



Applied health & safety

Outline qualifications
specification

February 2019

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Introduction

Welcome

National Compliance and Risk Qualifications - NCRQ - has been established by a number of leading experts in health and safety. This includes representatives of some of the UK's largest employers, including the BBC, Royal Mail, and Siemens plc, specialists from the Health and Safety Executive, legal experts, and academics.

The objective was to develop high quality, non-sector specific safety qualifications for supervisors and managers that would give them the real skills that are desired by employers. This is provided by the Certificate in Applied Health and Safety, which can be built

upon by the Certificate in Personal Injury Liability for those organisations with public interaction or a higher likelihood of civil claims. This can be extended even further to the Diploma in Applied Health and Safety for safety practitioners or managers of higher risk activities.



Employers require safety practitioners that can effectively manage health and safety; not necessarily those that can answer exam questions that test recital of safety knowledge. An effective safety practitioner is one that can apply legal duties to any workplace scenario from basic principles, can independently undertake research on topics beyond their knowledge, can confidently determine suitable and sufficient risk control measures that are sensible and proportionate to the risks, and can then justify any additional costs to senior management. The Certificate in Applied Health and Safety provides assurance that an individual has these skills.

One of the driving forces behind safety management by employers in the 21st century is actually not compliance with statutory legislation and the fear of prosecution, but to reduce exposure to civil claims, which can have significant direct and indirect financial implications to any size of organisation. The NCRQ suite of qualifications includes a Certificate in Personal Injury Liability, that gives supervisors and managers the knowledge and skills to be able to prevent or reduce liability in relation to such claims. This forms an integral part of the full Diploma, but can also be taken as a standalone qualification for those working in that area, or an additional qualification for experienced and qualified safety practitioners.

The Diploma in Applied Health and Safety includes both of the Certificate level qualifications, so that an individual working towards the Diploma will receive recognition for the knowledge and skills as they are learned. The additional unit of the Diploma teaches the detail of more complex and higher risk activities and legislation, and will provide recognition to employers and HSE that an individual has all of the skills and knowledge required to advise or manage health and safety in an organisation of any size.

Learning style

NCRQ qualifications are delivered through self-directed learning with full tutor support. Students work through a series of real life case studies - each one introducing new legislation, risks, and concepts. The emphasis is on problem-based learning - giving students the skills and confidence to teach themselves.

Students receive a full colour workbook, which will guide them through each case study. The workbook contains a number of activities to undertake - such as researching some legislation, reading some HSE guidance, analysing a scenario and giving their opinions, or simply reflecting on a problem for a few moments.

NCRQ has developed an online learning environment - called myNCRQ. Here, students can complete online learning activities, discuss questions with other students and tutors via the online forum, and request and submit completed assignments.



In order to add an additional level of independent oversight and scrutiny, NCRQ have entered into an exclusive partnership with AIM Awards - an Ofqual recognised awarding organisation.

Whilst NCRQ have developed this suite of health and safety qualifications, and are responsible for the delivery, assessment, and quality assurance, the final qualification will be awarded by AIM Awards in partnership with NCRQ. This ensures that the qualification will be regulated by Ofqual and will be recognised throughout the UK and EU.

Tutor support

The primary role of a tutor is to support you when working through your case studies and activities.

Every student is allocated a personal tutor when they start a qualification. The tutor is available for support on any aspect of the course, and can be contacted via the support forum or e-mail, with immediate telephone callback on request.

To reflect the hours that individuals typically study, NCRQ offers full tutor support:

9am to 8pm Monday - Friday

12pm to 2pm Weekends and Bank Holidays

Certificate in applied health and safety

AIM Awards level 6 certificate in applied health and safety (RQF)

Aims

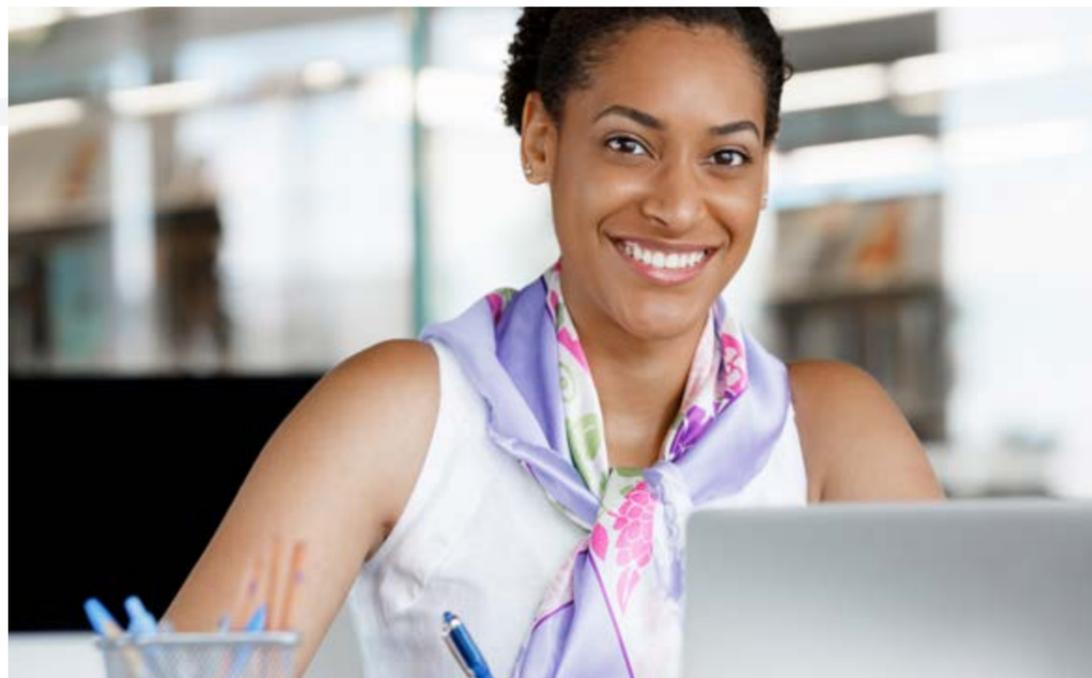
To give the knowledge and skills to be able to:

- supervise or manage a workforce in a safe way
- undertake risk assessments and develop sensible and proportionate control measures
- carry out investigations into workplace accidents or ill-health
- establish and develop a safety management system for any size of organisation
- understand and improve behaviours and attitudes that foster a positive safety culture
- manage health and safety in a low risk organisation.

Who is it for?

It is suitable for those who:

- have no safety knowledge or experience and want a good foundation in safety management
- are working in a safety related role and want to improve their knowledge and skills
- have general management responsibilities and want to be able to maintain a safe and healthy workplace.



How is it assessed?

As with all NCRQ qualifications, assessments are designed to reflect real workplaces, and test the skills that are actually required by employers.

Assessments will take the form of a series of assignments. Each assignment will consist of a scenario, a task, and supporting information. Students will then have two to four weeks to complete the assignment in their own time.

An example assessment programme for this qualification may include:

Assignment	Approximate time required	Completion period
Undertake and write a risk assessment	5 hours	2 weeks
Prepare an accident investigation report	15 hours	4 weeks
Reply to a number of requests for advice	5 hours	2 weeks
Complete a professional development plan	2 hours	2 weeks

Reports can be written using any approach or presentation - so that students can work in a style that they are familiar, or adopt the methods used by their employer. And as in real life, there are sometimes no black and white solutions - and the assessors will look at the process and justification, as well as the final recommendation.

A typical assignment

Scenario:

You are the safety advisor in a small organisation. An accident has occurred in the workplace.

Task:

You receive an E-mail from the Chief Executive asking you to investigate and prepare a report highlighting the immediate and root cause, together with recommendations to prevent a recurrence. You are also asked to comment on potential outcomes of any HSE investigation. There may also be an ethical challenge, such as asking you to not recommend an expensive solution.

Supporting information:

This may include a number of witness statements, risk assessments, manufacturer's instructions, etc, which you will need to analyse and review.

Unit summary

This qualification consists of one unit:

- **HSD1: Principles of health and safety (RQF level 6)**

The aim of this unit is to give students the skills to recognise how an employer may be liable in tort for personal injury, and the factors that may reduce or prevent such liability.

Students can then advise an employer of appropriate steps to help reduce the number of successful civil claims and their associated costs. This unit will look at the law of tort and consequences of a successful claim, and require learners to apply this to a range of scenarios.

Be able to apply general duties on employers and individuals to any work related scenario

- Critically evaluate the duties on employers and employees under current legislation to a work-related scenario
- Evaluate the risks of a given scenario
- Identify potential control measures to achieve legal compliance in a given scenario
- Recommend to an employer suitable risk control measures for a given scenario
- Justify the recommended control measures given to an employer against any financial, technical, operational and societal impacts

Understand how to improve a safety management system

- Critically examine an established safety management system
- Identify weaknesses that may result in inadequate or inefficient risk control of the safety management system
- Propose actions to improve the safety management system

Know how to improve the safety culture of an organisation

- Identify indicators of a poor safety culture of an organisation
- Recommend improvements to promote a positive safety culture of an organisation

Understand how to investigate a workplace accident

- Evaluate a collection of evidence
- Determine the possible root cause and contributory factors of a workplace accident

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- Create an action plan to address failures
- Analyse the range of potential consequences of non-compliance with legislation
- Report to an employer the consequences of non-compliance with legislation
- Predict the likely outcome of a non-compliant scenario

Understand key workplace hazards and basic control measures

- Explain the key hazards and control measures arising from common activities in a workplace

Be able to devise own professional development plan

- Reflect upon own learning experience
- Compile a personal development portfolio
- Devise a professional development plan



Note: this is an outline of the learning outcomes and assessment criteria only, and not intended to reflect the full content of the syllabus.

Certificate in personal injury liability and absence reduction

AIM Awards level 6 certificate in personal injury liability (RQF)

Aims

To give the knowledge and skills to be able to:

- recognise how an employer may be liable in tort for personal injury claims
- understand the factors that may reduce or prevent such liability, and the implications of these on insurance costs and premiums
- appreciate the often significant differences between keeping people safe and compliance with statutory duties, and recording and retaining the evidence to be able to successfully defend a civil claim
- be able to advise an employer of appropriate steps to reduce both the number of civil claims and their associated costs, both generally and in relation to specific risks
- understand the risks and control measures associated with the biggest causes of lost time and civil claims: work-related stress, manual handling, slips and trips and asbestos
- be able to develop and implement strategies and procedures to reduce sickness absence and lost time
- know how to apply sensible risk control measures that allow activities to take place in a safe manner, without unnecessary bureaucracy.

Who is it for?

It is suitable for those who:

- have no knowledge or experience in dealing with or reducing personal injury claims, and want a good foundation in this area
- are already an experienced safety practitioner wanting to improve their skills and knowledge in this area, or
- work in an insurance or claims handling related area and want to improve their understanding and knowledge.



How is it assessed?

As with all NCRQ qualifications, assessments are designed to reflect real workplaces, and test the skills that are actually required by employers.

Assessments will take the form of a series of assignments. Each assignment will consist of a scenario, a task, and supporting information. Students will then have two to four weeks to complete the assignment in their own time.

Reports can be written using any approach or presentation - so that students can work in a style that they are familiar, or adopt the methods used by their employer. And as in real life, there are sometimes no black and white solutions - and the assessors will look at the process and justification, as well as the final recommendation.

Many employers already do enough to comply with their statutory duties, and to keep their employees and members of the public safe from harm.

The biggest financial costs to employers in relation to accidents and ill-health are in relation to civil claims - and the awards for compensation are often dwarfed by the legal fees.

A civil claim in a small organisation can have a significant financial impact and cause real increases in insurance premiums. Larger organisations may deal with a high volume of claims.

This qualification has been developed in response to demand from industry, and can be taken as an individual qualification as well as integrated into the full Diploma.

Why has this been developed?



Unit summary

Learning outcomes and assessment

This qualification consists of one unit:

- HSD2: Personal injury liability and absence reduction (RQF level 6)

Be able to apply the law of tort to a work related scenario

- Apply the law of negligence and occupiers liability to a given situation in the workplace
- Critically evaluate a situation in the workplace in relation to liability

Be able to improve a risk control system to reduce the risk of accidents and successful civil claims

- Critically examine an established risk control system from a civil claims perspective
- Identify where there may be insufficient evidence to defend a claim
- Recommend to an employer suitable additional measures for a given scenario
- Justify the recommended measures against any financial, technical, operational and societal impacts

Be able to quantify the total costs of a successful claim in tort

- Analyse a scenario where personal injury has resulted from the negligence of an employer
- Apply the appropriate legal principles and guidelines to the scenario
- Estimate an appropriate financial remedy to the scenario
- Apply the terms of a simple insurance policy to the scenario
- Report to an employer the range of additional costs in relation to a civil claim

Understand the concept and importance of social utility in risk assessment

- Evaluate public activities to determine the benefit of the activity to the individual and society balanced against the risks

Outline qualifications specification

Entry requirements

All of these qualifications are at RQF Level 6 - effectively the same academic level as a degree, although a much shorter duration.

Accordingly, it is necessary for us to ensure that students have sufficient abilities to be able to complete the qualification without excessive effort.

A student with a qualification in any subject at RQF Level 3 - equivalent to A-level standard - should find the qualifications a moderate but achievable challenge.

Before commencing with any of the qualifications, there is a short e-learning module on the legal system in the UK.

In addition to ensuring that they have the background legal knowledge to understand the qualification, there is also a short initial assessment for you to undertake after this preliminary e-learning module.

This will only take ten minutes or so, and does not form part of the formal assessment, however will allow a tutor to check that each student is capable of working at the necessary level.



Diploma in applied health and safety

AIM Awards level 6 diploma in applied health and safety (RQF)

Aims

This qualification builds upon the knowledge and skills in the previous two certificate-level qualifications. In addition to the aims of those qualifications, on completion of the full Diploma you will be able to:

- confidently manage employees undertaking higher risk activities
- have the skills to advise an employer as a “competent person” or register as a health and safety consultant
- be able to undertake a safety management role in an organisation dealing with complex or higher risk activities
- have a comprehensive understanding of a wide range of risks to safety and occupational health in the workplace, and know the detail of specific legislative requirements.

As with all NCRQ qualifications, assessments are designed to reflect real workplaces, and test the skills that are actually required by employers.

Assessments will take the form of a series of assignments. Each assignment will consist of a scenario, a task, and supporting information. Students will then have two to four weeks to complete the assignment in their own time. The final unit HSD3 is assessed by completion of online activities throughout the course and one final long research and analysis assignment, which you are given six weeks to complete.

Reports can be written using any approach or presentation – so that students can work in a style that they are familiar, or adopt the methods used by their employer. And as in real life, there are sometimes no black and white solutions – and the assessors will look at the process and justification, as well as the final recommendation.



Unit summary

Learning outcomes and assessment

This qualification consists of three units:

- **HSD1: Principles of health and safety (RQF level 6)**
- **HSD2: Personal injury liability and absence reduction (RQF level 6)**
- **HSD3: Further workplace hazards (RQF level 6)**

These are in addition to the learning outcomes from units HSD1 and HSD2

Be able to develop control measures to achieve legal compliance, reduce the risk of ill health and reduce personal injury claims arising from work-related health hazards

- Identify possible risks to health arising from a wide range of workplace:
 - (a) agents
 - (b) chemicals
 - (c) activities
- Research and interpret information relating to the identified risks
- Apply relevant legislation to a work-related scenario
- Determine appropriate control measures to reduce risks, ensure compliance, and reduce exposure to personal injury claims

Be able to develop control measures to achieve legal compliance, reduce risk of injuries, and reduce personal injury claims arising from work-related safety hazards

- Identify possible risks of injury arising from a wide range of workplace equipment and activities
- Research and interpret information relating to the identified risks
- Apply relevant legislation to a work-related scenario
- Determine appropriate control measures to reduce risks, ensure compliance, and reduce exposure to personal injury claims

Be able to develop control measures to achieve legal compliance and reduce risks associated with fire safety

- Identify possible risks of fire
- Determine appropriate preventative and protective measures
- Record the measures in a fire risk assessment

How is it assessed?

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**Additional
information**

Grading structure



Passing a qualification

Many qualifications, especially in higher education, use numerical marking for exams or assessments, with an arbitrary threshold set for a pass, merit, or distinction. This is often quite appropriate for purely academic subjects, where the emphasis is on the knowledge of the student.

Where a qualification is used to demonstrate competence in a particular field, numerically marked qualifications are much less valid. Pass marks are usually set at a low level, often 40%, which means that a student can be awarded a qualification having failed to achieve most of the marks available, and perhaps not having adequate knowledge of over half of the syllabus. An employer can not rely on these qualifications as evidence of competence.

Because of this, NCRQ qualifications have been developed under the Regulated Qualifications Framework (RQF). Rather than using numerical marking, with arbitrary thresholds and which can reward “selective learning”, a student must demonstrate competence in every assessment criteria.

Each assignment will be used to assess one or more of the learning outcomes, listed in the previous sections, by looking at the assessment criteria. Where a student can demonstrate adequate competence in every assessment criteria, they will be awarded the qualification.

In this way, NCRQ qualifications provide evidence that the student is competent in every area, and can provide assurance to employers that they have the necessary skills and knowledge to undertake a particular role.

Additionally, employers and individuals consistently report that many qualified safety practitioners do not have the skills required to actually undertake their functions effectively. By using competence-based assessments, NCRQ qualifications focus on the skills and understanding, rather than the recital of knowledge required in traditional exams.



Recognising higher achievement

As explained, the Certificate or Diploma will be awarded when adequate competence is demonstrated in every assessment outcome. However, many students may well perform at a level above “adequate”. To recognise this, it is possible for an NCRQ qualification to be awarded with merit or distinction.

Where a student has demonstrated adequate competence in every assessment criteria, each criteria will also be looked at holistically to determine if there is evidence of a higher level of achievement.

The outcome of this will be recorded as a pass, merit or distinction, in accordance with the defined grade descriptors.

When all of the assessment criteria for the award of a qualification have been met, the pass/merit/distinction outcomes will be reviewed and the “average” grade awarded for the final qualification.

“I thought the qualification was fantastic! The good thing about this qualification is it’s all case studies; you work at your own pace and I just thought it was absolutely brilliant! I’ve learnt so much.”



Validation interview

Examination-based qualifications are able to verify the identity of students very easily – the student must bring some photographic identification to each exam, which is checked by an invigilator.

NCRQ qualifications have been designed to be assessed by assignments only – so that the assessment reflects the real life skills that are being tested, and to improve accessibility of the qualifications – so that there is no need for students to travel to an exam centre in a city every time they want to be assessed.

The disadvantage of this is that it is not as easy to validate the identification of the students. In order to ensure that our qualifications are properly awarded, and to prevent malpractice by students submitting work completed by someone else, every student must undertake a validation interview before being awarded a qualification.

A validation interview will take place only after all of the assessment criteria have been met – so that a student will already have demonstrated that they have the knowledge and skills to be awarded a qualification.

The interview is not assessed, and has no impact on the award or grading of a qualification.

At a pre-arranged time, a Student Support Officer will contact the student via a video call. This can take place via a smart phone, tablet, or computer with a web-cam, and a student without these facilities could borrow one from a colleague or family member for this one-off call (as a last resort, we can post a device out to you, however there will be a fee for this).

The student must have an acceptable form of photographic identification available for viewing and comparison over the video call.

They will then be asked some simple questions about the course and their assignments to ensure that they are genuine. It is nothing to worry about, is very informal, and has no bearing on the final results. No preparation is required.

Fees

The fees below are correct from 1 April 2018.

In order to cover the significant additional postage costs, a higher fee is chargeable for students outside the UK and EU. Note that individual UK and EU students are charged VAT, however no VAT is payable for students outside of the EU.

Qualification	UK/EU	Int'l
Level 6 Certificate in Applied Health and Safety Consists of unit HSD1: Principles of health and safety	£550 (£660 inc VAT)	£660
Level 6 Certificate in Personal Injury Liability Consists of unit HSD2: Personal injury liability	£550 (£660 inc VAT)	£660
Level 6 Diploma in Applied Health and Safety Consists of unit HSD1, HSD2, and HSD3	£1500 (£1800 inc VAT)	£1800
Level 6 Diploma in Applied Health and Safety (if HSD1 and HSD2 already awarded) Consists of unit HSD3: Further workplace hazards	£550 (£660 inc VAT)	£660

Other services	Cost
Assignment re-submission To cover costs of re-marking an unsuccessful assignment	£30 (£36 inc VAT)
Hire of smart phone for validation interview Only required if not able to access a smart phone, tablet, or computer with web-cam. UK only.	£60 (£72 inc VAT)

Discounts are available for employers purchasing qualifications for three or more individuals. Contact us for further details.

Discounts



Thank you