



Higher National Unit Specification

General information for centres

Unit title: Employment Health and Safety Legislation for the Land Based Industries

Unit code: F0VP 34

Unit purpose: This Unit is intended for potential managers in land based industries. It should enable candidates to develop the skills necessary to apply employment and health and safety legislation to real life situations.

On completion of the Unit the candidate should be able to:

- 1 Apply current employment legislation to a land based industry.
- 2 Interpret current legislation relating to health and safety within a land based industry.

Credit points and level: 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: Access to the Unit is at the discretion of the centre. However it would be beneficial if the candidate had competence in communication skills to the level of credit Standard Grade SCQF level 5 or equivalent.

Core Skills: There are opportunities to develop the Core Skills of *Problem Solving, Working with Others, Communication* and *Information Technology* at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

General information for centres (cont)

Assessment: The Unit should be assessed using two Instruments of Assessment — one per Outcome:

- ◆ Outcome 1: Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can evaluate the implementation of the current employment legislation in a workplace. The assessment will take the form of a single integrative report not exceeding 1,250 words total.
- ◆ Outcome 2: Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can evaluate the implementation of the current Health and Safety legislation in a workplace. The assessment will take the form of a single integrative report not exceeding 2,000 words total.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Apply current employment legislation to a land based industry

Knowledge and/or Skills

- ◆ Current and relevant employment legislation
- ◆ Codes of Practice, as associated with legislation above
- ◆ Procedures: those relating to the implementation of employment legislation

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ evaluate the implementation of the current employment legislation in a workplace

The assessment will take the form of a single integrative report not exceeding 1,250 words total. The student will not be required to be absolutely comprehensive as to content from the knowledge and skills but rather evidence should be presented on a sample basis.

Assessment Guidelines

The assessment should be based on an actual workplace. The Outcome should be assessed by a single, open-book (no restrictions) instrument of assessment in three parts:

- ◆ the production of brief (not more than 100 words) communications: notices; posters; e-mails; faxes; etc for employees outlining current employment legislation — three notices minimum.
- ◆ an explanation of employers and employees responsibilities and rights under current employment legislation — a simple summary of these rights and responsibilities in the form of a list would be appropriate.
- ◆ an evaluation of the procedures relating to the implementation of employment legislation in an existing workplace. This should take the form of a formal report (500 words) that should address whether or not the workplace is complying with current employment legislation.

Higher National Unit specification: statement of standards (cont)

Unit title: Employment Health and Safety Legislation for the Land Based Industries

Outcome 2

Interpret current legislation relating to health and safety within a land based industry

Knowledge and/or Skills

- ◆ Current and relevant health and safety legislation
- ◆ Codes of Practice: As associated with legislation above.
- ◆ Risks to employees, employers and the general public.
- ◆ Perceived hazards: To include those specifically mentioned in legislation
- ◆ Safe working practice or method statement.

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can evaluate the implementation of the current Health and Safety legislation in a workplace. The assessment will take the form of a single integrative report not exceeding 2,000 words total. The student will not be required to be absolutely comprehensive as to content from the Knowledge and/or Skills but rather evidence should be presented on a sample basis.

Assessment Guidelines

The assessment should be based on an actual workplace. Although evaluation of implementation of legislation in an existing workplace could be carried out as a class/team activity the written report should be the individual student's own work. The Outcome should be assessed by a single, open-book (no restrictions) instrument of assessment (not exceeding 2,000 words) in four parts:

- ◆ the production of brief notices, memos, faxes, e-mails, letters, etc (100 words) for employees outlining current Health and Safety legislation and associated codes of practice. Three notices minimum.
- ◆ a summary of employers responsibilities to employees in the form of a list.
- ◆ a safe working practice or method statement for a particular activity undertaken in an existing land based workplace. This could take the form of a safe working practice for a particular workplace activity. A brief report not exceeding 500 words.
- ◆ a record of the implementation of current legislation and codes of practice in a workplace in a recognised format ie general risk assessment form. An assessment of the risks to health and safety in the workplace and an evaluation of legal compliance. This should be based on a health and safety audit of a particular workplace and should be recorded in the form of a formal report that addresses whether a workplace is complying with current legislation and should include recommendations to minimise any perceived hazards.

Administrative Information

Unit code: F0VP 34

Unit title: Employment Health and Safety Legislation for the Land Based Industries

Superclass category: SL

Original date of publication: August 2006

Version: 01

History of Changes:

| Version | Description of change | Date |
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Higher National Unit specification: support notes

Unit title: Employment Health and Safety Legislation for the Land Based Industries

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40hours.

Guidance on the content and context for this Unit

All candidates should have access to simply worded summaries and examples dealing with the employer's responsibilities and the employee's rights and responsibilities. They should contain references to Acts and Regulations by name and number. Although attention must be focused on the legislation in the Knowledge and/or Skills elements other relevant legislation should be referred to where appropriate to the particular enterprise.

Candidates should be introduced to the principles and methods of Risk Assessment as early as possible and should be given the opportunity of practicing the required skills in a practical situation. Hazard recognition may be aided with the use of examples taken from real life and Safety Awareness video recordings. A wide range of activities relevant to the particular branch of the industry the candidate is entering should be covered.

Some of this Unit could be covered in the classroom but ideally should be directed as much as possible towards real examples and practical situations.

Guidance on the delivery and assessment of this Unit

The knowledge and skills that will have continuing relevance to the candidate on completion of the Unit — ie vocationally relevant assessment scenarios should be selected. Assessment should, as far as is practical make use of real work environments although simulated workplaces may be acceptable for some of the Evidence Requirements. Throughout the Unit assessments it should be stressed that what is being assessed is the process — the ability to interpret and implement legislation, codes of practice, etc — rather than the ability to memorise particular pieces of employment and health and safety law.

The Unit should be assessed using two Instruments of Assessment — one per Outcome:

- ◆ Outcome 1: Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can evaluate the implementation of the current employment legislation in a workplace. The assessment will take the form of a single report not exceeding 1,250 words total. The candidate will not be required to be absolutely comprehensive as to content from the Knowledge and/or Skills but rather evidence should be presented on a sample basis.
- ◆ Outcome 2: Candidates will need to provide evidence to demonstrate their knowledge and/or skills by showing that they can evaluate the implementation of the current Health and Safety legislation in a workplace. The assessment will take the form of a single report not exceeding 2,000 words total. The candidate will not be required to be absolutely comprehensive as to content from the Knowledge and/or Skills but rather evidence should be presented on a sample basis.

Higher National Unit specification: support notes (cont)

Unit title: Employment Health and Safety Legislation for the Land Based Industries

Opportunities for developing Core Skills

While there may be opportunities to develop the Core Skills of *Problem Solving, Working with Others, Communication* and *Information Technology*, all at Higher Level in this Unit, there is no automatic certification of Core Skills or Core Skills components.

Open learning

The Unit is entirely suitable for distance learning and other flexible delivery modes. If the candidate is not attending formal classes it is recommended that she is work-based or has access to a workplace to facilitate realistic assessment scenarios.

Candidates with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).

General information for candidates

Unit title: Employment Health and Safety Legislation for the Land Based Industries

This Unit is for you if you are planning to be a manager in a land based industry. It should enable you to develop the skills necessary to apply employment and health and safety legislation to real life situations. On completion of the Unit you:

- ◆ will be able to interpret and apply legislation in the fields of employment and health and safety
- ◆ will learn how to assess and manage risks to health and safety in the workplace and interpret relevant legislation

Your general approach to assessment should be to sample particular aspects from the knowledge and skills that will have continuing relevance to you on completion of the Unit — ie vocationally relevant assessment scenarios should be selected. Assessment should, as far as is practical make use of real work environments although simulated workplaces may be acceptable for some of the Evidence Requirements. Throughout the Unit assessments you should know that what is being assessed is the process — your ability to interpret and implement legislation, codes of practice, etc — rather than any ability to memorise particular pieces of employment and health and safety law.

The Unit should be assessed using two Instruments of Assessment — one per Outcome:

- ◆ Outcome 1: You will need to provide evidence to demonstrate your Knowledge and/or Skills by showing that you can evaluate the implementation of current employment legislation in a workplace. The assessment will take the form of a single report not exceeding 1,250 words total.
- ◆ Outcome 2: You will need to provide evidence to demonstrate your Knowledge and/or Skills by showing that you can evaluate the implementation of the current Health and Safety legislation in a workplace. The assessment will take the form of a single report not exceeding 2,000 words total.