

ICTQual AB



Qualification Specification

ICTQual Level 3 Diploma in Workplace Safety and Health



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ICTQual AB's

Level 3 Diploma in Workplace Safety and Health

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Qualification Specification about

ICTQual Level 3 Diploma 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 AB's Level 3 Diploma in Workplace Safety and Health is a comprehensive, internationally benchmarked qualification designed to equip learners with the foundational knowledge and applied competencies essential to maintaining and promoting safety and health standards within the workplace. This qualification covers the principles, procedures, and regulatory frameworks necessary to identify hazards, assess risks, and implement effective control measures across various occupational settings. Through a standards-based structure, learners will develop a thorough understanding of the legal, technical, and procedural aspects of occupational safety and health. The programme emphasizes proactive safety culture, incident prevention, and the continuous improvement of health and safety performance. Practical learning objectives are aligned with globally accepted workplace safety requirements, ensuring relevance and applicability in both industrial and commercial environments.

Course Aim:

The primary aim of this diploma is to build learners' competencies in identifying workplace hazards, controlling risks, and ensuring compliance with safety procedures and health protocols. By the end of the course, learners will be able to contribute actively to a safer working environment, support organizational safety strategies, and respond effectively to health and safety incidents within their roles.

Standards and Objectives:

Upon successful completion of this qualification, learners will be able to:

- Understand the fundamental principles of occupational safety and health.
- Recognize and evaluate common workplace hazards and associated risks.
- Apply effective risk assessment methodologies and control strategies.
- Support the development and implementation of workplace safety procedures.
- Promote positive safety culture and employee wellbeing.
- Monitor and report on health and safety performance and compliance.
- Assist in emergency preparedness and response planning.
- Understand the legal responsibilities and ethical obligations related to workplace health and safety.

Who This Course is for:

This course is ideal for individuals seeking to develop their expertise in workplace safety and health. It is suitable for those pursuing careers in health and safety management or compliance.

Certification Framework

Qualification title	ICTQual Level 3 Diploma in Workplace Safety and Health
Course ID	HSE0106
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 Diploma in Workplace Safety and Health, learners must meet the following requirements:

- ✓ **Age:** Learner must be 18 years or older
- ✓ **Educational Background:** High school diploma or equivalent is recommended
- ✓ **Experience:** Preferably some experience in workplace safety, but not mandatory
- ✓ **English Language Competency:** Proficiency in English to understand technical safety regulations and assessments

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
HSE0106-01	Strategic Workplace Safety Management and Leadership
HSE0106-02	Occupational Health Hazards and Industrial Safety Measures
HSE0106-03	Advanced Workplace Risk Assessment and Mitigation Strategies
HSE0106-04	Regulatory Compliance and International Safety Standards
HSE0106-05	Crisis Management and Business Continuity Planning
HSE0106-06	Developing a Proactive and Sustainable 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

HSE0106-01- Strategic Workplace Safety Management and Leadership

This unit introduces learners to the key principles of managing health and safety in the workplace through effective planning, leadership, and coordination. Learners will explore how strong leadership contributes to safer working environments and how managers and supervisors play a crucial role in maintaining safety standards. The unit covers the importance of setting clear safety goals, developing policies, assigning responsibilities, and reviewing performance. Learners will also understand the value of communication, teamwork, and positive leadership behaviours that influence health and safety outcomes.

Learning Outcome:	Assessment Criteria:
1. Understand the role of leadership in workplace safety management.	1.1 Explain how leadership influences health and safety performance in the workplace. 1.2 Describe the responsibilities of managers and supervisors in safety management. 1.3 Identify the characteristics of effective safety leadership. 1.4 Outline the impact of poor leadership on workplace safety outcomes. 1.5 Analyse the importance of communication between leaders and staff in promoting safety.
2. Learn strategies for integrating safety into organisational decision-making.	2.1 Describe how to align safety objectives with organisational goals. 2.2 Identify methods for involving senior management in safety planning. 2.3 Explain how safety considerations can be integrated into business operations. 2.4 Evaluate tools used to monitor safety performance at strategic levels.

HSE0106-02- Occupational Health Hazards and Industrial Safety Measures

In this unit, learners will study common health hazards found in different workplaces, such as noise, chemicals, dust, heat, and poor lighting. The unit explains how these hazards can affect workers' health and how to recognise early signs of exposure. Learners will explore ways to control and prevent such hazards through appropriate safety measures, including the use of personal protective equipment (PPE), safe working practices, hygiene standards, and environmental controls. The unit also covers the responsibilities of employers and employees in managing occupational health.

Learning Outcome:	Assessment Criteria:
1. Identify occupational health hazards in various industries.	1.1 List common occupational health hazards across different sectors. 1.2 Describe how specific hazards can affect workers' health over time. 1.3 Explain how to assess exposure to physical, chemical, and biological hazards. 1.4 Identify vulnerable worker groups and associated risks.
2. Learn advanced techniques to prevent work-related illnesses and injuries.	2.1 Describe the use of engineering controls to reduce workplace hazards. 2.2 Explain the role of personal protective equipment in hazard prevention. 2.3 Demonstrate how administrative controls can support health and safety. 2.4 Assess the effectiveness of training and awareness programmes. 2.5 Evaluate the role of health surveillance in early hazard detection.

HSE0106-03- Advanced Workplace Risk Assessment and Mitigation Strategies

This unit builds knowledge of risk assessment processes and shows learners how to identify dangers, assess the likelihood and severity of harm, and take steps to reduce or remove risks. Learners will practise using risk assessment tools and techniques, learn how to prioritise risks, and plan safe systems of work. The unit also focuses on how to record findings, communicate results, and monitor control measures. Emphasis is placed on applying practical solutions that fit the nature of the work and support ongoing risk reduction.

Learning Outcome:	Assessment Criteria:
1. Conduct in-depth workplace risk assessments.	1.1 Identify the key steps in the risk assessment process. 1.2 Differentiate between hazard identification and risk evaluation. 1.3 Apply suitable tools and methods for assessing workplace risks. 1.4 Record risk assessment findings in a clear and structured format.
2. Learn how to apply effective mitigation strategies for high-risk environments.	2.1 Identify control measures suitable for specific high-risk scenarios. 2.2 Describe how to prioritise risks based on severity and likelihood. 2.3 Monitor and review the effectiveness of implemented control measures. 2.4 Recommend improvements to reduce future risks. 2.5 Demonstrate how to involve staff in developing mitigation plans.

HSE0106-04- Regulatory Compliance and International Safety Standards

This unit helps learners understand the legal and regulatory duties of organisations in managing workplace health and safety. It covers the importance of following national laws and international safety standards, including how they apply to different sectors and roles. Learners will examine enforcement procedures, penalties for non-compliance, and the role of inspections and audits. The unit also introduces major international frameworks and explains how businesses can meet compliance through documented systems and continuous improvement.

Learning Outcome:	Assessment Criteria:
1. Understand workplace safety regulations at a global level.	1.1 Explain the purpose of health and safety legislation. 1.2 Identify key global regulations and their relevance to workplace safety. 1.3 Describe the roles of regulatory authorities in enforcing safety laws. 1.4 Compare legal responsibilities of employers and employees across regions. 1.5 Analyse penalties for non-compliance with safety regulations.
2. Learn how to implement international safety standards in different industries.	2.1 Identify key elements of international safety management systems. 2.2 Describe how to align organisational procedures with international standards. 2.3 Assess readiness for external audits and inspections. 2.4 Explain how to use internal reviews to support compliance.

HSE0106-05- Crisis Management and Business Continuity Planning

This unit prepares learners to respond to unexpected incidents and emergencies in the workplace, such as fires, accidents, equipment failures, or natural events. Learners will explore how to develop and implement emergency procedures, train staff, and coordinate with external services. The unit also teaches the basics of business continuity planning—how to keep key activities running during disruption and how to recover after an incident. Learners will learn the value of being prepared and staying calm under pressure.

Learning Outcome:	Assessment Criteria:
1. Develop emergency response plans for workplace crises.	1.1 Identify different types of workplace emergencies and their potential impact. 1.2 Describe the components of an effective emergency response plan. 1.3 Assign roles and responsibilities during emergency situations. 1.4 Test and review emergency plans through drills and simulations.
2. Learn techniques for ensuring business continuity during safety incidents.	2.1 Explain the concept of business continuity and its relation to safety. 2.2 Identify essential business functions and critical resources. 2.3 Develop recovery strategies to minimise operational disruptions. 2.4 Monitor and update continuity plans based on changing risks. 2.5 Evaluate communication strategies for use during crisis situations.

HSE0106-06- Developing a Proactive and Sustainable Workplace Safety Culture

This unit focuses on creating a strong and lasting culture of safety in the workplace. Learners will explore what safety culture means and why it matters for long-term success. They will learn how to involve staff at all levels, encourage reporting of near-misses, reward safe behaviour, and build trust. The unit also includes strategies for engaging employees, improving awareness, and promoting shared responsibility. Learners will understand that a proactive culture is not only about rules, but about values, attitudes, and everyday choices.

Learning Outcome:	Assessment Criteria:
1. Understand the principles of a strong safety culture.	1.1 Define what is meant by ‘safety culture’ in the workplace. 1.2 Explain how beliefs and behaviours influence safety performance. 1.3 Identify signs of a weak or negative safety culture. 1.4 Assess factors that contribute to building a positive safety environment.
2. Learn strategies for promoting long-term employee engagement in workplace safety.	2.1 Describe methods for encouraging staff participation in safety initiatives. 2.2 Explain the importance of recognition and rewards in sustaining safe behaviours. 2.3 Evaluate the role of training and communication in employee engagement. 2.4 Develop continuous improvement strategies through employee feedback. 2.5 Monitor staff involvement using measurable engagement indicators.

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