



Level 3 Certificate in Occupational Safety and Health

Qualification specification

Version 3

Regulated by the
Qualifications Regulators at
Level 3 in the Regulated
Qualifications Framework

Qualification number:
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Publishing Policy for Specifications

For all British Safety Council specifications, the electronic version on the British Safety Council website is definitive in the case of any difference between it and a previously printed version.

The electronic version on the website is updated if any significant changes are made during the lifetime of a specification.

Centres are advised to check that this printed version of the specification is the latest version by visiting www.britsafe.org

Acknowledgements

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The British Safety Council recognises and values all those who contribute their time and expertise to the development of its specifications.

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1.

Introduction

1.1 The British Safety Council

Formed in 1957, the British Safety Council is one of the world's leading health and safety organisations.

Our vision is that no-one should be injured or made ill by work.

For more than half a century we've been a trusted guide to excellent health, safety and environmental management. We have educated millions of workers and made hundreds of thousands of workplaces safer for everyone. We do this by sharing information, supporting, advising, educating and campaigning. We are a not-for-profit organisation.

We've changed the world of work for the better and we'll never stop, because excellent health, safety and environmental management is good for your people and good for your business.

We are a government-regulated awarding organisation and, as such, must comply with a wide range of conditions set by the regulator so that rigour and consistency in the awarding of qualifications is maintained.

The British Safety Council is the only UK awarding organisation to offer a complete suite of health and safety qualifications from Entry Level to Level 6. Please refer to Section 2.3 ('Progression routes and related programmes of study') for a full list of the qualifications currently offered.

2.

Qualification profile

2.1. Level 3 Certificate in Occupational Safety and Health

In 2016/2017, in UK workplaces, 137 workers were killed with many thousands more seriously injured. 1.3 million people suffered from an illness they believed was caused or made worse by their current or past work and 31.2 million working days were lost as a result of occupational injury and ill-health.

In addition to the tragic loss of life and personal suffering, employers found themselves faced with court fines and costs, increased insurance premiums, compensation claims, reduced productivity, damaged reputation and lower staff morale.

The vast majority of occupational accidents and incidents of ill-health can be avoided by good health and safety management. With this in mind, the British Safety Council offers the Level 3 Certificate in Occupational Safety and Health, a nationally-recognised qualification for people with responsibility for aspects of health and safety in the workplace.

The qualification is regulated by the Qualifications Regulators at Level 3 in the Regulated Qualifications Framework (RQF).

It is recognised by the Institution of Occupational Safety and Health (IOSH) as meeting the academic requirement for technician membership of the Institution (Tech IOSH).

Holders of the Level 3 Certificate may also apply for associate membership of the International Institute of Risk and Safety Management (IIRSM).

2.2. Relationship with the Regulated Qualifications Framework (RQF)

The Level 3 Certificate in Occupational Safety and Health resides within the national Regulated Qualifications Framework (RQF). The RQF largely replaces the previous qualifications system, the Qualifications and Credit Framework (QCF).

The RQF is regulated by Qualifications Wales, Ofqual (England) and CCEA (Northern Ireland).

In general terms, the level of a qualification will indicate its relative difficulty and the title of either an Award, Certificate or Diploma will indicate the approximate duration of study and assessment required by learners.

This qualification has been assigned a 'Total Qualification Time' (TQT) value of 68 hours. Essentially, the TQT value reflects a combined total of the approximate Guided Learning (e.g. classroom-based teaching or 1-to-1 tuition) an 'average' learner for this qualification will require plus the time for any further preparation (e.g. revision) or assessment to complete the qualification. In the case of the Level 3 Certificate in Occupational Safety and Health, this is 65 hours (Guided Learning) plus 3 hours (total examination time) respectively, i.e. 68 hours in total.

2.3. Progression routes and related programmes of study

The following lists the full range of qualifications the British Safety Council presently offers or expects to offer shortly. Centres are advised to consult our website for up-to-date guidance on our portfolio of qualifications and to study the individual specification documents for information regarding the content of particular qualifications.

Entry Level

Entry Level Award in Workplace Hazard Awareness

Level 1

Level 1 Award in Health and Safety in the Workplace

Level 1 Award in Health and Safety in a Construction Environment

Level 1 Award in Environmental Sustainability

Level 2

Level 2 Award in Health and Safety in the Workplace

Level 2 Award in Health and Safety in Health and Social Care

Level 2 Award in Principles of COSHH

Level 2 Award in Principles of Risk Assessment

Level 2 Award in Principles of Fire Safety

Level 2 Award in Principles of Manual Handling

Level 2 Award in Contact Dermatitis Prevention

Level 2 Award in Risk Assessment

Level 2 Award in COSHH Risk Assessment

Level 2 Award in DSE Risk Assessment

Level 2 Award in Fire Risk Assessment

Level 2 Award in Manual Handling Risk Assessment

Level 2 Award in Supervising Staff Safely

Level 2 Award in Environmental Sustainability

Level 2 Award in Safe Driving at Work

Level 2 Award in Food Safety in Catering

Level 2 Award in Food Safety for Manufacturing

Level 2 Award in Food Safety for Retail

Level 2 Award in Emergency First Aid at Work

Level 3

Level 3 Certificate in Occupational Safety and Health

Level 3 Award in Supervising Food Safety in Catering

Level 3 Award in Food Safety Supervision for Manufacturing

Level 3 Award in Food Safety Supervision for Retail

Level 3 Award in First Aid at Work

Level 3 Award in Paediatric First Aid

Level 6

Level 6 Diploma in Occupational Safety and Health

International

International Certificate in Occupational Safety and Health

International Diploma in Occupational Safety and Health

3.

Delivering the qualification

3.1. Centre requirements

The Level 3 Certificate is delivered by organisations ('centres') approved by the British Safety Council. Organisations seeking approved centre status should visit the British Safety Council website for the latest guidance and information.

Refer to the webpage entitled *Become an Approved Centre*.

Staff delivering this qualification must be competent to do so. Competence is a mixture of experience, knowledge, skills, training and qualifications. Tutors are expected to hold up-to-date qualifications at a minimum of Level 4, Level 5 or Level 6 in a relevant subject area. It is also expected that tutors will hold a suitable teaching qualification, have experience teaching higher level, multiple unit qualifications and have sufficient knowledge and experience of the subject area to teach the subject effectively.

Centres are required to familiarise themselves with the wide-ranging guidance and requirements detailed in the *Centre Handbook* document and the associated policy guides that are downloadable from our website.

To be approved to deliver these qualifications you must submit a fully-completed Trainer Registration Form and copies of all certificates and evidence at the time of applying.

3.2. Learner requirements

There are no formal entry requirements for this qualification and learners will come from a wide range of educational and professional backgrounds. However, it is expected that candidates will have a level of literacy adequate to cope with the assessment. The examinations are conducted in English and approved centres are advised to ensure that candidates for whom English is a second language are at equivalent to at least around Band 5 of the *International English Language Testing System* (IELTS) 9-Band Scale.

It is suggested that candidates first complete the *Level 2 Award in Health and Safety in the Workplace*, which provides a valuable foundation in basic health and safety knowledge/concepts and a useful springboard for study leading to this qualification.

Centres must conduct an initial assessment of each cohort to determine whether any candidates have special requirements. Learners should also be made aware of relevant policy areas, particularly those concerning malpractice.

As with all our qualifications, learners should be informed of the title and level of the qualification they are undertaking and that the British Safety Council is the awarding organisation.

3.

Delivering the qualification cont.

3.3. Qualification withdrawal

All regulated qualifications have operational start, operational end and certification end dates.

The operational end date is the date by which learners must be registered for a qualification and the certification end is the date by which learners must claim their certificates.

In the event of a qualification being withdrawn, the British Safety Council will give sufficient notice to centres to ensure that learners' interests are adequately protected. When qualifications are updated, the British Safety Council will make arrangements for the transfer of learners to any revised version.

In some cases, a qualification may be redeveloped to ensure content is current and a replacement may be introduced or a qualification may be withdrawn without a replacement being made available.

Whichever of the above applies, the British Safety Council will keep centres informed of the future of a qualification that is currently being offered.

3.4. Quality assurance – monitoring and sanctions

The British Safety Council has a responsibility to the learners taking its qualifications and to the qualifications regulators to ensure that centres deliver our qualifications and units in accordance with relevant national standards.

It is important that centre staff involved in the delivery of our qualifications are fully aware of the contents of our sanctions policy and its possible implications should failure to comply with the requirements specified occur.

Centres are advised to study the centre monitoring and sanctions policy documents available on our website for detailed guidance in these areas.

4.

Assessment overview

4.1. Assessment strategy at a glance

The following table provides key information regarding the assessment strategy for this qualification.

Method	Two mandatory written examinations (the examinations may be completed on different days and in either order).
Language	English
Format	Paper-based
Duration	90 minutes per examination
Grading	Fail, Pass, Merit or Distinction (grading applied at individual unit level and for the qualification overall)
Resources	None required or permitted
Re-sit opportunities	Unlimited

4.2. Unit detail and weightings

The Level 3 Certificate comprises of two mandatory units – ‘Principles of Health and Safety Management’ (F/503/1736) and ‘Controlling Hazards in the Workplace’ (J/503/1737).

The Learning Outcomes state what a candidate will be expected to know, understand or be able to do and the assessment criteria describe the requirements that a candidate is expected to meet to demonstrate that a learning outcome has been achieved.

The following table indicates the unit content (syllabus).

4.

Assessment overview cont.

Unit 1 – Principles of Health and Safety Management

Learning outcomes	Assessment criteria	
1. Understand the basic principles of law relating to health and safety in the workplace	1.1	Outline the principles of common and statute law
	1.2	Outline the principles of civil and criminal law
	1.3	Describe the legal frameworks for health and safety in the workplace
	1.4	Describe the health and safety duties of employers and employees
	1.5	Describe the role and powers of agencies that enforce or advise on health and safety matters
2. Understand how to organise health and safety in the workplace	2.1	Outline the responsibilities of employers, directors, managers and staff in relation to health and safety in the workplace
	2.2	Outline the importance of effective communication in relation to health and safety in the workplace
	2.3	Outline sources of health and safety information available to employers
3. Understand how to develop a positive health and safety culture in the workplace	3.1	Describe how a health and safety culture can be measured
	3.2	Describe ways of improving a health and safety culture
	3.3	Describe the benefits of a positive health and safety culture
	3.4	Describe the barriers to a positive health and safety culture
4. Understand the principles of accident prevention in the workplace	4.1	Explain the differences between accidents, incidents and near misses
	4.2	Explain the causes of accidents/incidents at work
	4.3	Explain the costs associated with accidents/incidents at work
	4.4	Explain the need to prevent accidents/incidents at work

4.

Assessment overview cont.

5. Understand the importance of effective occupational health provision for organisations and people	5.1	Outline the causes and effects of ill-health in the workplace.
	5.2	Describe measures to prevent ill-health related to activities in the workplace
	5.3	Explain the benefits and costs of effective occupational health provision for employers and employees
	5.4	Outline the effects and costs of inadequate occupational health provision for employers and employees
6. Know the main features of a health and safety management system	6.1	Outline the main features of a health and safety management system
	6.2	Explain the purpose of and requirements for a health and safety policy
	6.3	Explain the purpose of and procedures for health and safety audit and review
	6.4	Describe how to measure, audit and review health and safety performance in the workplace
7. Understand the principles of workplace risk assessment	7.1	Describe the main stages of a suitable and sufficient risk assessment
	7.2	Describe a range of methods for gathering information for a risk assessment
	7.3	Outline a hierarchical approach to managing risks in the workplace
	7.4	Explain how the principles of prevention are used for managing risks in the workplace
	7.5	Outline the requirements for carrying out and reviewing workplace risk assessments
	7.6	Outline when specific risk assessments are required

Unit 2 - Controlling Hazards in the Workplace

Learning outcomes	Assessment criteria	
1. Understand the principles of fire prevention in the workplace	1.1	Explain the principles of fire
	1.2	Describe fire hazards and risks in the workplace
	1.3	Describe the main stages of a fire risk assessment
	1.4	Explain how to prevent a fire in the workplace
	1.5	Explain the arrangements required to protect people and workplaces from fire
2. Understand how to manage emergencies in the workplace	2.1	Identify the situations which require emergency procedures
	2.2	Describe the main features of an emergency plan
	2.3	Describe how to evaluate the effectiveness of emergency planning and procedures
3. Understand the hazards and risks associated with workplace activities	3.1	Outline the main hazards and risks relating to workplaces and occupational activities
	3.2	Describe the risk factors relating to workplaces and occupational activities
	3.3	Outline who may be at risk from hazards in the workplace
	3.4	Describe the consequences that may result from uncontrolled workplace hazards
4. Understand how to control risks in the workplace	4.1	Identify the legal requirement for controlling risks in the workplace
	4.2	Identify the legislation relating to specific workplace hazards
	4.3	Describe a general hierarchical approach for preventing and reducing risks
	4.4	Describe suitable control measures for specific workplace hazards
	4.5	Outline methods for monitoring and reviewing control measures
5. Understand the requirements for reporting and investigating incidents in the workplace	5.1	Identify the legal requirements for reporting and investigating incidents in the workplace
	5.2	Explain the need for internal incident reporting and investigation
	5.3	Describe the main elements of an incident investigation
6. Understand how to reduce the impact of workplace activities on the environment	6.1	Describe the main risks to the environment from workplace activities
	6.2	Describe control measures that can be used to reduce the risks to the environment from workplace activities

4.3. Arranging assessments

The examinations are available on-demand, which means that centres may arrange an examination at a site and time of their choosing. Assessments are arranged via a booking form available via the webpage for this qualification. Centres must give at least four weeks' notice of their intention to hold an examination.

The centre is responsible for administering examinations in accordance with British Safety Council regulations. This includes providing a suitable room, invigilators and taking responsibility for the security and storage of examination papers.

New online system planned for 2018

The British Safety Council plans to transfer the administration of the Level 3 Certificate to our new online 'Centre Portal' system in 2018. The new system utilises *Quartz*, an industry-leading system that enables centres to book examinations directly, view the records and results of their learners faster and access valuable reporting functionality. Further information on the system will be made available to centres ahead of the transition to the new system.

4.4. Assessment conditions

Each centre takes responsibility for administering examinations in accordance with British Safety Council regulations. This includes providing a suitable room, invigilation and ensuring that the candidates' work is their own.

Details of the examination arrangements can be found in the Centre Handbook.

The British Safety Council reserves the right to send an inspector to an examination sitting to ensure that all regulations are being adhered to. The inspector will arrive without prior notice, will be identified by an official letter, and must be granted access to the examination room and to all the examination documentation. Failure to allow an inspector access, or any discovered breach of British Safety Council regulations, may invalidate the examination. The British Safety Council may also withdraw the centre's approval.

4.5. Marking, awarding and reporting of results

Scripts are marked by examiners appointed and trained by the British Safety Council. Results and certificates are typically issued within 20 working days of us receiving the scripts.

Candidates' results are reported as a grade (Pass, Fail, Merit or Distinction) at individual unit level and, where applicable, for the qualification overall. A pre-defined quota of passes or other grades to be awarded does not exist; if a candidate achieves the required standard, they will be awarded the relevant grade.

4.6. Availability of sample assessment material

Centres and learners may familiarise themselves with the format and style of the examination questions by reference to the specimen papers available via the webpage for this qualification.

5.

Rules and policies

The following provides a summary of the rules and policies relevant to this qualification.

Centres and learners are advised to study the full and most current versions of each policy available on the British Safety Council website.

5.1. Equality of opportunity

The British Safety Council is committed to the principle of equality for all and it is a requirement that approved centres undertake the delivery of British Safety Council qualifications in accordance with the Equality Act 2010.

The British Safety Council aims to ensure that equality of opportunity is promoted through its qualifications and that unlawful or unfair discrimination, whether direct or indirect, does not occur.

Through our qualification development procedures and quality assurance arrangements, we keep under review how we can ensure equality for all learners.

We will ensure that:

- the widest possible diversity of learners can access our qualifications;
- the entry requirements, content and assessment demands of our qualifications are appropriate to the knowledge, understanding and skills specified and do not act as unnecessary barriers to achievement;
- the language used in our assessment materials is clear, free from bias and appropriate to the programme of study and target group;
- we produce materials that do not cause offence;
- we respond to requests for reasonable adjustments and special consideration;
- we act fairly at all times when working with centres and learners;
- our qualifications are regularly reviewed against this statement.

5.2. Reasonable adjustments

When necessary, the British Safety Council approves reasonable adjustments for candidates with particular requirements to enable them to have access to fair assessment and to demonstrate achievement. Candidates may require reasonable adjustments for a number of reasons including a permanent or temporary disability or medical condition.

Reasonable adjustments are not concessions to make assessment easier for learners, nor advantages to give learners a head start.

5.3. Special consideration

Special consideration involves procedures that may result in an adjustment to the marks of candidates who have not been able to demonstrate attainment because of exceptional circumstances during the examination itself.

The British Safety Council ensures that its special considerations treat learners fairly and in accordance with national guidelines.

A learner who is fully prepared for an assessment may be eligible for special consideration if:

- performance in an assessment is affected by circumstances beyond the control of the learner (e.g. recent personal illness, accident, bereavement or serious disturbance during the assessment);
- reasonable adjustment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate.

5.4. Malpractice and maladministration

The fairness of the assessment process depends upon all parties acting in good faith and adhering to the highest professional standards of conduct. Any evidence of deviation from such standards may lead to disqualification of candidates and/or withdrawal of centre approval. In the event of proven malpractice or maladministration, the British Safety Council may notify the qualifications regulators and other awarding organisations.

All examiners, invigilators, centres, learners and awarding organisation staff are required to report suspicions of malpractice or maladministration on the part of centres, learners, tutors or anyone involved in delivering the qualification. Such reports should be made to the British Safety Council's Head of Qualifications for investigation and resolution.

Any attempt to gain unfair advantage in a qualification for oneself or for another constitutes malpractice, as does any infringement of examination rules.

Examples of malpractice include:

- a learner copying another learner's work;
- a learner bringing into an examination room aids (e.g. notes, mobile phone) that could be used to help answer the examination questions;
- a learner using others' ideas and words in an assignment without clearly acknowledging the source of the information (plagiarism);
- a tutor giving a learner unfair assistance with an assessment;
- an invigilator revealing the questions in an examination to learners before the time of the examination.

5.

Rules and policies cont.

Any activity or practice which results in non-compliance with the British Safety Council's regulations and requirements constitutes maladministration.

Examples of maladministration include:

- a centre failing to return all examination materials after an examination;
- a centre failing to issue learners with appropriate notices and warnings in an examination;
- a centre not ensuring the examination venue conforms to requirements;
- errors or omissions in information supplied to the British Safety Council.

5.5. Result enquiries and appeals

The British Safety Council endorses the right of individuals to enquire about their result and to appeal against the outcome of that enquiry. Procedures are in place to ensure that result enquiries and appeals are dealt with thoroughly and fairly.

The British Safety Council reserves the right not to consider result enquiries if the request is submitted more than 14 days after the result issue date.

A result enquiry or an appeal can result in a grade being confirmed, raised or lowered. Where a grade is changed, the new grade will replace the original grade, whether it is higher or lower.

5.6. Feedback and complaints

The British Safety Council is committed to providing an outstanding level of customer service and we welcome feedback to help us continually improve our service.

With complaints, we undertake to:

- acknowledge your complaint within two working days;
- log all complaints and resolve them as quickly as possible;
- assign an appropriately qualified member of staff to deal with your complaint;
- respond fully or provide a progress report within 20 working days;
- for more complex complaints, conclude follow-up action within an agreed timescale;
- reply in whichever way (telephone, e-mail, letter) is most convenient for you.



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