

# Qualification Specification

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## QNUK Level 2 Award in Principles of COSHH (RQF)

601/6568/6

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## 1. Introduction

Qualifications Network Limited (QNUK) is an Awarding Organisation recognised and regulated by the Office of Qualifications and Examinations (Ofqual) in England, the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland and Qualifications Wales.

This specification outlines key information required by users of the qualification to ensure they can make an informed decision about the suitability of the qualification they are taking or proposing to take for the purposes that they intend to use it.

## 2. Contact Us

Please get in touch if you need any advice or guidance with this qualification.

### Head Office:

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## 3. Version Number

Centres should make sure they are using the most up to date document by checking the footer which will confirm the current version number.

Document owner	Qualifications Manager
Date last updated	16/02/2021
Next review	16/02/2022
Status	Approved
Version	3
Document control number	QS L2PoC

## 4. Qualification Objective

This qualification is aimed at employees who need an understanding of the risks and controls required when working with substances that are hazardous to health. This qualification will support a role in the workplace.

## 5. Geographical Coverage of this Qualification

This qualification is available in England, Wales, and Northern Ireland.

## 6. Benefit for Learners

This qualification will provide the knowledge and understanding of the risks involved and controls required with working with substances that are hazardous to health. This knowledge can be applied to a range of industries and sectors and also in domestic and leisure environments.

## 7. Progression

Learners could progress to:

- QNUK Level 3 Award in COSHH Risk Assessment (RQF)
- QNUK Level 3 Award in Health and Safety in the Workplace (QNUK)

## 8. Recognition of Prior Learning

QNUK are unable to accept requests for recognition of prior learning (RPL) for this qualification.

## 9. Complementary Courses

This qualification will complement any relevant occupational course, providing learners will additional knowledge and understanding that can enhance their employability.

## 10. Qualification Information

Qualification Number (QN)	601/6568/6
Learning Aim	60165686
Total Qualification Time (TQT)	4
Guided Learning Hours (GLH)	4
Credit value	1
Level	2
Validity	It is recommended this qualification is refreshed every 3 years
Assessment	Invigilated MCQ paper
Achieving the qualification	Learners must achieve the mandatory unit

## 11. Qualification Structure

Unit No.	Unit Title	Level	Credit	GLH
<b>Mandatory units</b>				
Y/502/8521	Principles of the Control of Substances Hazardous to Health	2	1	4

The learning outcomes for the qualification may be found in Appendix 1. The Assessment Guidance details the assessment criteria which are used to determine if a learner has met the requirements of the learning outcomes. Further depth of coverage is also provided in the Assessment Guidance.

## 12. Learner Entry Requirements

There are no specific recommended prior learning requirements for this qualification. Entry is at the discretion of the centre; however, learners should be aged 14 years and over to take this qualification.

Learners must have sufficient command of the English language to understand and undertake the recommended assessment methods for this qualification.

There are no other pre-requisites for this qualification. However, learners should be able to work at level 1 and above.

## 13. Delivery

This qualification is delivered in a face-to-face setting over a half-day period for new learners. Learners should complete the qualification within 3 weeks.

### 13.1. Venue Requirements

The training venue should be suitable for learning and meet all relevant Health and Safety requirements.

### 13.2. Blended Learning

Blended learning is acceptable for this qualification provided suitable controls are in place to ensure learners complete all elements.

### 13.3. Trainer to Learner Ratio

The maximum Trainer to Learner ratio for this qualification is 1:16

## 14. Centre Personnel Requirements

This qualification is delivered by suitably qualified trainers.

All those who deliver and assess this qualification must:

1. Hold a Level 3 or 4 Award in Health and Safety in the Workplace (QCF/RQF) or similar; or
2. Hold a NEBOSH General Certificate; or
3. Hold a Level 3 Certificate in Occupational Health and Safety (QCF/RQF); or
4. Hold an IOSH Managing safely certificate
5. Hold one of the following qualifications or their recognised equivalent:
  - a. Cert Ed/PGCE/B Ed/M Ed
  - b. CTLLS/DTLLS
  - c. PTLLS
  - d. Further and Adult Education Teacher's Certificate
  - e. IHCD Instructional Methods
  - f. IHCD Instructor Certificate
  - g. S/NVQ level 3 in training and development
  - h. S/NVQ level 4 in training and development
  - i. TQFE (Teaching Qualification for Further Education)
  - j. English National Board 998

- k. Nursing mentorship qualifications
  - l. NOCN Tutor Assessor Award
  - m. Level 3 Award in Education and Training (QCF/RQF)
  - n. Level 4 Certificate in Education and Training (QCF/RQF)
  - o. Level 5 Diploma in Education and Training (QCF/RQF)
  - p. Accredited Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development
  - q. Training Group A22, B22, C21, C23, C24
  - r. SQA Accredited Planning and Delivering Learning Sessions to Groups
6. Show current evidence of continuing professional development in teaching, assessment and the subject matter.

### Internal quality assurance requirements

Each centre must have access to a suitably qualified IQA. The IQA cannot verify the delivery or assessment of individual learners or cohorts of learners where the IQA has been involved in the delivery or assessment of the qualification for those learners.

All those who are involved with the quality assurance of this qualification **internally** must:

1. have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
2. meet the delivery staff requirements for this qualification:
3. hold one of the following internal quality assurance qualifications or their recognised equivalent:
  - a. Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF);  
or
  - b. Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF); or
  - c. V1 Conduct internal quality assurance of the assessment process; or
  - d. D34 Internally verify the assessment process; and
4. show current evidence of continuing professional development in assessment, quality assurance and the subject matter.

Please note whilst centre personnel may be approved for both roles, those assigned the role of Trainer/Internal Verifier are not permitted to operate in both these roles for any learner.

## 15. Assessment Requirements

Learners are assessed for this qualification through:

### 15.1. Multiple-Choice Question Paper

The MCQ paper will be taken under examination conditions, i.e. learners will sit a minimum of 1.25 metres apart, will not confer during the examination and no electronic devices (such as mobile phones) or books, including dictionaries, will be permitted.

Language of assessment	English
Duration	30 minutes
Pass mark	70% (11/15)
Grading	Pass/Fail

Example MCQs are included at Appendix 2.

## 16. Moderation

The level of external moderation required for this qualification will be risk based and in line with the Centre Assessment Standards Scrutiny Strategy applicable to this qualification.

There may be situations within the centre devised assessment methodology that require observations, in these situations QNUK EQA Department will also require to conduct verification visits to ensure the accuracy and consistency of assessment decisions.

QNUK EQA Department will advise the centre of the required levels of moderation/verification to anticipate for this qualification upon centre approval for delivery.

## 17. Reasonable Adjustments

Learners are required to complete the assessments in a manner appropriate to the purpose of the qualification.

The prescribed assessment methods for this qualification should not unfairly disadvantage learners who would otherwise be able to demonstrate competence in line with the purpose of the qualification. Learners should contact their centre to discuss reasonable adjustment if they feel the prescribed assessment methods would disadvantage them.

## 18. Results

The centre is required to submit learner results within 10 working days of assessment to Qualifications Network UK for moderation. We will issue verified results and appropriate certification to the approved centre within 7 working days of receiving the results. Centres will forward results and/or certificates to learners, who can expect to receive them within 20 working days of taking the assessment. If learners have not received results and/or certificates within 25 working days, they should contact the centre in the first instance.

## Appendix 1: Units

### Unit 1 Principles of the Control of Substances Hazardous to Health (Y/502/8521)

#### Unit Summary

This unit will develop understanding of the law relating to hazardous substances in the workplace and how risk assessments contribute to the safe use of hazardous substances in the workplace. Learners will understand the precautions and procedures necessary to ensure the risks associated with hazardous substances are properly controlled.

1. The learner will: Understand the law relating to hazardous substances in the workplace		
Assessment Guidance		Types of Evidence
1.1	Outline employers and employees' duties relating to hazardous substances at work	MCQ
1.2	Outline the consequences for noncompliance with statutory duties	MCQ
1.3	List the ways in which an employer can communicate hazardous substances safety information	MCQ

2. The learner will: Understand how risk assessments contribute to the safe use of hazardous substances in the workplace		
Assessment Guidance		Types of Evidence
2.1	Define the terms hazard and risk with respect to hazardous substances	MCQ
2.2	List the different forms that hazardous substances can take	MCQ
2.3	Outline the health and safety effects that may arise following exposure or release of hazardous substances	MCQ
2.4	Outline the routes that hazardous substances can enter the body	MCQ
2.5	Describe how risk assessments reduce accidents and ill health at work	MCQ
2.6	Outline the five-step process of risk assessment	MCQ

3. The learner will: Understand the precautions and procedures necessary to ensure the risks associated with hazardous substances are properly controlled		
Assessment Guidance		Types of Evidence
3.1	Outline the control hierarchy in respect of safe use, handling, transporting, storage and disposal of substances hazardous to health	MCQ
3.2	Outline the types of information that should be referred to for the safe identification and use of hazardous substances	MCQ
3.3	Describe the general procedures that should be in place for dealing with an incident involving hazardous substances	MCQ

Rationale for level			
	Level	Emphasis	Comments
Knowledge	2	Strong	
Skills	N/A	N/A	
Overall	2		

Rationale for TUT and credit			
	Hours	Comments	
Guided learning	4		
Directed study	N/A		
Independent study	N/A		
Non invigilated assessment	N/A		
TQT:	4	Credit:	1

What needs to be learnt?	
<b>Unit 1</b>	
<b>1.1</b>	Employers and employees' duties relating to hazardous substances at work including assessing the risk of substances; reducing the risk using the hierarchy of control; providing safe systems of work; PPE as appropriate; information, instruction and supervision. Employees responsibilities for following safe systems of working, information and instruction; for highlighting any Health and Safety concerns; their own Health and Safety and the Health and Safety of those who may be affected by their acts or omissions.
<b>1.2</b>	The consequences of non-compliance with statutory duties including fines and imprisonment; other effects include poor reputation; increased insurance premiums; cost of investigations; etc.
<b>1.3</b>	The ways in which an employer can communicate hazardous substances safety information including: Provision of COSHH data sheets; training before the use of hazardous substances and at regular intervals; ensuring product labels are used and non-labelled containers are avoided.
<b>2.1</b>	The terms hazard and risk with respect to hazardous substances for example: hazard: something with the potential to cause harm risk: the likelihood of harm being realised
<b>2.2</b>	The importance of different forms that hazardous substances can take including gas; dust; liquids; vapours; mists; fumes.
<b>2.3</b>	The Health and Safety effects that may arise following exposure or release of hazardous substances including consequences – loss, harm or damage to employees, the wider community, the environment and health effects – damage to lungs including burns, burns to the skin and eyes, some substances may be carcinogenic or have other effects on individuals, or in the case of pregnant individuals on their unborn child.
<b>2.4</b>	The routes that hazardous substances can enter the body including ingested, injected, inhaled and absorbed.

<b>2.5</b>	The benefits of how risk assessments reduce accidents and ill health and work including identifying hazards and allowing assessors to identify controls that will help to reduce the risk of injury and ill health.
<b>2.6</b>	The five-step process of risk assessment including: <ul style="list-style-type: none"> <li>• identifying the hazards</li> <li>• deciding who may be harmed and how</li> <li>• evaluating the risk and deciding on precautions</li> <li>• recording findings and implementation of controls</li> <li>• reviewing and updating when required</li> </ul>
<b>3.1</b>	The control hierarchy in respect of safe use, handling, transporting, storage and disposal of substances hazardous to health including control measures such as elimination; substitution; work exposure limits (WELs); local exhaust ventilation (LEV); general ventilation; health surveillance; supervision; training and information; as a last resort, personal protective equipment (PPE).
<b>3.2</b>	What types of information that should be referred to for the safe identification and use of hazardous substances including COSHH Data sheets, safe systems of work, product labels, COSHH signage.
<b>3.3</b>	Why procedures should be in place for dealing with an incident involving hazardous substances including: avoiding hazardous mixture of chemicals, eg, spilled chemicals coming into contact with each other; wear appropriate PPE; implement relevant controls such as ventilation; provide First Aid to any casualty; prevent spillage into drainage systems; decontaminate; investigate failings; review risk assessment.

## Appendix 2: Specimen Assessment Material

1. Which of the following are common forms of hazardous substances?
  - A Waters, solids and gases
  - B Gases, mists and fumes
  - C Fibres, dust and water
  - D Solid, fumes and air
  
2. A serious consequence of a serious chemical incident is:
  - A potential fines of imprisonment for the employer
  - B improved productivity amongst staff
  - C loss of product
  - D increased training costs
  
3. Which of the following would be the preferred option when reducing the risk of inhaling fumes?
  - A Providing staff with adequate training in the use of the chemical
  - B Ensuring doors and windows are openable if required
  - C Ensure local exhaust ventilation is available to remove fumes
  - D Providing each operative with a dust mask