

COURSE REGISTER

LEVEL 1 AWARD IN FIRE SAFETY AWARENESS QCF (SCQF LEVEL 4 SCOTLAND)	START DATE:	END DATE:	INSTRUCTOR(S):
COURSE REFERENCE:	APPROVED CENTRE:	VENUE:	

Instructor Guidance:

1. Please ensure that Learners' Names are entered clearly in column (1).
2. Please write your Initials in Column (2) to verify each Learner's identity. **NB:** Proof of ID is required for all learners that you do not know i.e. an open course. If the learners are from a single employer, then this is not mandatory.
3. Please initial each completed session of your course in the relevant Session columns (4) to (7) to confirm the attendance of each Learner. A Session can be 2 Hours, ½ Day or Full Day. Do not include natural breaks.

(1) LEARNERS' NAMES (Name to appear on certificate)	(2) Learner ID verified	(3) EMAIL ADDRESS (optional)	(4) Session 1	(5) Session 2	(6) Session 3	(7) Session 4	(8) Pass or Fail
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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15							
16							

INSTRUCTOR'S SIGNATURE: _____ DATE: ____/____/____

Learner Registration Form

FIRE SAFETY AWARENESS AWARDS

QCF Level 1 AWARD (England, Wales & Northern Ireland)

Qualification title: **FAA Level 1 Award in Fire Safety Awareness (QCF)**

SCQF Level 4 AWARD (Scotland)

Qualification title: **Award in Fire Safety Awareness at SCQF Level 4**



Learner Name: _____

INTRODUCTION

Congratulations, you are about to embark on a course in a subject that is important to all of us.

You will, no doubt, be well aware of the potentially devastating effects of fires in the workplace in terms of lives lost, injuries, damage to property and the environment, and to business continuity. You may also be aware that it is believed that most fires are preventable. The importance of fire awareness in the workplace is underpinned by health and safety legislation that places a duty on employers to ensure their employees receive appropriate training on procedures they need to follow, including fire drills.

From cause to prevention and response, this course provides an ideal introduction to fire safety awareness and foundation for more in-depth training in fire safety. Successful candidates will be awarded a national level 1 qualification (Level 4 in Scotland).

COURSE CONTENT

The course is made up of theoretical sessions delivered by your Instructor who will provide a detailed course programme. A range of subjects is covered including:

- **Common causes of fire**
- **Recognising the cost of fires**
- **Duties and responsibilities in the workplace**
- **Fire safety precautions and prevention**
- **What to do if a fire breaks out**
- **How to use fire extinguishers**
- **Emergency drills and evacuation procedures**

FOR YOUR COMFORT AND ASSISTANCE

We wish to make every effort for you to gain as much as you can from the course - including a pass award at the end. If you have any particular needs to enable you to participate fully and enjoy the course, such as seating position to enhance hearing, [please inform the Instructor as soon as possible](#).

COURSE ATTENDANCE REGISTER

Your Instructor will ask you to enter your name on an Attendance Register, please print your name clearly and as you wish to have it printed on your certificate.

ASSESSMENT AND MARKING

Your Instructor will be responsible for determining whether you pass or fail based on in-course assessment and successful completion of a written test at the end of the course.

CERTIFICATION

Certificates are lifelong and do not require renewal. However, FAA recommends that you take any opportunities to refresh your training.

COURSE EVALUATION

At the end of the course you will be asked to complete a course evaluation form. These forms are an important source of quality assurance material for your Instructor, the Approved training Centre and First Aid Awards – so please take the time to give us your valuable feed-back on the course.

COMPLAINTS & APPEALS

If you are unhappy with any aspect of the course you should firstly take up the matter with the Instructor or the Instructor's Approved Training Centre. If these options are not possible, you may refer the matter to the Quality Assurance Manager at First Aid Awards Ltd, Awards Centre, 10 Central Treviscoe, St Austell, Cornwall, PL26 7QW.

Tel: 08458 333 999 or Email: admin@firstaidawards.com. If you feel that your complaint or appeal has not been dealt with satisfactorily, you may refer the matter to the appropriate Regulatory Body i.e. Ofqual or SQA.

Learner Registration Particulars. *Please complete the personal data questions below:*

PART ONE: PERSONAL DETAILS (For certification purposes):

Please enter your name and address in **BLOCK CAPITALS** to ensure certificate accuracy.

First / Given Name	<input type="text"/>	Family / Surname	<input type="text"/>
Date of birth	<input type="text" value="(DD/MM/YYYY)"/>	Email address (optional)	<input type="text"/>

PART TWO: PERSONAL LEARNING RECORD

Your Personal Learning Record 'PLR' records qualifications and learning attainments that you achieve throughout your lifetime. If you are successful in the course you are about to take and wish add the qualification to your PLR, please provide the additional details below. Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education (See note below). Further details of how your information is processed and shared can be found on the LRS website: www.learningrecordsservice.org.uk/privacynotice

Your postcode: Gender:

If you have undertaken National Qualification, for example, GCSE, or National Vocational Qualification courses previously you may have been given a personal reference number called Unique Learner Number 'ULN' (England, Wales & Northern Ireland) or Scottish Candidate Number 'SCN' (Scotland). If you know your number and wish to link this qualification on the national register please enter your number here:

ULN/SCN:

Please tick here if you wish to withhold such information and then go to Part Three: ☐

Note: If you do not wish the Skills Funding Agency to share your PLR, you will need to contact the LRS Helpdesk on 0845 602 2589

PART THREE: EQUAL OPPORTUNITIES MONITORING

Special needs:

As part of our Equal Opportunities policy, First Aid Awards and their Approved Centres are committed to ensuring that there is no discrimination in the provision of our services. If there is anything that may affect your learning that you feel we should know about, please indicate below:

Do you have any special dietary requirements?

Do you have any medical condition that we should be aware of ?

Ethnic Origin:

NOTE: IF YOU DO NOT WISH TO PROVIDE THE FOLLOWING INFORMATION – TICK HERE ☐

- | | | | |
|--|--|------------------------------------|--|
| <input type="checkbox"/> Asian British | <input type="checkbox"/> Black African | <input type="checkbox"/> Chinese | <input type="checkbox"/> White British |
| <input type="checkbox"/> Asian other | <input type="checkbox"/> Black British | <input type="checkbox"/> Indian | <input type="checkbox"/> European |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Pakistani | <input type="checkbox"/> White other |
| | <input type="checkbox"/> Black other | | <input type="checkbox"/> Other ethnic |

The above information will be recorded by the Approved Training Centre and First Aid Awards and used solely for purposes directly related to your training/education with us and to monitor the effectiveness of our Equal Opportunities policy.

Normal Data Protection rules will apply.

Fire Safety Awareness

QCF Level 1 AWARD (England, Wales & Northern Ireland)

Qualification title: **FAA Level 1 Award in Fire Safety Awareness (QCF)**

Qualification code: **600/8133/8**

Unit 1 title: **Fire Safety Awareness**

Unit 1 code: **Y/601/9697**

Credit: **1**

SCQF Level 4 AWARD (Scotland)

Qualification title: **Award in Fire Safety Awareness at SCQF Level 4**

Qualification code: **R325 04**

Unit 1 title: **Fire Safety Awareness**

Unit 1 code: **UD71 04**

Credit: **1**

**For Candidate
use only**

Please tick as each
topic is covered
and understood

LEARNING OUTCOME	ASSESSMENT CRITERIA	
1. Understand basic fire safety and what to do in the event of an emergency	1.1 State the main causes of fires in the workplace.	
	1.2 Outline the main costs of fires in the workplace for employers, employees and society.	
	1.3 State their own duties and responsibilities in relation to fire safety at work.	
	1.4 State the duties and responsibilities of fire wardens and other people who may be required to take action as part of fire risk controls or during an emergency.	
	1.5 Describe the action to be taken in the event of a fire in the workplace, including methods of raising the alarm and contacting the emergency services.	
2. Understand the principles of fire risk control	2.1 List the key elements for effective fire risk management in the workplace.	
	2.2 Outline how the components of the fire triangle can be used to control fire risks.	
	2.3 List active and passive fire risk control measures.	
	2.4 Outline fire prevention measures that can be taken to minimise fire risks.	
3. Understand the basics of practical fire safety	3.1 State the safe operating parameters for the use of portable fire-fighting equipment.	
	3.2 Outline simple checks for ensuring that fire safety equipment is serviceable and safe to use.	

FOR INSTRUCTOR USE ONLY : **PLEASE COMPLETE AT THE END OF THE COURSE**

I confirm that this learner has satisfied all of the criteria for the learning outcomes for the following qualification assessed by demonstration, oral questioning and successful completion of the written test.

Course Reference No.
(if known):

FAA Level 1 Award in Fire Safety Awareness (QCF) (England, Wales & Northern Ireland) ☐

Award in Fire Safety Awareness at SCQF Level 4 (Scotland) ☐

Instructors name:

Date:

Signed:

Centre Number:

First Aid Awards ... First class support.



Please enter your name and today's date:

Surname:	First Name:	Date:
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Question Paper 1

Your Instructor will be responsible for determining whether you pass or fail. Assessment is based successful completion of the attached written test at the end of the course. You must achieve a pass mark in the written test (11 or more out of 15).

These notes are intended to help you through the written test process.

Guidance on completion of written test:

- You must answer all questions - any unanswered questions will be marked as an incorrect answer.

For the multi-choice questions:

- You must select the most appropriate answer from the options given.
The options are labelled 'a' to 'd' for each selection.
To indicate your selection, circle the appropriate answer e.g.

a ☒ b c d

If you wish to change an answer, cross through the circle and indicate your new answer with a new circle e.g.

a ☒ b c ☒ d

For the open questions

- You will have up to 30 minutes to complete this paper. Ensure you read the questions thoroughly before selecting your answer.
- Ensure you double-check your answers and check that you have answered all of the questions.
- When you have finished, hold the paper in the air to indicate it is ready for collection and marking.
- Remain seated until you are told that you may leave the room.
- Any form of cheating will instantly disqualify you from taking any further part in the assessment process.
- Should you have any difficulty whatsoever in reading or understanding any question, please ask for clarification.

Before you start the test:

- Make sure your name and today's date is clearly printed in the box above
- Make yourself comfortable with an appropriate working space on which to rest your question paper
- Remove any course/reference documents from view
- Have a pen/biro to complete the paper
- If you are likely to experience any difficulty in undertaking this test, for example, with reading, please inform your Instructor

GOOD LUCK!

Questions		Possible Answers	
1	What specific Regulations aim to protect people from fire and explosion risks related to dangerous substances and potentially explosive atmospheres?	a	HASAWA 1974
		b	First Aid Regulations 1981
		c	DSEAR 2002
		d	COSHH 2002
2	Deep fat fryer fires should be extinguished by using what method?	a	Smother it with a fire blanket
		b	Spray water directly at the fire
		c	Take the lit pan out of the kitchen to an area outside
		d	Open all doors and windows
3	What colour is a modern Carbon Dioxide Extinguisher?	a	Red with a red banner
		b	Red with a blue banner
		c	Red with a black banner
		d	Red with a cream banner
4	What is the main cause of accidental fires in the workplace?	a	Arson
		b	Discarded cigarette ends
		c	Gas explosions
		d	Faulty electrical appliances and leads
5	What extinguisher could be used if an electrical device caught fire?	a	Water
		b	CO ₂
		c	Foam
		d	Wet Chemical
6	Which of the following is a passive control measure?	a	Applying a coating of fire resistant insulating material to a steel surface
		b	Installing a fire detection system
		c	Having a hand-bell available in order to raise the alarm
		d	Installing fire extinguishers
7	What are the most common causes of fires in the workplace?	a	Smoking, computer monitors, heaters, Christmas decorations
		b	Electrical equipment, contractors tools and equipment and over filled bins
		c	Arson, smoking, faulty electrical equipment, heaters, contractors tools and equipment
		d	Microwaves, kettles, laptops, mobile phone chargers
8	What are the colours of emergency exit signs?	a	Blue and White
		b	Green and White
		c	Red and White
		d	Yellow and Black

Fire Awareness – Test Paper 1 – Learner Version

Level 1 QCF Award / Level 4 SCQF (Scotland)

9	What are the 3 ways to extinguish a fire?	a	Smothering, cooling and fanning
		b	Ventilation, smothering and cooling
		c	Starvation, smothering and cooling
		d	Fanning, smothering and ventilation
10	Which of these is a source of ignition?	a	Oxygen
		b	Flammable liquid
		c	Welders torch
		d	Any material that burns
11	Which of the following does NOT transmit heat?	a	Smothering
		b	Conduction
		c	Radiation
		d	Convection
12	What can you do to prevent a fire from starting?	a	Keep fire exits free from obstruction
		b	Keep the fire extinguishers regularly maintained
		c	Keep sources of fuel away from sources of ignition
		d	Regularly update your risk assessment
13	List 3 ways that you can raise the alarm in the event of a fire	1	
		2	
		3	
14	What three things are needed for fire to exist as defined in the 'Fire Triangle'?	1	
		2	
		3	
15	List three things that can be carried out to control fire hazards.	1	
		2	
		3	

Fire Awareness – Test Paper 1 – Learner Version

Level 1 QCF Award / Level 4 SCQF (Scotland)

TEST RESULTS

Learner Signature:

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***Total score for
written test above
out of 15:***

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FOR INSTRUCTOR USE: I confirm that the learner's score is both accurate and correct, and that the learner was questioned, where appropriate, in respect of any incorrect answer, and that the resulting answer was correct and satisfactory.

Instructor signature:

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Instructor name:

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Centre name:

--

FAA Course reference number if known::

END OF COURSE WRITTEN TEST

COURSE: FIRE AWARENESS

Level 1 QCF Award (England, Wales & Northern Ireland) Level 4 SQCF (Scotland)

PART ONE – PRE-TEST GUIDANCE TO LEARNERS

Instructor / Trainer - please explain the following information prior to your learners completing the paper. The instructions are also shown on the front page of the question paper.

1. You must answer all 15 questions.
Any unanswered questions will be marked as an incorrect answer.

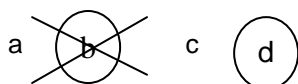
Multi-choice Questions:

2. Select the most appropriate answer from the options given.
The options are labelled 'a' to 'd' for each selection.
3. To indicate your selection, circle the appropriate answer e.g.

You may wish to illustrate this on flipchart or whiteboard



If you wish to change an answer, cross through the circle and indicate your new answer with a new circle e.g.



Open Questions:

4. Simply write your answers in the boxes provided.

General:

5. You have up to 30 minutes to complete this paper. Ensure you read the questions thoroughly before selecting your answer.
6. Ensure you double-check your answers and check that you have answered **all** of the questions.
7. When you have finished, hold the paper in the air to indicate it is ready for collection and marking.
8. Remain seated until you are told that you may leave the room.
9. Any form of cheating will instantly disqualify you from taking any further part in the assessment process.
10. Should you have any difficulty whatsoever in reading or understanding any question, please ask for clarification.
11. A total of 11 or more correct answers out of the 15 will entitle you to a pass. If you fail to achieve 11 correct answers, it may be necessary your Instructor / Trainer to question you further on that particular subject area.

GOOD LUCK!

PART TWO – SUMMARY OF TEST RESULTS

Instructor / Trainer - When the test has been completed and marked, please enter results on summary table overleaf. This form must be returned to your centre and then to First Aid Awards.

INSTRUCTOR USE ONLY

Fire Awareness – Test Paper 1 – Answers

Level 1 QCF Award / Level 4 SCQF (Scotland)

Questions		Possible Answers	
1	What specific Regulations aim to protect people from fire and explosion risks related to dangerous substances and potentially explosive atmospheres?	a	HASAWA 1974
		b	First Aid Regulations 1981
		c	DSEAR 2002 ✓
		d	COSHH 2002
2	Deep fat fryer fires should be extinguished by using what method?	a	Smother it with a fire blanket ✓
		b	Spray water directly at the fire
		c	Take the lit pan out of the kitchen to an area outside
		d	Open all doors and windows
3	What colour is a modern Carbon Dioxide Extinguisher?	a	Red with a red banner
		b	Red with a blue banner
		c	Red with a black banner ✓
		d	Red with a cream banner
4	What is the main cause of accidental fires in the workplace?	a	Arson
		b	Discarded cigarette ends
		c	Gas explosions
		d	Faulty electrical appliances and leads ✓
5	What extinguisher could be used if an electrical device caught fire?	a	Water
		b	CO₂ ✓
		c	Foam
		d	Wet Chemical
6	Which of the following is a passive control measure?	a	Applying a coating of fire resistant insulating material to a steel surface ✓
		b	Installing a fire detection system
		c	Having a hand-bell available in order to raise the alarm
		d	Installing fire extinguishers
7	What are the most common causes of fires in the workplace?	a	Smoking, computer monitors, heaters, Christmas decorations
		b	Electrical equipment, contractors tools and equipment and over filled bins ✓
		c	Arson, smoking, faulty electrical equipment, heaters, contractors tools and equipment
		d	Microwaves, kettles, laptops, mobile phone chargers
8	What are the colours of emergency exit signs?	a	Blue and White
		b	Green and White ✓
		c	Red and White
		d	Yellow and Black

INSTRUCTOR USE ONLY

Fire Awareness – Test Paper 1 – Answers

Level 1 QCF Award / Level 4 SCQF (Scotland)

9	What are the 3 ways to extinguish a fire?	a	Smothering, cooling and fanning
		b	Ventilation, smothering and cooling
		c	Starvation, smothering and cooling ✓
		d	Fanning, smothering and ventilation
10	Which of these is a source of ignition?	a	Oxygen
		b	Flammable liquid
		c	Welders torch ✓
		d	Any material that burns
11	Which of the following does NOT transmit heat?	a	Smothering ✓
		b	Conduction
		c	Radiation
		d	Convection
12	What can you do to prevent a fire from starting?	a	Keep fire exits free from obstruction
		b	Keep the fire extinguishers regularly maintained
		c	Keep sources of fuel away from sources of ignition ✓
		d	Regularly update your risk assessment
13	List 3 ways that you can raise the alarm in the event of a fire		Examples: 1. A shouted warning 2. A manually operated sounder such as a hand-bell 3. Electrically operated alarm system 4. A visual alarm such as a rotating light including an audio alarm 5. A voice evacuation system such as a public address system
14	What three things are needed for fire to exist as defined in the 'Fire Triangle'?		1. Oxygen 2. Fuel 3. Ignition/Heat
15	List three things that can be carried out to control fire hazards.		Examples: 1. Good housekeeping 2. Providing a safe designated smoking area 3. Storing flammable liquids safely 4. Empty waste bins regularly 5. Check all electrical equipment regularly 6. Do not overload extension sockets 7. Ensure appropriate warning signs are displayed 8. Keep ignition sources away from flammable gases

MULTI-CHOICE TEST - RESULTS SUMMARY

COURSE / QUALIFICATION:	COURSE REF NO.	DATE:	INSTRUCTOR NAME:	APPROVED CENTRE:
Fire Awareness Level 1 (Level 4 Scotland)				

Instructor: Enter each student's test results below – 'V' or blank = correct answer given and 'X' = incorrect or no answer given																				
Student Name		Question Numbers																		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
1																				
2																				
3																				
4																				
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16																				

I certify the above results have been checked and verified as correct by me: Instructor signature

COURSE EVALUATION



Please complete this evaluation and return to your instructor at the end of the course

Name of Course: **Fire Safety Awareness**

Name of instructor:

Level 1 QCF Award (England, Wales & Northern Ireland) & Level 4 SQCF Award (Scotland)

Please tick the relevant boxes	Poor	Fair	Good	Very Good	Excellent
Course content.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectiveness of training.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support material and handouts.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pace of course.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training facilities.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use the following rating scale and indicate your response by circling the appropriate number
1 = Strongly disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly agree

THE INSTRUCTOR

- | | | | | | |
|---|---|---|---|---|---|
| 1. Provided clarity and focus concerning the tasks and exercises | 1 | 2 | 3 | 4 | 5 |
| 2. Demonstrated knowledge and expertise in the subject matter | 1 | 2 | 3 | 4 | 5 |
| 3. Adapted and responded to the needs of individuals | 1 | 2 | 3 | 4 | 5 |
| 4. Created the right climate for open, honest and constructive feedback | 1 | 2 | 3 | 4 | 5 |
| 5. Gave useful feedback which helped individuals and the group as a whole | 1 | 2 | 3 | 4 | 5 |
| 6. Provided appropriate guidance when needed | 1 | 2 | 3 | 4 | 5 |

THE PROGRAMME AND VENUE

- | | | | | | |
|---|---|---|---|---|---|
| 1. The objectives of the programme were met within the time available | 1 | 2 | 3 | 4 | 5 |
| 2. The content was appropriate and relevant to individual needs | 1 | 2 | 3 | 4 | 5 |
| 3. The structure enabled the learning objectives to be met | 1 | 2 | 3 | 4 | 5 |
| 4. The accommodation and services were appropriate | 1 | 2 | 3 | 4 | 5 |

How do you think your skills will improve as a result of attending this programme?

What have you learnt as a result of attending this course?

Any other comments?

Did this course meet your original expectations? Yes ☐ No ☐

Would you recommend this course to someone else? Yes ☐ No ☐

Full name (Block Capitals) _____

Signature _____ Date ____/____/____

Instructor's comments _____

Instructor's signature _____