

ICTQual AB



Qualification Specification

ICTQual Level 3 Certificate in Occupational Safety and Health



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ICTQual AB's

Level 3 Certificate in Occupational Safety and Health

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Qualification Specification about

ICTQual Level 3 Certificate in Occupational Safety and Health

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 Occupational Safety and Health is a professional qualification designed to provide learners with a solid foundation in the principles and practices of health and safety management across diverse workplace environments. This programme focuses on equipping individuals with the knowledge and practical skills required to identify, assess, and control occupational risks and hazards, in accordance with internationally recognised standards and industry expectations.

The course aligns with modern workplace demands and promotes a proactive safety culture, preparing individuals to effectively contribute to safety initiatives, support compliance with regulatory requirements, and engage in continuous safety improvement. Emphasis is placed on hazard identification, risk control, safety responsibilities, incident investigation, and promoting employee well-being. This certificate supports the development of essential competencies required for a variety of safety roles and encourages learners to act as competent contributors within safety teams or as standalone safety personnel in small to medium-sized organisations.

Course Aim

The primary aim of this course is to develop competent individuals capable of supporting and maintaining occupational health and safety systems, reducing workplace incidents, and promoting a culture of safety awareness. It aims to build the learner's capacity to apply theoretical understanding to practical workplace settings, ensuring they can meet legislative obligations and organisational safety objectives effectively.

Who This Course is For

This course is ideal for:

- Individuals starting a career in occupational health and safety.
- Employees with safety responsibilities within their roles.
- Supervisors and line managers wishing to strengthen their safety knowledge.
- Individuals seeking to transition into safety roles across industries.
- Anyone intending to progress to more advanced levels of health and safety qualifications.

No prior health and safety experience is required, though a general understanding of workplace environments is beneficial.

Standards & Objectives

The course is structured around the following key objectives:

- To ensure understanding of core occupational safety and health principles.
- To build competence in identifying hazards and applying suitable risk control measures.
- To interpret and apply relevant health and safety legislation and responsibilities.
- To support learners in developing practical knowledge of incident reporting and emergency procedures.
- To instil confidence in promoting health and safety culture within any organisation.

Upon successful completion, learners will be equipped to contribute meaningfully to organisational safety standards, uphold regulatory compliance, and advocate for workplace well-being.

Certification Framework

Qualification title	ICTQual Level 3 Certificate in Occupational Safety and Health
Course ID	HSE0112
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 enrol in the ICTQual Level 3 Certificate in Occupational Safety and Health, learners must meet the following requirements:

- ✓ **Age:** Learner must be 18 years or older
- ✓ **Educational Background:** High school diploma or equivalent
- ✓ **Experience:** Relevant experience recommended but not required
- ✓ **English Language Competency:** Proficiency in reading, writing, and understanding English for assessments and safety regulations

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
HSE0112-01	Advanced Occupational Safety and Health Practices
HSE0112-02	Legal and Ethical Considerations in Workplace Safety
HSE0112-03	Risk Assessment and Hazard Control in High-Risk Environments
HSE0112-04	Workplace Safety Leadership and Management
HSE0112-05	Emergency and Crisis Management in Occupational Safety
HSE0112-06	Implementing a Safety Culture in Organisations
HSE0112-07	Occupational Health, Wellbeing, and Mental Health Support

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

HSE0112-01- Advanced Occupational Safety and Health Practices

This unit focuses on advanced methods for maintaining and improving safety and health in the workplace. Learners will explore how to manage complex safety systems, use modern technologies, and apply international safety standards. The unit also looks at how to monitor and improve existing health and safety practices using performance data and inspections. It encourages a proactive approach to preventing incidents and protecting workers in different types of industries.

Learning Outcome:	Assessment Criteria:
1. Develop a comprehensive understanding of advanced safety practices.	1.1 Explain the key components of advanced occupational safety systems. 1.2 Compare traditional and modern approaches to workplace safety. 1.3 Evaluate the use of safety data and metrics to improve performance. 1.4 Discuss the application of international safety standards in various industries. 1.5 Describe methods for identifying and correcting unsafe work practices.
2. Learn how to integrate safety practices into daily workplace operations.	2.1 Demonstrate how to include safety checks in routine tasks. 2.2 Identify barriers to integrating safety into everyday work. 2.3 Develop an action plan for embedding safety practices across departments. 2.4 Assess the impact of daily safety practices on accident prevention.

HSE0112-02- Legal and Ethical Considerations in Workplace Safety

In this unit, learners will study the key laws and regulations that apply to workplace safety and health. It also covers the ethical responsibilities of employers, managers, and employees. Topics include workers’ rights, employer duties, reporting requirements, and legal penalties for non-compliance. Learners will understand how ethical behaviour supports a strong safety culture and why legal compliance is essential to protect people at work.

Learning Outcome:	Assessment Criteria:
1. Understand legal responsibilities in occupational safety and health.	1.1 Identify key national laws and regulations related to workplace safety. 1.2 Explain the legal duties of employers, employees, and safety officers. 1.3 Describe the legal process for reporting and investigating incidents. 1.4 Analyse penalties for non-compliance with health and safety laws.
2. Learn about ethical considerations in workplace safety management.	2.1 Define ethical behaviour in the context of workplace safety. 2.2 Explain how ethical decision-making affects safety outcomes. 2.3 Evaluate the role of transparency and accountability in safety management. 2.4 Discuss how organisations can balance profit and safety. 2.5 Identify ethical challenges faced by safety professionals.

HSE0112-03- Risk Assessment and Hazard Control in High-Risk Environments

This unit teaches learners how to carry out detailed risk assessments in high-risk workplaces such as construction sites, factories, or chemical plants. It includes the identification of potential hazards, analysis of their likelihood and consequences, and the selection of effective control measures. Learners will also understand how to implement and review these controls to keep workers safe in dangerous situations.

Learning Outcome:	Assessment Criteria:
1. Identify and assess risks in high-risk workplace environments.	1.1 Describe common hazards in high-risk workplaces. 1.2 Carry out a structured risk assessment using an approved method. 1.3 Explain how to estimate the likelihood and severity of harm. 1.4 Identify who may be affected by specific workplace risks.
2. Develop effective risk control measures for hazardous work settings.	2.1 Recommend suitable control measures based on risk levels. 2.2 Apply the hierarchy of controls to reduce workplace hazards. 2.3 Justify the selection of specific control strategies. 2.4 Review the effectiveness of implemented safety controls. 2.5 Propose improvements for risk control systems.

HSE0112-04- Workplace Safety Leadership and Management

This unit helps learners understand the importance of leadership in promoting safety at work. It explores how managers and supervisors can influence safety behaviour, develop safety strategies, and lead by example. The unit covers communication, motivation, supervision, and how to involve staff in safety decisions. Strong leadership is shown to be key to creating a safe and responsible work environment.

Learning Outcome:	Assessment Criteria:
1. Learn how leadership influences workplace safety culture.	1.1 Describe the traits of effective safety leaders. 1.2 Analyse how leadership behaviour affects employee attitudes. 1.3 Evaluate examples of positive and negative safety leadership. 1.4 Explain how leaders can model safe behaviour.
2. Understand management strategies for promoting safety compliance.	2.1 Identify key elements of a workplace safety policy. 2.2 Outline methods for monitoring and enforcing compliance. 2.3 Discuss the role of training and supervision in compliance. 2.4 Examine the use of incentives and discipline in safety management. 2.5 Develop a safety compliance improvement plan.
3. Recognise the importance of continuous improvement in safety leadership.	3.1 Define continuous improvement in a safety context. 3.2 Explain how to collect feedback on safety performance. 3.3 Describe the use of audits and inspections in safety improvement. 3.4 Propose strategies for ongoing leadership development.

HSE0112-05- Emergency and Crisis Management in Occupational Safety

This unit covers how to prepare for and manage workplace emergencies such as fires, chemical spills, or major accidents. Learners will study emergency planning, evacuation procedures, roles and responsibilities, and crisis communication. The unit also looks at how to carry out drills, respond quickly to incidents, and minimise harm during emergencies. Planning ahead is essential to protect lives and limit damage.

Learning Outcome:	Assessment Criteria:
1. Learn how to develop emergency response plans.	1.1 List key components of an emergency response plan. 1.2 Identify potential emergency scenarios relevant to a workplace. 1.3 Develop clear roles and responsibilities in emergency situations. 1.4 Design procedures for evacuation and first aid response.
2. Understand crisis management principles in workplace safety.	2.1 Define crisis management and its role in safety. 2.2 Explain the steps for effective communication during a crisis. 2.3 Analyse the impact of poor crisis handling on employee safety. 2.4 Evaluate tools used for emergency coordination and decision-making. 2.5 Discuss how to review and update crisis management systems.

HSE0112-06- Implementing a Safety Culture in Organisations

This unit focuses on building and maintaining a positive safety culture within organisations. Learners will explore what makes a strong safety culture, including trust, open communication, accountability, and continuous improvement. The unit discusses how to change unsafe attitudes, encourage safe practices, and involve everyone from senior managers to new employees in safety efforts.

Learning Outcome:	Assessment Criteria:
1. Recognise strategies for fostering a positive safety culture.	1.1 Explain the key features of a strong safety culture. 1.2 Identify leadership actions that support cultural change. 1.3 Analyse the role of safety communication in building trust. 1.4 Evaluate the benefits of promoting safety values across all levels. 1.5 Suggest methods to measure improvements in safety culture.
2. Learn how to encourage employee participation in workplace safety.	2.1 Describe techniques for engaging employees in safety discussions. 2.2 Assess the role of safety committees and representatives. 2.3 Develop strategies for reporting and responding to safety concerns. 2.4 Demonstrate how feedback can improve safety systems.

HSE0112-07- Occupational Health, Wellbeing, and Mental Health Support

This unit looks at the wider aspects of health at work, beyond just physical safety. It explores how organisations can support the mental and physical wellbeing of their employees. Topics include stress management, work-life balance, healthy working environments, and access to mental health resources. Learners will understand the importance of promoting a healthy and supportive workplace to improve employee morale and productivity.

Learning Outcome:	Assessment Criteria:
1. Understand the role of mental health in workplace safety.	1.1 Explain how poor mental health can lead to workplace incidents. 1.2 Identify signs of mental health issues among workers. 1.3 Discuss the importance of reducing stigma around mental health. 1.4 Evaluate organisational responsibilities for mental wellbeing.
2. Learn strategies for supporting employee wellbeing in the workplace.	2.1 Describe practical steps to promote physical and mental wellbeing. 2.2 Develop a basic employee wellbeing support plan. 2.3 Identify resources and services available to support wellbeing. 2.4 Analyse the link between wellbeing programmes and staff performance. 2.5 Review workplace conditions that affect employee health.

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