

ICTQual AB



Qualification Specification

ICTQual Level 3 Diploma in Health Safety and Environment



Website
www.ictqualab.co.uk

Email:
Support@ictqualab.co.uk

ICTQual AB's

Level 3 Diploma in Health Safety and Environment

Contents

ICTQual Level 3 Diploma in Health Safety and Environment.....	1
About ICTQual AB's.....	2
Course Overview.....	2
Certification Framework	4
Entry Requirements	4
Qualification Structure.....	5
Centre Requirements.....	5
Support for Candidates.....	7
Assessment.....	7
Unit Descriptors	8 to 17

Qualification Specification about

ICTQual Level 3 Diploma in Health Safety and Environment

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 AB Level 3 Diploma in Health, Safety and Environment has been designed to prepare learners for intermediate-level responsibilities in workplace safety, environmental awareness, and occupational risk management. The course aligns with established industry standards and performance objectives to ensure that learners gain practical understanding and applied knowledge across a broad range of workplace settings. The diploma emphasises structured risk identification, hazard mitigation, and the implementation of safe systems of work. It addresses key elements such as incident reporting, hazard communication, emergency preparedness, environmental impact control, and the promotion of a positive safety culture. This qualification is ideal for individuals seeking roles with supervisory safety responsibilities, as well as for those aiming to support the development of sustainable and compliant workplace practices. By completing this qualification, learners will be equipped to contribute effectively to the improvement of health, safety, and environmental performance within various sectors. The course also serves as a foundation for further study or advancement into more senior HSE roles.

Learning Objectives:

- ✓ Upon successful completion of this qualification, learners will be able to:
- ✓ Demonstrate a clear understanding of legal, regulatory and workplace responsibilities related to health, safety and environment.
- ✓ Apply principles of hazard identification, risk assessment, and control strategies to real-life working environments.
- ✓ Understand the role of human behaviour in maintaining a safe and sustainable workplace.
- ✓ Support the implementation of emergency procedures and first response systems.
- ✓ Apply environmental control methods to reduce negative impact and ensure compliance with environmental obligations.
- ✓ Promote health and wellbeing practices aligned with organisational safety objectives.
- ✓ Communicate and report safety information effectively to support decision-making and organisational safety awareness.

Target Learners:

- Health & Safety Assistants or Coordinators
- Aspiring HSE Supervisors
- Line Managers seeking formal HSE qualifications
- Individuals entering technical industries requiring HSE competencies

Certification Framework

Qualification title	ICTQual Level 3 Diploma in Health Safety and Environment
Course ID	HSE0048
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

Entry requirements for an ICTQual AB Level 3 Diploma in Health Safety and Environment may vary depending on the institution offering the program. However, typical entry requirements for such a course may include:

Candidates must be at least 18 years old.

- ✓ While not mandatory, having some work experience in health, safety, or environmental roles can be beneficial.
- ✓ Participants should have basic literacy and numeracy skills. This is important as the course materials, including the training manual and assessment, require reading, comprehension, and basic mathematical understanding.
- ✓ Since the course is in English, participants should have proficient English language skills to engage with course materials effectively, participate in discussions, and complete written assignments.

Qualification Structure

This qualification comprises 10 mandatory units; Candidates must successfully complete all mandatory units to achieve the qualification.

Mandatory Units	
Unit Ref#	Unit Title
HSE0048-01	Introduction to Health, Safety, and Environment
HSE0048-02	Health and Safety Principles
HSE0048-03	Workplace Safety Management
HSE0048-04	Risk Assessment and Management
HSE0048-05	Environmental Management
HSE0048-06	Legislation and Compliance
HSE0048-07	Occupational Health
HSE0048-08	Safety Culture and Leadership
HSE0048-09	Emergency Preparedness and Response
HSE0048-10	Incident Investigation and Reporting

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 hold at least a Level 7 qualification (or equivalent) in a relevant field such as HSE, Environmental Engineering, Occupational Safety, or Process Engineering.
- ✓ **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

HSE0048-01- Introduction to Health, Safety, and Environment

In this unit, learners will get a basic understanding of why health, safety, and the environment are important in all types of workplaces. It explains what can go wrong when these areas are not managed well, including injuries, illnesses, and environmental damage. Learners will learn about common terms used in the safety field, and understand the roles and responsibilities of both employers and employees. This unit also looks at how improving health, safety, and environmental standards benefit everyone by creating a better and safer place to work.

Learning Outcome:	Assessment Criteria:
1. Understand the fundamental principles of health, safety, and environmental management.	1.1 Describe the aims of health, safety, and environmental management. 1.2 Explain how good HSE practices benefit workers and organisations. 1.3 Outline the common elements of HSE systems.
2. Recognize the importance of HSE in various workplace contexts.	2.1 Identify workplace settings where HSE is critical. 2.2 Explain how HSE impacts productivity and legal compliance. 2.3 Give real-life examples of HSE failures and their effects. 2.4 Compare how different industries manage HSE risks.
3. Identify the roles and responsibilities of HSE professionals.	3.1 List the main duties of HSE staff. 3.2 Describe how HSE professionals support management. 3.3 Explain how they encourage safe behaviour and legal compliance.

HSE0048-02- Health and Safety Principles

This unit focuses on the key ideas that help keep workplaces safe. Learners will look at different types of hazards like slips, trips, dangerous machinery, chemicals, and noise. It explains how risk works—what might go wrong, how likely it is, and how bad the result could be. Learners will explore different ways to control risks, such as removing the hazard, using protective equipment, or changing how work is done. They will also learn how everyone in the workplace shares a part in keeping the environment safe and healthy.

Learning Outcome:	Assessment Criteria:
1. Conduct hazard identification and risk assessments.	1.1 Identify common workplace hazards in a given scenario. 1.2 Complete a basic risk assessment using a standard format. 1.3 Evaluate risk levels based on likelihood and severity. 1.4 Propose suitable control measures.
2. Implement control measures to mitigate workplace hazards.	2.1 Select control measures based on the hierarchy of control. 2.2 Demonstrate correct use of personal protective equipment (PPE). 2.3 Check the effectiveness of control measures over time.
3. Develop strategies to prevent accidents and promote safety.	3.1 Design a simple accident prevention plan. 3.2 Plan a safety awareness session for staff. 3.3 Suggest ways to involve workers in promoting safety.

HSE0048-03- Workplace Safety Management

This unit is about how safety is managed day-to-day in the workplace. Learners will find out how to set up and follow safety policies and procedures. They will learn about things like carrying out regular safety checks, holding safety meetings, and keeping records. It covers how to deal with unsafe actions, use of warning signs, and the importance of training staff. Learners will also understand how safety responsibilities are shared in a team and how to report problems before they lead to harm.

Learning Outcome:	Assessment Criteria:
1. Design and implement effective workplace safety policies.	1.1 Draft key sections of a basic safety policy. 1.2 Define safety responsibilities within the policy. 1.3 Ensure the policy is communicated and understood by staff.
2. Conduct safety audits and manage safety performance.	2.1 Use a checklist to carry out a workplace safety audit. 2.2 Record findings and assign follow-up actions. 2.3 Monitor progress on safety improvements. 2.4 Evaluate changes in performance using audit outcomes.
3. Develop emergency response plans and manage incident reporting.	3.1 Create an emergency plan suitable for your workplace. 3.2 Include roles, routes, and contacts in the plan. 3.3 Set up a process for reporting incidents and near misses.

HSE0048-04- Risk Assessment and Management

In this unit, learners will gain the skills to carry out risk assessments in a simple and practical way. They will learn how to spot dangers, judge the level of risk, and choose the right control measures. It explains how to record the findings clearly and how to review and update risk assessments regularly. Learners will use real-life examples and scenarios to practise identifying hazards and making sensible decisions. This unit builds confidence in managing risks before accidents happen.

Learning Outcome:	Assessment Criteria:
1. Perform detailed risk assessments using appropriate techniques.	1.1 Identify and assess risks using a risk matrix. 1.2 Recognise who might be harmed and how. 1.3 Recommend practical control measures.
2. Develop and apply risk control strategies.	2.1 Develop a plan to reduce high-priority risks. 2.2 Apply control measures in a simulated environment. 2.3 Review how controls affect overall risk levels.
3. Monitor and review risk management processes regularly.	3.1 Set review dates and responsibilities in a risk register. 3.2 Identify when controls need updating. 3.3 Communicate changes in risk status to relevant staff. 3.4 Keep documentation up to date and accurate.

HSE0048-05- Environmental Management

This unit looks at how workplaces can care for the environment while doing their daily work. Learners will explore issues like waste, pollution, noise, and energy use. They will learn simple ways to reduce harm, such as recycling, proper storage of materials, and spill prevention. The unit also introduces learners to environmental goals and how staff can support them by following rules and making greener choices. It helps learners understand that looking after the environment is everyone’s responsibility.

Learning Outcome:	Assessment Criteria:
1. Understand environmental regulations and their impact on businesses.	1.1 Identify environmental laws relevant to your work area. 1.2 Describe the effects of non-compliance on business operations. 1.3 Explain the role of inspections and permits.
2. Implement sustainability practices and manage environmental performance.	2.1 Suggest ways to reduce waste and energy use. 2.2 Promote reuse, recycling, and eco-friendly materials. 2.3 Monitor and report environmental performance indicators.
3. Develop and manage waste management and pollution control programs.	3.1 Create a basic waste management plan. 3.2 Identify safe storage and disposal methods. 3.3 Set up controls for managing emissions and spills. 3.4 Train staff on waste segregation and handling.

HSE0048-06- Legislation and Compliance

This unit helps learners understand the laws that protect people and the environment at work. It explains what businesses must do to follow the law and what happens if they don't. Learners will study basic health and safety legislation, environmental rules, and the role of enforcement bodies. They will learn how to follow legal duties in their own job and how to help their workplace stay compliant. This unit also covers why good record-keeping and regular safety checks are important under the law.

Learning Outcome:	Assessment Criteria:
1. Understand key health, safety, and environmental legislation.	1.1 List major laws that affect workplace safety and the environment. 1.2 Summarise the purpose of each law. 1.3 Explain who enforces them and how.
2. Ensure organizational compliance with relevant legal requirements.	2.1 Carry out checks to see if workplace practices meet legal standards. 2.2 Maintain records of legal inspections and safety actions. 2.3 Support internal audits or inspections. 2.4 Help staff understand their legal duties.
3. Identify the implications of non-compliance and manage regulatory interactions.	3.1 Explain possible legal and financial consequences of non-compliance. 3.2 Describe how to respond to enforcement notices. 3.3 Work with inspectors during site visits.

HSE0048-07- Occupational Health

In this unit, learners will learn how certain jobs and work environments can affect a person’s health. It covers problems like stress, fatigue, breathing difficulties, and long-term injuries from poor posture or lifting. Learners will find out how to spot signs of health risks and how to reduce them using better equipment, rest breaks, and safe handling methods. The unit also looks at how health checks, support systems, and good working conditions can keep workers healthy and productive.

Learning Outcome:	Assessment Criteria:
1. Identify workplace health hazards and assess their impact.	1.1 List physical, chemical, and mental health hazards. 1.2 Explain short-term and long-term health risks. 1.3 Suggest how to reduce exposure to health risks.
2. Develop and implement occupational health programs.	2.1 Plan a simple health promotion activity. 2.2 Set steps for implementing safe practices and health checks. 2.3 Train staff on occupational health awareness.
3. Conduct health surveillance and manage occupational diseases.	3.1 Identify early signs of occupational illness. 3.2 Keep records of health monitoring activities. 3.3 Arrange referrals for further health investigation. 3.4 Ensure confidentiality of medical information.

HSE0048-08- Safety Culture and Leadership

This unit explains how the attitudes and actions of leaders and team members can shape the safety culture in a workplace. Learners will see how a strong safety culture encourages people to report problems, follow rules, and look out for each other. The unit covers how managers can lead by example, reward safe behaviour, and get others involved in safety decisions. Learners will also explore how trust, communication, and fairness help build a positive and safe working environment.

Learning Outcome:	Assessment Criteria:
1. Promote and foster a positive safety culture within organizations.	1.1 Recognise the signs of a strong or weak safety culture. 1.2 Encourage staff to report unsafe acts or conditions. 1.3 Share success stories and good practices.
2. Understand the role of leadership in enhancing workplace safety.	2.1 Describe how managers set the tone for safety. 2.2 Explain how leadership behaviour influences others. 2.3 Support leaders in setting safety goals.
3. Develop communication strategies to engage employees in safety practices.	3.1 Create safety messages or posters. 3.2 Organise safety briefings or toolbox talks. 3.3 Collect feedback to improve safety communication. 3.4 Encourage open dialogue about risks.

HSE0048-09- Emergency Preparedness and Response

This unit helps learners get ready for emergency situations such as fires, gas leaks, chemical spills, or natural disasters. They will learn how to take part in planning and preparing for emergencies through drills, equipment checks, and emergency procedures. The unit explains the steps to take during an emergency, including raising the alarm, evacuating safely, and giving first aid. It also covers how to stay calm, follow instructions, and help others until emergency services arrive.

Learning Outcome:	Assessment Criteria:
1. Develop comprehensive emergency preparedness plans.	1.1 Identify potential emergency scenarios. 1.2 Draft a basic emergency response plan. 1.3 Include evacuation routes, contacts, and responsibilities.
2. Coordinate and manage crisis situations effectively.	2.1 Assign clear roles during emergencies. 2.2 Communicate updates and instructions clearly. 2.3 Work with emergency services when needed.
3. Conduct emergency drills and evaluate response effectiveness.	3.1 Organise fire or spill drills. 3.2 Record staff responses and timings. 3.3 Suggest changes to improve future responses.

HSE0048-10- Incident Investigation and Reporting

In this unit, learners will gain the skills to look into accidents, near misses, and unsafe situations. They will learn how to collect evidence, speak to witnesses, and understand what went wrong. The unit teaches simple methods for finding the root cause of an incident and how to suggest ways to stop it from happening again. Learners will also practise writing clear reports and keeping records. The goal is to learn from mistakes and improve safety across the workplace.

Learning Outcome:	Assessment Criteria:
1. Conduct thorough investigations of workplace incidents.	1.1 Secure the area and gather facts. 1.2 Interview witnesses and staff involved. 1.3 Collect physical evidence and photos.
2. Apply root cause analysis techniques to identify underlying issues.	2.1 Use the 5 Whys or similar methods. 2.2 Identify unsafe conditions or systems. 2.3 Recommend changes to prevent recurrence.
3. Prepare detailed incident reports and develop corrective actions.	3.1 Complete a structured incident report. 3.2 Propose both short-term fixes and long-term improvements. 3.3 Share the report with managers and HSE staff. 3.4 Monitor the results of corrective actions.

ICTQual AB

Yew Tree Avenue, Dagenham,

London East, United Kingdom RM10 7FN

+447441398083

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

[Visit Official Webpage](http://www.ictqualab.co.uk)

