

ICTQual AB



Qualification Specification

ICTQual AB Level 3 Certificate in Workplace Safety and Health



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ICTQual AB's

Level 3 Certificate in Workplace Safety and Health

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Qualification Specification about

ICTQual Level 3 Certificate in Workplace 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 Workplace Safety and Health is designed to establish a strong foundation in occupational safety principles and practices. This programme introduces essential concepts, standards, and procedures that promote health and safety in a variety of workplace environments. It supports individuals in developing the knowledge and practical understanding required to identify hazards, assess risks, and contributes to safer organisational operations. The course emphasises current workplace safety standards, promotes proactive health and safety behaviours, and reinforces compliance with legal and organisational responsibilities. Learners will engage with key safety concepts including hazard recognition, risk management, accident prevention, emergency procedures, and safety culture enhancement. This qualification supports career progression and workforce competency across sectors that value safety leadership and operational integrity.

Course Aim

The aim of this course is to equip learners with the practical knowledge, skills, and awareness necessary to maintain a safe and healthy workplace. It focuses on empowering individuals to apply fundamental safety techniques, follow legal requirements, and support safety initiatives that prevent injuries, incidents, and occupational illnesses.

For Whom This Course Is For

This course is intended for:

- Individuals seeking to start a career in health and safety across any sector.
- Employees in operational roles who are responsible for contributing to workplace safety.
- Supervisors, team leaders, and junior managers with day-to-day safety responsibilities.
- Those wishing to enhance their understanding of workplace health and safety for personal development or career progression.
- Workers involved in high-risk environments such as manufacturing, construction, logistics, and healthcare.

Certification Framework

Qualification title	ICTQual Level 3 Certificate in Workplace Safety and Health
Course ID	HSE0103
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 Workplace Safety and Health, learners must meet the following requirements:

- ✓ **Age:** Learner must be 18 years or older
- ✓ **Educational Background:** Level 2 qualification in health and safety or a related field
- ✓ **Experience:** Some prior experience in workplace safety or risk management 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
HSE0103-01	Advanced Risk Management and Safety Strategies
HSE0103-02	Occupational Health Hazards and Prevention Methods
HSE0103-03	Workplace Safety Regulations and Legal Compliance
HSE0103-04	Leadership in Workplace Safety and Risk Communication
HSE0103-05	Health and Safety Auditing and Compliance Monitoring
HSE0103-06	Emergency Preparedness and Crisis Management in the Workplace
HSE0103-07	Developing a Proactive Workplace Safety Culture

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

HSE0103-01- Advanced Risk Management and Safety Strategies

This unit helps learners understand how to manage risks in the workplace more effectively. It explains how to identify different types of risks and how to control or reduce them before they cause harm. Learners will explore various safety strategies used in different industries and learn how to choose the best method for a particular situation. The unit also teaches how to plan and review safety measures regularly to keep everyone safe at work.

Learning Outcome:	Assessment Criteria:
1. Learn advanced workplace risk management techniques.	1.1 Explain the principles of proactive and reactive risk management. 1.2 Describe how to use risk assessment models for dynamic work environments. 1.3 Apply hazard identification tools in high-risk scenarios. 1.4 Justify the selection of appropriate risk control measures in specific cases.
2. Understand how to assess and control complex workplace hazards..	2.1 Identify complex hazards using a structured approach. 2.2 Evaluate the effectiveness of existing control measures. 2.3 Recommend improvements to safety strategies based on risk evaluations. 2.4 Interpret risk matrices and prioritise actions based on severity and likelihood. 2.5 Demonstrate how to develop a hierarchy of control for multi-layered risks.

HSE0103-02- Occupational Health Hazards and Prevention Methods

In this unit, learners will discover the different health hazards that can affect people at work, such as noise, chemicals, poor lighting, or stress. They will learn how these hazards can harm health over time and what steps can be taken to prevent them. The unit focuses on using the right equipment, safe working methods, and proper training to reduce risks and keep workers healthy. It also explains the importance of early reporting and monitoring of health problems.

Learning Outcome:	Assessment Criteria:
1. Identify workplace health hazards affecting employees.	1.1 List common health hazards in different workplace settings. 1.2 Distinguish between acute and chronic health risks. 1.3 Describe signs and symptoms of key occupational illnesses. 1.4 Assess the impact of environmental conditions on employee health.
2. Learn strategies to prevent occupational illnesses and injuries.	2.1 Explain the use of personal protective equipment (PPE) for different hazards. 2.2 Recommend safe working procedures to minimise health risks. 2.3 Evaluate the effectiveness of health surveillance programmes. 2.4 Demonstrate how training and awareness can reduce occupational illnesses. 2.5 Identify engineering controls used to reduce exposure to health hazards.
3. Understand the role of workplace ergonomics in reducing risks..	3.1 Define ergonomics and its application in the workplace. 3.2 Assess the impact of poor ergonomic design on employee wellbeing. 3.3 Propose ergonomic improvements for a specific job task. 3.4 Describe how ergonomics can prevent musculoskeletal disorders.

HSE0103-03- Workplace Safety Regulations and Legal Compliance

This unit introduces the laws and rules that employers and employees must follow to make workplaces safe. Learners will understand the legal duties of both workers and management, and how these rules protect people from harm. The unit also explains how to keep records, follow safety procedures, and cooperate with inspectors or safety officers. By learning this, learners will be better prepared to work in line with the law and report unsafe situations.

Learning Outcome:	Assessment Criteria:
1. Develop a strong understanding of workplace safety laws.	1.1 Identify key health and safety laws relevant to the workplace. 1.2 Describe employer and employee responsibilities under the law. 1.3 Explain the consequences of non-compliance with safety regulations. 1.4 Interpret sections of a workplace safety act or regulation.
2. Learn how to ensure compliance with industry-specific regulations. .	2.1 Review company policies for alignment with industry safety standards. 2.2 Monitor workplace practices for adherence to legal requirements. 2.3 Report non-compliance issues using standard procedures. 2.4 Recommend corrective actions to meet legal and industry guidelines. 2.5 Assist in developing documentation for compliance reporting.

HSE0103-04- Leadership in Workplace Safety and Risk Communication

In this unit, learners will understand the role of leadership in improving workplace safety. It focuses on how team leaders, supervisors, and managers can influence others by setting a good example and encouraging safe behaviour. The unit also teaches how to communicate safety messages clearly and how to make sure everyone understands the risks and knows what to do. Good leadership can help build trust and improve safety performance across the workplace.

Learning Outcome:	Assessment Criteria:
1. Understand the role of leadership in workplace safety.	1.1 Explain how leadership influences safety performance. 1.2 Describe qualities of effective safety leaders. 1.3 Analyse how leadership styles affect risk perception. 1.4 Identify strategies for motivating workers to follow safety procedures.
2. Learn techniques for effective risk communication and employee engagement.	2.1 Demonstrate how to deliver clear safety instructions. 2.2 Evaluate methods of engaging staff in risk assessments. 2.3 Use communication tools to promote safe working habits. 2.4 Facilitate safety briefings or toolbox talks effectively. 2.5 Identify barriers to communication and strategies to overcome them.
3. Recognise the importance of safety culture reinforcement.	3.1 Define key elements of a positive safety culture. 3.2 Explain how regular feedback supports safety behaviour. 3.3 Assess the impact of recognition and rewards on safety outcomes. 3.4 Suggest ways to measure safety culture in the workplace.

HSE0103-05- Health and Safety Auditing and Compliance Monitoring

This unit explains how to check if health and safety rules are being followed in the workplace. Learners will learn how to carry out inspections, check documents, speak with workers, and look for signs of unsafe practices. They will also understand how to write simple reports and suggest ways to make improvements. Regular auditing and monitoring are key to finding problems early and making sure the workplace stays safe for everyone.

Learning Outcome:	Assessment Criteria:
1. Learn how to conduct advanced safety audits.	1.1 Plan and structure a health and safety audit. 1.2 Collect audit evidence using appropriate tools. 1.3 Analyse audit findings to identify gaps and weaknesses. 1.4 Prepare audit reports with practical recommendations. 1.5 Follow up on previous audit actions and verify improvements.
2. Understand best practices for ensuring workplace compliance.	2.1 Monitor day-to-day operations for safety breaches. 2.2 Maintain accurate records of safety inspections and corrective actions. 2.3 Conduct compliance checks aligned with legislation and standards. 2.4 Work collaboratively with stakeholders to resolve compliance issues.

HSE0103-06- Emergency Preparedness and Crisis Management in the Workplace

This unit prepares learners to deal with emergencies such as fires, accidents, chemical spills, or natural disasters. It explains how to make emergency plans, train staff, and carry out practice drills. Learners will also learn how to respond quickly and safely during an emergency and how to manage communication with others. The unit covers what to do after a crisis to support affected workers and review what went right or wrong in the response.

Learning Outcome:	Assessment Criteria:
1. Develop emergency response strategies for workplace incidents.	1.1 Identify types of workplace emergencies and their causes. 1.2 Develop step-by-step emergency action plans. 1.3 Allocate roles and responsibilities during emergencies. 1.4 Conduct practice drills and evaluate their effectiveness. 1.5 Review and update emergency plans based on lessons learned.
2. Learn crisis management techniques to reduce workplace risks.	2.1 Explain the stages of crisis response and recovery. 2.2 Communicate effectively with staff during a crisis. 2.3 Coordinate with emergency services and other stakeholders. 2.4 Manage resources and information during high-pressure situations.

HSE0103-07- Developing a Proactive Workplace Safety Culture

This unit focuses on how to build a strong safety culture where everyone cares about safety and takes responsibility for their actions. Learners will understand how attitudes, values, and behaviours affect safety at work. They will learn how to encourage reporting of near-misses, involve workers in safety decisions, and reward positive behaviour. The aim is to make safety part of the daily routine, not just something done during checks or inspections.

Learning Outcome:	Assessment Criteria:
1. Learn how to promote a proactive safety culture.	1.1 Define the characteristics of a proactive safety mindset. 1.2 Encourage staff participation in safety initiatives. 1.3 Identify unsafe behaviours and address them constructively. 1.4 Promote reporting of near-misses and unsafe conditions.
2. Understand how to integrate safety into workplace operations.	2.1 Embed safety checks into daily work routines. 2.2 Align safety goals with business objectives. 2.3 Involve employees in the review of operational procedures. 2.4 Use data to inform decision-making in safety improvements. 2.5 Implement behaviour-based safety systems.
3. Recognise the benefits of continuous safety training initiatives.	3.1 Assess training needs based on job roles and risks. 3.2 Design a basic safety training plan. 3.3 Measure the effectiveness of safety training programmes. 3.4 Identify ways to keep safety training engaging and relevant

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