

# Level 2 Certificate of Technical Competence in Health and Safety for Land Based Industries (0018-21)

August 2017 Version 1.1

## Qualification Handbook

## Qualification at a glance

<b>Industry area</b>	Land-based Industries
<b>City &amp; Guilds number</b>	0018-21
<b>Age group</b>	16-18, 19+
<b>Entry requirements</b>	Centres must ensure that any pre-requisites stated in the <i>What is this qualification about?</i> section are met.
<b>Assessment</b>	To gain this qualification, candidates must successfully achieve the following assessments: <ul style="list-style-type: none"> <li>• One to one practical assessment with oral questioning</li> </ul>
<b>Grading</b>	Pass only
<b>Approvals</b>	Full centre approval Qualification approval
<b>Support materials</b>	If applicable
<b>Registration and certification</b>	Registration and certification of this qualification is through the Walled Garden, and is subject to end dates.

Title and level	Size (GLH)	TQT	City & Guilds qualification number	Ofqual accreditation number
Level 2 Certificate of Technical Competence in Health and Safety for Land Based Industries	12	14	0018-21	603/0840/0

Version and date	Change detail	Section
1.0 November 2016	First version	
1.1 August 2017	Added GLH and TQT details Deleted QCF	<b>Structure</b> Centre requirements

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# 1 Introduction

## Purpose of this qualification?

The following purpose is for the **City & Guilds Level 2 Certificate of Technical Competence in Health & Safety in the Land-based Industries (603/0840/0)**

Area	Description
OVERVIEW	
Who is this qualification for?	<p>If you are looking to work within the land-based sector, then this short qualification is aimed at you.</p> <p>The land-based sector has one of the worst fatal accident records of any major industrial sector. Contributory factors include a lack of basic training, competency or deliberately ignoring safe working practices. There is a need for those working in the land-based industries to gain essential knowledge in order to minimise harm to themselves and to improve attitudes and behaviour in the workplace.</p> <p>This qualification aims to provide you with an understanding of the principles of health and safety and how these can be applied in practice within land-based or related industries. They will also learn to respond appropriately to workplace emergencies.</p> <p>This qualification is suitable if you are 16 years old, or over.</p> <p>You could also progress to further learning and training in this area.</p>
What does this qualification cover?	<p>This qualification covers the skills you will need to potentially progress to work within the land-based sector. Mandatory content covers:</p> <ul style="list-style-type: none"><li>• the importance of health and safety in land-based workplaces</li><li>• respond to workplace emergencies</li></ul> <p>The assessment for this qualification will require you to achieve:</p> <ul style="list-style-type: none"><li>• Practical tasks, theory and oral questioning</li></ul>

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## WHAT COULD THIS QUALIFICATION LEAD TO?

Will the qualification lead to employment, and if so, in which job role and at what level?

Achievement of this qualification demonstrates that you have knowledge and practical skills to work safely in the land-based sector. It could help you seek a job such as a:

- General farm worker
- Animal care assistant
- Assistant groom
- Countryside/estate worker
- Assistant gardener/landscape worker

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Why choose this qualification over similar qualifications?

There are no other specific qualifications in Health & Safety for the Land-based Industries at this Level.

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Will the qualification lead to further learning?

Yes. Once you have successfully completed this qualification, you could go on to study other Level 2 or 3 College-based Land-based qualifications over one year, or two years.

Over one year:

- Level 2 Technical Certificates in Land-based subjects (Agriculture, Animal Care, Equine Care, Horticulture, Floristry, Forestry & Arboriculture, Land-based Engineering or Land and Wildlife)

Over one or two years:

- Level 3 Advanced Technical qualifications in Land-based subjects (Agriculture, Animal Care, Equine Care, Horticulture, Floristry, Forestry & Arboriculture, Land-based Engineering or Land and Wildlife)

You could also progress onto an Apprenticeship in a Land-based occupation.

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## WHO SUPPORTS THIS QUALIFICATION?

Employer/Professional Trade Association

Health and Safety Executive (HSE)

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FURTHER INFORMATION

Please refer to the Qualification Handbook, available on the City & Guilds website, for more information on the

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structure of this qualification, the content of the units, and assessment.

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## Qualification structure

For the **Level 2 Certificate of Technical Competence in Health and Safety for Land Based Industries** learners must be trained and assessed in a minimum of one of the units listed below. The qualification will be endorsed to the context of the unit assessed:

Unit number	Unit title	GLH
<b>Learners must achieve 204</b>		
204	Health and Safety for Land Based Industries	12

## Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Title and level	GLH	TQT
Level 2 Certificate of Technical Competence in Health and Safety for Land Based Industries	12	14



## 2 Centre requirements

### Approval

New centres will need to gain centre approval. Existing centres who wish to offer this qualification must go through City & Guilds' **full** Qualification Approval Process. Please refer to the City & Guilds website for further information on the approval process: [www.cityandguilds.com](http://www.cityandguilds.com).

Centres that are approved to offer the relevant subject-related qualifications, new Technical qualifications or Work-based qualifications will receive **auto-approval** for these qualifications.

Please see the document on the webpage for 0018, under 'additional documents'.

### Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following requirements:

- be technically competent in the areas in which they are delivering
- be able to deliver across the breadth and depth of the content of the qualification being taught
- have recent relevant teaching and assessment experience in the specific area they will be teaching, or be working towards this
- demonstrate continuing CPD.

### Physical resources

Centres must be able to demonstrate that they have access to the equipment and technical resources required to deliver this qualification and its assessments.

### Internal Quality Assurance

Internal quality assurance is key to ensuring accuracy and consistency of tutors and markers. Internal Quality Assurers (IQAs) monitor the work of all tutors involved with a qualification to ensure they are applying standards consistently throughout assessment activities. IQAs must have, and maintain, an appropriate level of technical competence and be qualified to make both marking and quality assurance decisions through a teaching qualification or recent, relevant experience.

### Age restrictions

This qualification is approved for learners aged 16 – 18, 19+.

### Employer involvement

Employer involvement is essential to maximise the value of each learner's experience. Centres are required to involve employers in the delivery of the Certificate of Technical Competence and/or their assessment, for every learner. This must be in place or planned before delivery programmes begin and available to the EQA for inspection and monitoring.



## 3 Administration

Approved centres must have effective quality assurance systems to ensure valid and reliable delivery and assessment of qualifications. Quality assurance includes initial centre registration by City & Guilds and the centre's own internal procedures for monitoring quality assurance procedures.

Consistent quality assurance requires City & Guilds and its associated centres to work together closely; our Quality Assurance Model encompasses both internal quality assurance (activities and processes undertaken within centres) and external quality assurance (activities and processes undertaken by City & Guilds).

For this qualification, standards and rigorous quality assurance are maintained by the use of:

- internal quality assurance

In order to carry out the quality assurance role, Internal Quality Assurers (IQAs) must have and maintain an appropriate level of technical competence and have recent relevant assessment experience. For more information on the requirements, refer to *Section 2: Centre requirements* in this handbook.

To meet the quality assurance criteria for this qualification, the centre must ensure that the following procedures are followed:

- suitable training of staff involved in the assessment of the qualification to ensure they understand the process of marking and standardisation
- completion by the person responsible for internal standardisation of the Centre Declaration Sheet to confirm that internal standardisation has taken place
- the completion by candidates and supervisors/tutors of the record form for each candidate's work.

### External quality assurance

City & Guilds will undertake external moderation activities to ensure that the quality assurance criteria for this qualification are being met. Centres must ensure that they co-operate with City & Guilds staff and representatives when undertaking these activities.

City & Guilds requires the Head of Centre to

- facilitate any inspection of the centre which is undertaken on behalf of City & Guilds
- make secure arrangements to receive, check and keep assessment material secure at all times, maintain the security of City & Guilds confidential material from receipt to the time when it is no longer confidential and keep completed assignment work and examination scripts secure from the time they are collected from the candidates to their dispatch to City & Guilds.

### Malpractice

Please refer to the City & Guilds guidance notes *Managing cases of suspected malpractice in examinations and assessments*. This document sets out the procedures to be followed in identifying and reporting malpractice by candidates and/or centre staff and the actions which City & Guilds may subsequently take. The document includes examples of candidate and

centre malpractice and explains the responsibilities of centre staff to report actual or suspected malpractice. Centres can access this document on the City & Guilds website.

Examples of candidate malpractice are detailed below (please note that this is not an exhaustive list):

- falsification of assessment evidence or results documentation
- plagiarism of any nature
- collusion with others
- copying from another candidate (including the use of ICT to aid copying), or allowing work to be copied
- deliberate destruction of another's work
- false declaration of authenticity in relation to assessments
- impersonation.

These actions constitute malpractice, for which a penalty (eg disqualification from the assessment) will be applied.

Where suspected malpractice is identified by a centre after the candidate has signed the declaration of authentication, the Head of Centre must submit full details of the case to City & Guilds at the earliest opportunity. Please refer to the form in the document *Managing cases of suspected malpractice in examinations and assessments*. Alternatively please complete the form, JCQ/M1. Copies of this form can be found on the JCQ website: <http://www.jcq.org.uk>

### **Access arrangements and special consideration**

We have taken note of the provisions of equalities legislation in developing and administering this specification.

We can make arrangements so that candidates with disabilities, special educational needs and temporary injuries can access the assessment. These arrangements must be made before assessment takes place.

It is the responsibility of the centre to ensure at the start of a programme of learning that candidates will be able to access the requirements of the qualification.

Please refer to the *JCQ access arrangements and reasonable adjustments and Access arrangements - when and how applications need to be made to City & Guilds* for more information. Both are available on the City & Guilds website:

<http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library/policies-and-procedures/access-arrangements-reasonable-adjustments>

### **Special consideration**

We can give special consideration to candidates who have had a temporary illness, injury or indisposition at the time of the examination. Where we do this, it is given after the examination.

Applications for either access arrangements or special consideration should be submitted to City & Guilds by the Examinations Officer at the centre. For more information please consult the current version of the JCQ document, *A guide to the special consideration process*.

### **Language of examinations**

City & Guilds has a responsibility to ensure that candidates can be assessed in the following languages only:

- English
- English in Northern Ireland
- English in Wales.

## 4 Units

Level:	2
GLH:	12

### What is this unit about?

The land-based sector has one of the worst fatal accident records of any major industrial sector. Contributory factors include a lack of basic training, competency or deliberately ignoring safe working practices. There is a need for those working in the land-based industries to gain essential knowledge in order to minimise harm to themselves and to improve attitudes and behaviour in the workplace.

This unit aims to provide learners with an understanding of the principles of health and safety and how these can be applied in practice within land-based or related industries. They will also learn to respond appropriately to workplace emergencies.

### Learning outcomes

In this unit, learners will be able to

1. Know the importance of health and safety in land-based workplaces
2. Respond to workplace emergencies

## Scope of content

This section gives details of the scope of content to be covered in the teaching of the unit to ensure that all the learning outcomes can be achieved.

### Learning outcome:

1. Know the importance of health and safety in land-based workplaces

### Topics

- 1.1 Unsafe practices within the land-based industries
- 1.2 Key legislation relating to health, safety and welfare
- 1.3 How individuals can contribute to establishing a positive health and safety culture

#### Topic 1.1

What constitutes unsafe practice in land-based industries:

- Operating machinery without guards
- Not wearing personal protective equipment (PPE)
- Interfering with safety devices
- Undertaking tasks without adequate training
- Not following instructions
- Not carrying out pre-operational checks
- Inappropriate behaviour
- Exceeding personal capacity in manual handling tasks

#### Topic 1.2

The statutory duties of employers, employees and the self-employed, under the Health and Safety at Work etc. Act (HASAWA):

Employers:

- Provide a safe working environment
- Provide safe equipment and systems of work
- Provide information, instruction, training and supervision
- Arrange for the safe storage, transport and use of articles and substances
- Provide adequate health and welfare facilities
- Maintain accurate and timely records and reports

Employees and self-employed:

- Take reasonable care of their own health and safety
- Take reasonable care of other people who may be affected by what they do or don't do at work
- Cooperate with their employer on health and safety, including following instructions
- Not interfere with or misuse anything provided for their health, safety or welfare
- Know who to report to

#### Topic 1.3



How individuals contribute to establishing a positive health and safety culture within their workplace:

- Prompt reporting of health and safety issues such as defective safety and near misses
- Using control measures and personal protective equipment (PPE) as instructed
- Helping others to work safely by sharing knowledge and good practice
- Challenging unsafe behaviours and actions
- Setting a good example to others by always following instructions and safe working procedures.

### Learning outcome:

2. Respond to workplace emergencies

### Topics

2.1 Accidents and health emergencies

2.2 Fire

2.3 Spills

#### Topic 2.1

The types of accidents and health emergencies that can result from land based activities and the circumstances in which they can occur:

- Slips and trips
- Shock
- Falls
- Kicks, bites and stings
- Cuts and lacerations
- Crush injuries
- Electrocutation
- Asphyxiation
- Drowning.

The key principles of first aid:

- Preserve life
- Prevent worsening
- Promote recovery

Limitations when dealing with accidents and health emergencies.

The procedures to be followed when encountering an accident or medical emergency:

- Assess the situation
- Minimise risk to themselves and others
- Select appropriate PPE to carry out tasks
- Check for signs of life
- Prioritise actions and seek assistance
- Communicate information to others verbally and in writing.

The importance of reporting accidents and incidents in accordance with organisational requirements and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Reporting details of accidents and incidents to contribute to RIDDOR requirements.

### Topic 2.2

What to do on discovery of a fire. Learners will know their own limitations in managing fires in the workplace and when they should contact a supervisor and/or emergency services.

Raising the alarm and follow evacuation procedures in the event of a fire emergency.

The types and use of portable fire extinguishers:

- Water
- Dry powder
- Foam
- CO<sub>2</sub>

### Topic 2.3

How to deal with spills of hazardous and non-hazardous substances:

- Assessing the situation
- Identifying the substance and seeking assistance
- Using appropriate PPE
- Containing the spill
- Safely disposing of spilt substances and associated waste
- Communicating to others, in line with organisational requirements
- Minimising risks to self and others.

## Guidance for delivery

On completion of this unit, the learner will have developed a knowledge of safe working practices and appropriate responses to emergencies in land-based industries. It is important that delivery relates to example situations that are relevant to the learner's land-based industry and job roles.

Employer engagement is essential in order to maximise the value of learners' experience. Employers can provide examples of case studies that show the application of the content in real life situations. Useful case studies are also produced by the Health and Safety Executive.

## Suggested learning resources

### Websites

Health and Safety Executive (HSE)

[www.hse.gov.uk](http://www.hse.gov.uk)

## Appendix 1 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on [www.cityandguilds.com](http://www.cityandguilds.com).

### City & Guilds Centre Manual

This document provides guidance for organisations wishing to become City & Guilds approved centres, as well as information for approved centres delivering City & Guilds qualifications. It covers the centre and qualification approval process as well as providing guidance on delivery, assessment and quality assurance for approved centres.

It also details the City & Guilds requirements for ongoing centre and qualification approval, and provides examples of best practice for centres. Specifically, the document includes sections on:

- the centre and qualification approval process
- assessment, internal quality assurance and examination roles at the centre
- registration and certification of candidates
- non-compliance and malpractice
- complaints and appeals
- equal opportunities
- data protection
- management systems
- maintaining records
- internal quality assurance
- external quality assurance.

### Our Quality Assurance Requirements

This document explains the requirements for the delivery, assessment and awarding of our qualifications. All centres working with City & Guilds must adopt and implement these requirements across all of their qualification provision. Specifically, this document:

- specifies the quality assurance and control requirements that apply to all centres
- sets out the basis for securing high standards, for all our qualifications and/or assessments
- details the impact on centres of non-compliance

Our Quality Assurance Requirements document encompasses the relevant regulatory requirements of the following documents, which apply to all UK centres working with City & Guilds:

- Ofqual's General Conditions of Recognition

The **centre homepage** section of the City & Guilds website also contains useful information on

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

## Useful contacts

<b>UK learners</b> General qualification information	<b>E: <a href="mailto:learnersupport@cityandguilds.com">learnersupport@cityandguilds.com</a></b>
<b>International learners</b> General qualification information	<b>E: <a href="mailto:intcg@cityandguilds.com">intcg@cityandguilds.com</a></b>
<b>Centres</b> Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	<b>E: <a href="mailto:information@cityandguilds.com">information@cityandguilds.com</a></b>
<b>Single subject qualifications</b> Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	<b>E: <a href="mailto:singlesubjects@cityandguilds.com">singlesubjects@cityandguilds.com</a></b>
<b>International awards</b> Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	<b>E: <a href="mailto:intops@cityandguilds.com">intops@cityandguilds.com</a></b>
<b>Walled Garden</b> Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	<b>E: <a href="mailto:walledgarden@cityandguilds.com">walledgarden@cityandguilds.com</a></b>
<b>Employer</b> Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	<b>T: +44 (0)121 503 8993</b> <b>E: <a href="mailto:business@cityandguilds.com">business@cityandguilds.com</a></b>

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## About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

## City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Licence to Practice (land-based qualifications) and Learning Assistant (an online e-portfolio).

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