

ICTQual AB



Qualification Specification

ICTQual AB Level 3 Certificate in Health & Safety at Work Place



Website
www.ictqualab.co.uk

Email:
Support@ictqualab.co.uk

ICTQual AB's

Level 3 Certificate in Health & Safety at Work Place

Contents

ICTQual Level 3 Certificate in Accident Investigation 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 AB Level 3 Certificate in Health & Safety at Work Place

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

This qualification is designed to support individuals working in diverse industries by equipping them with the essential knowledge, understanding, and application of workplace health and safety principles. The course ensures that learners develop competence in identifying hazards, implementing control measures, complying with legal obligations, and promoting a positive health and safety culture. The structure of the qualification is aligned with recognized standards and objectives that reflect the expectations of modern workplaces. It integrates essential elements such as risk assessment, incident investigation, legal frameworks, fire and electrical safety, ergonomics, and welfare provisions. Emphasis is placed on developing the ability to work both independently and collaboratively to maintain and improve safe working environments. This qualification supports a progressive learning pathway for individuals seeking to further develop their capabilities in occupational health and safety or progress into supervisory roles where health and safety responsibilities form an integral part of their duties.

Course Aim

The aim of this qualification is to provide learners with a comprehensive understanding of key health and safety concepts, enabling them to apply effective safety practices within a work environment. Learners will gain the competence to assess risks, implement appropriate safety controls, and promote compliance with safety procedures. The qualification fosters the ability to communicate health and safety requirements clearly and contribute positively to an organization's safety culture.

Who this Course is For

This qualification is suitable for:

- Individuals currently employed in any sector who have health and safety responsibilities
- Employees preparing to assume supervisory duties or line management roles
- New entrants to the workforce who want a foundation in workplace health and safety
- Health and safety representatives or coordinators seeking formal recognition of their competence
- Individuals seeking career advancement in roles requiring occupational safety awareness

It is also suitable for those aiming to reinforce existing knowledge through a structured and standard-aligned program focused on safety performance, compliance, and risk control.

Key Learning Objectives

By the end of this qualification, learners will be able to:

- Understand the principles of health and safety legislation and organizational policies.
- Identify workplace hazards and evaluate associated risks.
- Apply risk control strategies and safe systems of work.
- Demonstrate knowledge of incident reporting and investigation processes.
- Promote a positive health and safety culture in the workplace.

Certification Framework

Qualification title	ICTQual AB Level 3 Certificate in Health & Safety at Work Place
Course ID	HSE0117
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

To enroll in the ICTQual AB Level 3 Certificate in Health & Safety at Work Place learners must meet the following requirements:

- **Minimum Age:** Learners must be at least 18 years old at the time of enrolment.
- **Educational Background:** A prior qualification in health and safety, such as a Level 2 Award, is recommended. Alternatively, equivalent training or workplace learning in occupational safety will be considered.
- **Experience:** Learners should have some experience working in a professional environment where health and safety considerations are part of their role. This may include supervisory responsibilities or involvement in safety-related tasks or compliance processes.

These entry requirements are designed to ensure that learners have the foundational knowledge and practical insight necessary to succeed at Level 3 and apply their learning effectively in workplace settings.

Qualification Structure

This qualification comprises 6 mandatory units. Candidates must successfully complete all mandatory units to achieve the qualification.

Mandatory Units	
Unit Ref#	Unit Title
HSE0117-01	Health and Safety Legislation and Regulatory Compliance
HSE0117-02	Risk Assessment Techniques and Control Strategies
HSE0117-03	Developing and Implementing Safe Work Practices
HSE0117-04	Emergency Preparedness and Incident Management
HSE0117-05	Promoting a Positive Health and Safety Culture
HSE0117-06	Monitoring, Auditing, and Reviewing Workplace Safety Performance

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

HSE0117-01- Health and Safety Legislation and Regulatory Compliance

This unit helps learners understand the laws and rules that apply to health and safety at work. It explains why it is important to follow these laws and what could happen if they are not followed. Learners will explore key legal duties of employers and employees, and learn about different health and safety regulations. The unit also covers how organisations can stay legally compliant and avoid risks. By the end of this unit, learners will be able to explain how the law supports safe working and what steps organisations must take to meet legal duties.

Learning Outcome:	Assessment Criteria:
1. Understand key health and safety laws and their relevance to the workplace.	1.1 Describe major UK health and safety laws and their key provisions. 1.2 Explain the purpose and scope of the Health and Safety at Work etc. Act 1974. 1.3 Identify sectors or work activities where specific regulations apply. 1.4 Analyse how legislation influences day-to-day workplace activities.
2. Identify legal responsibilities of employers and employees.	2.1 Outline employer duties under key health and safety legislation. 2.2 Identify employee obligations in relation to personal and collective safety. 2.3 Explain consequences of non-compliance for both employers and employees. 2.4 Describe the role of enforcement bodies such as the HSE.
3. Apply compliance principles to ensure organisational adherence to regulations.	3.1 Describe how policies and procedures can support legal compliance. 3.2 Identify methods for monitoring compliance across departments. 3.3 Demonstrate how to support colleagues in meeting legal requirements. 3.4 Explain the importance of record-keeping in maintaining compliance. 3.5 Assess the effectiveness of compliance measures in the organisation.

4. Interpret and implement workplace policies in line with legal standards.

- 4.1 Analyse how legal duties are reflected in workplace health and safety policies.
- 4.2 Implement procedures that meet specific legal requirements.
- 4.3 Evaluate how well workplace practices align with policy expectations.
- 4.4 Recommend adjustments to ensure legal and procedural compliance.

HSE0117-02- Risk Assessment Techniques and Control Strategies

This unit teaches learners how to identify risks in the workplace and decide how serious they are. It covers different types of hazards, such as slips, trips, fire, and chemical risks. Learners will explore ways to assess risks and choose the best control methods to reduce or remove them. The unit includes practical tools such as the five steps to risk assessment, and shows how to record and review findings properly. By the end of this unit, learners will be able to carry out a basic risk assessment and apply suitable controls.

Learning Outcome:

Assessment Criteria:

- | | |
|---|---|
| 1. Conduct structured risk assessments across various work environments. | 1.1 Explain the five steps of risk assessment as per HSE guidance.
1.2 Select suitable tools and techniques for conducting assessments.
1.3 Apply risk assessment processes to different work scenarios.
1.4 Complete documentation to standard for a chosen work activity. |
| 2. Identify and prioritise hazards based on potential impact. | 2.1 List common workplace hazards and their sources.
2.2 Assess risk based on severity and likelihood.
2.3 Use a risk matrix to prioritise hazards.
2.4 Justify the prioritisation of one hazard over another.
2.5 Evaluate the wider impact of unmanaged risks. |
| 3. Develop appropriate control measures to minimise or eliminate risks. | 3.1 Select control measures based on the hierarchy of control.
3.2 Explain how each control reduces the likelihood or severity of harm.
3.3 Match control strategies to specific types of hazards.
3.4 Demonstrate how to balance practicality and effectiveness.
3.5 Review residual risk after control implementation. |
| 4. Review and update risk assessments in line with operational changes. | 4.1 Identify when a risk assessment requires revision.
4.2 Explain the importance of reviewing assessments after incidents or changes.
4.3 Update assessment documents to reflect new controls or findings.
4.4 Communicate updates to affected individuals effectively. |

HSE0117-03- Developing and Implementing Safe Work Practices

This unit focuses on creating safe working methods to protect workers and others. Learners will look at how to develop clear and practical safety procedures, and how to make sure they are followed. The unit also explains how training, supervision, and proper planning help in keeping work safe. It covers different types of work practices, such as safe use of equipment, manual handling, and use of personal protective equipment (PPE). By the end, learners will understand how to support safe working every day.

Learning Outcome:	Assessment Criteria:
1. Design safe systems of work tailored to specific tasks or industries.	1.1 Identify task-specific risks and suitable control strategies. 1.2 Develop procedures that integrate health and safety at each stage. 1.3 Consider ergonomic and environmental factors in system design. 1.4 Customise systems for sector-specific needs (e.g., construction, healthcare).
2. Implement control measures that support health and safety performance.	2.1 Coordinate with teams to apply agreed controls. 2.2 Ensure correct use of personal protective equipment (PPE). 2.3 Monitor adherence to control measures during operations. 2.4 Support workers in using safe working methods.
3. Ensure procedures are effectively communicated and followed.	3.1 Use clear formats and language to share procedures. 3.2 Deliver toolbox talks or training to explain safe practices. 3.3 Confirm understanding through supervision or feedback. 3.4 Identify barriers to communication and address them.
4. Evaluate the effectiveness of safety practices and suggest improvements.	4.1 Collect feedback on safety procedures from staff. 4.2 Compare incident rates or near-miss data before and after implementation. 4.3 Identify weaknesses in existing systems 4.4 Recommend practical and cost-effective improvements. 4.5 Monitor implementation of suggested changes.

HSE0117-04- Emergency Preparedness and Incident Management

This unit helps learners prepare for emergencies, such as fires, accidents, or gas leaks. It explains how to plan ahead, respond quickly, and reduce harm. Learners will explore how to create emergency procedures and how to train staff to act safely. The unit also looks at incident reporting, investigation, and how to learn from incidents to stop them from happening again. By the end, learners will know how to deal with emergencies and manage incidents in a calm and organised way.

Learning Outcome:	Assessment Criteria:
1. Develop and implement emergency response plans for various scenarios.	1.1 Identify possible emergency situations relevant to the workplace. 1.2 Create response procedures for each type of emergency. 1.3 Allocate responsibilities and actions in the emergency plan. 1.4 Test the plan through drills or simulations.
2. Understand roles and responsibilities during emergencies.	2.1 Describe key roles such as fire marshal or first aider. 2.2 Explain the chain of command in emergency response. 2.3 Identify individual responsibilities under the emergency plan. 2.4 Demonstrate effective coordination during drills or mock events.
3. Conduct incident investigations to determine root causes.	3.1 Collect and document incident evidence properly. 3.2 Use root cause analysis techniques (e.g. 5 Whys or fishbone diagram). 3.3 Interview witnesses in a structured and sensitive manner. 3.4 Identify both immediate and underlying causes. 3.5 Recommend control measures based on findings.
4. Record and report incidents in accordance with organisational and legal procedures.	4.1 Complete incident forms accurately and in a timely manner. 4.2 Report serious incidents to relevant authorities (e.g. RIDDOR). 4.3 Maintain confidentiality and data protection when reporting. 4.4 Store and manage records for future reference.

HSE0117-05- Promoting a Positive Health and Safety Culture

This unit shows how a positive attitude towards health and safety helps everyone stay safe at work. Learners will understand how leadership, good communication, and teamwork make a difference. The unit explores ways to involve staff in safety matters and encourages reporting and sharing of ideas. It also covers how to deal with unsafe behaviour and how to support change. By the end of this unit, learners will be able to explain how to build a workplace culture where health and safety are taken seriously by everyone.

Learning Outcome:	Assessment Criteria:
1. Identify key elements that contribute to a strong safety culture.	1.1 Explain the influence of leadership commitment. 1.2 Identify the role of training and awareness. 1.3 Assess how values and beliefs shape safety attitudes. 1.4 Describe how systems support or hinder culture. 1.5 Evaluate examples of poor and strong safety cultures.
2. Engage and influence colleagues to adopt safe behaviours.	2.1 Use motivational techniques to promote safe practices. 2.2 Lead by example in daily work activities. 2.3 Recognise and reward safe behaviour. 2.4 Support hesitant or resistant staff through encouragement.
3. Communicate safety messages effectively at all levels.	3.1 Tailor messages to suit different audiences (e.g. operatives vs. management). 3.2 Use posters, briefings, meetings, and digital media appropriately. 3.3 Check understanding and invite feedback. 3.4 Use real-life examples to explain key points.
4. Support initiatives that enhance safety awareness and accountability.	4.1 Take part in campaigns, events, or safety days. 4.2 Promote reporting of near misses and unsafe acts. 4.3 Encourage peer-to-peer responsibility for safety. 4.4 Suggest and support workplace improvements.

HSE0117-06- Monitoring, Auditing, and Reviewing Workplace Safety Performance

This unit focuses on checking if health and safety practices are working well. Learners will explore how to monitor performance through inspections, observations, and safety data. The unit also explains how to carry out audits and reviews to spot problems and improve systems. Learners will learn how to set safety targets, measure results, and report findings clearly. By the end, learners will be able to support a process of continuous improvement in workplace safety.

Learning Outcome:	Assessment Criteria:
1. Design and conduct internal audits to assess compliance and effectiveness.	1.1 Create an audit checklist based on standards and policies. 1.2 Plan and schedule audits to minimise disruption. 1.3 Interview staff and review records as part of audit evidence. 1.4 Report findings clearly and objectively.
2. Use performance data to identify areas for improvement.	2.1 Gather and analyse data such as incident rates or inspection reports. 2.2 Compare performance against set benchmarks or targets. 2.3 Identify trends or recurring issues. 2.4 Present findings to management with supporting evidence. 2.5 Interpret data using simple charts or visual tools.
3. Develop action plans based on audit findings and observations.	3.1 Prioritise issues based on risk and impact. 3.2 Set achievable and measurable improvement goals. 3.3 Assign responsibilities and timeframes. 3.4 Monitor progress and adjust actions where needed.
4. Contribute to continuous improvement in safety systems and practices.	4.1 Propose updates to procedures or policies based on lessons learned. 4.2 Support trial or pilot improvements in work processes. 4.3 Share success stories and case studies internally. 4.4 Take part in safety committees or improvement teams.

ICTQual AB

Yew Tree Avenue, Dagenham,

London East, United Kingdom RM10 7FN

+447441398083

Support@ictqualab.co.uk | www.ictqualab.co.uk

[VisitOfficialWebpage](http://www.ictqualab.co.uk)

