



# **Course Specification**

**Level 3** Award in Supervising Health  
and Safety in the Workplace

Qualification Number: 500/5452/1

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## **COURSE SPECIFICATION LEVEL 3 AWARD IN SUPERVISING HEALTH AND SAFETY IN THE WORKPLACE**

1. **Title - HABC Level 3 Award in Supervising Health and Safety in the Workplace**
2. **Target Group**
  - 2.1 The Level 3 Award in Supervising Health and Safety in the Workplace is a qualification aimed at Supervisors and Managers. The qualification is intended for candidates already working in the capacity of supervisor or manager and those who are preparing to start work at this level.
  - 2.2 Persons gaining this qualification will know that supervisors and managers have legal and moral obligations to ensure health and safety within a business, and that this includes obligations to employees, contractors, visitors and suppliers. Its syllabus areas are regarded by the Health and Safety Executive as being important to developing safe working procedures in the workplace.
  - 2.3 The qualification is firmly based on the level 3 National Occupational Standards developed by ENTO HSK1 and HSS1.
  - 2.4 The qualification can be taken as a free standing qualification or as part of a wider programme of training.
3. **Key Skills**
  - 3.1 This qualification provides the opportunity for candidates to develop competence in key skills and produce evidence towards attaining key skills. The qualification does not ensure key skills are met as this would depend upon candidates producing a portfolio of evidence and the mode of study adopted.
4. **Recommendation of Prior Learning**
  - 4.1 There are no pre-requisites for this qualification. It is advised that candidates already possess a qualification in Health and Safety at Level 2 and a minimum of level 2 in literacy or numeracy or equivalent. Arrangements are in place for special needs.
5. **Guided Learning Hours**
  - 5.1 Guided learning hours for this qualification are 18-21 hours depending upon the mode of study and training needs of candidates.

6. **Restrictions on Candidate Entry**

6.1 Candidates must have undertaken a course of instruction approved by HABC covering the syllabus prior to taking the examination.

7. **Special Needs**

7.1 HABC have measures in place for delegates with special needs.

8. **Qualification Structure**

8.1 This is a single unit qualification, assessed by a 60 question multiple-choice examination. Successful candidates must achieve a score of at least 40/60. Candidates scoring 50/60 or more will receive a Credit pass.

8.2 The examination paper is set and marked by HABC. The duration of the examination is 2 hours.

9. **Examination Results and Awards**

9.1 Following the examination a list of results will be provided stating whether candidates have gained a credit, passed or failed. Awards for successful candidates will be dispatched for distribution by Centre Contacts.

10. **Sample Questions**

10.1 Sample questions are provided upon request from HABC.

11. **Suggested Reading**

11.1 Fisher Ian: Intermediate Health & Safety, 4<sup>th</sup> Edition, 2007 Highfield.co.uk

11.2 Sprenger Christian M.R Oct 2007 The Health and Safety Handbook.

12. **Potential for Progression**

12.1 Progression routes include Level 4 Award in Managing Health and Safety in the Workplace which includes learning outcomes for candidates with supervisory and management responsibilities in the workplace. Other opportunities for progression include units in Level 4 Occupational Health and Safety VRQs and NVQs.

13. **Required Qualifications and Experience of Nominated Tutors**

13.1 Nominated Tutors must have sufficient expertise to speak with authority on the subject to be taught at the levels at which they wish to train.

- 13.2 They should have a minimum of a Level 4 Health and Safety qualification from a recognised Awarding Body, together with relevant work experience and a training qualification or training experience. HABC require that Nominated Tutors have teaching experience and hold a qualification in a relevant subject area.
- 13.3 **Suitable Subject Area Qualifications Include**
- 13.3.1 Degree or Dip HE in a related subject such as: Environmental Health, Occupational Health and Safety or one that contains elements of these subjects
  - 13.3.2 HNC/D in a related subject (as outlined above)
  - 13.3.3 Level 4 qualification in Health and Safety or equivalent
  - 13.3.4 NEBOSH Diploma in Occupational Safety and Health
  - 13.3.5 NEBOSH Award in Occupational Safety and Health.
- 13.4 **Suitable Teaching Qualifications Include**
- 13.4.1 Diploma or Award in Education
  - 13.4.2 Bachelors or Masters Degree in Education
  - 13.4.3 City and Guilds Teachers Award or equivalent
  - 13.4.4 Level 3 NVQ in Training and/or Development
  - 13.4.5 Professional Trainers Award
- 13.5 Nominated Tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.