



Qualification Specification

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**SafeCert Level 3 Award in Supervising Health and Safety in the
Workplace (RQF)**

Qualification Number – 603/2696/7

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Document Control

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Author: Paul Horsburgh
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Change Mechanism

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The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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Registered address:

SafeCert Awards Ltd

38 Main Street, Gortin BT79 8PH

Tel: 0845 500 2 100

www.safecertawards.com

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The Regulated Qualifications Framework (RQF)

The Regulated Qualifications Framework (RQF) is the vehicle for regulating qualifications within Northern Ireland, England and Wales. The framework provides a single, simple system for cataloguing all qualifications regulated by CCEA Regulation by both level and size. (Scotland has its own qualification framework called the SCQF).

Qualifications on the Regulated Qualifications Framework (RQF) have both a level and a size allocated to them in order to support individuals, in making an informed choice, about the most appropriate qualification for them.

Each RQF qualification title contains the following:

- **The Level of the qualification (from entry level to level 8)**
- **The Size of the qualification (Award, Certificate or Diploma)**
- **Details indicating the content of the qualification**

Each qualification has a published structure, setting out what must be achieved by an individual, in order to demonstrate their knowledge and skills, in order to meet the required standard as part of the delivery and certification process.

Qualification Level

The level of a qualification relates to the complexity and difficulty associated with the development of the knowledge and skills of a particular subject. Qualification levels start at Entry Level and then progress from Level 1 through to Level 8

Qualification Size

The size of a qualification is an indication of the total amount of time a qualification will take to complete, indicated by using the term Total Qualification Time (TQT). Qualification sizes are expressed using the terms Award, Certificate or Diploma

Total Qualification Time (TQT)

Total Qualification Time (TQT) provides a guide, of the average time it takes to complete a qualification. It is broken down into two types of activity:

Guided Learning (GL) - made up of activities completed by the candidate, under the direct instruction or supervision of a lecturer, supervisor or tutor. This can be through physical presence or electronic means, provided as a measurement of time in hours.

Total Qualification Time (TQT) - made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training. However it should not be under the direct supervision of a lecturer, supervisor or tutor, provided as a measurement of time in hours

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Introduction

This Qualification Specification is designed to outline information relating to the delivery and achievement of this qualification. If you have any further questions, please contact our staff at SafeCert Awards Ltd (SafeCert) contact details page 2 in this document.

Qualification Title: SafeCert Level 3 Award in Supervising Health and Safety in the Workplace (RQF)

This qualification is made up of one mandatory unit

- Unit 1: Supervising Health and Safety in the Workplace

Qualification Details

The SafeCert Level 3 Award in Supervising Health and Safety in the Workplace (RQF) is Accredited by CCEA Regulation. This qualification is part of the RQF and has the value of 3 credit. The Guided Learning hours are 30. The Total Qualification Time (TQT) is 35 hours which included guided learning hours and assessment based in the classroom situation.

Qualification Objective

This qualification is designed for those who work in a supervisory, management or training role and require the knowledge and skills to manage the health and safety of a workplace.

Supervising Health and Safety in the Workplace – Summary of Learning Outcomes

This unit has 5 Learning outcomes:

1. Understand the requirements for health, safety and welfare in the workplace
2. Understand the benefits of using a safety management system
3. Understand the principles of risk assessment
4. Understand the risks and control methods for common workplace hazards
5. Understand how to manage the effects of accidents and incidents

Mode of Delivery and Assessment

Assessment is on-going by the tutor culminating with a multiple choice question paper with professional discussion to cover any areas not covered by the multiple choice assessment. There are detailed requirements for the delivery and assessment of these qualifications specified in this document. Therefore delivery and assessment must be undertaken in line with this guidance, regardless of the mode of delivery chosen.

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External Documents Relating to the Qualification

There are a range of additional documents available, pertaining to this qualification. The main ones are as follows:

- Tutor/Assessor & IQA Support Guidance for this award. This is the assessment guidance together with the assessments. (This is only given to approved SafeCert centres for this award).
- Centre Handbook. (This is only for approved SafeCert centres).
- There are other policies such as appeals procedure and reasonable adjustments which can be seen in the about us page on the SafeCert website.

Centre's must be approved by SafeCert Awards, before they can provide any of the SafeCert Award qualifications. Qualifications approval can be included at initial approval. If a centre wishes to seek approval for further awards after the initial approval, they would complete and submit the additional awards approval form.

More Information about your qualification can be found on our website: www.safecertawards.com

Unit: Supervising Health and Safety in the Workplace

This qualification is designed for those who work in a supervisory, management or training role and require the knowledge and skills to manage the health and safety of a workplace.

Learning Outcome	Assessment Criteria
1. Understand the requirements for health, safety and welfare in the workplace	1.1 Outline the main legal framework and laws relating to health and safety at work 1.2 Outline the welfare provisions that should be made by the employer 1.3 Describe the sources and nature of information that demonstrate compliance and best practice with health and safety requirements 1.4 Outline ways that health and safety information can be communicated 1.5 Define the terms ‘incident’, ‘accident’ and ‘occupational ill health’ 1.6 Describe the main causes of injuries and ill health at work
2. Understand the benefits of using a safety management system	2.1 Outline the costs associated with accidents and ill health 2.2 Summarise the typical elements of a safety management system 2.3 Outline the benefits of using a safety management system
3. Understand the principles of risk assessment	3.1 Outline the benefits of assessing and controlling risks at work 3.2 Describe the different types of risks assessment that can be used 3.3 State where specific risk assessments may be required 3.4 State the steps to be taken to complete a simple risk assessment
4. Understand the risks and control methods for common workplace hazards	4.1 Explain how the risks from different hazards may be affected by occupational, environmental, human and organizational factors 4.2 Explain how injuries, ill health and other damage may result following exposure to common workplace hazards 4.3 Identify suitable risk control measures using the principles of the hierarchy of control
5. Understand how to manage the effects of accidents and incidents	5.1 Describe the actions that need to be taken following an accident or incident in the workplace 5.2 Describe how simple accident investigation techniques can reveal immediate and root causes

See additional information about this unit on next page

Additional Information about the unit			
Qualification Number	603/2696/7	RQF Level	3
GLH – (Guided Learning Hours)	30 Hours	RQF Credit	3
TQT – (Total Qualification Time)	35 Hours		
Support for the unit from SSC or other appropriate body	Not Applicable	Assessment requirements and guidance	This unit must be assessed in accordance with the current Tutor/Assessor/IQA Guidance document

Guidance Notes on Delivery

This qualification is designed as an excellent induction for those who need to supervise health and safety in the workplace or conduct health and safety training or as refresher training for all staff in health and safety supervision requirements. This award can be completed in 3 days.

There are detailed requirements for the delivery and assessment of these qualifications specified in this document. Therefore delivery and assessment, must be undertaken, in line with this guidance, regardless of the mode of delivery chosen.

Any training materials used for assessment purposes, must either be endorsed by SafeCert before hand or approved by the SafeCert external quality adviser prior to usage, in line with this document. Where SafeCert– endorsed materials are available, by training providers, they will be listed on our website www.safecertawards.com

Prerequisites

Age – Candidates must be 18 years and above.

These qualifications are available to anyone who is capable of reaching the required standards.

There are no formal requirements for entry to these qualifications.

Qualification Structure

This qualification is made up of one mandatory unit, the details of which are included from page 5 of this document. The validity of each certificate will expire after 3 years after which it needs to be renewed.

Opportunity for Progression

Successful completers can progress to:

- SafeCert Level 3 Award in Supervising Food Safety in Catering (RQF)
- SafeCert Level 4 Award in Managing Health and Safety (RQF) (Pending)

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Pre-Qualification Procedures

The qualification is designed to be delivered free from any barriers which may restrict access or progression, thereby promoting equal opportunities.

ID Checking

All candidates must be instructed, to bring photographic identification to the assessment. This will be checked by the assessor. This instruction should be given, ahead of the course/assessment, when the candidate registers or with any pre-course materials.

It is the responsibility of the Centre, to have systems in place, to ensure that the person taking an examination/assessment is indeed the person they are reporting to be. All Centres are therefore required to ensure that each candidate's photographic identification. is checked before they are allowed to undertake the examination/assessment. Assessors should write the type of photo identification provided by each candidate on the Candidate List under "Identification Provided".

Initial Assessment

All centres need to carry out an initial assessment that identifies, what competence and knowledge, a candidate already, so that this can be taken into account. This should be recorded, so that centres can identify any associated special requirements and record this in appropriate plans.

SECTION 2 – ASSESSMENT OVERVIEW

Delivery /Assessment Ratios

To deliver and assess this qualification, it is recommended that centres do not exceed the ratio of 1 qualified tutor/assessor to 16 candidates. It is essential that all candidates get the teaching practice and support requirement. This would be extremely difficult if the number of candidates increased more than 16. If a centre wishes to increase this ratio, they must first request approval and state how they would support candidate needs.

Guidance on Assessment

SafeCert has worked with subject specialists, to develop a robust and streamlined, assessment process which includes the following:

1. Multiple Choice Assessment – Candidates are assessed with a multiple choice assessment in addition to a professional discussion. Together these cover all the learning outcomes for the award.

Full details and assessment materials, are recorded in the Tutor/Assessor Guidance support information.

Guidance on Internal Quality Assurance

SafeCert centres require a robust internal quality assurance system. The Internal Quality Assurance must be completed by a suitably qualified person, who has not been involved with the delivery or assessment of the award.

The Internal Quality Assurers role, is to monitor not only the assessment of the qualification and also how it is delivered. This can be completed in a number of ways, such as observing a course delivery/assessment, sampling assessments, candidate interviews either in person or by telephone etc.

All assessment materials must be kept at the centre for a minimum of 3 years and made available for any quality assurance checks.

Guidance on External Quality Assurance

SafeCert approved centres are required to be externally quality assured. This is to support centres in the implementation and management of the award and also to ensure the validity and value of the qualification.

SafeCert Awards employs a risk-based model to decide the frequency of EQA visits and each approved Centre will receive at least 1 EQA visit within a 3-year cycle. In addition to the EQA Visits SafeCert Awards will also conduct the following:

- Sample Desktop EQA Spot Checks on Assessment – This is where we will ask a sample of centres each year to send in all assessment paperwork so we can conduct an EQA desktop approval on assessment

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- Sample EQA Centre Visits on Observation of Assessment – This is where we will conduct a sample of visits to monitor assessments during the assessment process at the centre.

SafeCert centres, must provide access to all records, for any EQA visits. Full details can be seen in the Centre Handbook.

Reassessment Procedures

Candidates who are unsuccessful in any aspect of the assessment process, will be offered one further opportunities to be reassessed, in the appropriate component of the assessment, ideally within the timeframe allocated. Candidates should be aware, that there may well be an additional charge, for conducting reassessments.

Plans of assessment and assignment tasks, must be approved by SafeCert prior to the first assessment is undertaken by the candidates. This approval process, will be carried out by the EQA, either electronically (or using other forms of correspondence), or at an initial quality assurance visit. Materials for approval, can be sent directly to SafeCert’s office manager, who will ensure it is passed to the appropriate person. A standard SafeCert observation pro forma is available for use by centres.

Grading

Assessment is pass, reassessment or fail.

Unit Certification

Due to the qualification being a one unit qualification, all assessment components must be completed by the candidate and they must pass the centre quality assurance process to be certificated.

Centre Examination Procedures

SafeCert requires centres to monitor assessments in place:

- Assessor must keep all assessment papers in secure locked area until the start of the assessment
- Assessor will ensure no candidates, have any written notes or other reference material during the assessment
- Assessor will ensure the assessment room is in a quiet area and the room has an Exam Notice – “Please keep quiet during the assessment”.
- Assessor will make sure there is no talking during the assessment
- Assessor will ensure there is a suitable distance between candidates, to prevent copying of answers
- All candidates will need to sit at their desk and remain quiet until assessment period is complete
- All candidates must stop writing as soon as the assessor has indicated, that the assessment time is completed
- All question papers and answer sheets, should then be marked by the assessor. This is then sent to IQA for internal quality assurance of results and then kept in secure locked area for at least the duration of the validity of the award. SafeCert will then request full assessment materials sent in, if you are a new centre or for periodic external quality assurance. If you have direct claims then

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only the registration and results are required to be sent in, unless otherwise requested. During external quality assurance visits, the EQA will need access to all assessment and IQA documents.

Facilities/Resources/Safety Considerations

Any training or assessment site, must meet the requirements of health and safety and accepted safe practice in the delivery of SafeCert Qualifications. Training and assessment centres, must be suitable as a teaching area/environment conducive to candidates' learning. It should be well lit, well ventilated and of adequate size as per above requirements.

Reasonable Adjustments

Awarding organisations and centres are only required by law, to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual circumstances, the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, must also be taken into consideration.

A reasonable adjustment, is any action that helps to reduce the effect of a disability or difficulty that places the candidate, at a substantial disadvantage, in the assessment situation.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- changing standard assessment arrangements, for example allowing candidates extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in large print
- providing access facilitators during assessment, such as a sign language interpreter or a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic candidate.

Reasonable adjustments are approved and agreed before the assessment activity takes place. They constitute an arrangement to give the candidate access to the assessment activity. The use of a reasonable adjustment will not be taken into consideration during the assessment of a candidate's work.

All awarding organisations and centres have a responsibility to ensure that the process of assessment is robust and fair, while allowing the candidate to show what they know and can do, without compromising the assessment criteria.

Adjustments to assessments:

- should not invalidate the assessment requirements of the qualification
- should not give the candidates an unfair advantage
- should reflect the candidate's normal way of working
- should be based on the individual need of the candidate.

SafeCert has a Reasonable adjustments policy which can be found on our website <http://www.safecertawards.com/pdf/ReasonableAdjustmentsPolicy.pdf> or you can obtain a copy by e-mailing SafeCert at info@safecertawards.com.

SECTION 3

Centre Staffing

Centres should ensure that there are a sufficient number of people either trained or qualified, to assess the number of candidates they register. They must also ensure that there are a sufficient number of people either trained or qualified to internally quality assure for the number of candidates and assessors held at that centre.

Quality Assurance systems need to be in place to ensure that all assessments are valid, reliable, authentic and sufficient. Training should be sufficient and up-to-date for the IQAs identified as being responsible for quality assurance.

Centres also need to ensure that there is a system of standardisation in place, so that all assessments are consistent and fair. Anyone undertaking the role of quality assurance and assessment, should maintain their skills, knowledge and understanding, regarding assessment and quality assurance and hold a current qualification.

The occupational expertise of those undertaking the roles of assessment and internal verification is one of the key factors underpinning valid, fair and reliable assessment. The integrity of assessments and verifications is of paramount importance. Centres must ensure, that there is sufficient time to conduct effective assessment and internal verification.

Criteria for Trainer/Assessors

SafeCert require that Nominated Trainers/Assessors have teaching experience and hold a qualification in the relevant subject area.

Suitable Subject Area Qualifications may include:

- Health and Safety Award or Certificate at QCF Level 3 or above
- NEBOSH Certificate
- Health and Safety Trainer or Fire Safety Trainer CPD Award delivered by a recognised awarding body
- IOSH Managing Safely

Suitable teaching or assessing qualification may include.

Teaching

- PTLLS Teaching Award
- Level 3 Award in Education and Training
- Planning and Delivering Learning Sessions to Groups SCQF Level 6

Assessing

- TAQA Assessor Awards (or D32/D33/A1, A2)
- SQA Assess Work based Competence using Direct Methods
- SQA Assess Work based Competence using Direct and Indirect Methods
- Regulated Health and Safety Assessing CPD Certificate from Awarding Body

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As well as the subject knowledge and competence the trainer/assessor should also have one or more as required of the approved teaching/assessing awards as listed on the next page

**** . Assessors who do not hold a formal assessing qualification may alternatively attend Health and Safety Assessor CPD Training with a recognised Awarding Organisation**

Criteria for Internal Quality Assurers

SafeCert require the Nominated IQA for an approved centre must hold a qualification in the relevant subject area.

Suitable Subject Area Qualifications may include:

- Health and Safety Award or Certificate at QCF/RQF Level 2 or above
- NEBOSH Certificate
- Health and Safety Trainer or Fire Safety Trainer CPD Award delivered by a recognised awarding body

As well as the subject knowledge and competence the IQA must also have one of the approved IQA qualifications as listed below.

Qualification	IQA*
V1 or D34	✓
Level 4 Award in the internal Quality Assurance of Assessment Processes and Practice	✓
Level 4 Certificate in Leading the internal Quality Assurance of Assessment Processes and Practice	✓
Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment	✓
SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment	✓
SQA Internally Verify the Assessment Process	✓

***. IQAs who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD Training with a recognised Awarding Organisation**

Internal Quality Assurance

Internal quality assurance is essential to ensuring that the assessment of evidence for units is of a consistent and appropriate quality. Those carrying out internal quality assurance, must be occupationally knowledgeable in the area they are assuring and be qualified to make quality assurance decisions.

Delivery

The qualification must be delivered using a programme of training that is approved by safe cert having been checked that the learning outcomes have been met. A qualification can be approved with initial centre approval form or after with an additional awards application form, these can be downloaded from www.safecertawards.com, or you can contact SafeCert for more information.

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The programme may be applied flexibly, in accordance with candidates’ needs and local circumstances; facilitators/assessors are encouraged to repeat sessions that candidates have not fully grasped or introduce additional sessions to ensure understanding and competence. It is recommended that where possible the theoretical sessions are interspersed with practical aspects.

Useful Websites

Company	Website
HSENI	www.hseni.gov.uk/
ROSPA	www.rospa.com
HSE Site	www.hse.gov.uk/
	www.gov.uk/workplace-fire-safety-your-responsibilities/who-is-responsible
SafeCert Awards	www.safecertawards.com