



Level 5 Diploma in
Occupational Health & Safety Practice.

Candidates Name: _____

Course ID: 3654 - 06

Start date: _____

Registration date: _____

Completion target date: _____

City & Guilds Reg/ULN: _____

Sample for marketing

NVQ Registration *(if you haven't already sent us one of these)*

Your Full Name		Company Name		Purchase order or Reference number	
(Would you like it on your certificate like this?)					
Yes <input type="checkbox"/> No <input type="checkbox"/>					
Home Telephone		Company Telephone		Date of Birth	
Personal Email		Company Email		National Insurance Number	(Funded applicants only)
Personal Mobile		Company Mobile		Company Fax	
Your Address		Company Address			
Site address where you work	Health and Safety				

Please fill this in & return to either your Assessor, or to the email address admin@she-knows.com

Level 5 NVQ Diploma in Occupational Health & Safety Practice

Unit 510	Promote a positive H&S culture (Task 1)	Unit 511	Develop & maintain individual & organisational competence in H&S matters (Task 3)
.1	Understand the nature & role of a positive H&S culture within the organisation	.1	Understand how to develop & maintain individual & organisational competence in H&S matters within your organisation
.2	Be able to obtain commitment to a positive H&S culture	.2	Be able to assess the H&S competence needs of the organisation
.3	Be able to develop links with appropriate people & groups	.3	Be able to identify & meet H&S training needs
.4	Be able to develop plans to promote a H&S culture	512	Control H&S risks (Task 2)
.5	Be able to implement plans to promote a H&S culture	.1	Be able to identify & evaluate hazards to H&S in the workplace
Unit 610	Develop & implement the H&S policy (Task 7)	.2	Be able to assess risks to H&S
.1	Understand steps required to develop & implement policy	.3	Be able to implement risk control measures & SSoW
.2	Be able to define statutory & workplace H&S requirements	.4	Understand how to identify, assess & control H&S risks
.3	Be able to develop the H&S Policy	Unit 513	Develop & implement proactive monitoring systems for H&S (Task 5)
.4	Be able to implement the H&S Policy	.1	Understand how to develop & implement proactive monitoring systems for H&S
Unit 402	Develop & implement effective communication systems for H&S information (Task 1)	.2	Be able to devise inspection & monitoring systems for proactive performance monitoring for H&S
.1	Be able to evaluate H&S information	.3	Be able to keep stakeholders informed of H&S proactive performance monitoring outcomes
.2	Be able to develop & implement communication systems for H&S information within the organization	516	Develop & implement H&S review systems (Task 6)
.3	Understand the external factors influencing effective communication systems for H&S information	.1	Be able to evaluate the efficiency & cost effectiveness of H&S mngt systems & ensure that each part of the system is working
.4	Understand how to develop & implement effective communication systems for H&S information	.2	Be able to confirm that the H&S system as a whole is working to meet the needs of the organisation

Unit 514	Develop & implement reactive monitoring systems for H&S (Task 4)	.3	Understand the nature & role of H&S systems within the organisation
.1	Understand how to develop & implement reactive monitoring systems for H&S	517	Develop & implement a H&S audit (Task 6)
.2	Be able to develop a H&S loss event reporting & recording system	.1	Understand the nature & role of the H&S audit systems within the organisation
.3	Be able to implement H&S loss event investigation systems & procedures	.2	Be able to prepare to audit the H&S management system
.4	Be able to conduct statistical & epidemiological analyses	.3	Be able to carry out a H&S audit in accordance with the specification
.5	Be able to maintain communication with stakeholders of H&S reactive performance monitoring outcomes	.4	Be able to make recommendations based on the results of the audit
Unit 515	Develop & implement H&S emergency response systems & procedures (task 4)	518	Behavioural safety in the workplace (task 3)
.1	Be able to develop H&S emergency response procedures	.1	Understand the concepts of workplace behaviour
.2	Be able to implement procedures for the control of a H&S emergency	.2	Be able to plan for the improvement of behaviour & attitudes in the workplace
.3	Understand how to develop & implement H&S emergency response systems & procedures	.3	Be able to implement the behavioural change plan

Health and Safety

Optional units

Free to you if you wish to do them

611	Professional development & ethics in H&S management (<i>to be taken for IOSH membership</i>)		
.1	Be able to carry out H&S research in relation to the role in the organisation	.3	Understand current issues of diversity & inclusivity
.2	Understand professional ethics in practice	.4	Be able to apply the principles of CPD in the role
Not required for IOSH membership			
519	Influence improvements in H&S practice	522	Manage contractors to ensure compliance with H&S
.1	Be able to identify new developments in H&S	.1	Be able to manage contractors to ensure compliance with H&S in the workplace
.2	Be able to influence colleagues on H&S matters	.2	Understand how to manage contractors to ensure compliance with H&S
.3	Understand how to maintain knowledge of improvements in H&S practice	520	Develop, implement & review the organisational H&S strategy
523	Develop & implement the H&S induction process		<i>Not currently offered in workbook task style</i>
.1	Be able to identify the H&S induction requirements	521	Contribute to H&S legal actions
.2	Be able to prepare info & guidance to implement H&S induction process		<i>Not currently offered in workbook task style</i>
.3	Be able to implement H&S induction process		

Health and Safety

NVQ Equivalents

National Qualifications Framework (NQF)		<p>Notes.</p> <p>An NVQ can CPD points for each unit you have undertaken.</p> <p>Experience</p> <p>There are nine levels in the QCF, from Entry level to level 8. Every qualification in the QCF comes in one of three sizes — Award, Certificate or Diploma. The qualification name — Award, Certificate or Diploma tells you how long it will take to complete. The level shows how difficult the qualification is.</p> <p>Awards are made up of 1 to 12 credits (or 10 to 120 hours' learning), Certificates 13 to 36 credits (130 to 360 hours' learning) & Diplomas 37 credits or more (370 or more hours' learning) on the QCF.</p>
Higher Educational level	Revised levels	
Doctorate. (PhD)	Level 8 – Specialist Awards. BTEC Advanced Professional Diplomas, Certificates & Awards.	
Masters degrees (MSc), Postgraduate certificates (PGC) & Diplomas	Level 7 – Diplomas. BTEC Advanced Professional Diplomas, Certificates & Awards. (Pre 2011 NVQ Level 5 in Management of Health & Safety).	
Honours – Bachelor's degree, Graduate certificates & Diplomas.	Level 6 - Diploma in Management. E.g. NEBOSH H&S Diploma or Environmental Management Diploma. BTEC Professional Diplomas, Certificates & Awards.	
Intermediate – Diplomas of Higher & Further Education, Foundation Degrees, Higher National Diplomas (HND).	Level 5 – BTEC Professional Diplomas, Certificates & Awards. NVQ Level 5 Diploma in Occupational H&S practice, with optional Unit 611.	
Certificates of Higher Education.	Level 4 – Certificates & awards Post 2011 NVQ Level 4's	
A Levels.	Level 3 - Certificates E.g. NEBOSH General Certificate, TUC Certificate in Occupational Safety & Health. NVQ Level 3 Occupational Health & Safety.	
Level 2 - GCSE's & O Levels. Grades A – C. CSE Grade 1. Several 1 day courses run by Chartered Institute of Environmental Health, British Safety Council etc. E.g. Food Safety, Risk Assessment.		
Level 1 - GCSE's Grades D – G, CSE's Grade 2 – 4. BTEC Introductory Diplomas & Certificates BTEC Diplomas, Certificates & Awards, Level 1 NVQ.		
Entry Level Certificate.		

Equal Opportunities Policy & Special Assessment Requirements

SHE Knows believes that equality of opportunity is fundamental to the development of an environment in which those who work or study can achieve their full potential. The pursuit of equality means that all forms of unfair discrimination will be challenged in whatever form they arise. We believe that inequality can arise across the whole range of our activities - in staff recruitment, selection, dismissal, resource allocation as well as in our NVQ, training & short course activities. The use of language, gesture & other forms of symbolic behaviour can also threaten equality. SHE Knows wishes to ensure that individual potential can be encouraged & that staff & candidates can act with confidence, competence & with open & critical minds.

We will pursue not only the letter of the law, but the spirit of the law in relation to disability, race, colour, ethnic origin, sexuality, gender or marital status. All managers, staff & candidates of SHE Knows H&S, will be responsible for ensuring that their actions are carried out in the spirit of this Policy. All those involved in guidance, assessment & verification processes will be responsible for ensuring that equal opportunities issues are addressed in relation to those processes.

All marketing & other published material will reflect this Policy. SHE Knows will maintain processes for the monitoring of this Policy & will ensure that the issue is a standing item at all Management Review meetings. This policy will be reviewed on a regular basis. SHE Knows will look to monitor race, gender & disability in relation to staff & candidate profiles &, within the confines of its client base, will take positive action where necessary to redress any inequality.

Assessors must agree assessment methods appropriate to each candidate. Barriers may occur as a result of:

- ✓ A disability or learning difficulty
- ✓ Illness or indisposition
- ✓ English being a second or additional language
- ✓ Lack of confidence or experience
- ✓ Lack of access to the necessary IT equipment at home
- ✓ Shift work & location

The importance of giving appropriate feedback to candidates with Special Assessment Requirements is also recognised. Assessors are encouraged to seek advice from the Internal Quality Assurer whenever necessary.

- ✓ Special assessment arrangements will not give unfair advantage over other learners
- ✓ Special assessment arrangements will not reduce the validity or reliability of the assessment
- ✓ Special assessment arrangements do not compromise the integrity or credibility of the qualification
- ✓ Each learner's requirements are looked at separately & specialist advice from external sources is sought as appropriate & the Assessor advised accordingly
- ✓ Any arrangements used will allow the learner to demonstrate their competence without circumventing the assessment requirements

Overview of the NVQ Process

What is an NVQ & how do you achieve an NVQ?

- ✓ By proving that you have the skills, knowledge & understanding as detailed in the workbook.
- ✓ Providing copies of written reports, risk assessments etc you have undertaken at work that you compile into a portfolio.
- ✓ Observations by your Assessor are carried out in your workplace or recordings of such can be sent in to be assessed.
- ✓ Testimonies by managers to state that you have certain responsibilities & duties at work.
- ✓ Your Assessor judges whether or not the standards have been met.

What are the units?

- ✓ There are mandatory 12 units in the H&S Practice Level 5 NVQ (with optional units available) & 8 units in the Level 3.
- ✓ SHE Knows has cross referenced these units for your ease & has created a workbook with a series of tasks for you to complete.

What if you cannot complete all the units for the award?

- ✓ The units you have completed can be assessed & certificated separately, this is called unit certification.

I have already undertaken other H&S qualifications, will these count towards my NVQ?

- ✓ Certificates gained in the past 2 years can be cross referenced into your NVQ; this reduces the amount of evidence or professional discussions you may have to produce or discuss with your Assessor. This is called an exemption & may have to be formally applied for with the Awarding Body.

How long does an NVQ take?

- ✓ Every person has a different work & home schedule, this means an NVQ can take anywhere between 6 months up to 2 years.
- ✓ Persons with a long career in H&S will have much more evidence at their fingertips, hence be able to undertake their NVQ at a faster pace.

Remember: You cannot fail an NVQ. You are either competent or not yet competent.

Once you have completed your NVQ, your portfolio will be presented to the Internal Verifier/Internal Quality Assurance Team & then Awarding Body External Quality Assurer to ensure standards of assessment are uniform across the centre, its Assessors & also nationally or internationally with other centres.

Portfolio of Evidence & Assessment

What is assessment?

Assessment is the process of obtaining evidence & judging it against a recognised standard for each unit & element.

How is the evidence obtained?

Evidence is what you will provide to prove your ability to do your job, your competence & some examples are noted below. Your Assessor will discuss with you the most appropriate ways to gather the evidence & put it into your portfolio.

What is a portfolio?

A portfolio is a convenient way to collect & present your evidence for assessment. Your portfolio may contain any evidence that contributes towards accreditation of the units of competence – it can be paper based or electronic, in a Dropbox or on a flash drive. Your Assessor will guide you to ensure that the quantity of material does not become unmanageable & that only evidence relevant to the standards is included. Your portfolio should be laid out & indexed well enough that someone new to the portfolio can easily find their way through it.

What should the portfolio contain?

Observation by the Assessor

Notes from your Assessor including Witness Statements that describe what has been observed & how performance criteria & range statements have been met.

Products of Performance

Letters, memos, risk assessments, reports etc. which you have produced in your work environment.

Evidence from others about you

Annotated photos, memos, e-mails, written abilities & work, responses, references from colleagues; often referred to as witness testimony.

Other evidence

Any project, assignment or case study. Questions by your Assessor action plans & activity reports

Action planning & review documents are essential to document the assessment process, as are the activity reports which log any interaction between you & your Assessor.

Assessment Process - Your competency can be assessed at any of the following stages:

- ✓ At induction by using our checklist, & supplying copies of previous work history & training.
- ✓ During training; formative assessment of a piece of evidence
- ✓ During observation
- ✓ Through recorded professional discussions
- ✓ Summative assessment of a unit
- ✓ Summative assessment of the entire portfolio of evidence

Types of Evidence - Anything to prove:

- ✓ What you do
- ✓ How well you do it
- ✓ What you know
- ✓ What you understand

This evidence is used by your Assessor to judge whether you have met the standards for your qualification.

For example:

- Observation & questioning
- Assessor reports
- Work product, photocopies, letters, emails, reports, etc.
- Testimony of others
- Accreditation of prior learning, certificates
- Written questions
- Taped interviews & discussions– Audio or video
- Story boards/project reports/personal statements
- Simulation (for optional unit 521 **Contribute to legal actions**)

Observation

- ✓ Requires forward planning
- ✓ Your Assessor watches you carry out your job in your working environment. This can be also be supplemented by the use of a digital recorder or use of a witness or observer in your workplace.
- ✓ The observation tests whether you are competent in your job role & against the standards
- ✓ Your Assessor must remain unobtrusive
- ✓ Must not create disruption, some candidates feel uncomfortable
- ✓ Observations undertaken must be by a qualified H&S practitioner, we may request a CV of your Observer

Questioning

- ✓ To verify your understanding & underpinning knowledge
- ✓ To give you an opportunity to show what you know
- ✓ Questions may be oral or written. These can be covered on a face to face basis or via an online method such as skype
- ✓ The questions must be:
 - Unambiguous
 - Relevant to the evidence/units
 - Open not closed
 - Pitched at the right level

Products of Performance

- ✓ Evidence arising from natural performance
- ✓ Highly relevant
- ✓ Sufficient
- ✓ Valid
- ✓ Authentic

Testimony of Others

- ✓ Reports, emails
- ✓ Appraisals
- ✓ Verbal & written communications e.g. recorded verbal testimony, copies of e-mail, fax, letter, appraisals etc
- ✓ Testimonies are used to verify:
 - Products of performance
 - The working environment
 - Competency

Retention of Records

- ✓ Once an NVQ is complete & certified all candidates work will be returned to the candidate or you can opt to have your portfolio shredded at SHE Knows. Any work used as an example for other candidates is only done so by the approval of the creator – intellectual property rights are respected.
- ✓ All notes & reports made by Assessors will be kept for 3 years as per the Awarding Body requirements then shredded. Said reports are kept in a lockable filing cabinet & locked office or pass-worded electronic storage, along with any portfolios awaiting verification.
- ✓ Data held on computer will be stored confidentially by means of password protection, encryption or coding.
- ✓ Only authorised employees will have access to your data or work.
- ✓ Copies of certificates are taken & will be kept for the maximum period allowed.

What makes a good portfolio?

- ✓ Quality rather than quantity is the key to a good portfolio.
- ✓ Present the evidence in an orderly manner, labeling each page of evidence with the task & bullet point number,
- ✓ Ensure that the claimed competencies & supporting evidence are easy to find. Cross-reference evidence rather than photocopying the same documentation.
- ✓ Remember to give each piece of evidence a unique number or code.

Awkward Evidence

- ✓ Some evidence may not neatly fit into the portfolio.
- ✓ Photographs & videos can be placed in the portfolio together with descriptions of how they relate to the standards.
- ✓ Confidential documentation can be a problem. For paper documents, it may be possible to blank out identifying details etc. However, it may be that the document is too confidential to include in the portfolio. In these cases, you should include a description of the evidence, how you were involved in its production, the standard(s) to which it relates & details of why it should not be included. Where the Assessor has viewed the evidence, this will be noted.
- ✓ Eyes only evidence – if you work in an environment where no evidence can leave the workplace, we can arrange for all assessments & verification/QA to come to you. Please ask for more details.

Authenticating your evidence

- ✓ Where possible, any evidence you produce should be witnessed as being your own work.
- ✓ In some instances the IV/IQA or EV/EQA may sample the evidence, witness testimonies & contact your named persons for authentication.

Observations to be undertaken

Your Assessor will need to observe you in selected tasks at work. It is not necessary to fulfil all the requirements of these observational criteria, as an NVQ is about what you do at work & the observations are a snap shot of this.

Implement reactive monitoring systems	Observed	Implement emergency response systems & procedures	Observed
1. Implement H&S loss event investigation systems & procedures.	<input type="checkbox"/>	1. Implement emergency procedures for the organisation:	<input type="checkbox"/>
2. Facilitate H&S loss investigation.	<input type="checkbox"/>	a. On site.	<input type="checkbox"/>
3. Keep records of H&S investigations.	<input type="checkbox"/>	b. Off site.	<input type="checkbox"/>
4. Inform stakeholders of the outcomes.	<input type="checkbox"/>	2. Ensure the organisation has suitable:	<input type="checkbox"/>
a. Directors.	<input type="checkbox"/>	a. First aid provision.	<input type="checkbox"/>
b. Senior, line, functional & technical managers.	<input type="checkbox"/>	b. Adequate medical provision.	<input type="checkbox"/>
c. Employee representatives.	<input type="checkbox"/>	c. Firefighting provision.	<input type="checkbox"/>
d. Employees, contractors & visitors.	<input type="checkbox"/>	3. Implement on & off-site emergency procedure/s, for the organisation.	<input type="checkbox"/>
5. Interpret to a lay audience the outcomes of H&S reactive performance monitoring.	<input type="checkbox"/>	4. Ensure that sufficient facilities, material & equipment, resources & personnel, including communication equipment, are available to deal with the control of an emergency in your organization.	<input type="checkbox"/>
6. Make appropriate recommendations based on the outcomes of reactive performance monitoring.	<input type="checkbox"/>	5. Test the suitability of the emergency plans.	<input type="checkbox"/>

Health and Safety

Task 2 - Identify, assess & control H&S risks (Unit 512), Manage Contractors to ensure compliance with H&S (Unit 522)

Provide examples of risk assessments (RA) you have undertaken where you have inspected & identified hazards, allocated risk ratings & given the recommendations for control measures with a RA review date (i.e. using a 5 step approach or equivalent).

Are you doing the **Manage contractors to ensure compliance with H&S** unit? Yes ☐

Checklist	Paper	Electronic	Completed on..... Signed.....	Paper	Electronic
1. Workplace risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>	Candidates signature.....	<input type="checkbox"/>	<input type="checkbox"/>
2. Machinery/PUWER risk assessment with manufacturer's instructions for the machinery.	<input type="checkbox"/>	<input type="checkbox"/>	10. RA review finds a failure to take into account human factors.	<input type="checkbox"/>	<input type="checkbox"/>
3. CoSHH risk assessment & supporting MSDS	<input type="checkbox"/>	<input type="checkbox"/>	11. Risk assessment that was reviewed as a result of an accident.	<input type="checkbox"/>	<input type="checkbox"/>
4. Risk assessment that identifies public or visitors at risk.	<input type="checkbox"/>	<input type="checkbox"/>	12. Risk assessment of contractor RAMS submitted (<i>different trades</i>) & your response.		
5. Risk assessment that specifies training requirements for competency	<input type="checkbox"/>	<input type="checkbox"/>			
6. Fire/emergency/rescue risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>			
7. a) RA for a physical hazard (e.g. noise, thermal vibration). You will have had to use monitoring/measuring equipment to determine exposure. Specify the equipment used. _____	<input type="checkbox"/>	<input type="checkbox"/>			
b) Supply the full results/report for this monitoring/assessment.	<input type="checkbox"/>	<input type="checkbox"/>			
8. Risk Assess a work activity.	<input type="checkbox"/>	<input type="checkbox"/>			
9. Risk assessment you have reviewed that was originally inadequate & needed additional/improved control measures.	<input type="checkbox"/>	<input type="checkbox"/>			

Health and Safety

(Task 2 continued) - Explain to your Assessor the following:

1. Explain the nature & role of H&S risk control measures within the organisation.
2. Explain risk control hierarchies.
3. Describe the risk control measures required by relevant H&S legislation & industry best practice, including safe systems of work & how you comply.
4. Explain external factors influencing risk assessment & risk control methods to include:
 - a. Control procedures & practices.
 - b. Technical developments.
 - c. Best practice.
 - d. H&S legislation.
 - e. Codes of practice & standards.
5. Explain how you recognise your own limits & where necessary bring in specialist.
6. Describe the external factors influencing coms systems for H&S information, to include:
 - a. H&S risk assessment.
 - b. Control procedures & practices.
 - c. Technical developments.
 - d. Best practice.
7. Explain methods of identifying H&S hazards within the organisation, including:
 - a. Risk assessment.
 - b. Physical resources.
 - c. Instruments & surveys, which may be used to determine the level of exposure to people who may be affected.

Comments

Sample for marketing

Health and Safe

I confirm that the owner of this workbook is employed as _____ from _____ onwards & undertakes the following activities at work.

Develop & implement effective communication systems for H&S information

*O WR NJR NC

- | | | | | | |
|---|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1 | Be able to evaluate H&S information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Be able to develop & implement communication systems for H&S information within the organization | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Understand the external factors influencing effective communication systems for H&S information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Understand how to develop & implement effective communication systems for H&S information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Promote a positive H&S culture

*O WR NJR NC

- | | | | | | |
|---|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1 | Understand the nature & role of a positive H&S culture within the organisation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Be able to obtain commitment to a positive H&S culture in the organisation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Be able to develop links with appropriate people & groups on H&S matters | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Be able to develop plans to promote a H&S culture in the workplace | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Be able to implement plans to promote a H&S culture in the workplace | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please give comment on:

Description of the work activity completed relevant to this unit

Details on how the work activity met the occupational standards

A description of the context in which the work activity was observed

Signed _____

Name _____

Position _____

Date _____

Sampled by IQA _____

Date _____

*O – Often WR- When Job Requests NJR- Not in Job Role NC- Not in Competency



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