



## Workplace Compliance Suite of Qualifications

These qualifications indicate that an individual can undertake a specific role in the workplace and that may be relied upon by employers.

The Suite Includes:

- ITC Level 2 Award in: Health & Safety in the Workplace
- ITC Level 2 Award in: Fire Safety
- ITC Level 2 Award in: Safe Moving & Handling

## ITC Level 2 Award in: Health & Safety in the Workplace

### What is this qualification about?

The qualification is about introducing people to identifying and understanding the nature of hazards in the workplace.

### What does this qualification cover?

The course covers understanding roles and responsibilities for health, safety and welfare in the workplace; understanding how risk assessments contribute to health and safety; understanding how to identify and control the risks from common workplace hazards; and knowing the procedures for responding to accidents and incidents in the workplace.

### Who is it suitable for?

The qualification will benefit all who need to be introduced to identifying and understanding the nature of hazards in the workplace and those who require refresher training in maintaining a safe working environment. Previous experience isn't necessary, and the prior completion of units is not required. Candidates can enrol on this course prior to the age of 16.

### What is the duration of the course?

The guided learning hours are 10 and this gives you 1 credit. The course can be delivered over 1 or 2 days. The minimum length of a session is 2 hours.

### How is it assessed?

Knowledge only is assessed in this unit. Evidence of meeting each assessment criteria is required, and this will be through evidence generated by the tutor and an end of course 30 question multiple choice examination. The examination is 45 minutes and the pass mark is 20 out of 30.

### How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally.

### How much will this cost?

The course costs £95+vat per person and this will include sandwiches and buffet lunch and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.

## ITC Level 2 Award in: Fire Safety

### What is this qualification about?

The qualification will benefit those involved in the management of fire safety in the workplace. It provides you with knowledge of fire safety principles relevant to any workplace.

### What does this qualification cover?

The course covers the hazards and risks associated with fire in the workplace; the fire triangle; how fire risk is controlled in the workplace; the principles and practice of fire safety management at work; and the role of the nominated fire warden.

### Who is it suitable for?

It is particularly useful for employees who have a designated responsibility for workplace fire safety, for example as fire wardens or fire marshals, and provides the knowledge that will allow you to carry out duties relating to fire safety and emergency procedures. Previous experience isn't necessary, and the prior completion of units is not required. Candidates can enrol on this course prior to the age of 16.

### What is the duration of the course?

The guided learning hours for this course is 9 which gives you 1 credit. The course can be delivered over 1 or 2 days. The minimum length of a session is 2 hours.

### How is it assessed?

Knowledge only is assessed in this unit. Evidence of meeting each assessment criteria is required, and this will be through evidence generated by the tutor and an end of course 30 question multiple choice examination. The examination is 45 minutes and the pass mark is 20 out of 30.

### How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally.

### How much will this cost?

The course costs £90+vat per person and this will include a two-course luncheon and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.

## ITC Level 2 Award in: Safe Moving & Handling

### What is this qualification about?

Incorrect manual handling, trips and slips are the most common causes of injury at work. This qualification will satisfy employers that their employees are sufficiently informed and trained in accordance with the Manual Handling Operations Regulations, 2002, in correct techniques for manual handling and moving safely around the workplace. Each workplace has its own unique risks and this qualification is suitable for all.

### What does this qualification cover?

This qualification is designed to provide essential manual handling skills. Topics include; roles & responsibilities, hazards, risk assessment, safe movement, manual handling, servicing.

### Who is it suitable for?

The qualification will benefit all who need to be introduced to safe moving and handling in the workplace and those who require refresher training. Previous experience isn't necessary, and the prior completion of units is not required. Candidates can enrol on this course prior to the age of 16.

### What is the duration of the course?

The learning time is 20 hours of which 10 guided learning hours are required. This gives you 2 credits. The minimum tutor contact time is 6 hours and the minimum session time is 2 hours. The course can be run in a day. Courses must be completed within 3 weeks of starting.

### How is it assessed?

The course is assessed by observation of candidate performance and a brief Multiple-Choice Questionnaire.

### How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally.

### How much will this cost?

The course costs £95+vat per person and this will include sandwiches and buffet lunch and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.