



# Level 6 Diploma in Occupational Safety and Health

## Unit 3 Assignment Guidance

**November 2015**

This document should be read in conjunction with the Qualification Specification.

This document sets out the requirements of the Unit 3 assignment - the structure and style of the report, when and how it should be submitted, and the way in which it will be marked.

It is therefore important that candidates read through the whole document before embarking on their assignment.

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# 1. Structure and scope of the Unit 3 assignment

## **Workplace**

Wherever possible, you are expected to base your assignment on your own workplace. It is your responsibility to arrange an alternative workplace if your own is unavailable or unsuitable. It is not acceptable to complete an assignment about a fictitious workplace.

## **Assessment of health and safety culture**

You are required to conduct an assessment of the existing health and safety culture of an organisation or part of an organisation which, wherever possible, should be your own workplace. You are strongly advised to restrict the scope of your assignment in line with the size of the organisation, to ensure that the assignment remains manageable. You may choose, for example, to focus on a department, a branch or depot, a sector (e.g. middle management or a workshop), a process, or an element of the health and safety management system.

Your assessment of the existing health and safety culture should take account of positive and negative indicators, both observable and underlying, as well as workforce perceptions, attitudes and beliefs about health and safety and risk at work. Data should be collected from both primary sources and secondary sources. Ready-made climate survey tools may be used, but must be used appropriately, and be applicable to the particular workplace. Any licence fees for use of such tools should be paid to the licensing body. Alternatively, you may devise your own survey tools, for example questionnaires or structured interviews.

You will need to analyse the data you collect in order to arrive at conclusions about the health and safety culture of the organisation (or part of the organisation) you are focusing on.

## **Strategy for improving the health and safety culture**

On the basis of your findings and conclusions from the assessment, you must prepare a strategy for improving the health and safety culture of the organisation (or part of the organisation). The essential elements of such a strategy are set out below under Structure of the Report.

## **Business case**

You must then prepare a business case designed to secure senior management commitment to allocating resources to the implementation of your strategy for improving the health and safety culture of the organisation (or part of the organisation). The essential elements of such a business case are set out below under Structure of the Report.

## 2. Structure of the report

The assignment report should be presented in seven parts:

Part 1 - Executive summary

Part 2 - Introduction

Part 3 - Assessment of the health and safety culture of the organisation

Part 4 - Strategy for improving the health and safety culture

Part 5 - Business case for one or more health and safety measures related to the strategy

Part 6 - Bibliography

Part 7 - Appendices

### Part 1 - Executive summary

The assignment report should start with an executive summary of no more than one side of A4. Such a summary is intended to allow a busy Managing Director to quickly seize the essential elements of the report, and be convinced by the business case. It should therefore succinctly set out the subject of the assignment, improvements identified, resources required and the potential benefits to the organisation of allocating those resources.

### Part 2 - Introduction

The introduction should briefly set out the background to the assignment, its aim and scope. This should include a brief description of the workplace and activities. Bear in mind that the examiner will not be familiar with your particular workplace or with the activities involved. A clear description of both the workplace and the activities should be provided. At the same time you should avoid the temptation to describe every aspect of the organisation, but rather focus your description on the aspects of the workplace and activities that are relevant to the assignment.

The introduction should make clear the scope of your assignment. For example, it might deal with the whole organisation if this is small, or it might focus on a part of the organisation, for example a department, a branch or depot, a sector (e.g. middle management or a workshop), a process, or an element of the health and safety management system.

### Part 3 - Assessment of the health and safety culture (approximately 3,500 words)

- Your report should describe the indicators you observed as well as underlying indicators you identified through research.
- The methodology for the assessment of workforce perceptions, attitudes and beliefs should be clearly described. If a questionnaire is used, it must be appended to the report.
- If a ready-made climate survey tool has been used, it must be acknowledged, and reported results must be specific to the workplace.
- The report should include evaluation of the methodology. Was the climate survey tool fully suitable? If not, why not? What were the limitations of the assessment in practice?
- The findings of the survey should be clearly reported in a suitable format.
- There should be analysis of the data and some attempt to explain the findings of the survey.
- Limitations of the data/results should be explained.
- There should be a conclusion based on the findings, consisting of a description of the health and safety culture of the area that is the focus of the assignment. This conclusion should also identify and prioritise the areas for action.

#### **Part 4 - Strategy for improving the health and safety culture (approximately 3,500 words)**

Your strategy for improving the health and safety culture of the organisation should be based on your assessment of the existing health and safety culture of the area that is the focus of your assignment.

Your report should include the following:

- Aim and objectives of strategy.
- Proposals for action as identified in the assessment of the existing health and safety culture.
- How the strategy would be implemented in terms of timescale(s) and proposed assignment of responsibilities.
- How success would be monitored.

#### **Part 5 - Business case (approximately 3,000 words)**

Your business case should be designed to secure senior management commitment of resources for each action you have identified relevant to your strategy for improving the health and safety culture.

Your report should include the following:

- How the strategy would be implemented.
- A clear statement of the requirement for resources, i.e. what are the resources and what are the resources for?
- Reference to health and safety legislation, as appropriate.
- A cost-benefit analysis, including potential financial and non-financial costs and benefits.
- A logical and persuasive argument why the resources should be allocated for the proposed measures.

#### **Part 6 - Bibliography**

Your report should include a comprehensive bibliography, citing titles, authors, dates of publication and page numbers of all sources referenced, including websites. Sources cited in the bibliography should be cross-referenced to text or footnotes in the body of the report.

#### **Part 7 - Appendices**

There should be a contents page for appendices, which should be cross-referenced to text or footnotes in the body of the report.

### **Presentation and style of the report**

The report should be approximately 10,000 words in length, excluding the bibliography and any appendices.

The report must be properly structured, with section headings and clear signposting. The style should be formal but clear and as unfussy as possible, avoiding unnecessary jargon while being technically accurate. This is a technical business report, not a work of literature. You are advised to proof-read your assignment report carefully before submission in order to eliminate errors.

The report should be typed in Arial font size 11, with 1.5 line spacing.

### **3. Checklist for completing the Unit 3 assignment**

#### **1. Contents page**

Are all the sections of the report listed, with page numbers?

#### **2. Introduction**

Has the aim of the assignment been made clear?

Has the workplace and its activities been described briefly but adequately?

Has the scope/focus of the assignment been made clear?

#### **3. Assessment of the health and safety climate and culture**

Does the report describe observed and underlying indicators?

Is there an explanation of the methodology used for measuring workforce attitudes?

Has an evaluation of the methodology been included?

Are the findings reported in a suitable way?

Have the findings been analysed, and is the analysis reported?

Are there clear conclusions from the findings?

Have priorities for action been identified?

#### **4. Strategy for improving the health and safety culture**

Are the aims and objectives of the strategy clearly set out?

Have the proposals for action been clearly stated?

Is there a plan for implementation of the strategy?

Is there a plan for the monitoring of success?

#### **5. Business case**

Has the requirement for resources been clearly identified?

Is there an analysis of costs and benefits (financial and non-financial)?

Is there reference to relevant legislation?

Is the case for the proposed allocation of resources presented persuasively?

#### **6. Bibliography**

Is there a clear reference to every source used in writing the report?

Is each reference presented in the prescribed manner?

Is there clear cross-referencing to footnotes and other textual notes?

#### **7. Style and structure**

Is the report well-presented (e.g. section headings, page numbering)?

Is the structure logical and coherent throughout?

Is the style clear and as jargon-free as possible?

Is the document in the required font and line-spacing?

#### **8. Executive summary**

Has an executive summary been included at the beginning of the report?

Does the summary fit on to one side of A4 in Arial 11 font?

Does the summary describe the subject of the assignment, improvements identified, resources required and the potential benefits?

#### **9. Cover sheet**

Has the assignment cover sheet been completed?

Has the declaration been completed?

Have the verifier details been completed?

Has the cover sheet been emailed with your assignment?

## **4. Booking the assignment**

Candidates may book and pay online via the website ([www.britisafe.org](http://www.britisafe.org)). Alternatively, candidates may download an Assessment Booking Form from the website. The completed booking form should be returned to the Qualifications Department. The full assessment fee must accompany the booking. Upon receipt of an assignment booking, the Qualifications Department emails the candidate confirming the booking and supplying an electronic cover sheet which the candidate must complete and submit with their assignment.

## **5. Timescale for completion**

You may choose when you complete and submit your assignment, depending on your other commitments. A result will be issued within six weeks of submission.

## **6. Authentication of authorship**

All the work in your assignment must be your own work, except where you have given clear acknowledgment of other sources either in the body of the report or in the bibliography. It must be clearly understood that plagiarism is regarded by the British Safety Council as cheating, and that any proven cases will be treated as malpractice and will lead to complete disqualification from the Diploma. You must complete the electronic cover sheet (provided to you at the time of booking) to confirm that the assignment submitted is your own work. You must also obtain the agreement of your line manager to verify that the work submitted is your own. If your line manager is unable to do this, or you have no line manager, you will need to identify another responsible adult (not a family member) to act as a verifier. The British Safety Council will contact all verifiers, so it is important that your verifier has agreed to provide personal contact details to the British Safety Council and is in a position to confirm that the assignment is your own work. The British Safety Council reserves the right to withhold a result if an assignment cannot be verified.

## **7. Submitting the assignment, marking and re-submissions**

You should submit your assignment by email to [submissions@britsafe.org](mailto:submissions@britsafe.org). Please combine all parts of the assignment including appendices into one single Word or PDF document of not more than 5MB in size. If you have any difficulties over emailing your assignment, please contact the Qualifications Department.

Assignments will be retained by the British Safety Council for quality assurance purposes.

Independent examiners mark assignment reports against the marking criteria in this handbook. Rigorous examiner standardisation procedures are in place to ensure that the marking criteria are correctly and consistently applied.

If you wish to resubmit your assignment in order to improve your unit result, you must enter for the Unit 3 assignment again and pay another assignment fee. More than one resubmission is permitted.

## Unit 3 Assignment marking criteria

		5-6	3-4	1-2	0
Assessment of existing health and safety culture	<b>Executive Summary</b>	Fully meets requirements.	Largely meets requirements.	Partially meets requirements.	Missing.
	<b>Report of indicators</b>	Observed and underlying indicators fully and clearly reported. Primary sources and secondary sources.	Observed and underlying indicators adequately reported. Primary and secondary sources.	Indicators reported; some confusion of observed and underlying.	No comprehensible report of indicators.
	<b>Report of methodology and conduct of survey</b>	Fully appropriate methodology. Clear thorough report, with evaluation and application.	Suitable methodology with report and some evaluation.	Methodology not fully appropriate or survey not clearly described or omissions in evaluation.	Survey completely inadequate or missing.
	<b>Report of findings with interpretation</b>	Robust presentation of findings of survey, with analysis and reference to limitations of interpretation.	Report of findings reasonably clear, with analysis and some reference to limitations of interpretation	Report of findings may lack clarity; some interpretation but reference to limitations missing or unclear.	Totally unclear or fails completely to convey findings of survey.
	<b>Conclusion</b>	Conclusion based on a thorough analysis of findings. Clear, logical and in a suitable format.	Reasonable conclusion but evidence or clarity may be lacking	Conclusion unclear or unsupported by evidence	No clear conclusion at all.
Strategy for improving health and safety culture	<b>Aims and objectives</b>	Clear and appropriate.	Appropriate; may lack clarity or be incomplete.	Unclear or inappropriate	Not stated in any coherent manner.
	<b>Proposals for action</b>	Clearly identified and fully appropriate to existing culture.	Identified and appropriate.	Unclear or inappropriate.	Not identified or wholly inappropriate.
	<b>Implementation plan</b>	Realistic timescales, all responsibilities identified.	Timescales and responsibilities identified.	Responsibilities unclear or timescales unrealistic.	Unclear, unreasonable or missing.
	<b>Methodology for monitoring success</b>	Appropriate, practical and clearly described.	Appropriate and practical.	Not fully appropriate or practical.	Inadequate or totally inappropriate.
Business case	<b>Requirement for resources</b>	Clearly described and fully appropriate.	Adequately stated and appropriate.	May lack clarity or not be fully appropriate.	Inappropriate or totally unclear.
	<b>Cost-benefit analysis</b>	Full range of financial and non-financial costs and benefits described and clearly presented.	Range of costs and benefits described and presented.	Not completely sound; description or presentation not fully adequate.	Irrelevant, unsuitable or missing.
	<b>Reference to legislation</b>	Appropriate, accurate and clear.	Mostly appropriate and clear.	Some references may be inappropriate or inaccurate.	Inaccurate, inappropriate or missing.
	<b>Case</b>	Logical and persuasive.	Reasonable logical and persuasive.	Unconvincing or poorly presented.	Flawed or missing.
		<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
	<b>Bibliography</b>	Complete, thorough, presentation conforms.	Mostly complete, presentation mostly conforms.	Complete, presentation may not conform in detail.	Incomplete or missing.
	<b>Style and structure</b>	Logical structure with signposting; clear, unfussy style.	Good attempt at a logical structure; style may lack clarity.	Confusing structure, unclear style.	

Marks are added together to give a mark out of 84 for the report as a whole.

Fail (a total mark of less than 42). Pass: 42 marks. Merit: 56 marks. Distinction: 70 marks.



## Cover sheet for submission of assignment Level 6 Diploma in Occupational Safety and Health

Your assignment and coversheet should be emailed to [submissions@britsafe.org](mailto:submissions@britsafe.org)

The British Safety Council will acknowledge receipt of your assignment by email

<b>Unit</b> (Unit 2 or 3)	
<b>Full Name</b>	
<b>Date of Birth</b>	
<b>Home Address</b>	
<b>Post Code</b>	
<b>Email</b>	

### Notice to Candidates

The work that you submit for assessment must be your own. If you copy from someone else, or allow another candidate to copy from you, you may be disqualified from the qualification.

### Declaration by Candidate

I have read and understood the *Notice to Candidates* (above). I have produced this assignment without any help apart from that acknowledged within the report.

YES	NO
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(Tick as applicable)

### Verification by Line Manager or other Verifier

Enter contact details in the box below for the person who will verify that you produced this assignment without any help apart from that acknowledged within the report.

<b>Name</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>Relationship to candidate</b>	
<b>Contact telephone number</b>	