NVQs in Occupational Health & Safety Practice
Levels 3 & 5

An alternative approach to tutored courses such as NEBOSH General Certificate and NEBOSH National Diploma for individual candidates or in-house training

City & Guilds is a world leading vocational education organisation

City and Guilds has a wide range of qualifications across a variety of sectors. Their qualifications are delivered in more than 10,000 training centres across the world and are respected by employers. Health and safety awards are provided as part of their highly regarded range of vocational qualification. They are established National Vocational Qualifications (NVQs) and are globally recognised qualifications that help individuals develop their talents and abilities, enabling career progression.

An NVQ is a qualification that is based on nationally agreed standards and recognises the competence of a person in a work situation. They give people credit for what they do in their job role on a day-to-day basis, unlike traditional qualifications that rely on teaching and examinations.

- Available without need for prior qualifications
- Free from prescribed ways of learning.
- Based on nationally recognised standards of competence.
- No awarding body enrolment dates to work to - you can start when you like.
- No end of course examinations.
- A way of proving competence by what you do in your workplace.
- The work you do to meet your NVQ will help you in your job.
- You cannot fail an NVQ, your work can be done again and re-submitted.
- No need to be absent from work to attend classroom study - a distance learning approach to gaining a qualification.
- Enables membership of IOSH and IIRSM.

Unlike health and safety training courses and qualifications that rely on teaching and examinations, a health and safety NVQ uses a person’s performance in their job role as a basis for assessment and recognises their competence in a real work situation. Health and safety NVQs are work-based and involve the collection of evidence from your normal day to day activities.

‘Competent’ is defined within NVQs as: “The ability to perform to the standards required in employment across a range of circumstances and to meet changing demands.”

ACT has provided health and safety NVQ’s for people with a career in health and safety since they were introduced. Our qualified health and safety tutors use their experience to help you fulfil the requirements of your chosen NVQ and complete your qualification.

Take your City & Guilds qualification with ACT and you can expect the highest level of learning support.

E-portfolio
As an alternative to a paper-based portfolio, our e-portfolio system allows you to provide evidence from anywhere at anytime, 24 hours a day, 7 days a week. Using our e-portfolio means secure storage of evidence with no bulky paper-based portfolios to manage, store or send through the post. Our e-portfolio system enables clear and easy communication between you and your assessor.

A paper-based portfolio option is always available, if you prefer this method.

Level 3 NVQ Certificate in Occupational Health and Safety
The City & Guilds Level 3 NVQ Certificate in Occupational Health and Safety is an established qualification for those who are new into a health and safety role or managers who wish to formalise their knowledge and understanding of health and safety in the workplace. The qualification is suitable for people from all sectors of work and ideal if you who wish to develop your skills and knowledge in the application of health and safety good practice within the workplace.

The City & Guilds Level 3 NVQ Certificate is equivalent to the NEBOSH General Certificate.

Level 5 NVQ Diploma in Occupational Health and Safety Practice
The City & Guilds Level 5 NVQ Diploma in Occupational Health and Safety Practice is an established qualification for those who are working in the area of health and safety practice. The qualification is suitable for people from all sectors of work and ideal if you are responsible for developing and applying health and safety procedures day-to-day in your or someone else’s organisation.

The City & Guilds Level 5 NVQ Diploma is equivalent to the NEBOSH Diploma.
The Level 3 NVQ Certificate and Level 5 NVQ Diploma are work-based qualifications that recognise a person's competence using workplace performance assessment, rather than relying on teaching and examinations.

The qualifications require the collection of evidence from your day-to-day health and safety work activities and the production of a personal portfolio. Evidence is presented to an assessor during planned assessment periods. If you select our online option, you can submit evidence of the work you have done to meet the criteria through our e-portfolio system. You do not have to be away from your workplace for long periods, this is essentially a distance 'learning' approach to gaining a qualification. Our administration team monitor your progress to offer support and guidance throughout the qualification.

Level 3 NVQ Certificate

To achieve the City & Guilds Level 3 NVQ Certificate in Occupational Health and Safety learners must achieve a total of 31 credits. Learners will need to obtain a total of 23 credits from the mandatory units and a minimum of 8 credits from the optional units, therefore a minimum of 7 units. The number of credits indicates the size of the unit and award. You will need to demonstrate knowledge and competence in the mandatory units:

- Ensure responsibilities for actions to reduce risks to health and safety (4 credits)
- Develop procedures to safely control work operations (4 credits)
- Monitor procedures to safely control work operations (5 credits)
- Promote a culture of health and safety in the workplace (4 credits)
- Conduct a health and safety risk assessment of the workplace (6 credits)

A minimum of two optional units must be completed:

- Investigate and evaluate health and safety incidents and complaints in the workplace (5 credits)
- Make sure actions in the workplace aim to protect the environment (4 credits)
- Review health and safety procedures in the workplace (4 credits)
- Supervise the health, safety and welfare of a learner in the workplace (4 credits)

Your Level 3 NVQ programme begins with an assessment to confirm you are in a position to complete the NVQ and an induction - where you get to know what is expected of you, the assessment criteria and methods. It also involves the development of an action plan to take you to completion of the qualification.

Includes:

- Assessment and induction
- Registration and certification with City & Guilds
- 5 mandatory units and 2 units from the list of optional units
- E-portfolio access for 12 months
- 4 assessments of achievement
- Email helpline for general queries for 12 months

Induction Workshop Dates:
27 Oct 17 (pm) 24 Nov 17 (pm) 22 Dec 17 (pm)
30 Jan 18 (pm) 26 Feb 18 (pm) 26 Mar 18 (pm) 20 Apr 18 (pm)
25 May 18 (pm) 15 Jun 18 (pm) 20 Jul 18 (pm) 24 Aug 18 (pm)
14 Sep 18 (pm) 26 Oct 18 (pm) 23 Nov 18 (pm) 21 Dec 18 (pm)

Assessor and mentor package options:
We provide a face-to-face assessment package at our premises for those candidates that prefer this approach. The standard package includes an induction workshop and seven one-to-one assessment sessions at our premises over a 12 month period. Alternatively, the induction, submission and assessment of evidence can be conducted online, using our e-portfolio system. In addition to our standard package, we offer a premium package which benefits from three one-to-one mentor support sessions over a 12 month period. This provides additional personal guidance on how you can develop and gather evidence of your successful completion of your NVQ activities. Your mentor gets to know you and your organisation and can provide a valuable link to completion of the qualification efficiently.

Fees:

- Standard package: £1130 + VAT + £75.40 City & Guild fees
- Premium package: £1550 + VAT + £75.40 City & Guild fees [includes face-to-face support]

Level 5 NVQ Diploma

There are ten mandatory units in the City & Guilds Level 5 NVQ Diploma in Occupational Health and Safety Practice. To obtain Graduate Membership of IOSH, you will need to complete an additional unit - Professional development and ethics in health and safety management. You will need to demonstrate knowledge and competence in the following units to gain the qualification and apply for Grad IOSH:

- Develop and implement effective communication systems for health and safety information
- Promote a positive health and safety culture
- Develop and maintain individual and organisational competence in health and safety matters
- Control health and safety risks
- Develop and implement proactive monitoring systems for health and safety
- Develop and implement reactive monitoring systems for health and safety
- Develop and implement health and safety emergency response systems and procedures
- Develop and implement health and safety review systems
- Develop and implement a health and safety audit
- Behavioural safety in the workplace
- Develop and implement the health and safety policy
- Professional development and ethics in health and safety management.

Your Level 5 NVQ programme begins with an assessment to confirm you are in a position to complete the NVQ and an induction - where you get to know what is expected of you, the assessment criteria and methods. It also involves the development of an action plan to take you to completion of the qualification.

Includes:

- Assessment and induction
- Registration and certification with City & Guilds
- 11 mandatory units and 1 unit required to meet Grad IOSH requirements
- E-portfolio access for 12 months
- Up to 7 assessments of achievement
- Email helpline for general queries for 12 months

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Fees:

- Standard package: £1650 + VAT + £129.30 City & Guild fees
- Premium package: £22350 + VAT + £129.30 City & Guild fees [includes face-to-face support]