

**ITC Award in Health and Safety in the Workplace
at SCQF Level 5**

Qualification Number: R449 04

G21S

**Qualification Specification
Guidance for Centres**

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Website Access

For all policy statements and downloadable documents.

Upload to:

Ofqual Portal	SQA Accreditation Share Point	ITC WebOffice Support Resources	ITC Public Website	ITC Server
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Appendix Documents Listing

Hard copy documents go out of date. For the up to date version of this and other documents please go to the Support Resources section of the ITC Web-Office.

Unit Specifications

UA62 04 Health and Safety in the Workplace

Health & Safety Delivery Resources

- G21S Centre Guidance [This document]
- HSIT Health and Safety Implementation Task

Internal Quality Assurance

- IQA1: Internal Quality Assurance Process
- IQA2: Centre Standardisation Records
- IQA3: Internal Moderation Sampling Record
- IQA4: Internal Moderation Sampling Report Record
- IQA5: Internal Quality Assurance Record Form

Centre Approval

- C9: Centre Agreement

ITC Document Forms

- C4: Access to Training & Assessment Request Form
- C7 Special Considerations Request Form
- F3 Malpractice & Misconduct Report Form
- 05 Replacement Certificate Request Form

ITC Policies

- P1: Customer Charter
- P3: Fees Policy
- P5: Appeals Policy
- P6: Malpractice, Maladministration & Misconduct Policy
- P7: Language Policy
- P8: Equality, Diversity and Assessment Policy
- P9: Record Retention Policy
- P12: Automatic E-mail Policy
- P13: Conflict of Interest Policy
- P14: Sanctions Policy
- P15: Withdrawal from Delivery Policy
- P16: Complaints Policy
- P17: Invoice Policy
- P18: Withdrawal of Qualifications Policy
- P19: Recognition of Prior Learning Policy
- P22: Data Protection and Privacy Policy

1. General Information

1.1 Using this document

This document has been developed to provide guidance for Centre staff involved in the delivery of the ITC Award in Health and Safety in the Workplace at SCQF Level 5.

It explains the administration, assessment and quality assurance requirements for these qualifications.

It directs ITC Centres to appropriate and relevant ITC resources [See contents page].

It identifies and lists other ITC documents that Centres are required to have in order to deliver the ITC Award in Health and Safety in the Workplace at SCQF Level 5 qualification.

1.2 Documented Procedures

ITC is a regulated Awarding Body/Organisation supporting SQA Accredited and Ofqual regulated qualifications. All who work with ITC are supported by a documented framework of policies and procedures updated regularly on the ITC website. To see ITC's policies visit:

<https://www.itcfirst.org.uk/policies/policies/1.htm>

If you are a Centre log into the ITC Web-Office and view or download up to date documents from 'Support Resources'

2. Qualification Details

This ITC Award in Health and Safety in the Workplace at SCQF Level 5 is part of the Scottish Credit Qualification Framework (SCQF).

This qualification is regulated in Scotland by the external regulator of qualifications – SQA Accreditation.

2.1 Qualification Objectives

The qualifications indicate that an individual can undertake a specific role in the workplace and that may be relied upon by employers.

The qualification will benefit all who need to be introduced to identifying and understanding the nature of hazards in the workplace and those who require refresher training in maintaining a safe working environment.

Successful completion of the course will result in knowledge and skills for the learner to:

- Understand roles and responsibilities for health, safety and welfare in the workplace
- Understand how risk assessments contribute to health and safety
- Understand how to identify and control the risks from common workplace hazards
- Know the procedures for responding to accidents and incidents in the workplace

2.2 Learner Entry Requirements for this Qualification

- a) **Previous qualification requirements for Learners of this qualification**
None
- b) **Prior knowledge, skills or understanding which the Learner is required to have before taking the qualification**
None
- c) **Units which a Learner must have completed before the qualification will be awarded including any optional routes**
There is no requirement to have completed any units previously.
- d) **Other requirements for a Learner to satisfy prior to assessment or awarding**
None

2.3 Qualification Structure

To meet the requirements of the qualification the Learner must achieve the mandatory unit required for the particular qualification:

Unit title
Health and Safety in the Workplace
Unit Reference number
UA62 04

Qualification title
ITC Award in Health & Safety in the Workplace at SCQF Level 5
Qualification number
R449 04

The single mandatory unit must be completed in order for the qualification to be achieved.

The Units Review date – 31 May 2020

Unit title: Health and Safety in the Workplace
 Unit number: UA62 04
 Unit level: 5
 Unit credit: 1

Notional Learning Hours (NLH): 10

The Award has a credit value of 1 [10 NLH] with 6 hours of this required to be teaching and tutor contact time.

2.4 Learning Outcomes and Assessment Criteria

	Learning Outcomes: The learner will.....		Assessment Criteria: The learner can.....
1	Understand roles and responsibilities for health, safety and welfare in the workplace	1.1	Outline employers and employees duties relating to health, safety and welfare at work
		1.2	Outline the consequences for noncompliance with health and safety legislation
		1.3	Outline the requirements for training and competence in the workplace
		1.4	Outline the ways in which health and safety information can be communicated
2	Understand how risk assessments contribute to health and safety	2.1	Define the terms 'hazard' and 'risk'
		2.2	Outline the process for carrying out a risk assessment
		2.3	Describe how risk assessment can be used to reduce accidents and ill health at work
3	Understand how to identify and control the risks from common workplace hazards	3.1	Describe the hazards that may be found in a range of workplaces
		3.2	Describe how hazards can cause harm or damage to people, work processes, the workplace and the environment
		3.3	Describe the principle of the risk control hierarchy
		3.4	List examples of risk controls for common workplace hazards
4	Know the procedures for responding to accidents and incidents in the workplace	4.1	State the common causes of workplace accidents and ill health
		4.2	Identify the actions that might need to be taken following an incident in the workplace
		4.3	List the arrangements that should be in place in a workplace for emergencies and first aid
		4.4	Outline why it is important to record all incidents, accidents and ill health

2.5 Awarding

After the assessment, evidence of achievement will be forwarded to ITC.

A list of outcomes [Pass/Not yet meeting standard] will be forwarded to the Centre along with any certificates.

The assessment result is pass, or not yet meeting standard, there is no grading.

ITC will award certificates according to the timescales in ITC Customer Charter. Awarding can only occur within the qualification lifespan.

Unit certificates may be awarded upon a learner's request, for any unit completed and passed.

Replacement Certificates are available. Learners must apply using certificate request form 05. There is a small fee payable.

2.6 Age of Learners

The qualification is appropriate for learners of:

- a) Pre-16
- b) 16-18 years
- c) 19 years or older.

3. Centre Approval to Deliver ITC Qualifications

3.1 Centre Approval Documents

Centres wishing to offer the ITC qualifications will need to complete:

- a) Online Centre application
- b) Centre agreement – C9

Centres will need to consider:

- a) Sufficient resources for the of delivery the qualification – physical and staffing
- b) Learner access to sufficient resources for the award – learning centre, visual aids, text books and mentor
- c) Quality assurance procedures – internal assessment and internal moderation or verification

3.2 Teaching Programme

The content of the teaching programme is the responsibility of the Centre and is developed by the staff team of the Centre. ITC has guidance and advice documents to assist in the development of a teaching programme that can be supplied to Centres upon request.

The course programme is developed from the learning outcomes and assessment criteria for the qualification. A Centre scheme of work containing lesson plans for each session is to be available for scrutiny by ITC External Quality Assurance activity.

3.3 Internal Quality Assurance

The Centre must maintain evidence of all meetings, CPD events, standardisation activity in a Central File readily accessible at any time by an ITC representative. ITC has various assessment and moderation template documents available to assist all Centres. See appendices of this document.

There should be an agreed quality assurance plan that monitors the skills of tutors, with evidence of standardisation maintained for external moderation.

The quality assurance plan should describe the internal quality assurance procedures and the evidence to be maintained for external quality assurance.

3.4 Learner Evaluation

An end of course evaluation form is to be completed by each learner and the data collected used to inform Centre quality procedures. The results of this evaluation review are to be available for scrutiny by ITC External Quality Assurance procedures.

3.5 Protecting the Interests of Learners

Centres will protect the interests of learners and the integrity of the qualification by implementing a coherent series of documents, policies and procedures. ITC can provide various template documents upon request.

A Centre complaints and appeals policy is to be provided for every learner upon registration.

4. Centre Staffing

4.1 Tutor Credentials

Centres are expected to have an appropriate number of suitable tutors [for teaching, internal assessment of practical skills and invigilation] ideally with teaching experience who hold a teaching and subject area qualification. Experienced tutors without qualifications may be considered if there is evidence of sufficient and appropriate delivery experience and they are working towards [i.e have enrolled and specify timeframe for completion] the teaching or occupational qualification.

Teaching qualification:

- a) SVQ Training and Development
- b) Level 3 PTLLS (RQF) or Level 3 Award in Education and Training (RQF)
- c) Or equivalent or above

Occupational area qualification/experience may include:

- a) ITC teaching and assessment process training for health and safety [this includes holding the ITC qualification you are to teach]
- b) Higher qualification in Health & Safety than the one being delivered
- c) NEBOSH Certificate or Diploma in Occupational Safety or Health
- d) HNC/D or Degree in Environmental Health subject

ITC application and qualification delivery approval requires Centres to identify:

- a) A nominated individual to lead the qualification delivery team in the Centre.
- b) Tutors with a minimum of the minimum teaching qualification and occupational competency.
- c) Internal quality assurance staff who are competent at moderation/verification. Evidence of competence is provided either by : SQA Internally Verify the Assessment Process; Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (RQF); or equivalent.

4.2 Internal Quality Assurer Credentials

Centres are expected to have an appropriate number of suitable internal quality assurers who must be occupationally competent in Health and Safety and competent in Internal Quality Assurance.

Competence in Internal Quality Assurance can be evidenced by:

- a) Having a working knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place
- b) Having a thorough knowledge and understanding of the role of assessors
- c) Evidence of visiting and observing assessments and carrying out other related internal quality assurance.

Note: it is understood that not all IQA's will be qualified initially, and that sufficient time should be considered to achieve these qualifications. During this time centres would ensure that IQA's are following the principles set out in the current Learning and Development NOS 11 Internally monitor and maintain the quality of assessment.

Holding a qualification from the following list will provide evidence of competence in Internal Quality Assurance:

Qualifications suitable for Internal Quality Assurance:

- a) SQA Accreditation Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment
- b) RQF Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment
- c) Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (RQF)
- d) Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)
- e) V1 or D34

Note: This list is not exhaustive.

Each Centre should have a Internal Quality Assurance Plan agreed with ITC.

5. Learner Registration

5.1 Selection of Learners

There are no prerequisite entry requirements (literacy, numeracy or ICT) for this qualification. The suggested appropriate level of literacy for this qualification is the ability to read and understand straightforward ideas and information presented in writing in order to be able to answer questions based on their content (based on SCQF L4 Literacy Unit).

Centre staff and prospective learners can view sample assessment materials, indicating the level of literacy, in Section 6 of this document. The sample assessment materials provide an indication of the type and wording of assessment.

Each Centre should have an implement a reasonable adjustment and special consideration policy. These systems and the resulting data must be made available for quality assurance purposes.

5.2 Information to Learners

Pre-course information should be provided to learners containing:

- a) Joining details
- b) ID requirements
- c) Expectations of course members
- d) Outline of assessment assignment timelines, including possible referral timescales
- e) Link to ITC policies and procedures on homepage of ITC website, including Appeals (P5) and Complaints (P16) procedures
- f) Information on how to request reasonable adjustment to assessment so that learners have a fair assessment opportunity
- g) Contact details for their course tutor or mentor

5.3 Registration of Learners

Centres must meet the following requirements;

- a) Learners must be registered with ITC within 5 days of course start date
- b) Learner registration details must be entered into ITC WebOffice database
- c) Centres are to keep original learner registration documents
- d) Centres must have procedures in place to confirm the identity of each learner before they undertake an assessment.

5.4 Learner Identity

Candidates must be informed of the requirement to bring suitable identification to the training course [and assessment if not assessed on the day of the course]

5.5 Learner Progression

- Higher Awards in Health & Safety
- Refresher Training

6. Assessment

6.1 Assessment of the Unit

Knowledge and understanding are assessed in this unit.

Evidence of meeting each assessment criteria is required.

The assessment evidence is generated by completion of a Health and Safety Implementation Task and an end of course 30 question multiple choice examination.

6.2 Assessment Tasks

Knowledge & Understanding

The knowledge and understanding of each candidate is assessed by completion of an implementation task that must be 100% correct and is marked by the tutor [internal assessor] during the course and an end of course multiple choice question examination.

- Duration: 30 minutes
- Pass mark: 20 out of 30

A typical question follows the format:

- Q. *Why are internal fire doors kept shut at all times?*
- To prevent flames and smoke spreading*
 - To prevent unauthorised access*
 - To prevent swinging doors hitting people*

Implementation Task

Understanding is demonstrated by completing a 'correct word insertion' task. Words must be selected and added to a paragraph describing health and safety considerations. 100% must be achieved.

A typical task follows the format:

Select and then insert the words that best describe the preceding phrase or word in the paragraph:

Hazard Control Measure Elimination Risk Assessment Risk

An employee lifts [] a sack of rubbish into a high sided metal bin with a lid operated by a foot pedal, during this action something sharp inside the bag catches and cuts their leg.

6.3 Internal Assessment + Invigilation

Centres must have systems to ensure all assessment evidence is authentic, and follow ITC invigilation guidance for this qualification.

Knowledge and understanding are assessed by completion of an implementation task [ITC document HSIT] and a multiple choice question examination using the examination documents provided by ITC.

Examination documents are to be opened by the learners at the venue, at the time of assessment. Examination questions and answers are to be returned to ITC within 5 working days of completion.

If learners do not meet the standard the Centre will be informed and will require arrangements to be made to allow the learner a referral opportunity. Within 1 month of the original course.

If the referral is not passed then the learner will have to redo the training course.

6.4 Internal Quality Assurance

Assignment evidence is to be internally quality assured following ITC centrally produced procedures [Appendix document listing of this document] or procedures agreed with ITC External Quality Assurance.

To assist Centres in this function the following documents are available on the Centre Web-Office.

- IQA1: Internal Quality Assurance Process
- IQA2: Centre Standardisation Records
- IQA3: Internal Quality Assurance Sampling Record
- IQA4: Internal Quality Assurance Sampling Report Record
- IQA5: Internal Quality Assurance Record Form

7. Supporting Resources for Delivery

7.1 Website Support Resources List

See website for current list.

8. External Quality Assurance

8.1 Procedures

Centres will be notified of proposed external quality assurance events/visits.

As well as viewing assessment procedures and judgements the visit will include:

- a) Confirmation of all policies and documented procedures after initial pre-visit desk research.
- b) A review of the evidence of Centre internal quality assurance and staff development events.
- c) A review of Centre Policy implementation evidence including pre-course information and reasonable adjustments/special consideration records. This review to include a review of Centre IQA of these procedures.
- d) A review of the evidence generated from previous external quality assurance events, including action plan evidence.
- e) A review of learner assessment evidence.
- f) Any guidance required to administer or deliver the qualification.

8.2 Visit Details

Centres will be allocated an External Moderator/Verifier. For each visit:

- a) The Centre will be notified in advance to allow time to make suitable arrangements. Normally planned at the previous external quality assurance visit.

- b) The agenda for the meeting will be forwarded to the Centre.
- c) The meeting will occur on the planned date.
- d) Preliminary action plans will be drafted for agreement and review at the time of the Centre visit.
- e) Action Plan evidence will be generated according to the specified timescale by the Centre and approved or referred by ITC.
- f) Risk rating will be applied to each Centre.