

ICTQual AB



Qualification Specification

ICTQual AB Level 3 Certificate in Hazard Recognition and Risk Assessment



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ICTQual AB's

Level 3 Certificate in Hazard Recognition and Risk Assessment

Contents

ICTQual Level 3 Certificate in Hazard Recognition and Risk Assessment 1

About ICTQual AB's..... 2

Course Overview..... 2

Certification Framework 4

Entry Requirements 4

Qualification Structure..... 5

Centre Requirements..... 2

Support for Candidates..... 7

Assessment..... 7

Unit Descriptors8 to 14

Qualification Specification about

ICTQual Level 3 Certificate in Hazard Recognition and Risk Assessment

About ICTQual AB's

ICTQual AB's Ltd. is a distinguished awarding body based in the United Kingdom, dedicated to fostering excellence in education, training, and skills development. Committed to global standards, ICTQual AB's provides internationally recognized qualifications that empower individuals and organizations to thrive in an increasingly competitive world. Their offerings span diverse industries, including technical fields, health and safety, management, and more, ensuring relevance and adaptability to modern workforce needs.

ICTQual AB's delivers high-quality educational solutions through a network of Approved Training Centres worldwide. Their robust standards and innovative teaching methodologies equip learners with practical knowledge and skills for personal and professional growth. With a mission to inspire lifelong learning and drive positive change, ICTQual AB's continuously evolves its programs to stay ahead of industry trends and technological advancements.

Course Overview

The ICTQual Level 3 Certificate in Hazard Recognition and Risk Assessment provides a structured and practical approach to identifying workplace hazards and evaluating the risks they pose. It is designed to help learners develop the skills and knowledge required to carry out effective risk assessments in various occupational settings. The course emphasises a proactive and systematic approach to hazard recognition, enabling individuals to support the creation of safer and healthier workplaces in alignment with professional health and safety standards and objectives. Learners will explore key principles of hazard identification, understand different types of hazards—physical, chemical, biological, ergonomic, and psychosocial—and gain hands-on skills in assessing and prioritising risks using appropriate methods. The course includes analysis of common workplace scenarios, application of control measures, and understanding of legal requirements relevant to risk management. The program supports competency development through knowledge-based and performance-focused learning objectives that meet recognised industry expectations. It promotes critical thinking, compliance awareness, and a culture of continual improvement in safety practices.

Course Aim

The aim of this course is to equip individuals with the essential knowledge and practical capabilities to systematically recognise hazards and assess associated risks across different workplace environments. Learners will be trained to apply industry-standard methodologies to minimise risks, enhance safety, and comply with organisational and legal safety requirements.

Who is this course designed for:

This course is ideal for professionals in health and safety, supervisors, and individuals responsible for workplace risk assessment. It is suitable for those looking to enhance their knowledge of hazard recognition and risk management.

Certification Framework

Qualification title	ICTQual Level 3 Certificate in Hazard Recognition and Risk Assessment
Course ID	HSE0100
Grading Type	Pass / Fail
Competency Evaluation	Coursework / Assignments / Verifiable Experience
Assessment	The assessment and verification process for ICTQual AB's qualifications involves two key stages: Internal Assessment and Verification: ✓ Conducted by the staff at the Approved Training Centre (ATC) to ensure learners meet the required standards through continuous assessments. ✓ Internal Quality Assurance (IQA) is carried out by the centre's IQA staff to validate the assessment process. External Quality Assurance: ✓ Managed by ICTQual AB's verifiers, who periodically review the centre's assessment and IQA processes. Verifies that assessments are conducted to the required standards and ensures consistency across centres

Entry Requirements

The ICTQual Level 3 Certificate in Hazard Recognition and Risk Assessment has minimal entry requirements, making it accessible to a wide range of learners. To enrol in this qualification, individuals must meet the following criteria:

- ✓ **Age:** Learners must be 18 years or older
- ✓ **Educational Background:** Level 2 qualification or equivalent knowledge in health and safety
- ✓ **Experience:** Some prior experience in risk assessment or workplace safety is recommended
- ✓ **English Language Competency:** Good understanding of English for effective communication and assessments

Qualification Structure

This qualification comprises 7 mandatory units. Candidates must successfully complete all mandatory units to achieve the qualification.

Mandatory Units	
Unit Ref#	Unit Title
HSE0100-01	Advanced Hazard Identification and Risk Assessment Techniques
HSE0100-02	Legal Frameworks and Compliance in Risk Management
HSE0100-03	Industry-Specific Hazard Analysis and Risk Control
HSE0100-04	Workplace Safety Leadership and Risk Communication
HSE0100-05	Emergency Preparedness and Crisis Management
HSE0100-06	Monitoring, Auditing, and Continuous Improvement in Risk Management
HSE0100-07	Behavioural Safety and Human Factors in Risk Prevention

Centre Requirements

To ensure quality training delivery, centres must adhere to the following standards:

1. Centre Approval

- ✓ Centres must be formally approved by ICTQual AB's before delivering this qualification.
- ✓ Approval involves a review of facilities, policies, and staff qualifications.

2. Qualified Staff

- ✓ **Tutors:** must possess a recognised qualification in Health and Safety or a related field at Level 4 or above (e.g. Occupational Health and Safety, Risk Management, Environmental Health, or Engineering Safety).
- ✓ **Assessors:** Must hold a recognized assessor qualification (e.g., CAVA, AVRA) or equivalent)
- ✓ **Internal Quality Assurers (IQAs):** Must be appropriately qualified and experienced to oversee assessment standards.

3. Learning Facilities

Centre must offer:

- ✓ Private study areas and internet-enabled workspaces (for blended or physical delivery)
- ✓ Academic and pastoral support for learners
- ✓ Administrative support must be available to manage enrolment, tracking, and learner queries efficiently

4. Health and Safety Compliance

- ✓ All training facilities must comply with health and safety regulations.
- ✓ Centres must conduct regular risk assessments for practical activities.

5. Learning Resources

- ✓ **Course Materials:** Approved textbooks, study guides, and digital content must align with the qualification standards.
- ✓ **Assessment Tools:** Templates and guidelines must be provided to ensure standardized evaluation processes.
- ✓ **E-Learning Support:** Centres offering online or blended learning must implement an effective Learning Management System (LMS).

6. Assessment and Quality Assurance

- ✓ Centres must ensure assessments meet ICTQual AB's competency standards.
- ✓ Internal quality assurance (IQA) must be conducted to maintain consistency.
- ✓ External verifiers from ICTQual AB's will review assessment and training practices.

7. Learning Resources and Infrastructure

The centre must provide learners with access to adequate academic resources, including:

- ✓ Virtual Learning Environment (VLE) or Learning Management System (LMS)
- ✓ Engineering and safety case studies, simulation tools, and software.
- ✓ Access to digital libraries, e-books, and relevant professional standards (ISO, OSHA, HSE, etc.)

8. Policies and Compliance

Centres must uphold the following policies in accordance with ICTQual AB's standards:

- ✓ Equality, Diversity, and Inclusion Policy.
- ✓ Health and Safety Policy.
- ✓ Safeguarding and Learner Protection Policy.
- ✓ Complaints and Appeals Procedure.
- ✓ Data Protection and Confidentiality Policy.

9. Reporting Requirements

- Centres must provide ICTQual AB's with regular reports on learner registrations, progress, and certification outcomes.
- Assessment records must be maintained for external auditing and quality assurance purposes.

Support for Candidates

Centres should ensure that materials developed to support candidates:

- ✓ Facilitate tracking of achievements as candidate's progress through the learning outcomes and assessment criteria.
- ✓ Include information on how and where ICTQual AB's policies and procedures can be accessed.
- ✓ Provide mechanisms for Internal and External Quality Assurance staff to verify and authenticate evidence effectively.

This approach ensures transparency, supports candidates' learning journeys, and upholds quality assurance standards.

Assessment

This qualification is competence-based, requiring candidates to demonstrate proficiency as defined in the qualification units. The assessment evaluates the candidate's skills, knowledge, and understanding against the set standards. Key details include:

1. Assessment Process:

- ✓ Must be conducted by an experienced and qualified assessor.
- ✓ Candidates compile a portfolio of evidence that satisfies all learning outcomes and assessment criteria for each unit.

2. Types of Evidence:

- ✓ Observation reports by the assessor.
- ✓ Assignments, projects, or reports.
- ✓ Professional discussions.
- ✓ Witness testimonies.
- ✓ Candidate-produced work.
- ✓ Worksheets.
- ✓ Records of oral and written questioning.
- ✓ Recognition of Prior Learning (RPL).

3. Learning Outcomes and Assessment Criteria:

- ✓ **Learning Outcomes:** Define what candidates should know, understand, or accomplish upon completing the unit.
- ✓ **Assessment Criteria:** Detail the standards candidates must meet to demonstrate that the learning outcomes have been achieved.

This framework ensures rigorous and consistent evaluation of candidates' competence in line with the qualification's objectives.

Unit Descriptors

HSE0100-01- Advanced Hazard Identification and Risk Assessment Techniques

This unit focuses on improving learners’ skills in identifying complex hazards in different workplaces. Learners will explore advanced tools and methods for spotting potential dangers before they cause harm. It will include the use of detailed checklists, task analysis, fault tree analysis, and job safety analysis. The unit will also help learners to carry out in-depth risk assessments and to evaluate the likelihood and severity of harm. By the end of the unit, learners will be able to recommend suitable control measures and prioritise risks using professional judgement and structured methods.

Learning Outcome:	Assessment Criteria:
1. Apply advanced methods for identifying and assessing workplace hazards.	1.1 Identify workplace hazards using advanced tools such as fault tree analysis and job safety analysis. 1.2 Collect and analyse data from workplace observations to detect hidden hazards. 1.3 Use checklists and structured techniques to carry out comprehensive hazard identification. 1.4 Prioritise hazards based on their potential impact and likelihood.
2. Understand how to evaluate risk severity and likelihood effectively.	2.1 Explain the concepts of risk likelihood and severity in a workplace context. 2.2 Apply qualitative and quantitative methods to assess risk levels. 2.3 Use risk matrices or scoring systems to categorise risk severity. 2.4 Interpret assessment results to recommend appropriate control measures. 2.5 Review and update risk assessments based on new information or changes in the workplace.

HSE0100-02- Legal Frameworks and Compliance in Risk Management

This unit provides an understanding of the laws and regulations related to health and safety risk management. Learners will examine key legal duties placed on employers, employees, and contractors. It includes guidance on regulatory bodies, enforcement actions, and how to stay legally compliant. Learners will also study the importance of documentation, record-keeping, and reporting requirements. The unit will highlight the role of international, national, and industry-specific legal standards in supporting risk management practices.

Learning Outcome:	Assessment Criteria:
1. Learn about international and industry-specific safety regulations.	1.1 Identify key international health and safety standards relevant to risk management. 1.2 Describe industry-specific regulations and how they apply to workplace hazards. 1.3 Explain the role of regulatory bodies and their enforcement powers. 1.4 Analyse case studies of legal non-compliance and consequences.
2. Understand compliance requirements for workplace hazard management.	2.1 Outline employer and employee responsibilities under health and safety law. 2.2 Explain the importance of maintaining records and documentation for compliance. 2.3 Describe procedures for reporting hazards, incidents, and breaches. 2.4 Identify best practices for staying up-to-date with changing regulations.

HSE0100-03- Industry-Specific Hazard Analysis and Risk Control

This unit covers the identification of hazards and risks that are unique to specific industries, such as construction, healthcare, manufacturing, and chemical processing. Learners will investigate different types of hazards—physical, chemical, biological, ergonomic, and psychosocial—according to workplace type. The unit will teach learners how to apply industry-relevant control measures, such as engineering controls, safe work procedures, and personal protective equipment (PPE). It will also focus on adapting general safety principles to suit specific work environments.

Learning Outcome:	Assessment Criteria:
1. Analyse workplace hazards in different industries.	1.1 Describe common hazards found in at least three different industry sectors. 1.2 Compare hazard characteristics across various workplaces. 1.3 Use hazard identification methods tailored to specific industry needs. 1.4 Evaluate how workplace environment influences hazard risks.
2. Apply tailored risk control strategies for industry-specific risks.	2.1 Select appropriate control measures suitable for different industries. 2.2 Explain the hierarchy of controls and apply it to industry hazards. 2.3 Develop risk control plans specific to workplace conditions and hazards. 2.4 Monitor the effectiveness of implemented controls and suggest improvements.

HSE0100-04- Workplace Safety Leadership and Risk Communication

This unit helps learners understand the importance of strong leadership in creating a safe workplace. It explores how leaders influence health and safety culture through their actions and decisions. Learners will study communication strategies used to share risk information clearly across all levels of an organisation. The unit includes topics such as safety briefings, team meetings, safety signage, and digital communication tools. Learners will also understand how to motivate workers to participate in risk reduction and to report unsafe conditions.

Learning Outcome:	Assessment Criteria:
1. Develop leadership skills for workplace safety management.	1.1 Describe the qualities of effective safety leaders. 1.2 Plan activities that promote a positive safety culture. 1.3 Demonstrate decision-making that prioritises risk reduction. 1.4 Motivate team members to engage in safety initiatives.
2. Learn how to effectively communicate risks and safety measures.	2.1 Use clear and appropriate language to explain hazards and controls. 2.2 Employ different communication methods (e.g., meetings, signage, digital). 2.3 Tailor communication style to different audiences and literacy levels. 2.4 Gather and respond to feedback on safety messages to improve understanding.

HSE0100-05- Emergency Preparedness and Crisis Management

This unit prepares learners to deal with unexpected situations such as fires, chemical spills, equipment failure, or natural disasters. It covers emergency planning, risk assessment for emergency scenarios, and setting up response procedures. Learners will explore the roles and responsibilities during an emergency and how to coordinate with external services like fire and rescue. The unit also covers crisis communication, drills, evacuation procedures, and recovery planning to return the workplace to normal safely.

Learning Outcome:	Assessment Criteria:
1. Develop emergency response plans for workplace hazards.	1.1 Identify potential emergency scenarios relevant to the workplace. 1.2 Create clear, step-by-step emergency response procedures. 1.3 Assign roles and responsibilities for emergency situations. 1.4 Include evacuation routes and assembly points in the plan.
2. Learn how to manage crises and mitigate potential damages.	2.1 Coordinate communication during an emergency with internal and external stakeholders. 2.2 Conduct drills to test emergency preparedness. 2.3 Analyse emergency incidents to identify lessons learned. 2.4 Develop recovery plans to restore normal operations post-crisis.

HSE0100-06- Monitoring, Auditing, and Continuous Improvement in Risk Management

In this unit, learners will develop the skills needed to check and improve risk management systems. The unit covers the use of inspections, audits, and reviews to make sure controls are working. Learners will also learn how to gather performance data, investigate incidents, and identify areas for improvement. Topics such as using key performance indicators (KPIs), audit checklists, and risk metrics will be included. The unit supports the concept of continual improvement to keep the workplace safer over time.

Learning Outcome:	Assessment Criteria:
1. Learn best practices for workplace safety monitoring and audits.	1.1 Plan and schedule regular safety inspections and audits. 1.2 Use checklists and audit tools to assess risk control measures. 1.3 Record and report audit findings accurately. 1.4 Follow up on audit recommendations to ensure compliance.
2. Develop strategies for continuous improvement in hazard management.	2.1 Analyse performance data and safety indicators to identify trends. 2.2 Encourage employee involvement in safety improvement initiatives. 2.3 Review and update risk management policies regularly. 2.4 Apply feedback from audits and incident reports to improve controls. 2.5 Set measurable objectives for ongoing safety performance improvement.

HSE0100-07- Behavioural Safety and Human Factors in Risk Prevention

This unit focuses on how human behaviour and workplace conditions affect safety. Learners will explore the reasons behind unsafe actions, such as fatigue, poor training, stress, or unclear instructions. The unit introduces the principles of behavioural safety programmes that encourage safe habits. Learners will study ways to influence behaviour positively using observation, feedback, and training. The unit also looks at how workplace design and human capabilities should be considered in risk control strategies.

Learning Outcome:	Assessment Criteria:
1. Understand the role of human behaviour in workplace safety.	1.1 Explain how factors such as fatigue, stress, and attitudes influence safety. 1.2 Identify common unsafe behaviours and their causes. 1.3 Describe the impact of organisational culture on employee behaviour. 1.4 Analyse incidents to determine behavioural causes.
2. Learn methods to promote behavioural safety and reduce risks.	2.1 Implement observation and feedback techniques to encourage safe behaviour. 2.2 Develop training sessions focused on behavioural safety principles. 2.3 Use positive reinforcement to motivate risk-free behaviours. 2.4 Design workplace environments that support safe practices.

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