



Arrangements for:
Professional Development Award in
Occupational Health and Safety
Practice at SCQF level 8

Group Award Code: G94J 48

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Contents

1	Introduction.....	1
2	Rationale for the development of the Group Award.....	1
3	Aims of the Group Award	1
3.1	General aims of the Group Award.....	1
3.2	Specific aims of the Group Award	2
3.3	Target groups.....	2
3.4	Employment opportunities	2
4	Access to Group Award.....	2
5	Group Award structure	3
5.1	Framework.....	3
5.2	Mapping information.....	4
5.3	Articulation, professional recognition and credit transfer	5
6	Approaches to delivery and assessment.....	5
7	General information for centres.....	6
8	General information for candidates	6
9	Glossary of terms	7
10	Appendices	7
Appendix 1:	Correspondence with ENTO level 4 Standards for Occupational Health and Safety.....	8
Appendix 2:	Professional Development Award in Occupational Health and Safety Practice: Core Skills mapping	9

1 Introduction

This is the Arrangements Document for the new Group Award in Occupational Health and Safety Practice at SCQF level 8, which was validated in June 2006. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure and guidance on delivery.

A need was identified by the sector for an award at a high academic level (level 8) which would provide experienced health and safety practitioners with the breadth and depth of knowledge and understanding and with the level of communication and personal planning skills to meet the registration requirements for Graduate Membership of the Institution for Occupational Safety and Health (Grad IOSH).

2 Rationale for the development of the Group Award

After broad consultation with the sector it was established that a Professional Development Award was the most appropriate award for experienced individuals in full-time employment with a level of responsibility in the sector. Research had indicated that there was more demand for a shorter course than for a full HND. It was also important that any new award would meet IOSH criteria for Membership of the Institution.

3 Aims of the Group Award

The PDA is designed to meet the needs of the sector by providing a suitable course for full time health and safety professionals which will allow them to register for Graduate Membership of IOSH. (Grad IOSH).

The award is intended to meet vocationally specific requirements. Achievement of these involves the development of study skills consistent with success at SCQF level 8, and transferable skills to a level consistent with the job role of a health and safety practitioner operating at management level.

3.1 General aims of the Group Award

The PDA is designed to:

- ◆ provide the breadth and depth of knowledge and understanding required of a health and safety practitioner aspiring to Graduate Membership of IOSH (Grad IOSH)
- ◆ provide the underpinning knowledge for the ENTO level 4 standards in health and safety practice
- ◆ develop the information research, analytical, organisational and presentation skills essential for a full time Health and Safety professional
- ◆ develop the practice of systematic personal development planning and review

3.2 Specific aims of the Group Award

The specific aims reflect the knowledge and skills required of a full-time safety practitioner and are intended to provide a sound professional knowledge and understanding of

- ◆ health and safety management
- ◆ the relationships between different aspects of law and health and safety
- ◆ safety technology and workplace equipment
- ◆ risk assessment and control measures in the workplace
- ◆ occupational health risks : physical, chemical, biological, ergonomic and psycho-social
- ◆ analysis and communication of complex information
- ◆ the importance of personal development planning for a health safety practitioner in order to keep up with developments and to maintain professional registration

For the relationship of course Units to these aims see section 5.2.

3.3 Target groups

The PDA would be appropriate for those holding the HNC in Occupational Safety, Health and Environmental Management, and for those with the PDP Safety Technician qualification.

3.4 Employment opportunities

Candidates may be employed in a wide range of sectors as a health and safety practitioner.

Candidates will normally be in full time employment as a health and safety professional.

The PDA may be their main qualification, and it should be considered appropriate and relevant for promotion opportunities.

4 Access to Group Award

Recommended access criteria

Admission to this course should be as broadly based as possible. However, prospective candidates will require existing qualifications and experience which give them a realistic chance of successful completion of the award. This will normally be evidenced by a current or recent substantial job role as a health and safety professional and communication and numeracy skills equivalent to Intermediate 2.

Progression to the PDA would be appropriate for those holding the HNC in Occupational Safety, Health and Environmental Management, and also for those with the PDP Safety Technician qualification, or other suitable groupings of HNC Occupational and Health Units. In addition, the current General Certificate of the National Examination Board for Occupational Safety and Health (NEBOSH) would be an entry qualification. Other relevant SVQs could also be considered for entry.

Alternative access arrangements

At the discretion of the presenting centre, applications from candidates with different backgrounds could be assessed on an individual basis. Such candidates could be graduates with relevant work experience and/or overseas students with relevant qualifications and experience. The aim would be to establish equivalences with the qualifications recommended above to ensure that the candidate has a realistic chance of success.

5 Group Award structure

The PDA Occupational Health and Safety Practice (SCQF level 8) is made up of 7 HN Units with the total credit value of 9.5 credits and a total of 76 SCQF credit points.

5.1 Framework

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Health and Safety Management	F0ND 35	12	8	1.5
Health and Safety Law	F0NC 35	8	8	1
Workplace Safety	F0NH 35	12	8	1.5
Safety Technology	F0NB 35	12	8	1.5
Occupational Health Risks	F0NF 35	16	8	2
Communication: Analysing and Presenting Complex Communication	DE3N 34	8	7	1
Personal Development Planning	DE3R 34	8	7	1

All Units are mandatory, therefore candidates must achieve all seven Units.

5.2 Mapping information

The information presented below summarises the specific aims.

Specific aims

- 1 Health and safety management.
- 2 The relationships between different aspects of law and health and safety.
- 3 Safety technology and workplace equipment.
- 4 Risk assessment and control measures in the workplace.
- 5 Occupational health risks — physical, chemical, biological, ergonomic and psycho-social.
- 6 Analysis and communication of complex information.
- 7 The importance of personal development planning for a health and safety practitioner in order to keep up with developments and to maintain professional registration.

The table illustrates how the content of the individual Units relates to the aims. While most Units contribute to several aims, bold type indicates the dominant aim addressed by the Unit.

Unit No	Unit title	Aims
F0NC 35	Health and Safety Law	1, 2, 3, 4, 5
F0ND 35	Health and Safety Management	1 , 2, 4, 6, 7
F0NH 35	Workplace Safety	1, 2, 3, 4 , 5, 6
F0NF 35	Occupational Health Risks	1, 2, 4, 5
F0NB 35	Safety Technology	1, 2, 3
DE3N 34	Communication	6
DE3R 34	Professional Development Planning	7

5.3 Articulation, professional recognition and credit transfer

At present there is no direct articulation or credit transfer relating to the PDA.

Although there is at present no formal recognition, candidates are likely to use the PDA as their fundamental academic qualification and continually update their skills through the on-going CPD programme which is a major feature of this employment sector and is essential for the achievement and maintenance of Chartered Membership of the Institution for Occupational Safety and Health (CMIOSH) status.

Some candidates may wish to extend their qualification base to include environmental management and the management of waste. Appropriate diplomas could be accessed with the PDA as an entry qualification. Similarly, candidates could progress to study specialist areas of health and safety in greater depth

On completion of the PDA, candidates could elect to specialise, for example, in environmental management, or in certain types of high-risk industrial activities. These specialisms could be achieved through industry-based training or through higher education.

6 Approaches to delivery and assessment

Content and context

The award has a very specific vocational focus to provide current and relevant training of Health and Safety practitioners. While delivery must meet a wide range of outcomes, opportunities should be taken to relate the content of the course to the workplace experiences of the candidates.

The five vocationally specific Units have been designed around the ENTO level 4 occupational standards. The mapping exercise which relates the Unit Outcomes to these standards is included as Appendix 1.

The key professional body in this sector is the Institution for Occupational Safety and Health (IOSH). The PDA framework meets the main aims of IOSH, and IOSH requirements should be reinforced, where relevant, in the delivery of the Units.

Delivery

Advice on how to assess each Unit is given in detail in the individual Unit Specifications at the section — Evidence Requirements (for each Outcome), and in the Support Notes at the Section — Guidance on the Delivery and Assessment of this Unit. It is recommended that the assessments, where feasible, should be relevant to the working environment of the candidates.

The Units that make up the award are free-standing and may be delivered and assessed as stand alone Units and may be used as such for the purposes of continuing professional development and/or for up-skilling in new legislation and procedures. Candidates should be made aware that they work in a sector that is always responsive to the needs of the individual and to changes in industrial practice.

While there is no prescribed sequence of Unit delivery and assessment, it is recommended that the Units should be delivered in a logical sequence. It is good practice to integrate Units.

Centres should take a flexible approach to delivering this qualification, using a mixture of classroom based learning and practical workshops.

7 General information for centres

Disabled candidates and/or those 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 whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Internal and external verification

All instruments of assessment used within this Group Award should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education* (www.sqa.org.uk).

8 General information for candidates

The Professional Development Award (PDA) Occupational Health and Safety Practice at SCQF level 8 is relevant to you if you are currently working as a Health and Safety practitioner in an occupational setting or wish to register as a Graduate Member of IOSH (Grad IOSH) and are aspiring to eventual Chartered Membership of IOSH (CMIOSH).

The PDA is a new qualification which provides opportunities to develop the knowledge and skills required by a full time health and safety professional.

The qualification has seven Units:

Health and Safety Management

Health and Safety Law

Workplace Safety

Safety Technology

Occupational Health Risks

Communication: Analysing and Presenting Complex Communication

Personal Development Planning

If you complete all seven Units successfully you will achieve the Group Award — PDA Occupational Health and Safety. However, the Units are free standing and you can achieve them on an individual basis, usually for the purposes of continuing professional development.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

SCQF levels: The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Graded Unit: Graded Units assess candidates' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the HNC/HND from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised HNCs and HNDs are those developments or revisions undertaken by a group of centres in partnership with SQA.

Specialist single centre and specialist collaborative devised HNCs and HNDs are those developments or revisions led by a single centre or small group of centres who provide knowledge and skills in a specialist area. Like consortium-devised HNCs and HNDs, these developments or revisions will also be supported by SQA.

IOSH: Institution for Occupational Safety and Health www.iosh.co.uk

10 Appendices

Appendix 1: Correspondence with ENTO standards

Appendix 2: Core Skills mapping

Appendix 1: Correspondence with ENTO level 4 Standards for Occupational Health and Safety

Outcomes have been mapped for correspondence to ENTO Units and Elements. In general they should be seen as contributing underpinning knowledge, understanding and skills. The inclusion of an ENTO Element indicates a major contribution: smaller contributions may be made in other Units or Outcomes. The entry of ENTO Unit number only infers all Elements are covered to some extent.

Unit No	Unit	Outcome	ENTO Unit/ Element
FONC 35	Health and Safety Law	1	H14
		2	H14
		3	H1.1 H2.2 H3.1 H5.1 H11 H14 H15.1
FOND 35	Health and Safety Management	1	H1 H2 H3 H5 H12
		2	H10
		3	H8
		4	H2 H15
		5	H4 H9 H12 H13
FONH 35	Workplace Safety	1	H6 H7 H8
		2	H6 H7 H8 H11
		3	H6 H7 H8 H11
		4	H6 H7 H8 H11
		5	H6 H7 H8 H16
		6	H6 H7 H8 H16
FONF 35	Occupational Health Risks	1	H6 H7 H8 H9 H10
		2	H6 H7 H8 H9 H10
		3	H6 H7 H8 H9 H10
		4	H6 H7 H8 H9 H10
		5	H6 H7 H8 H9 H10
		6	H6 H7 H8 H9 H10
FONB 35	Safety Technology	1	H3 H5 H6.2 H7.2 H8 H9
		2	H3 H5 H6.2 H7.2 H8 H9
		3	H3 H5 H6.2 H7.2 H8 H9
		4	H6.2 H7.2 H8 H9 H13
		5	H6.2 H7.2 H8 H9 H13
		6	H6.2 H7.2 H8 H9 H13

Appendix 2: Professional Development Award in Occupational Health and Safety Practice: Core Skills mapping

Unit No	Unit name	Written Communication: Reading	Written Communication: Writing	Oral Communication	Using Graphical Information	Using Number	Using IT	Problem Solving: C T	Problem Solving: P & O	Problem Solving: R & E	WVO
F0NC 35	Health and Safety Law	✓	✓					✓		✓	
F0ND 35	Health and Safety Management	✓	✓		✓	✓	✓	✓	✓	✓	
F0NH 35	Workplace Safety	✓	✓			✓	✓	✓	✓	✓	
F0NB 35	Safety Technology	✓	✓		✓	✓	✓	✓		✓	
F0NF 35	Occupational Health Risks	✓	✓		✓	✓	✓	✓	✓	✓	
DE3N 34	Communication: Analysing and Presenting Complex Communication	✓	✓	✓	✓						
DE3R 34	Personal Development Planning	✓	✓				✓	✓	✓	✓	

Candidates would be expected to enter the course with a minimum standard of core Skills at Intermediate 2. On successful completion of the course, candidates would be credited with *Communication* Core Skills at Higher (assessed in DE3N 34), and will have significantly developed the Core Skills of *Numeracy*, *Information Technology* and *Problem Solving* also at Higher.