



## Level 7 NVQ Diploma in Strategic Health & Safety Leadership & Management

Candidate's Name:

ProQual Course: #690

Start Date:

Registration Number:

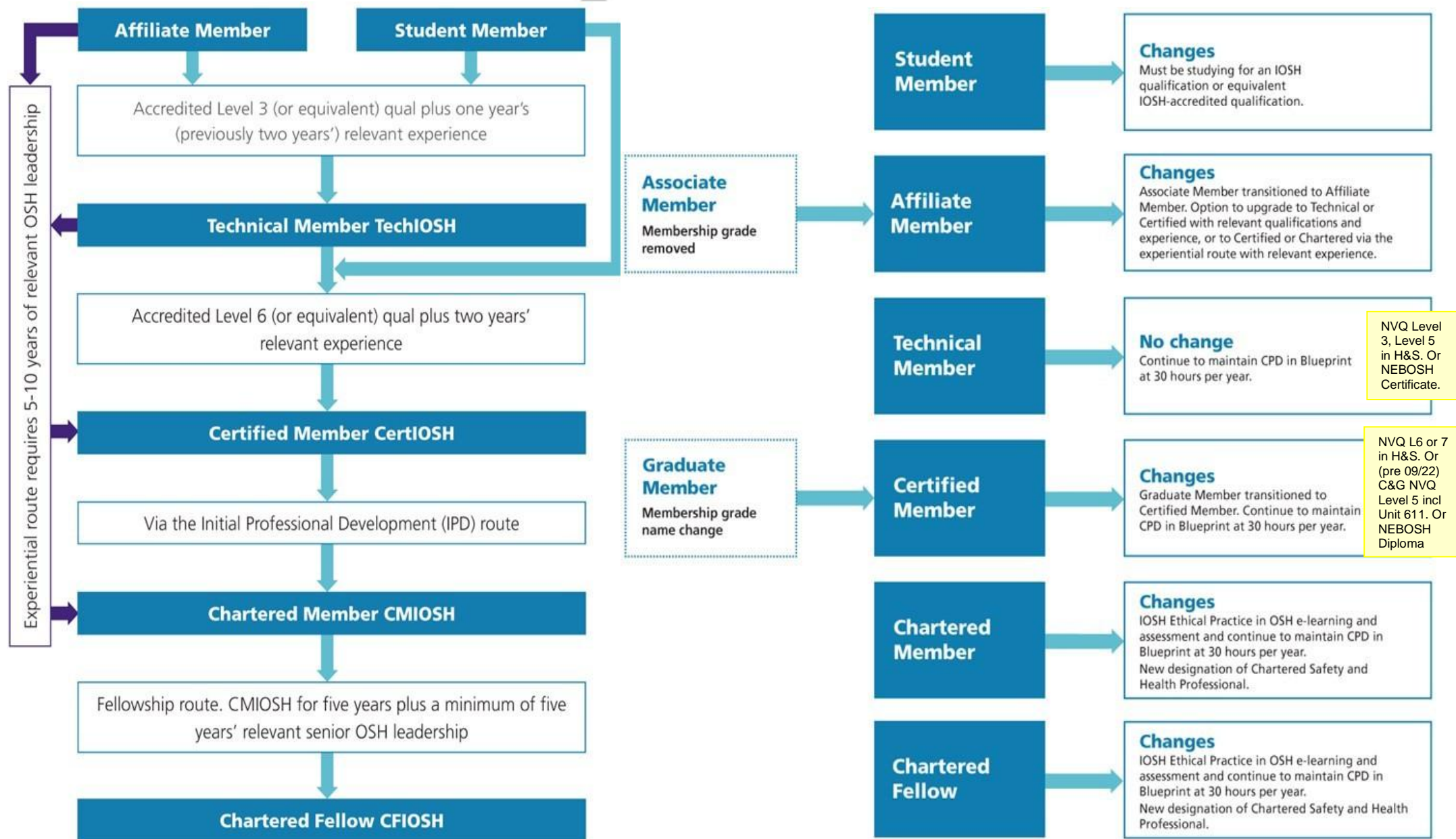
Completion Target Date:

# Level 7 NVQ Diploma in Strategic Health & Safety Leadership & Management

<b>A/618/5596</b>	<b>Risk-based safety systems management (Task 1)</b>	<b>J/618/5598</b>	<b>Digital technologies &amp; incident investigation (Task 3)</b>
.1	Be able to develop & implement ISO standards for occupational H&S	.1	Understand the effects of digital technologies on strategic & operational occupational health & safety management
.2	Evaluate strategic risks to an organisation through the implementation of a quantifiable risk assessment system	.2	Be able to implement a biohazards risk assessment & control measures in the workplace
.3	Articulate risk communication strategies in various situations	.3	Understand the implementation of ecological RA & control measures
<b>F/618/5597</b>	<b>Safety culture, sustainability, &amp; the global effect on performance (Task 2)</b>	.4	Be able to implement engineering solutions for ergonomic hazards & control measures
.1	Be able to evaluate the effects of global on safety culture	.5	Understand the requirements of the implementation of risk assessment for biological outbreaks & control measures
.2	Evaluate the benefits of sustainability in the workplace	.6	Understand the likely failure scenarios for chemical hazards & control measures
.3	Be able to measure safety performance & calculate safety return on any investment	.7	Be able to implement an accident causal analysis model for physical hazards
.4	Understand the effects of psychological health & injury management in the workplace	<b>L/618/5599</b>	<b>Development as a strategic manager (Task 4)</b>
.5	Be able to lead the implementation of a whole-organisation approach to occupational H&S	.1	Be able to identify personal skills to achieve strategic ambitions
<b>J/506/2048</b>	<b>Establish business risk management processes (Task 5)</b>	.2	Be able to manage personal leadership/management development to support the achievement of strategic, organisation, & personal ambitions
.1	Understand business risk management models & techniques	.3	Be able to evaluate the effectiveness of the leadership /management development plan
.2	Be able to develop business risk management processes	.4	Be able to advocate an employee welfare environment that supports organisational value
.3	Be able to evaluate the effectiveness of business risk management process	.5	Be able to maintain & record their professional development



# Chartered Institute of Occupational Safety & Health (IOSH) Membership



# Centre Introduction/NVQ Level 7 Diploma Workbook

## 1. Introduction

Welcome! This workbook is provided to support your NVQ Level 7 Diploma. It contains:

- ✓ Information about our policies & procedures.
- ✓ Documentation that you & your Assessor will need to complete when you register for your Diploma & for you to use during your programme of work. This documentation will assist you with self-assessment, identification of your development needs & it will help you to record your progress in the months to come.
- ✓ Assessor discussion & observation sheets which set out the standards applicable to your Diploma.
- ✓ Witness observation sheets

Do not be alarmed, dismayed or intimidated by the amount of work you think you will be expected to achieve - you are not alone! You have your colleagues, members of your team &, not least, the team to support you.

At the end of your qualification this workbook along with your portfolio of evidence & any assessor documentation will be collated in our office for final quality assurance.

**So please remember to send your signed, completed workbook back to your assessor.**

## 2. Policies

SHE Knows is an approved NVQ Training Centre accredited by ProQual. Accreditation is approved & maintained in accordance with these bodies' requirements & as such is monitored by an External Quality Insurer on an annual basis. We are committed to providing the highest quality service to all of our candidates & to achieve this we will endeavour to support, train & further develop all our employees & business associates. Our objectives are:

- ✓ To ensure fair & equal access to assessment & qualification.
- ✓ To offer learning opportunities that are relevant to our work & are appropriate to the development needs of the individual concerned & are based on clearly identified needs.
- ✓ To continually appraise & review our working practices in providing learning opportunities in order to achieve & maintain a quality service.
- ✓ To work alongside all our partners ensuring that their staff also have access to training, assessment & qualification.
- ✓ To use a 'minimum paperwork' approach to assessment focusing on electronic communications (email) & submission of evidence where possible.
- ✓ To ensure all staff involved in the assessment process have the relevant occupational experience & access to opportunity for furthering their development through training & assessment.
- ✓ To ensure all staff are given sufficient time to provide information, advice & support to candidates. Assessors are allocated a minimum of 50 hours to assessment, standardisation & verification procedures per annum in addition to time allocated in order to achieve Assessor qualifications.



## Reviews & Assessor NVQ Standardisation

- ✓ Our NVQ programmes, procedures, and workbooks are reviewed on an annual basis subject to any SHE Knows policy or legislative changes occurring in the interim.
- ✓ Standardisation of assessment procedures, processes & assessment will take place on a quarterly basis, providing sufficient candidates/learners have been enrolled.
- ✓ Internal standardisation will take place across the year & will include verification by Assessor, location, tasks & methods. Sampling will be taken of complete & part complete portfolios.
- ✓ The purpose of the standardisation meetings are to ensure quality & standardisation across all NVQ Assessment activities. Assessors must attend regular standardisation meetings.

## 3. Health & Safety Workbook

In the workbook are a series of tasks. By collecting the evidence it suggests, you will gather enough evidence to support your written accounts or voice narrative with your Assessor to contribute towards the completion of your NVQ 7 in H&S Practice. You can opt to pre-record your topics for submission if you wish.

The remaining work is in three parts:

1. All evidence to be put into a cloud based electronic folder & shared with your assessor. Where possible, each piece of evidence should be referenced against each task number & bullet point.
2. Your qualified observer to observe you at work & discuss your evidence, ensuring the authenticity of your evidence.
3. Your witness (or prior designated person) to read through check off & sign a document supporting your evidence, ensuring authenticity of a wider variety of evidence.

On completion, your portfolio will be quality checked by an Internal QA, will then be put forward to the Awarding Organisation to be Externally QA'd. This ensures that the standard of all NVQ's are at the same level & no one person has to do more or less than another to achieve their qualification.

On receipt of your certificate, you will then be able to write to IOSH to commence your CertIOSH application. IOSH will need copies of your certificate, CV & job description. May we take this opportunity to wish you the best of luck & every success in gaining your NVQ L7 in Occupational Health & Safety.

Please contact us if you wish to receive the workbook electronically in a different font or format.

## House Rules

*"I am well aware that an NVQ is a collection of work-based evidence, some of which may be created from scratch, & some may be a re-hash; a cut & paste version of someone else's documentation. Cut & paste revisions are acceptable if you can demonstrate you understand the document & have implemented them into your workplace. After all, if you change employment, you will use past experience, best practice & document templates in your new position - if you can improve upon what is currently in place!*

*Please do not forget in this instance to consider copy write requirements.*

*Templates & generic documents are often taken off a company's intranet or quality system. We will only accept these if they have been amended to make them site/job specific. This can be a version which is amended in pen, or you can also enclose a generic & updated specific document in your portfolio. Remember, both your Assessors & myself, as an IQA, have seen numerous portfolios from a variety of sites/companies. One of us will know if we have seen something before. Merely taking a logo off & changing the site name/date won't suffice. The HSE do not endorse generic documents, we will not assist you to be a poor safety advisor!*

*Whilst we acknowledge the use of Artificial Intelligence is becoming more prevalent, & that candidates may use this as a tool to aid them, submissions must be relevant to the candidate's business practices & knowledge base. Any work that is deemed to be too generic or written by AI will be subject to review & further verification of the candidate's knowledge during the IQA process.*

*As part of our & your professional commitment I also want to make it clear that plagiarism of documentation is not acceptable, the SHE Knows Assessment team are all members of IOSH & uphold the value of integrity highly.*

*This qualification may take you 3 to 18 months to complete. Don't dumb it down – 3 months of evidence collation is an accumulation of years' worth of work, experience & learning. Consider this – your NVQ may have taken 5 or even 10 years of experience, a degree could be done in 2 or 3 years.*

*May I wish you all the best for your NVQ journey & thank you for choosing SHE Knows to undertake your NVQ."*



**Linda Crossland-Mead** | CFIOSH iMaPS MIIRSM Dip.RSA



# Equal Opportunities Policy & Special Assessment Requirements

We believe 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. We wish 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 Staff, Associates & candidates, 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. We 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. We 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

# Centre Appeals Procedure

It is our policy to ensure fair, objective & honest assessment for all our candidates.

However, in the unlikely event that a candidate claims that his/her assessment has been unfair, a first stage appeal may be lodged on the grounds of one or more of the following criteria:

- ✓ Equal opportunity
- ✓ Clash of personality/culture
- ✓ An unreasonable change in timings or an unrealistic venue
- ✓ Disagreement on claimed competence
- ✓ Receipt of negative feedback

Other reasonable grounds for appeal may be accepted at the discretion of the Centre Co-ordinator.

The **first stage** appeal should be made in writing to the Candidate's Internal Verifier/Internal Quality Assurance within fourteen working days of the assessment. The IV/IQA will reply, confirming receipt of the appeal within three (3) UK working days, & will investigate the complaint. The findings of the investigation will be communicated by the IV/IQA in writing to the candidate within seven (7) UK working days of acknowledging receipt. If the complaint is upheld, re-assessment will be carried out at no additional cost by an alternative Assessor appointed by the IV/IQA & the Centre Co-ordinator.

If the first stage appeal is unsuccessful, the Candidate may submit a **second stage** appeal to the Centre Co-ordinator within seven (7) UK working days of receipt of the outcome of the first stage appeal. The procedure will follow the same timescales as for a first stage appeal & if upheld, re-assessment will be carried out at no additional cost by an alternative Assessor appointed by the Centre Co-ordinator.

If the Candidate wishes to take the appeal beyond the Centre, an appeal should be made in writing to the External Verifier (IQA) at the time of his/her next visit to the Centre. No fee will be charged at this stage. The EV may wish to refer the matter to the Chief Verifier for technical evaluation or for additional comments. If the Verifier is subsequently unable to conclude the matter satisfactorily, the candidate may appeal directly to the Awarding Body. A fee for handling such appeals will be charged to the Candidate, which will be refunded if the appeal is upheld.

Job roles & name of those holding positions within our centre are listed within this workbook.



# 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 5 mandatory units in the H&S Practice Level 7 NVQ
- ✓ We have cross referenced these units for your ease & have 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 qualification, will these count towards my NVQ?**

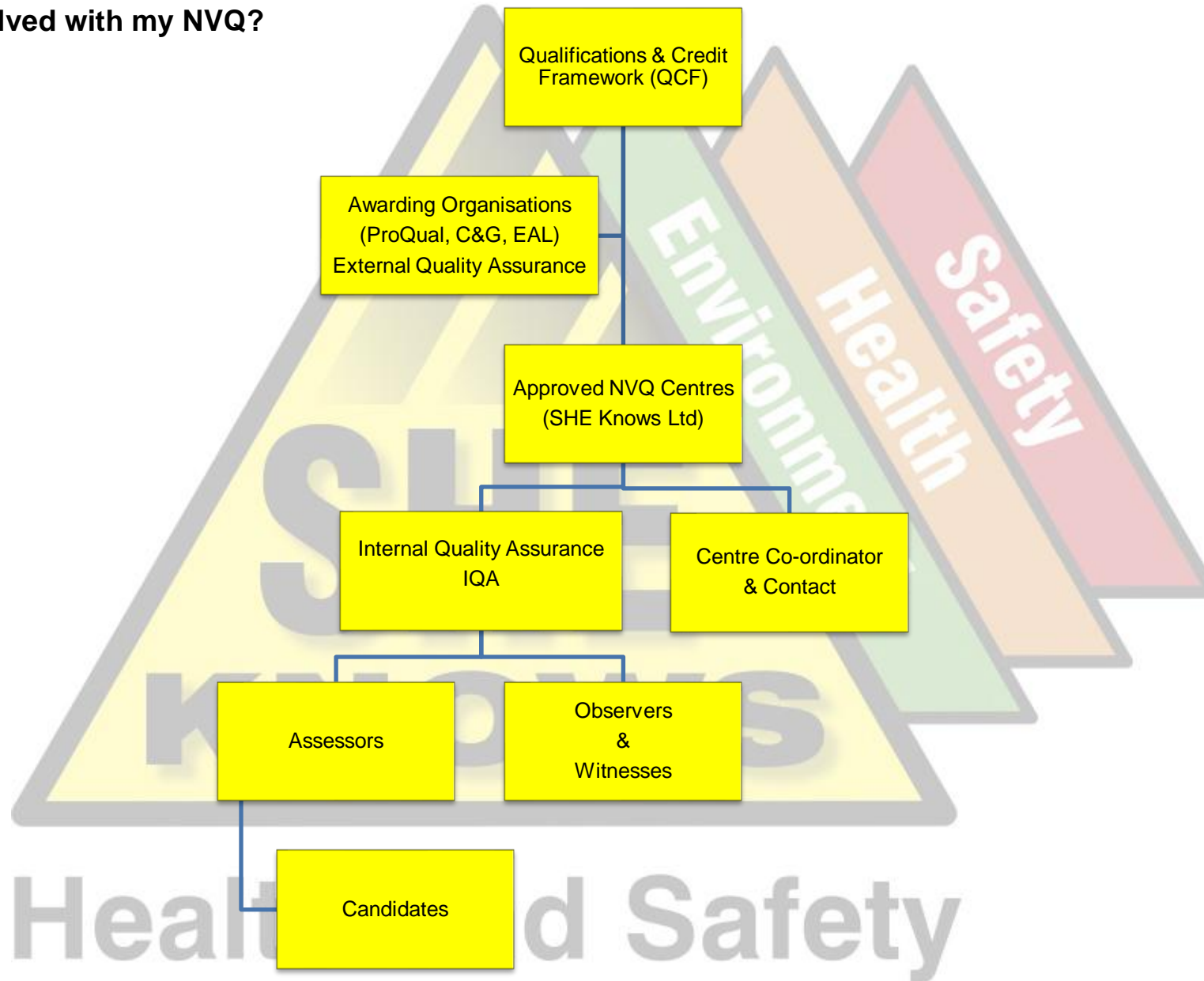
- ✓ Certificates gained in the past 2 years can be cross referenced into your NVQ; this reduces the amount of evidence or written accounts you may have to produce or discuss with your Assessor. This is called an exemption & may have to be formally applied for with the Awarding Body

✓ **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

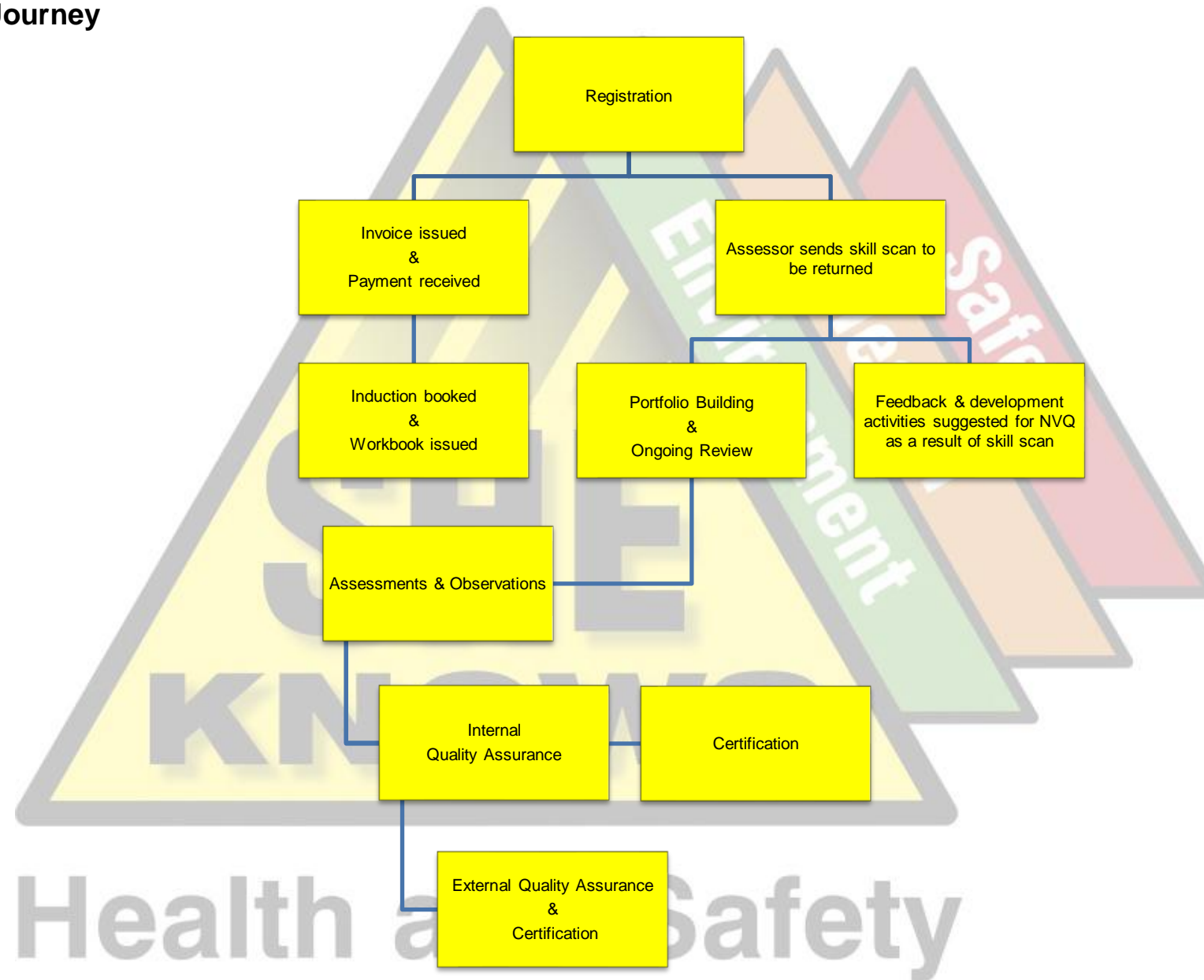
**Remember:** You cannot fail an NVQ. You are either competent or not yet competent. Once you have completed your NVQ, your portfolio will be presented to the Internal Verifier/Internal Quality Assurance Team & then Awarding Body External Quality Assurer to ensure standards of assessment are uniform across the centre, its Assessors & also nationally or internationally with other centres.

## Who is involved with my NVQ?





## Your NVQ Journey



# 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 can 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 could the portfolio contain?

- ✓ **Observation by the Assessor, H&S qualified colleague or line manager** Notes from your Health & Safety line manager, including Witness Statements that describe what has been observed & how performance criteria & range statements have been met.
- ✓ **Work Products** Emails, letters, memos, risk assessments, reports etc. which you have produced in your work environment.
- ✓ **Evidence from others about you** Annotated letters, memos, e-mails, written abilities & work, responses, references from colleagues; often referred to as witness testimony.
- ✓ **Other evidence** Any project, written questions & answers.

Action planning & review emails 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/answers
- Taped interviews & discussions– Audio or video
- Storyboards/project reports/personal statements
- Simulation (e.g. Emergency simulations)
- Voice & video recordings

## **Observation**

- ✓ Requires forward planning by your H&S line manager.
- ✓ Observations can be supplemented by the use of a digital recorder, voice messages, or use of a witness in your workplace.
- ✓ The observation tests whether you are competent in your job role & against the standards.

## Verbal & Written Questioning

- ✓ To verify your understanding & underpinning knowledge
- ✓ To give you an opportunity to show what you know
- ✓ These can be covered on a face-to-face basis or via online methods such as Teams or be in written or audio recorded format
- ✓ 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, letters, appraisals etc.
- ✓ Testimonies are used to verify:
  - Products of performance
  - Competency
  - The working environment

## Retention of Records

- ✓ Once an NVQ is complete, certified & EQA'd all candidates work will be deleted after 3 years. 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 the 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, labelling 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

- ✓ Confidential documentation can be a problem. For paper documents, it may be possible to blank out identifying names etc. & scan them in. 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 these witness testimonies & contact your named persons for authentication

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## Recommended Portfolio Structure

Item	Comment
Workbook page 1 with Candidates name & qualification	
Statement of Authenticity – the last things to be done!	Template held in this workbook & completed on completion
Observations & Witness Testimony reports	Undertaken by H&S qualified colleague, recorded by candidate, templates held in this workbook
Task 1 Start with a checklist, add supporting evidence	Each task should be in a separate section in your portfolio
Task 2 Start with a checklist, add supporting evidence	Each piece of evidence should be referenced with the bullet point number in the workbook. Tick the relevant box in your workbook when you have added your evidence  Ensure that the “properties” of the electronic document submitted for evidence demonstrates that it was your work.  Do not use AI as a shortcut. You can use AI as a resource but do explain this in your submission, your work should be tailored to your workplace & experience.
Task 3 Start with a checklist, add supporting evidence	
Task 4 Start with a checklist, add supporting evidence	
Task 5 Start with a checklist, add supporting evidence	

Health and Safety



## Competence Analysis – NVQ Level 7 Diploma

This document gives us, & you, an evaluation on how much of the NVQ you can undertake without further experience, assistance or training. It can be filled in with either your current or past work experiences in mind. If we can identify where a certain gap will be in your evidence provision, we will be able to advise you on how to fill it. To cross the boxes electronically in word, just click on them or just use pen in your workbook. Once complete send it back to your Assessor to read. If you want any impartial advice The Institution of Occupational Safety & Health (IOSH) have volunteer mentors who can signpost you to qualifications & Awarding Organisations who you can contact for further educational & training information.

Part of the NVQ process involves taking the learner forward & adding to them as a Safety Practitioner. We feel that an initial honest evaluation helps with this. Please do not be put off with the terminology used, if you are not sure, just leave the box blank! I hope that any questions you may have can be answered quickly. E-mails are checked regularly so you can always contact us for answers or translations!

It is worth while noting that part of the IOSH Professional Development process involves identifying your learning needs as a practitioner & discussing (during your membership peer review) how you have overcome any gaps in your competence. This self-analysis is an ideal document to benchmark yourself against some national standards.

**Health and Safety**

## Risk-based safety systems management

Do you do the following, within your job?	Often	Occasionally	Rarely	No
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This unit is appropriate for you if your role involves:

- |   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| ✓ Developing & implementing current ISO standards for occupational H&S (OSH)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Evaluating strategic risks to an organisation through the implementation of a quantifiable risk assessment system | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Articulating risk communication strategies in various situations  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

This unit aims to provide candidates with the knowledge of current ISO and other recognised standards, the implementation standard for occupational H&S management systems. It will also evaluate the processes of risk management & risk communication

What evidence or work do you think you will use for this unit?



# Evidence collection for Level 7 Diploma in Strategic Health & Safety Leadership & Management



In the following tasks please provide examples of company & personal evidence, information & communications. These may be in paper or electronic format. It is recommended that you supply what we have suggested, however, do discuss with your assessor any alternative evidence – this workbook isn't written in stone, it is all about you after all! *(Check the box when you have a copy of the following).*



## Task 2 – Safety culture, sustainability, & the global effect on performance (F/618/5597)

Performance criterion	Criterion description & how your submission meets it.	Work product	Discussion with assessor	Witness Testimony	Reflective account
	<b>Be able to evaluate the effects of 'global' on safety culture</b>				
1.1	Evaluate the impact of globalisation on the safety issues climate of an organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Analyse the way in which perceptions of safety & unsafe behaviour varies between various countries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Evaluate the role of management in ensuring the development of a worker's competence within their role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Develop practicable & operational plans for the effective management of OSH in a multi-layer worksite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Analyse the way in which Globally Harmonised Systems could improve the communication of hazards & risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Explain the evidence you submitted for this task.</b>				
	<b>Assessor notes on your professional discussion.</b>				
<p>I confirm that I have submitted my own work &amp; demonstrated my knowledge for this criterion through discussion which is supported by a reliable witness.</p> <p>Candidate's signature: _____ Accepted by Assessor - Signature: _____ Date: _____</p>					

## Task 3 – Digital technologies & incident investigation (J/618/5598)

Performance criterion	Criterion description & how your submission meets it.	Work product	Discussion with assessor	Witness Testimony	Reflective account
1.1	<b>Understand the effects of digital technologies on strategic &amp; operational OSH management:</b> Evaluate the impact of digital technology on OSH within an organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Analyse the ways in which advanced robotics & artificial intelligence could contribute to the improved reduction of risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Analyse the way in which advanced robotics & artificial intelligence could be detrimental to workers' mental health longer term & develop a response that addresses these highlighted risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Explain the evidence submitted for this task.</b>				
	<b>Assessor notes on your professional discussion.</b>				
<p><i>I confirm that I have submitted my own work &amp; demonstrated my knowledge for this criterion through discussion which is supported by a reliable witness.</i></p> <p> Candidate's signature: _____ Accepted by Assessor - Signature: _____ Date: _____ </p>					

Performance criterion	Task 3 (Continued) Digital technologies & incident investigation  Criterion description & how your submission meets it	Work product	Discussion with assessor	Witness Testimony	Reflective account
7.1	<b>Be able to implement an accident causal analysis model for physical hazards:</b> Identify the case of an accident through the application of root cause analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Develop practicable plans for the avoidance of similar accidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Assess the costs to an organisation of physical accidents (financial, loss of time, reputational damage, complaints, & worker welfare issues).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Quantify the benefits of any enhanced safety control measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Explain the evidence submitted for this task.</b>				
	<b>Assessor notes on your professional discussion.</b>				
<p><i>I confirm that I have submitted my own work &amp; demonstrated my knowledge for this criterion through discussion which is supported by a reliable witness.</i></p> <p> Candidate's signature: _____ Accepted by Assessor Signature: _____ Date: _____ </p>					

Health and Safety



Performance criterion	Task 5 (continued) Establish business risk management processes  Criterion description & how your submission meets it.	Work product	Discussion with assessor	Witness Testimony	Reflective account
3.1	<b>Be able to evaluate the effectiveness of business risk management process:</b> Appraise the suitability of a range of risk evaluation techniques to business risk management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Evaluate risk using valid quantitative & qualitative information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Identify areas for improvement in identifying & managing risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Encourage a culture that accepts & manages risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Explain the evidence submitted for this task.				
	Assessor notes on your professional discussion.				
<p>I confirm that I have submitted my own work &amp; demonstrated my knowledge for this criterion through discussion which is supported by a reliable witness.</p> <p>Candidate's signature: _____ Accepted by Assessor - Signature: _____ Date: _____</p>					

## Witness Observation to be undertaken

A H&S qualified colleague or Senior Manager will need to have observed you in selected tasks at work. Over the next pages are the requirements that may be assessed in your observations. 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 snapshot of this.

Observations to be undertaken	Undertaken on	Signed by	H&S Observer 1 Witness 2	Name
Risk-based safety management systems				
Safety culture, sustainability, & the global effect on performance				
Digital technologies & incident investigation				
Development as a strategic manager				
Establish business risk management processes				

# Health and Safety

## Observation – Risk-based safety management systems

The candidate developed & implemented current H&S ISO standards Yes, I have observed this or seen it demonstrated		The candidate evaluated strategic risks & articulated a risk communication strategy Yes, I have observed this or seen it demonstrated	
1. Evaluated & linked the current processes of the management system to any ISO clauses.	<input type="checkbox"/>	1. Evaluated the role of suitable leadership & management in the organisation risk reduction system(s).	<input type="checkbox"/>
2. Analysed any gaps to be bridged to satisfy the requirements of an ISO OSH management system.	<input type="checkbox"/>	2. Analysed the relevance, validity, & value of different data sources & information to implement a quantified risk assessment model.	<input type="checkbox"/>
3. Evaluated the issues/challenges faced while implementing an ISO compliant (or other recognised OSH system).	<input type="checkbox"/>	3. Developed practicable actions that improve strategic risks control & present them at director/board level.	<input type="checkbox"/>
4. Analysed the external & internal issues that have impact on the way responsibilities are managed.	<input type="checkbox"/>	4. Developed practicable strategies on assessing hazard & risks following changes in – management/processes, &/or equipment.	<input type="checkbox"/>
5. Assessed the way in which subcontractors & third parties may have a negative impact on your H&S management.	<input type="checkbox"/>	5. Developed practicable strategies for risk communication for a range of situations.	<input type="checkbox"/>
6. Ensured alignment of the H&S management system is with company strategic goals & it meets regulatory & compliance requirements.	<input type="checkbox"/>	6. Assigned ownership & accountabilities & gain agreement from managers/directors & the workforce for strategic & dynamic risks.	<input type="checkbox"/>
7. Evaluated internal & external factors influencing the selection of risk quantification models.	<input type="checkbox"/>	7. Analysed the way in which a crisis communication could differ from a risk communication.	<input type="checkbox"/>
8. Analysed the value of accident causation in managing the impact of risk.	<input type="checkbox"/>		
9. Evaluated the importance of effective communication & consultation in a risk management process.	<input type="checkbox"/>		
Comments: -			
Evidence location ....			
Candidate's signature:		Date:	



## Guidance notes for a witness testimony

Thank you for agreeing to write a witness report.

When you are writing the report, please bear in mind the following points:

1. A witness testimony should describe how the candidate carried out a particular work or voluntary activity
2. You can write this testimony if you were present & observed the candidate carrying out the work activity
3. A witness testimony should be signed & also authenticated by company stamp, letter headed paper or submitted from your email

Witness Name	Page number of WT	Contact details Email Telephone	Business relationship to candidate

Health and Safety

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

Risk-based safety management systems		*O	WR	NJR	NC
1	Developed & implemented current ISO standards for OSH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Evaluated strategic risks to an organisation through the implementation of a quantifiable RA system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Articulated risk communication strategies in various situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safety culture, sustainability, & the global effect on performance		*O	WR	NJR	NC
1	Evaluated the effects of global on safety culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Evaluated the benefits of sustainability in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Measured safety performance & calculate safety return on any investment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Understands the effects of psychological health & injury management in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Lead the implementation of a whole-organisation approach to occupational H&S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please give comment on:

Description of the work activity completed relevant to the 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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