

## OCR LEVEL 3 NVQ IN OCCUPATIONAL HEALTH AND SAFETY (3402)

## OCR LEVEL 4 NVQ IN OCCUPATIONAL HEALTH AND SAFETY PRACTICE (3403)

## OCR LEVEL 5 NVQ IN OCCUPATIONAL HEALTH AND SAFETY PRACTICE (3404)

### WHAT IS AN NVQ?

An NVQ (National Vocational Qualification) is a qualification that recognises someone's competence (the skills, knowledge and understanding they have) in a work situation. NVQs are based on standards (national occupational standards). These standards describe the level and breadth of performance that is expected of anyone working in the sector that the standards cover. These qualifications consist mainly of units from the health and Safety standards developed by the Employment NTO, the government-approved standard setting body for the health and safety sector at the time.

### WHO ARE THESE NVQS FOR?

The OCR health and safety NVQs are work-oriented and are suitable for those who have real work experience. They are open to candidates of any age, of either gender and there are no entry barriers on grounds of race, creed or previous academic attainment or learning. Candidates are expected to have sufficient standards of communication and number skills to carry out the work described in the standards.

The **OCR Level 3 NVQ in Occupational Health and Safety** is suitable for those whose role includes the area of general health and safety practice.

The **OCR Level 4 NVQ in Occupational Health and Safety Practice** is suitable for those who are working in the area of general health and safety practice or managing the health and safety function. All such practitioners will be involved in the assessment of risks, the identification of hazards and determining strategies for control.

The **OCR Level 5 NVQ in Occupational Health and Safety Practice** is suitable for those who have strategic management responsibility for the health and safety function

### WHAT IS THE PURPOSE OF THESE NVQS?

These qualifications are designed to reflect the work of candidates with health and safety responsibilities. They recognise the candidate's competence in the area of Health and safety practice to national standards.

### WHAT ARE THE BENEFITS OF THESE NVQS?

The standards not only provide the way towards a better practical understanding of health and safety practice but also a benchmark for good practice in this field.

Both employers and practitioners can use these qualifications to improve health and safety practice within their organisation. This can be achieved by reviewing current practice against the standards, planning for improvement at individual and

organisational levels, and then implementing the appropriate policies for better health and safety.

The results will be seen in:

- Improved organisational image
- Safer working conditions
- Increased staff motivation and morale
- Raised standards of work

#### WHAT IS THE STRUCTURE OF THESE NVQS?

The units for these qualifications are listed in the table that follows. The full units can be downloaded from the OCR website at [www.ocr.org.uk](http://www.ocr.org.uk)

#### OCR Level 3 NVQ in Occupational Health and Safety - (3402)

Candidates must complete a total of seven mandatory units. An additional unit is available but is not required to achieve the full NVQ.

#### OCR Level 4 NVQ in Occupational Health and safety Practice - (3403)

Candidates must complete a total of thirteen mandatory units. Additional units are available but are not required to achieve the full NVQ.

#### OCR Level 5 NVQ in Occupational Health and safety Practice - (3404)

Candidates must complete a total of twelve units, nine of which are mandatory. Three optional units must also be completed.

The table opposite shows how each qualification is constructed. Visit [www.ocr.org.uk](http://www.ocr.org.uk) to download any unit from the table.

#### WHO IS INVOLVED IN THE DELIVERY OF THESE NVQS?

Any organisation, whether it is a place of employment, college or private training organisation can be approved as an **assessment centre** to offer this qualification. It must meet the criteria set out in the OCR publication *'National Vocational Qualifications and Other Verified Qualifications – Centre Guidance'* (reference code L526). This includes being able to provide suitably occupationally competent **assessors** and **internal verifiers**.

Once approved, an **assessment centre** can register candidates for these qualifications and allocate **assessors** to each candidate.

The **trainer** will enable the learner to develop knowledge, understanding and skills in relation to the qualification they are preparing for.

**Trainers** will:

- provide opportunities for learning
- provide ongoing mentoring to the candidate, including review and feedback on learning experiences and development of competence
- provide opportunities for a candidate to practice what they have learnt in a realistic, but safe and protected,

working environment or, where this is not appropriate, in a simulated environment.

The **assessor** will judge the evidence of a candidate's performance, knowledge and understanding against the units of competence in order to decide whether the candidate has demonstrated competence. The assessor will have suitable and reliable experience and be trained and qualified as an NVQ assessor. The criteria for appointing assessors are strictly controlled. An assessor may be a candidate's line manager, a college tutor, or someone specially appointed to this role. A team of assessors may also carry out assessments.

The roles of trainer and assessor are inextricably linked and may be carried out by the same person, however, training activities must be clearly separated from assessment and only assessed evidence of competence should be presented as evidence towards the qualification. The roles of assessor and trainer must be separate and preferably, where an individual has advised on a candidate's development they should not be that candidate's only assessor.

Each assessor's work must be checked and confirmed by an **internal verifier** who is also a member of the staff of the assessment centre. The criteria for appointing internal verifiers are also strictly controlled. The internal verifier checks and standardises assessment decisions made by all assessors in the centre.

#### HOW ARE THESE NVQS ASSESSED?

All NVQs and NVQ unit based qualifications are **competence-based**. This means that they are linked to a person's ability to competently perform a range of tasks connected with their work.

To gain these Qualifications a candidate must achieve the level of competence described in the relevant units of competence. The units of competence contain the national occupational standards for health and safety and can be downloaded from the OCR website at [www.ocr.org.uk](http://www.ocr.org.uk)

#### QUALIFICATION REQUIREMENTS

##### Assessors of health and safety units

All assessors must have sufficient occupational competence to ensure an up to date working knowledge and experience of the principles and practices specified in the standards they are assessing.

Sufficient occupational competence is defined as:

- having held a post for a minimum of 3 years within the last 5 years which involved performing the activities defined in the standards as a practitioner

**OR**

- having at least 1 years experience as a trainer, instructor, assessor or manager and with at least 3 years occupational competence in the competence area of the standards

**and for both of the above**

- having demonstrated up-dating within the last year involving at least two of the following activities:

- work placement
- job shadowing
- technical skill update training, attending courses or study related to job role
- other appropriate occupational activity as agreed with the internal verifier

All assessors will have a sound working knowledge of the content of the standards they are assessing and their assessment requirements. All assessors will either hold the relevant qualification for assessors of national occupational standards or have a development plan indicating progress towards that qualification

### **Internal Verifiers of Health and safety units**

All internal verifiers will have sufficient occupational competence and experience of having conducted assessments of the specific national occupational standards they are verifying or of an appropriate and related occupational standard.

Sufficient occupational competence and experience of having conducted assessments is defined as:

- having been an assessor for the standards being assessed or for a set of related occupational standards within the two years prior to first appointment as an internal verifier or
- being an existing internal verifier for a set of related occupational standards

#### **and in either case**

- having demonstrated up-dating within the last year of both occupational competence in the competence area of the standard being verified and in the area of assessment/verification involving at least one activity from each of the following two lists:
- LIST A: occupational competence in the competence area of the standard
  - work placement
  - job shadowing
  - technical skill update training, attending courses or study related to job role
  - other appropriate occupational activity as agreed with the external verifier
- LIST B: occupational competence in the area of assessment and verification
  - assessment or verification update training, courses or study
  - participated in standardisation exercises
  - other appropriate assessment or verification related activity as agreed with the external verifier

All internal verifiers will have direct responsibility and quality control of assessments of the occupational standards or the quality assurance of the assessment process within an assessment centre, which has been approved by an awarding body.

All internal verifiers will have a sound working knowledge of assessment and verification principles as defined in the national standards for internal quality assurance and the particular internal verification requirements. All internal verifiers will either hold the

relevant qualification for internal verifiers of national occupational standards or have a development plan indicating progress towards that qualification.

***Assessors and Internal Verifiers of Management, Personnel and Learning & Development units must meet the relevant requirements for those units. Please refer to the Centre support pack for the health and safety qualifications for full details.***

### **WHAT ARE THE IMPORTANT ASSESSMENT REQUIREMENTS FOR THESE QUALIFICATIONS?**

#### **Assessment of performance and knowledge in the workplace**

All evidence must be derived from performance in the workplace with no exceptions. Therefore **no simulated working conditions** have been specified as the outcomes can be demonstrated by a combination of other assessment methods drawn from:

- Direct observation of the candidate in the workplace
- Witness testimony by colleagues and line managers of the candidate's successful performance of activities in the workplace
- Documentary and other product-based evidence
- A personal report by the candidate endorsed by colleagues and reviewed by the candidate's primary assessor

### **WHERE DO KEY SKILL UNITS FIT IN?**

These qualifications have been signposted to Key Skills 2000 specifications. This signposting can be found in the Centre support pack or on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk)

For more information on offering the Key Skills units contact the OCR Information Bureau on (024) 7647 0033, email [cib@ocr.org.uk](mailto:cib@ocr.org.uk)

The table below shows how each qualification is constructed. Visit [www.ocr.org.uk](http://www.ocr.org.uk) to download any unit from the table.

Unit No	Unit Title	Level 3 NVQ	Level 4 NVQ	Level 5 NVQ
	Mandatory units	7	13	9
	Optional units	0	0	3
	TOTAL UNITS	11	13	12
A	Ensure your own actions reduce risks to health and safety	M		
B	Monitor procedures to control risks to health and safety	M		
C	Develop procedures to control risks to health and safety	M		
D	Review health and safety procedures in workplaces	A		
E	Promote a health and safety culture within the workplace	M		
F	Investigate and evaluate incidents and complaints in the workplace	M		
G	Conduct an assessment of risks in the workplace	M		
H	Ensure your own actions aim to protect the environment	M		
H1	Develop and review the organisation's health and safety strategy			M
H2	Promote a positive health and safety culture		M	M
H3	Develop and implement the health and safety policy		M	M
H4	Develop and implement effective communication systems for health and safety information		M	O
H5	Develop and maintain individual and organisational competence in health and safety matters		M	
H6	Identify and evaluate health and safety hazards		M	
H7	Assess health and safety risks		M	
H8	Determine and implement health and safety risk control measures		M	
H9	Develop and implement active monitoring systems for health and safety		M	
H10	Develop and implement reactive monitoring systems for health and safety		M	
H11	Develop and implement health and safety emergency response systems and procedures		M	
H12	Develop and implement health and safety review systems		M	
H13	Develop and implement health and safety audit systems		M	
H14	Contribute to health and safety legal actions		A	
H15	Influence and keep pace with improvements in health and safety practice		A	M
H16	Develop and implement systems and procedures to minimise environmental impact of the organisation		A	O
L2	Identify the health and safety needs of the organisation (LEARNING AND DEVELOPMENT UNIT)			M
L4	Design learning programmes (LEARNING AND DEVELOPMENT UNIT)			O
L8	Manage the contribution of other people to the learning process (LEARNING AND DEVELOPMENT UNIT)			O
G2	Contribute to learning within the organisation (GENERIC UNIT)			O
G3	Evaluate and develop own practice (GENERIC UNIT)		M	M
P8	Develop a strategy and plan for the promotion of equality of opportunity and diversity (PERSONNEL UNIT)			
P13	Design, deliver and evaluate changes to organisational structure (PERSONNEL UNIT)			O
P14	Contribute to the design, delivery and evaluation of work procedures (PERSONNEL UNIT)			O
A2	Manage activities to meet requirements (MANAGEMENT UNIT)			O
A4	Contribute to improvements at work (MANAGEMENT UNIT)			O
B3	Manage the use of financial resources (MANAGEMENT UNIT)		A	M
B5	Secure financial resources for your organisation's plans (MANAGEMENT UNIT)			M
C13	Manage the performance of teams and individuals (MANAGEMENT UNIT)			O

## WHAT TO DO NEXT?

Centres considering seeking approval to offer these NVQs (or any other qualification we offer) might be interested to know that OCR staff are available to help with any aspect of setting up an assessment centre. Through an advisory telephone call or visit, new centres can benefit from experience gained in existing centres. any new centres ask for help in the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels both in terms of staff and equipment
- the documents needed, both for the benefit of future candidates and to ensure a smooth-running operation
- help in completing centre approval forms.

**NVQ Start Up** is a service for potential and new centres, which can provide the infrastructure to support all aspects of NVQ provision.

Full details of how to apply for centre approval is given in the centre approval pack, available from OCR operations. Telephone:(024) 7647 0033

**The following information can be requested free of charge from the OCR Information Bureau, OCR, Westwood Way, Coventry, CV4 8JQ Telephone (024) 7647 0033 or email [cib@ocr.org.uk](mailto:cib@ocr.org.uk)**

- The OCR booklet 'National Vocational Qualifications and Other Verified Qualifications – Centre Guidance' (L526)
- The OCR fees booklet (A250), which includes charges for centre evaluation, candidate registration and certification.

**The following OCR priced publications may be purchased from OCR Publications, PO Box 5050, Annesley, Nottingham, NG15 0DL, Telephone: 0870 870 6621, Facsimile: 0870 870 6621 or email [publications@ocr.org.uk](mailto:publications@ocr.org.uk)**

- A centre support CD-ROM (C586) containing all the standards and guidance on the implementation of each of the qualifications.
- The NVQ Toolbox, available on CD-ROM (C351) or a printed paper copy (P351) contains support materials for NVQ centres including example procedures and master forms to assist a centre in setting up NVQ systems and procedures.

## WHAT OTHER RELATED OCR QUALIFICATIONS ARE AVAILABLE?

OCR Competence Awards in Health and Safety for People at Work - Information Brief N50

- OCR Competence Award in Working Safely (1414)
- OCR Competence Award in Managing Safety and Investigation (1415)
- OCR Competence Award in Managing Safety and Promotion (1416)
- OCR Competence Award in Health and Safety Review (1417)
- OCR Competence Award in Environmental Safety (1418)
- OCR Level 3 Certificate in Off-Site Safety Management (3327)

[www.ocr.org.uk](http://www.ocr.org.uk)

## Oxford Cambridge and RSA Examinations

### OCR Information Bureau

Vocational Qualifications

Telephone: 024 76 851509

Facsimile: 024 76 421944

Email: [cib@ocr.org.uk](mailto:cib@ocr.org.uk)

*For staff training purposes and  
as part of our quality assurance  
programme your call may be  
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### Vocational Qualifications

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