



# Learn with us

NVQs with the British Safety Council



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**When there are  
many ways to learn,  
we've got them  
all mapped out.**

# Learn with us



The NVQ was excellent and I benefited immensely as it demonstrated that I had the potential to go further. It was a great benefit having a good qualification from the British Safety Council with real value. I have already recommended it to many colleagues. It's hard work but well worth the result

**Paul Myles**  
HSE Lead  
RasGas



We are dedicated to making sure no-one is injured or made ill at 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.

## **Your choice – our guidance**

With a wide choice of health and safety qualifications available, it's important to choose the right type of learning to suit your preferred style and fit with employer requirements.

We are one of the largest National Vocational Qualification (NVQ) assessment centres for health and safety and offer the Level 3 NVQ Certificate and Level 5 NVQ Diploma. If you need help finding the right qualification you've come to the right place.

## **Why study with us?**

- Continuous enrolment – start on any date
- In-company NVQ programmes
- Individual support throughout your NVQ
- Unlimited contact time via visits, email and telephone with your assessor
- Regional NVQ workshops
- Convenient online NVQ system
- Direct Claim status with City & Guilds allowing accelerated certification upon completion
- Post-qualification support

## **Expert support**

People choosing to undertake their NVQ with us receive high quality support. The programme is overseen by a team of dedicated, highly experienced and competent assessors who provide individual support for candidates throughout their qualification.

## **Special requirements**

We are fully committed to City & Guilds' positive approach to providing a range of flexible and responsive assessment strategies for candidates with disabilities or learning difficulties.



# Why choose an NVQ?



The NVQ has benefited me and allowed me to develop my career and enabled me to progress within IOSH. It also provides assurance to companies that I can complete work to a high standard and keep the workforce safe. Regular contact and meeting with my assessor was very helpful. I have already recommended studying with the British Safety Council to others

**Ross Henderson**  
*Safety Consultant*  
Parsons Brinckerhoff



Accredited by City & Guilds, NVQs are one of the most popular methods of learning with candidates and employers alike as they demonstrate an individual's ability to carry out work-related tasks.

NVQs are designed to be flexible and compatible with your work and personal circumstances. They assess practical skills and the application of knowledge. Unlike equivalent qualifications which are classroom-based and use examinations to test competence, NVQs use practical performance and underpinning knowledge as the basis for assessment.

#### **NVQ key benefits:**

- An accredited qualification
- Flexible study – length of time determined by the individual
- Perfect for people unable to take time out of the workplace to attend a course
- Assessment of practical skills and the application of knowledge
- No formal examination
- Individual unit certification

#### **Health and Safety NVQ benefits**

NVQs are widely recognised by employers and sector bodies as an alternative to academic qualifications. They are a hallmark that assures employers, clients and customers that you have a recognised level of competence and understanding of health and safety management and working practices.

Successful completion satisfies the academic criteria required to become a member of the Institution of Occupational Safety and Health (IOSH).

#### **About City & Guilds**

City & Guilds is the leading awarding organisation for UK vocational qualifications. It offers a wide range of qualifications, across all industries. Over two million people work towards achieving a City & Guilds qualification each year.



# City & Guilds Level 3 NVQ Certificate in Occupational Health and Safety

## At a glance

### Duration

We generally expect you to complete your NVQ within 18 months of the start date

### Assessment method

Portfolio of evidence

### Professional status

- Equivalent to a NEBOSH Certificate
- IOSH recognised, meets academic requirement for Technician Grade Membership – (TechIOSH)

### Requirements

You must be in a role that allows you to collect evidence to meet the standards set out

### Certification

Successful candidates receive a City & Guilds certificate

### Suggested progression

Level 5 NVQ Diploma in Occupational Health and Safety Practice

The NVQ Certificate is designed for people who have an element of responsibility for health and safety within their role in the workplace. The NVQ Certificate is for team leaders, supervisors, safety representatives, managers and heads of department.

### Why is it important?

This qualification is designed to assess and verify your knowledge and competence in the application of occupational health and safety good practice within the workplace, specifically:

- The demonstration of competent and responsible health and safety practice
- Development and monitoring of safe working procedures
- Contribution to a positive health and safety culture
- The ability to carry out a suitable and sufficient workplace risk assessment.

### Content

Designed to assess and verify knowledge and competence in the practical application of occupational health and safety. The qualification consists of seven units. Five are mandatory and two can be chosen from four optional units.

#### Mandatory units:

- Ensure responsibility for actions to reduce risks to health and safety
- Develop procedures to safely control work operations
- Monitor procedures to safely control work operations
- Promote a culture of health and safety in the workplace
- Conduct a health and safety risk assessment of the workplace.

#### Two units to be chosen from:

- Investigate and evaluate health and safety incidents and complaints in the workplace
- Make sure actions in the workplace aim to protect the environment
- Review health and safety procedures in the workplace
- Supervise the health, safety and welfare of a learner in the workplace.

### Assessment

The NVQ is workplace-based and flexible, with no formal examination. To achieve the NVQ Certificate you must demonstrate knowledge and competence in criteria specified within each individual unit. This is achieved through a combination of written statements, evidence, workplace observations, witness testimonies, discussions and questions. Dedicated assessors will review each unit to ensure all requirements have been met before sign-off. These are then passed to our internal verifier for further review. All seven units must be completed and a sample externally verified before the NVQ Certificate can be awarded.

# City & Guilds Level 5 NVQ Diploma in Occupational Health and Safety Practice

## At a glance

### Duration

We generally expect you to complete your NVQ within 18 months of the start date

### Assessment method

Portfolio of evidence

### Professional status

- Equivalent to a NEBOSH Diploma
- IOSH recognised, meets academic requirement for Graduate Membership – (GradIOSH)
- Meets requirement for membership of the International Institute of Risk and Safety Management (IIRSM)

### Requirements

You must be in a role that allows you to collect evidence to meet the standards set out

### Certification

Successful candidates receive a City & Guilds certificate

### Suggested progression

Postgraduate study

The NVQ Diploma is designed for health and safety practitioners who have the ability and scope to develop, implement, monitor and review policies and procedures in relevant health and safety management matters.

### Why is it important?

This qualification is designed to assess and verify your knowledge and competence in the application of occupational health and safety management within the workplace, specifically:

- Promotion of health and safety policy
- Development and implementation of health and safety policy
- Developing individual and organisational competence in health and safety
- Identifying, assessing and controlling health and safety risks
- Developing and implementing proactive and reactive monitoring systems
- Developing and implementing emergency response systems.

### Content

This NVQ is designed to assess and verify knowledge and competence in the application and management of occupational health and safety. The qualification consists of ten mandatory units.

- Develop and implement effective communication systems for health and safety information
- Promote a positive health and safety culture
- Develop and maintain individual and organisational competence in health and safety matters
- Identify, assess and control health and safety risks
- Develop and implement proactive monitoring systems for health and safety
- Develop and implement reactive monitoring systems for health and safety
- Develop and implement health and safety emergency response systems and procedures
- Develop and implement health and safety review systems
- Maintain knowledge of improvements to influence health and safety practice
- Develop and implement the health and safety policy.



### **Assessment**

This qualification is workplace-based and flexible, with no formal examination. Candidates will complete an NVQ Diploma within 18 months, but will receive support for a two year period. Dedicated assessors will review each unit to ensure all requirements have been met before sign-off. These units are then passed to our internal verifier for further review. All ten units must be completed and a sample externally verified by City & Guilds before the NVQ Diploma can be awarded.

### **Conversion course**

#### **Already achieved the Level 4 NVQ?**

If you have successfully completed the Level 4 NVQ in Occupational Health and Safety Practice, you can use this as 'Accreditation of Prior Achievement' (APA) towards gaining the NVQ Level 5 Diploma in Occupational Health and Safety Practice.

If you wish to apply for the Level 5 Diploma, you will be required to complete a small portfolio of evidence to confirm that you are consistently working to the current standards.

This documentation will be assessed and verified prior to the Level 5 Diploma being awarded. Content for the NVQ will comprise selected criteria from Level 5 at the discretion of the assessor and verifier.

# How does it work?



Initial enquiries regarding your NVQ application will be managed by your British Safety Council account manager. We will send you a pre-registration self-assessment form to complete. This will enable us to agree the appropriate NVQ level with you and for your assessor to establish your base competencies.

If you've been working for some time, you may have acquired sufficient skills and knowledge that can be used as evidence towards your NVQ.

## **Assessor visit**

The next step before starting your NVQ involves arranging a visit with a qualified British Safety Council NVQ assessor. The visit is designed to ensure you have the best possible preparation before commencing your NVQ and includes:

- Advice on portfolio building and identification of evidence
- Familiarisation with NVQ terminology and discussion of each unit
- Assessment of potential sources of evidence.

## **Online portfolio**

In order to streamline the assessment and verification process, we have developed our own online NVQ system. Evidence and statements can be uploaded and made available for your assessor to review. Users have individual usernames and passwords, allowing access to their portfolio from any computer with an internet connection.

## **Assessment**

Shortly after your assessor visit, we will register your NVQ with City & Guilds. Your assessor will provide you with individual support, monitor your progress, verify the validity of evidence entered into your portfolio and provide you with feedback.



Being able to study towards the NVQ within the workplace worked well allowing me to have a good work-life balance and a commitment to my continued professional development. Based on my experience I would recommend the British Safety Council as a strong provider

**Phil Hoyle**

*Health and Safety Manager for  
Adams Food Ingredients Ltd  
Meadow Cheese Co Ltd*



### **Verification and achievement**

Verification is a quality assurance procedure, undertaken by the British Safety Council and City & Guilds to ensure your assessments meet the required standards.

Our verification process requires our internal verifier to review your portfolio after three units have been signed-off and once again when your NVQ is fully complete. Interim verification may also take place. The purpose of verification is to ensure assessment decisions are consistent and fair. Our internal verifier will sample your work, review your assessor's decisions and provide feedback.

Once the final internal verification has been completed, we inform City & Guilds, who then issue your certificates.

A City & Guilds' external verifier conducts annual monitoring to review all aspects of our NVQ programme, including candidate portfolios. This is an important process which ensures that standards are maintained over time.

### **Timescales for achievement**

We generally expect you to complete your NVQ within 18 months. However, we are committed to providing candidate support for up to two years, during which time we have no set limit on the amount of contact you are allowed with your assessor.

As you complete the NVQ at your own pace, it is ultimately your responsibility to ensure it is finished within this time. Please note that the individual units that make up your NVQ are awards in their own right and a certificate is available for each one completed and verified.

### **Celebrate your success**

Once you have received your certificate from City & Guilds we will invite you to one of our award presentation ceremonies. The ceremony gives you the opportunity to celebrate your achievement at a drinks reception with a formal presentation and photograph.

### **View award presentation dates and more details online:**

[www.britsafe.org/events](http://www.britsafe.org/events)

### **Contact us to find out more and book your NVQ:**

T +44 (0)20 8741 1231

E [ask@britsafe.org](mailto:ask@britsafe.org)

[www.britsafe.org](http://www.britsafe.org)



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be injured or  
made ill at work.**

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