that can support the undertaking of a workplace risk assessment.
		2.4	Describe the stages involved in a typical risk assessment.
		2.5	Outline the requirements for recording, monitoring, reviewing and revising workplace risk assessments.
3	Complete a risk assessment of a work environment	3.1	Identify hazards in a work environment
		3.2	Identify those that may be harmed by workplace hazards and how this harm may occur
		3.3	Evaluate the level of risk created by workplace hazards
		3.4	Suggest appropriate controls to reduce the risk of hazards in a workplace to an acceptable level
		3.5	Record the findings of a risk assessment of a workplace.
4	Complete a risk assessment report	4.1	Produce a report outlining hazards and controls identified within a risk assessment
		4.2	Justify the reasons for implementing recommended control measures.

## 9 ASSESSMENT METHODS

9.1 Candidates are assessed by multiple-choice question paper and a risk assessment supported by a report on the findings and recommendations.

9.2 **Multiple choice questions**

9.2.1 There is a single multiple choice question paper. Candidates must achieve a minimum of 67% to pass.

### 9.3 Example question

9.3.1 An example of a **direct financial cost** associated with an accident at work would be:

- A Bad publicity
- B Payment of fines
- C Low staff moral

### 9.4 Risk assessment and report

9.4.1 The risk assessment is ideally undertaken in a real work environment. The assessment should consider the potential hazards within the workplace/activity.

9.4.2 candidates will need to complete a risk assessment form; a template is available.

9.4.3 A report should also be developed. This report should outline the workplace or activity (ies) assessed, the controls recommended and a justification for these.

## 10 REASONABLE ADJUSTMENTS

10.1 All candidates will have an opportunity to access fair assessment to demonstrate evidence of skills and knowledge. Requests for reasonable adjustments can be made to the Centre delivering the qualification.