



## **International Diploma in Occupational Safety and Health**

Qualification Specification 2021

## **Publishing policy for specifications**

The British Safety Council publishes qualification specifications on its website.

The electronic version on the 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 and learners are advised to check that any printed version of the specification is the latest version by visiting [www.britsafe.org](http://www.britsafe.org)

## **Version 2 published on 18 October 2021**

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## **The British Safety Council**

The British Safety Council is one of the world's leading health and safety organisations. Its vision is that no-one should be injured or made ill through their work.

The British Safety Council is a registered charity and everything it does is for public benefit.

The British Safety Council offers the following qualifications:

Level 3 Certificate in Occupational Safety and Health  
Level 6 Diploma in Occupational Safety and Health  
International Certificate in Occupational Safety and Health  
International Diploma in Occupational Safety and Health

## **The International Diploma in Occupational Safety and Health**

Despite advancements in occupational safety and health, people continue to be killed, seriously injured and made ill at work.

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

The vast majority of workplace injuries and ill-health can be avoided by good health and safety management. This depends on clearly communicated expert advice from appropriately qualified practitioners. With this in mind, the British Safety Council offers the International Diploma in Occupational Safety and Health, a professional qualification for managers and practitioners with specific responsibility for health and safety in the workplace.

The International Diploma is recognised by the Institution of Occupational Safety and Health (IOSH) as meeting the academic requirement for membership of the Institution at graduate level (Grad IOSH). Following successful completion of a period of initial professional development, a graduate member may apply for chartered status (CMIOSH). Holders of the International Diploma may also apply for full membership of the International Institute of Risk and Safety Management.

## **Qualification Structure**

The International Diploma comprises three mandatory units, each separately assessed.

Unit 1 Principles of Health and Safety Management

Unit 2 Safeguarding People's Health in the Workplace

Unit 3 Promoting a Positive Health and Safety Culture in the Workplace

## **Entry Requirements**

It is recommended that learners entered for the International Diploma have:

either an International Certificate in Occupational Safety and Health;  
or an alternative appropriate qualification in a related sector;  
or appropriate experience in a health and safety role;  
and a level of literacy and numeracy adequate to cope with the assessments.

This recommendation is intended to ensure that all learners who enter for the International Diploma can undertake the assessments with a reasonable expectation of success.

## **Arrangements for Learning**

Learning is undertaken via an approved centre.

## **Total Qualification Time and Guided Learning**

Total Qualification Time is an indication of the minimum length of time it would take the average learner to complete the qualification.

Total Qualification Time comprises two elements:

- a) Guided Learning (hours) - activities completed by the learner under the direct instruction or supervision of a tutor whether through physical presence or electronic means;
- b) all other time taken in preparation and study, but not under the direct supervision of a tutor, plus time taken to complete the assessments.

The International Diploma has a Total Qualification Time of 480 hours of which 168 hours are Guided Learning.

## **Language of Assessment**

The qualification is assessed in English only. Assessments are presented in English and learners must respond in English.

Learners for whom English is a second language are advised that their reading and writing skills should be equivalent to at least Level 6 of the International English Language Testing System (IELTS) Test for Non-Native Speakers of English. Learners may obtain information on this language testing service from the IELTS website ([www.ielts.org](http://www.ielts.org)).

## Learning Outcomes and Assessment Criteria

### Unit 1 Principles of Health and Safety Management

<b>Learning outcomes (the learner will....)</b>	<b>Assessment criteria (the learner can....)</b>
Understand the need for managing health and safety at work	1.1 Explain why occupational health and safety needs to be managed
Understand how international agencies and standards influence health and safety at work	2.1 Describe the role and functions of key international occupational safety and health organisations 2.2 Describe the responsibilities placed on employers for the health, safety and welfare of employees and others who may be affected by the employer's work activities 2.3 Explain how consultation can improve health and safety in the workplace 2.4 Explain how a health and safety policy is developed and used
Understand how to develop and implement a health and safety management system	3.1 Explain the principles and components of a health and safety management system 3.2 Explain the benefits of implementing a health and safety management system 3.3 Explain the role and responsibilities of a health and safety practitioner 3.4 Describe how health and safety performance can be measured and reviewed
Understand how to identify and evaluate hazards and risks associated with workplace activities	4.1 Evaluate the main hazards relating to workplace activities 4.2 Explain the potential consequences of uncontrolled workplace hazards 4.3 Describe the factors that need to be considered when assessing the risks from workplace activities 4.4 Describe the components of a suitable and sufficient risk assessment 4.5 Explain the different uses of generic, specific and dynamic risk assessments
Understand how to develop and implement control strategies for managing health and safety risks at work	5.1 Describe a general hierarchical approach for managing risk 5.2 Describe suitable control measures for specific workplace hazards 5.3 Describe how to develop and implement a safe system of work
Know how to report and investigate health and safety incidents at work	6.1 Evaluate theories of incident loss causation 6.2 Describe the requirements for incident reporting and investigation 6.3 Evaluate the role of human failure in incident causation 6.4 Describe how human failure can be assessed and reduced
Understand how to reduce the impact of workplace activities on the environment	7.1 Evaluate the main risks to the environment from workplace activities 7.2 Explain the measures to reduce and manage risks to the environment from workplace activities 7.3 Describe the main elements of an environmental management system

**Unit 2 Safeguarding People's Health in the Workplace**

<b>Learning outcomes (the learner will....)</b>	<b>Assessment criteria (the learner can....)</b>
Understand how an occupational health strategy integrates with an effective health and safety management system	1.1 Explain how occupational health strategies are developed and implemented within an overall health and safety management system 1.2 Describe the functions of and relationships between members of an occupational health team 1.3 Explain the internal and external requirements for reporting occupational diseases
Understand how occupational health hazards affect people	2.1 Describe common occupational health hazards 2.2 Explain how the body can be harmed from exposure to hazardous agents in the workplace 2.3 Explain how the body can defend itself from exposure to hazardous agents 2.4 Outline the principles of toxicology and epidemiology
Understand how the health of vulnerable persons can be managed in the workplace	3.1 Describe the responsibilities of employers for managing occupational health risks to vulnerable persons in the workplace
Understand how to identify and evaluate occupational health hazards and risks	4.1 Describe the factors to be considered when conducting risk assessments for occupational health hazards 4.2 Assess the risk of harm from exposure to occupational health hazards 4.3 Explain how exposure to hazardous agents can be measured and evaluated against established exposure limits or values
Understand how to develop and implement control strategies for managing occupational health risks	5.1 Describe a general hierarchical approach for preventing occupational ill-health 5.2 Describe suitable control measures for specific occupational health hazards 5.3 Describe methods for monitoring and reviewing occupational health control measures 5.4 Describe the requirements for and methods of monitoring the health of employees

**Unit 3 Promoting a Positive Health and Safety Culture in the Workplace**

<b>Learning outcomes (the learner will)</b>	<b>Assessment criteria (the learner can....)</b>
Understand the importance of promoting a positive health and safety culture within an organisation	1.1 Explain the benefits of a positive health and safety culture for an organisation 1.2 Explain the barriers to achieving a positive health and safety culture in an organisation 1.3 Describe the symptoms of a poor health and safety culture in an organisation
Be able to assess the existing health and safety culture of an organisation	2.1 Explain the methodology used for assessing the health and safety culture of an organisation 2.2 Describe the indicators that can be used to measure the health and safety culture of an organisation 2.3 Describe how to carry out a climate survey in relation to health and safety in the workplace 2.4 Critically analyse data to make judgments about the health and safety culture of an organisation
Understand the factors that influence staff behaviour	3.1 Explain the individual, organisational and job factors which influence workers' behaviour 3.2 Explain the role of an organisation's communication system in promoting positive behaviour and improving health and safety culture 3.3 Explain how staff competency can be measured, improved and maintained
Know how to develop a strategy for improving the health and safety culture of an organisation	4.1 Describe how to develop a strategy for improving the health and safety culture of an organisation 4.2 Explain the factors influencing the development of a strategy for improving health and safety culture 4.3 Explain how risk management principles are used in the development of a strategy for improving the health and safety culture of an organisation
Be able to develop and present a business case for improving the health and safety culture of an organisation	5.1 Construct a business case for investing resources into improving the health and safety culture of an organisation 5.2 Prepare a management report for improving the health and safety culture of an organisation

## **Scheme of Assessment**

The International Diploma is assessed via two written examinations and two workplace-based assignments. The written examinations test knowledge, understanding and the application of learning. The assignments provide an opportunity for learners to apply their knowledge and understanding in their workplaces for the benefit of both themselves and their organisations. The examinations and assignments test the assessment criteria on pages 7-9 of this specification. Assessments may be completed in any order.

In order to achieve the qualification, learners must pass all three units within a five-year period.

### **Unit 1**

Unit 1 is assessed by a 3-hour written examination in two parts. Section A comprises one compulsory, stimulus-based question worth 40 marks. Section B comprises eight compulsory questions each worth 10 marks (total 80 marks).

### **Unit 2**

Unit 2 is assessed by a 2½-hour written examination and a 5,000-word assignment based on an occupational health hazard in the learner's workplace. The examination comprises ten compulsory questions each worth 10 marks (100 marks).

### **Unit 3**

Unit 3 is assessed by a 10,000-word assignment involving an assessment of the health and safety culture in the learner's workplace, preparation of a strategy for improving that culture and a business case to support the strategy.

## **Assessment Arrangements**

### **Registration**

Learners are registered with the British Safety Council by their centre.

### **Examinations**

Learners sit their examinations at venues chosen by their centre. Examinations are available on-demand which means that centres can order examinations all year round. Centres must give at least two weeks' notice of their intention to hold an examination. Learners must pay for their examinations at the time of booking.

### **Assignments**

Learners submit their assignments via their centre. Learners may choose when they complete and submit their assignments. Learners must pay for their assignments at the time of submission.

### **Reasonable Adjustments**

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

Reasonable adjustments are made to ensure that learners receive recognition of their achievement without compromising the equity, validity and reliability of the assessment. They are not concessions to make assessment easier for learners, nor advantages to give learners a head start.

The Reasonable Adjustments Policy can be found on the British Safety Council website.

### **Special Consideration**

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

The Special Consideration Policy can be found on the British Safety Council website.

### **Malpractice**

The fairness of the assessment process depends upon all parties acting in good faith and adhering to the highest standards of conduct. Any evidence of deviation from such standards may lead to disqualification of learners and withdrawal of centre approval.

## Marking and Results

Assessments are externally marked by examiners appointed by the British Safety Council. Rigorous procedures are in place to ensure that all assessments are marked to the same standard.

### Unit 1

To pass Unit 1, learners must score at least 60 out of 120 (50%) and score at least 40% in each section, i.e. 16 marks in Section A and 32 marks in Section B.

Unit grade boundaries:

90 – Distinction  
75 – Merit  
60 – Pass

The unit grade is reported as Distinction, Merit, Pass or Fail.

An individual result notification for each learner is issued to the centre within six weeks of the examination date.

### Unit 2

To pass the Unit 2 examination, learners must score at least 50 out of 100 (50%).

Unit 2 examination grade boundaries:

72 – Distinction  
61 – Merit  
50 – Pass

To pass the Unit 2 assignment, learners must score at least 28 out of 60 (46.7%).

Unit 2 assignment grade boundaries:

48 – Distinction  
38 – Merit  
28 – Pass

The examination and assignment marks are scaled (weighted equally) and then aggregated to give a total mark for the unit. It is possible to fail one component but still pass the unit due to strong performance in the other component. However, the learner must score at least 40% in the failed component. This score of 40% is termed the 'threshold mark' and should not be confused with the pass mark.

Unit grade boundaries:

76.0 – Distinction  
62.2 – Merit  
48.5 – Pass

Unit grades are reported as Distinction, Merit, Pass or Fail.

An individual result notification for each learner is issued to the centre within six weeks of the examination date or assignment submission date.

### Unit 3

To pass the Unit 3 assignment, learners must score at least 42 out of 84 (50%).

Unit grade boundaries:

70 – Distinction

56 – Merit

42 – Pass

The unit grade is reported as Distinction, Merit, Pass or Fail.

An individual result notification for each learner is issued to the centre within six weeks of the assignment submission date.

### Certification

Learners who pass all three units within a five-year period are awarded the British Safety Council International Diploma in Occupational Safety and Health.

Learners receive a qualification certificate which is sent to the centre with the final unit result. Certificates are issued as PDF documents.

Qualification grades are determined as follows:

Unit grades	Qualification	Unit grades	Qualification
D + D + D	Distinction	M + M + M	Merit
D + D + M	Distinction	M + M + P	Merit
D + D + P	Merit	P + P + D	Merit
D + M + M	Merit	M + P + P	Pass
D + M + P	Merit	P + P + P	Pass

### Grade Descriptions

**Distinction** – A learner who has achieved a distinction in a unit has demonstrated thorough knowledge and understanding of occupational health and safety issues relevant to that unit, including legal issues, and an ability to apply these effectively in a practitioner role. A distinction for the qualification as a whole reflects a very high level of achievement across the three units.

**Merit** – A learner who has achieved a merit in a unit has demonstrated good knowledge and understanding of health and safety issues relevant to that unit, including legal issues, and an ability to apply these in a practitioner role. A merit for the qualification as a whole reflects either a high level of achievement in all three units or a very high level of achievement in one unit balanced by a satisfactory level of achievement in another.

**Pass** – A learner who has achieved a pass in a unit has demonstrated satisfactory knowledge and understanding of health and safety issues relevant to that unit, including legal issues, and some ability to apply these in a practitioner role. A pass for the qualification as a whole reflects at least a pass level of achievement in each unit.

## **Resits and Resubmissions**

Learners may resit an examination or resubmit an assignment upon payment of the appropriate fee.

## **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.

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.

The Result Enquiries and Appeals Policy can be found on the British Safety Council website.