

Qualification Guide



NOCN Level 3 Certificate for Trade Union Health and Safety Representatives

National Accreditation No. 100/2021/4

A qualification that enables Trade Union Health and Safety Representatives to fulfil their union/workplace role effectively

Version 2 March 2007



The **Diversity** of Learning

NOCN Level 3 Certificate for Trade Union Health and Safety Representatives



National Open College Network

The National Open College Network (NOCN) is a major awarding body providing a national framework of credit units and national qualifications. NOCN offers a complementary range of national and local services including curriculum development to support local, regional and national demand.

NOCN works with providers, employers, the TUC, sector bodies and others to develop flexible and responsive credit based awards and qualifications that widen access to lifelong learning and address exclusion, participation and achievement.

The NOCN Credit and Qualification Framework provides opportunities for learners to achieve unit credits and use these to provide a route to full qualifications and further learning. Quality assurance, supported at the point of delivery, underpins all NOCN credit achievement and qualifications.

The NOCN Level 3 Certificate for Trade Union Health and Safety Representatives is designed to fit within NOCN's flexible framework. The qualification develops the skills and knowledge that will:

- Establish a qualification route for trade union health and safety representatives.
- Provide trade union health and safety representatives with a programme of training that enables them to fulfil their union/workplace role effectively.
- Contribute more widely to workforce development and widening participation.

NOCN, through its Open College Network (OCN's), has over 3,000 Centres across the UK. NOCN approves Centres that can demonstrate the ability to meet national requirements for course delivery and quality assurance to support credit awards and qualifications.

NOCN has wide-ranging experience in centre and programme approval and supports centres locally to ensure all awards are valid and valued.

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1. About the qualification

The NOCN Level 3 Certificate for Trade Union Health and Safety Representatives forms part of a suite of qualifications that are based upon the role carried out by trade union representatives in the workplace.

Progression onto the NOCN Level 3 Certificate for Trade Union Health and Safety Representatives is underpinned by the TUC Education Programme which contains a number of Level 1 and Level 2 units in Health and Safety which prepare representatives for study on this qualification. The impact this training has made on the success of safety representatives has been cited in the HSE research study (2001) which was highly complimentary about the TUC Stage 1 (ie. Level 1 and 2 units) and Stage 2 (ie. Level 2 and 3 units) health and safety courses. Reference: www.hse.gov.uk/research/crr_pdf/2001/Crr01321.pdf

Historically the TUC and affiliated unions have always offered a programme of training for elected representatives. Recruitment, representation and negotiation are key parts of the long established role of the Union Representative. Over the last 30 years the role and responsibilities associated with representation on health and safety matters has seen the development of Health and Safety as a specialist aspect of trade union work. The valuable work carried out by trade union Health and Safety Representatives is acknowledged by the Government, the Health and Safety Commission and Executive, and by independent research (summarised by the HSE at www.hse.gov.uk/workers/involvement/evidence.pdf and by the TUC at www.tuc.org.uk/h_and_s/tuc-8382-f0.cfm).

Trade unions' rights to appoint health and safety representatives and to engage in consultation have effected clear improvements in health and safety in a rapidly changing working environment. For example:

- *Workplaces with trade union safety representatives and joint health and safety committees have significantly better accident records – over 50% fewer injuries – than those with no consultation mechanism¹.*

The crucial role indicated above was underlined more recently in 'Revitalising Health and Safety – a strategy statement'²:

Worker involvement and consultation is a key element of the Health and Safety Commission's "Strategy for workplace health and safety in Great Britain to 2010 and beyond". The Commission, in its strategy, states, "an organisation's greatest asset is its workforce. Employees are often best able to spot issues and bring about real improvements. They can also influence health and safety through their own actions and by accepting personal responsibility. Workplace health and safety representatives operating in partnership with management are an important part of realising health and safety benefits. We recognise their valuable contribution. We need to expand the base of employee involvement in health and safety management to cover the whole workforce".

We will be working closely with our partners to take forward a range of measures to promote greater worker involvement in health and safety in the workplace. To bring about a workforce that is fully involved in health and safety management and a vibrant system of workplace health and

¹ (1995) *British Journal of Industrial Relations*, 33, 2.

² (2000), the Health and Safety Commission and the Department of Environment, Transport and Regions.

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safety representatives operating in partnership with management. Reference: HSE Worker Involvement web page at www.hse.gov.uk/workers/involvement/index.htm.

The key to delivering health and safety in the workplace is effective representation of the workforce in decisions relating to the safety regime. Ministers and the Health and Safety Commission attach great importance to the role played by safety representatives in securing good standards of health and safety. Every opportunity has been taken to encourage more businesses to recognise the role of safety representatives. Reference: HSC/HSE Collective Declaration on Worker Involvement at www.hse.gov.uk/workers/involvement/involvement.pdf and www.hse.gov.uk/workers/involvement/endorsement.htm

Union Health and Safety Representatives are a vital link to achieving improved standards of health and safety at work.

The Capizzi Report (1998) noted that around 40% of representatives on the TUC Education Service Programme did not have any qualifications, but that they and others on the Programme who did, valued their trade union training highly. As far as we are aware, this qualification and the QAA approved Access to Higher Education Certificate in Occupational Health and Safety are the only qualifications for health and safety representatives.

Progression Opportunities

Learners completing the NOCN Level 3 Certificate for Trade Union Health and Safety Representatives will be able to progress to:

- TUC Access Certificate in Occupational Health and Safety
- TUC suite of health and safety short courses
- TUC Union Representatives Education Programme

The NOCN Level 3 Certificate for Trade Union Health and Safety Representatives will be an integral part of a safety representative's Continuing Safety Rep Development (CSR) plan.

It could also provide a springboard or evidence towards further education and training, or trade union officer development, or professional body membership. For example:

- Institution of Occupational Safety and Health (IOSH) – affiliate grade or Safety Technician grade (Tech IOSH)
- TDLB Awards – and their replacements
- NEBOSH Certificate and Diploma
- City & Guilds 7307
- Health and Safety degrees
- Business Studies degrees
- Social Science degrees
- BA (Hons) in Contemporary Trade Unionism

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The NOCN Level 3 Certificate for Trade Union Health and Safety Representatives relates academically to 'A' level Sociology, Psychology and Business Studies, so learners may be able to progress to associated social science or business studies degrees.

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Qualifications Aims

This qualification aims to:

- establish a qualification route for trade union health and safety representatives.
- provide trade union health and safety representatives with a programme of training that enables them to fulfil their union/workplace role effectively.
- contribute more widely to workforce development and widening participation.

Guided Learning Hours

The recommended guided learning hours for one unit credit is 10. The total recommended guided learning hours for this qualification is 150. This is notional learning time based on the credit values assigned to the units, and the number of unit credits required to achieve the qualification. Some learners will be able to achieve these units in a shorter time, other learners, particularly those with literacy requirements will take much longer.

Key Skills

Each unit within the qualification has been mapped to identify where opportunities exist for learners to achieve key skills. In designing activities for unit assessment you will be able to use the mapping to identify which key skills could be addressed through evidence generated by learners. The degree of opportunity in any one unit will depend on centre-specific factors including learning context, teaching and learning strategies and resources.

Opportunities for learners to develop and evidence achievements in Key Skills are inherent within the units of this Qualification. The opportunity to demonstrate coverage of key skills has been signposted within individual units of this qualification. This signposting is identified in the grid overleaf:

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Unit title	Application of number, level	Communication, Level 3	Information Technology, Level 2
Building a Safe and Healthy Workplace	N3.1.1 N3.1.2 N3.1.3 N3.2.1	C3.1a C3.2	IT2.1
Building Health and Safety Organisation		C3.1a C3.1b	
Keeping Up-to-date on Health and Safety		C3.1a C3.2	IT2.1 IT2.2
Effecting Change in Health and Safety	N2.3.1 N3.1.1 N3.1.2 N3.1.3 N3.2.1	C3 1a C3 1b	IT2.1
Health and Safety Representatives – Skills 2		C3 1a C3 1b C3.2	IT2.1

Wider Key Skills

Unit Title	Improve Own Learning & Performance, level 3	Working with others, level 3	Problem Solving, level 3
Building a Safe and Healthy Workplace		WO3.1	PS3.2
Building Health and Safety Organisation	LP3.1	WO3.1	PS3.2
Keeping Up-to-date on Health and Safety	LP3.1	WO3.1	
Effecting Change in Health and Safety	LP3.1	WO3.1 WO3.2	PS3.2
Health and Safety Representatives – Skills 2	LP3.1	WO3.1 WO3.2	PS3.2

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How the Qualification Relates to Wider Education and Training Issues

Changes in the labour market over the last decades have led to an increased demand for higher levels of education, training and the continual updating of skills throughout an employee's working life. Government concerns have focused particularly on the paradox of those at the lower skills level having least access to further education and training.

Trade unions have a key part to play in widening participation in lifelong learning through negotiating training agreements with employers, raising members' awareness of training, and helping to create a learning culture within a climate of partnership at the workplace. The capacity of trade unions to promote learning in the workplace has resulted in the development of the Learning Representative, whose role ranges from raising members' awareness of the benefits of learning, working with employers, and brokering provision with training providers. Over the last 3 years 14,142 trade union health and safety representatives have studied on the Stage 1 and Stage 2 programmes and over 10,000 representatives have attended Health and Safety short courses. Given government commitment to the principle of paid time off for training, this looks set to grow yet more in the future.

Government initiatives aimed at workforce development, including National Occupational Standards and Lifelong Learning strategies have emphasised the engagement of staff at all levels in the workforce as the key to economic and social renewal, and improvement in life chances. In this context, government acknowledges unions as key players in extending learning in the workplace and facilitating participation amongst those who have had least access to education and training in the past.

The underlying principle upon which NOCN qualifications are based is one of widening participation and offering opportunities for those learners otherwise excluded from the qualification framework. To achieve this, learning outcomes have been developed to underpin this commitment and broaden the awareness and knowledge of learners across educational, cultural and social issues.

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References to the ways in which the qualification addresses these issues are signposted below.

Unit Title	Social, Cultural & Ethical Issues	Health & Safety	Equal Opportunities	Environmental Issues	European Awareness/ Legislation
Building a Safe and Healthy Workplace	✓	✓	✓	✓	✓
Building Health and Safety Organisation	✓	✓	✓	✓	✓
Keeping Up-to-date on Health and Safety		✓	✓	✓	✓
Effecting Change in Health and Safety	✓	✓	✓	✓	✓
Health and Safety Representatives – Skills 2	✓	✓	✓	✓	

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Relationship with national occupational standards

The NOCN Level 3 Certificate for Trade Union Health and Safety Representatives is related to the National Occupational Standards (NOS) developed by ENTO. Each unit within the qualification has been carefully mapped to the relevant standards against each learning outcome. Please see mapping on each individual unit.

ENTO was formerly the Employment NTO and part of a network of National Training Organisations established by the Department for Education and Employment in 1997. When the NTOs were dissolved to be replaced by the Sector Skills Councils (SSCs), ENTO took the opportunity to establish itself as an independent Standard Setting Body working alongside the SSCs and other organisations.

The NOCN Level 3 Certificate for Trade Union Health and Safety Representatives provides a significant amount of knowledge, understanding and skills development that underpins occupational competence in:

- Assessment and Verification
- Personnel
- Learning and Development
- Managing Work Related Violence
- Health and Safety
- Advice Guidance and Advocacy
- Recruitment and Consultancy
- Counselling
- Mediation

These occupational competencies can be identified in the following list of example qualifications:

- Learning and Development
- Direct Training and Support
- Personnel Support
- Occupational Health and Safety
- Advice and Guidance
- Recruitment
- Counselling
- Management of Learning and Development Provision
- Co-ordination of Learning and Development Provision
- Personnel Management
- Radiation Protection
- Occupational Health and Safety Practice
- Trade Union Development

Language Requirements

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If you have a requirement for this qualification in Welsh, please contact NOCN who will review demand and provide as appropriate. At present this qualification is not offered through the medium of Irish. This will be reviewed if there is evidence of demand.

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2. Who is the qualification for?

The minimum age for access to the qualification is 18.

Target Group

The NOCN Level 3 Certificate for Trade Union Health and Safety Representatives is targeted at representatives from TUC affiliated unions.

Restrictions on Learner Entry

Learners must be members of TUC affiliated trade unions, and have been elected by their union as a trade union representative. This is necessary given that the role is a representative one, and in view of the fact that to achieve this qualification, they will need to carry out union and workplace activities.

The NOCN Level 3 Certificate for Trade Union Health and Safety Representatives is designed to allow the widest possible access to learners. Activities and assessment within the programme are based on application of skills and knowledge in a work based context and means the qualification can only be achieved through this route.

Learners with Particular Requirements

Assessment within the NOCN Level 3 Certificate for Trade Union Health and Safety Representatives is designed to be accessible and inclusive. The criterion referenced approach in the units allows flexibility through an assessment methodology, which is deemed appropriate and rigorous for individuals or groups of adult learners.

Through the process of programme approval, NOCN ensures that the requirements of learners with particular needs in relation to unit assessment are met. The arrangements made by the provider is scrutinised through the processes of approval and monitored through the process of moderation and through the TUC Education quality assurance arrangements. Specific details are outlined in the programme approval document, logged in approval reports as appropriate and this documentation is used for moderation and monitoring. Moderators comment on actual delivery in relation to approved delivery and report to NOCN, through OCNs, on this.

NOCN provides advice and guidance on the provision of particular assessment requirements through the network of local OCNs.

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Recommended Prior Learning

Learners will need to be able to:

Level	Intellectual Skills and Attributes	Processes	Accountability
2	<ul style="list-style-type: none"> • Apply knowledge with underpinning comprehension in a number of areas • Make comparisons • Interpret available information • Demonstrate a range of skills 	<ul style="list-style-type: none"> • Chose from a range of procedures performed in a number of contexts, some of which may be non-routine • Co-ordinate with others 	<ul style="list-style-type: none"> • Undertake directed activity with a degree of autonomy • Achieve outcomes within time constraints • Accept increased responsibility for quantity and quality of output subject to external quality checking

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3. Achieving the qualification

To achieve the qualification the learner must successfully complete:

5 Mandatory Units

The qualification requires achievement of the specified units with no further requirement for additional/summative assessment. Achievement is therefore determined by successful completion of unit assessment.

The assessment methodology for this qualification is therefore:

- Externally set - against the requirements detailed above for units (Nationally set by TUC see Course Material submitted in conjunction with this Guide.)(There is an opportunity for centres/tutors to devise their own assessments. Please see page 14 for details.)
- Internally assessed (Centre)
- Internally moderated (Centre)
- Externally moderated (NOCN)

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4. The qualification units

Please click on the hyperlinks below to access the units from the NOCN website.

NOCN Unit Code	QCA Accredited Number	Unit Title	Mandatory or Optional	10 Hour Credit Value	Level	OPUS ID
AJ33QQ038	Y/101/2911	Building a Safe and Healthy Workplace	Mandatory	3	Three	BSB737
AJ33QQ111	D/102/2912	Building Health and Safety Organisation	Mandatory	3	Three	BRZ503
AJ33QQ113	H/101/2913	Keeping Up-to-date on Health and Safety	Mandatory	3	Three	BRZ079
AJ33QQ114	K/101/2914	Effecting Change in Health and Safety	Mandatory	3	Three	BRZ099
AJ33QQ112	M/101/2915	Health and Safety Representatives – Skills	Mandatory	3	Three	BRZ059

The assessment activities for the units are indicated in the assessment grid table on the individual units and elaborated on in the Course Guide.

Tutors/centres are advised to use the assessments that are included in the Course Guide. If tutor/centre feel that it is necessary and appropriate to devise their own assessments, they may do so with the following instructions:

- The devised assessment must mirror the assessment in the Course Guide and cover all areas that are covered in the Course Guide.
- The tutor/centre devised assessment must be approved and signed off by the External Moderator before it can be used with learners.

Tutors/Centres that devise their own assessments must use the following guidelines for each prescribed method of assessment. (Please see overleaf)

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Oral Question and Answer

	Activity	Assessment	Evidence
Level Three	Questions should cover a wide range of knowledge and contexts. They should allow responses to unfamiliar and unpredictable problems. The process may be time limited and formal, or may be a structured two-way discussion.	Assessment by tutor, with a degree of self-assessment and evaluation of own learning.	Evidence could be; tutor record, learner log or audio / video record.

Case Study

	Activity	Assessment	Evidence
Level Three	Case studies should allow the application of knowledge in a range of complex areas, in a variety of familiar and unfamiliar contexts. Discussion should be guided but self-directed (group). Written work should allow for autonomy, evaluation and reasoned judgements to be made (GL = 1000 words).	Assessment through peer assessment, self-assessment, tutor observation or assessment or written work.	Evidence could be; tutor record, learner record, peer checklist, summary of discussion, audio / video / photographic record or written work.

Report

	Activity	Assessment	Evidence
Level Three	Report could be presented orally or in written format. Oral presentation should be formal and could include a range of methods. Information should be from a wide range of sources and should be evaluated. Activities should be well defined but could be unfamiliar or unpredictable. Learners should be clear on the criteria for achievement but would be expected to decide on the format and structure of the report. GL = 8 minutes for oral / 1000 words for written	Assessment by tutor and or peers for an oral presentation.	Evidence could be; written report with tutor feedback or plan for oral presentation with peer and / or tutor feedback.

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Project

	Activity	Assessment	Evidence
Level Three	Task should be selected with tutor guidance to allow the demonstration of knowledge and skills in a range of areas and contexts, and to show the use of reasoned judgements. The project should be planned and completed within an agreed timescale	Assessment through tutor / learner discussion and self-assessment.	Evidence could be; tutor record, learner notes, plans, reports, learner log or audio / video / photographic record.

Role Play / Simulation

	Activity	Assessment	Evidence
Level Three	Role-plays should allow the application of skills in a range of complex areas and in a variety of familiar and unfamiliar contexts.	Assessment through tutor / peer observation, one to one tutorial, discussion and self-assessment.	Evidence could be; tutor record of observation, learner notes, tutor lesson plan, tutorial notes, audio / video / photographic record or learner log.

Written Description

	Activity	Assessment	Evidence
Level Three	Subjects should allow the application of knowledge in a range of complex areas, in a variety of familiar and unfamiliar context. GL = 1000 words.	Assessment through self-assessment and tutor assessment.	Evidence could be; tutor record, learner record, summary of feedback or completed work.

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Group Discussion

	Activity	Assessment	Evidence
Level Three	Discussion should allow for consideration of a range of complex topics and in a variety of familiar and unfamiliar contexts.	Assessment through tutor, peer observation, one to one tutorial discussion and self-assessment.	Evidence could include; tutor record observation, learner notes, tutor lesson plan, tutorial notes, audio / video record and learner log.

Reflective Log or Diary

	Activity	Assessment	Evidence
Level Three	The reflection process should be written and learners given guidance on appropriate methods. Learners should be asked to record regularly what they have learned and to make judgements on how effective the learning process has been in terms of, for example, usefulness, interest, extension of knowledge / skills, their own learning style and what else they need to learn.	Assessment by learner, discussed with the tutor.	Evidence could include; log / diary and tutor notes.

Practice File

	Activity	Assessment	Evidence
Level Three	Practice evidence should be chosen to demonstrate the application of knowledge and skills in a range of complex activities. Learners should be expected to select appropriate and relevant evidence with minimal guidance, and to present the evidence in a structured format with sufficient information to demonstrate achievement.	Assessment through discussion with the tutor.	Evidence could include; structured file with tutor feedback.

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5. How the Qualification will be assessed

The qualification is awarded to learners who successfully achieve the required units as per the qualification specification, indicated in Section 3. Achieving the qualification.

Unit Assessment

In most cases, achievement of units is through externally set, internally assessed and externally moderated assessment activity. Centres can devise assessment tasks to meet the specification for assessment detailed for each unit by following the instructions on page 14 of this guide. The activity must meet the standards detailed in the assessment grid provided on each unit. If an assessment method is prescribed, it must be used to assess the unit.

Centre devised assessments will be scrutinised by the external moderator against the unit specification and NOCN Assessment Definitions grid to ensure reliability and validity of assessment. Centres will be required to provide samples for local and national standardisation activity.

Marking Tasks

Each task must be assessed against the identified assessment criteria in the unit and judged to be either achieved or not achieved. Where a series of tasks is set, learners must demonstrate the achievement of the required standard identified in the assessment criteria in all tasks in order to achieve the unit credit. Units are either achieved or not achieved.

Recording Achievement

To record a learner's performance in each unit you may use the forms provided in Section 10 of the NOCN Centre Handbook. The form/s should record the learner's performance against the unit assessment criteria evidenced by the task.

Summative/Externally Set Assessment

There is no requirement for external assessment for this qualification.

Assessment Summary

To achieve the qualification the learner must achieve all the assessment components for the units. No compensation across units is allowed.

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6. Offering the qualification

Centres wishing to offer the qualification or units of the qualification should in the first instance contact their OCN office for information and support. A list of all OCN offices and contacts can be found on the NOCN website www.nocn.org.uk.

Your OCN will advise you on the best and most efficient methods for offering this qualification to learners. All procedures for the use of this qualification or units of this qualification, including approval, registration of learners, moderation, externally set assessment and certification will be completed through your OCN who will have an identified officer to support your centre. If you have any queries or difficulties at any time you should contact your OCN office.

Approval to Offer NOCN Qualifications or Units of NOCN Qualifications

If you are a new Centre and wish to offer this Level 3 Certificate for Trade Union Health and Safety Representatives qualification to learners there are four steps to follow:

- | | |
|---------|---|
| Step 1. | Contact your OCN office for information and support. |
| Step 2 | Contact your TUC Regional Education Officer as you will need TUC approval to deliver the programme. This normally means you will need to be an existing Trade Union Study Centre. |
| Step 3. | Complete the NOCN Centre Approval Process. |
| Step 4. | Follow the guidance in the NOCN Centre Handbook to notify the OCN when you are ready to deliver the qualification. |

Support for Centres

1. Your OCN will provide ongoing support and advice on the use of NOCN credit and qualifications including the requirements for assessment.
2. Approval should always take place through the normal OCN processes and will be explicitly recorded.
3. All Centres approved to offer NOCN credit and qualifications will be allocated a unique NOCN Centre Number.
4. Each Centre should identify a Centre Officer who will be responsible for NOCN credit and qualifications within the Centre.
5. The Centre Officer must ensure all procedures detailed in the NOCN Centre Handbook operate effectively in the Centre.
6. The Centre Officer is the person responsible for confirming and ensuring that the Centre meets all the NOCN requirements for Centre Approval.
7. The Centre Officer is responsible for ensuring all relevant NOCN documentation is distributed as required within the Centre and that the security requirements for External Assessment are adhered to.

Full details of all NOCN requirements are provided in the NOCN Centre Handbook.

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7. How is the qualification quality assured

General Information

All providers wishing to deliver the qualification, or units of the qualification, will need to demonstrate the ability to manage and deliver the units and/or the qualification, including adherence to quality assurance and assessment regulations.

Your OCN will provide guidance and give support in enabling you to deliver the qualification but you will also need the support of your TUC Regional Education Officer.

The NOCN standard quality assurance arrangements and requirements include:

- Internal assessment of all assessment tasks and activities.
- Internal moderation.
- External moderation.
- Standardisation.

Details and guidance are provided in the NOCN Centre Handbook.

Recommendation for the Award of Credit

See NOCN Centre Handbook.

Standardisation

NOCN will undertake a process of standardisation annually. Units from the qualification will be selected for standardisation and OCNs will collect assessment materials from Centres each year. OCNs will notify Centres on an annual basis of the required sample and materials for standardisation purposes. **Each Centre offering the specified units is required as part of the Centre Approval Process to contribute assessment materials for standardisation.** Feedback on standardisation will be available to Centres annually through their OCN. National standardisation will establish:

- Statements on the standards for each unit.
- Recommendations, advice and guidance for use of the qualification and assessment of units.

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Accreditation start date: 1st February 2002
Accreditation end date: 31st December 2007
Certification end date: 31st December 2008

Cost of the qualification: £45.00 per learner

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UNIT TITLE: Building a Safe and Healthy Workplace

LEVEL: Three

CREDIT VALUE: 3

UNIT CODE: AJ3/3/QQ/038

ACCREDITED UNIT NO: Y/101/2911

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand a range of hazards in the workplace ¹ (A, B, F, G, H6)	1.1. Evaluate how changes that have taken place within the workplace may have an impact on health and safety 1.2. Analyse the hazards identified by union health and safety representatives in TUC or other surveys, and compare them to hazards in own workplace 1.3. Apply an equal opportunities approach to health and safety at work
2. Understand the use of prevention and control measures in the workplace (A, B, G, H6, H7, H8)	2.1. Evaluate prevention and control measures for a priority risk in own workplace
3. Link union health and safety representative inspections with the risk assessment obligations of employers (A, B, C, G, H6, H9)	3.1. Assess how union health and safety representative inspections can be used to monitor and review an employer's risk assessment procedures

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¹ Mapped to the Health and Safety National Occupational Standards 2002: Health and Safety for People at Work and the Health and Safety National Occupational Standards 2002: Practitioners

UNIT TITLE: Building a Safe and Healthy Workplace

LEVEL: Three

CREDIT VALUE: 3

UNIT CODE: AJ3/3/QQ/038

ACCREDITED UNIT NO: Y/101/2911

ASSESSMENT INFORMATION

Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Centre Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

The assessment activities for this unit are indicated in the table below:

Key: P = Prescribed – this assessment method *must* be used to assess the unit.

O = Optional – this assessment method *could* be used to assess the unit.

Case study		Project	
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	
Report	P	Group discussion	P
Oral question and answer	P	Performance/exhibition	
Written description	O	Production of artefact	
Reflective log / diary	P	Practice file	P

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication	✓	Working with others	✓
Information Technology	✓	Problem solving	✓
Application of Number	✓	Improving Own Learning and Performance	

UNIT TITLE: Building Health and Safety Organisation

LEVEL: Three

CREDIT VALUE: 3

UNIT CODE: AJ3/3/QQ/111

ACCREDITED UNIT NO: D/102/2912

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand key aspects of trade union organisation for health and safety ¹ (A, C, H1, H10)	1.1. Evaluate aspects of trade union organisation for health and safety and propose improvements 1.2. Analyse own union's procedures for dealing with accidents/ill health incidents 1.3. Assess how the current health and safety policies of own union or the TUC apply at own workplace 1.4. Evaluate how own union or the TUC adopts an equal opportunities approach to health and safety, and propose improvements
2. Understand key aspects of management organisation for health and safety (A, B, C, G, H1, H3, H6, H8, H12, H13)	2.1. Evaluate own employer's health and safety policy and propose improvements 2.2. Evaluate the risk assessment procedures of own employer and propose improvements
3. Identify health and safety learning and development needs (A, B, C, E, H2, H5, H15, G2, G3, L2, L4)	3.1. Assess members' health and safety learning needs, and identify potential training programmes to meet those needs 3.2. Assess own health and safety learning and development needs and prioritise learning and development opportunities from the options available

¹ Mapped to the Health and Safety National Occupational Standards 2002: Health and Safety for People at Work and the Health and Safety National Occupational Standards 2002: Practitioners

UNIT TITLE: Building Health and Safety Organisation

LEVEL: Three

CREDIT VALUE: 3

UNIT CODE: AJ3/3/QQ/111

ACCREDITED UNIT NO: D/102/2912

ASSESSMENT INFORMATION

Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Centre Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

The assessment activities for this unit are indicated in the table below:

Key: P = Prescribed – this assessment method *must* be used to assess the unit.

O = Optional – this assessment method *could* be used to assess the unit.

Case study		Project	
Written question & answer/test/exam		Role play/simulation	P
Essay		Practical demonstration	
Report	P	Group discussion	P
Oral question and answer	P	Performance/exhibition	
Written description		Production of artefact	
Reflective log / diary	P	Practice file	P

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication	✓	Working with others	✓
Information Technology	✓	Problem solving	✓
Application of Number		Improving Own Learning and Performance	✓

UNIT TITLE: Keeping Up-to-date on Health and Safety

LEVEL: Three

CREDIT VALUE: 3

UNIT CODE: AJ3/3/QQ/113

ACCREDITED UNIT NO: H/101/2913

¹This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Recognise the relevance of new health and safety laws and information to own workplace (A, B, H4, H15)	1.1. Identify and assess how new laws and information are applicable to own workplace
2. Know how to keep up to date on changing health and safety laws and information (A, B, H4, H15)	2.1. Describe and assess the strengths and weaknesses of different methods of keeping up to date on health and safety matters
3. Use a range of resources to locate new laws and information (A, B, H4, H15)	3.1. Identify information resources which provide details of new laws and information e.g. Internet, publications, Resource Centres 3.2. Analyse the usefulness of information resources to role as union health and safety representative

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¹ Mapped to the Health and Safety National Occupational Standards 2002: Health and Safety for People at Work and the Health and Safety National Occupational Standards 2002: Practitioners

UNIT TITLE: Keeping Up-to-date on Health and Safety

LEVEL: Three

CREDIT VALUE: 3

UNIT CODE: AJ3/3/QQ/113

ACCREDITED UNIT NO: H/101/2913

ASSESSMENT INFORMATION

Guidance:

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Essay		Practical demonstration	
Report	P	Group discussion	P
Oral question and answer		Performance/exhibition	
Written description		Production of artefact	
Reflective log / diary	P	Practice file	P

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication	✓	Working with others	✓
Information Technology	✓	Problem solving	
Application of Number		Improving Own Learning and Performance	✓

UNIT TITLE: Effecting Change in Health and Safety

LEVEL: Three

CREDIT VALUE: 3

UNIT CODE: AJ3/3/QQ/114

ACCREDITED UNIT NO: K/101/2914

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Identify a health and safety issue for improvement ¹ (A, B, E, F, A4, H1, H2)	1.1. Consult with members on health and safety issues 1.2. Assess improvements necessary and prioritise them
2. Effect change in health and safety (A, B, C, E, F, A4, H1, H2)	2.1. Assess potential improvement measures 2.2. Carry out appropriate actions, and evaluate the outcomes
3. Report on health and safety improvement work (A, B, E, F, A4, H1, H2)	3.1. Prepare and present a report which describes measures taken for improvement, and assesses the results

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¹ Mapped to the Health and Safety National Occupational Standards 2002: Health and Safety for People at Work and the Health and Safety National Occupational Standards 2002: Practitioners

UNIT TITLE: **Effecting Change in Health and Safety**

LEVEL: **Three**

CREDIT VALUE: **3**

UNIT CODE: **AJ3/3/QQ/114**

ACCREDITED UNIT NO: **K/101/2914**

ASSESSMENT INFORMATION

Guidance:

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Case study	P	Project	P
Written question & answer/test/exam		Role play/simulation	P
Essay		Practical demonstration	
Report	P	Group discussion	P
Oral question and answer		Performance/exhibition	
Written description		Production of artefact	
Reflective log / diary	P	Practice file	P

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication	✓	Working with others	✓
Information Technology	✓	Problem solving	✓
Application of Number	✓	Improving Own Learning and Performance	✓

UNIT TITLE: Health and Safety Representatives – Skills

LEVEL: Three

CREDIT VALUE: 3

UNIT CODE: AJ3/3/QQ/112

ACCREDITED UNIT NO: M/101/2915

This unit has 3 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Use planning in their work as a trade union health and safety representative ¹ (A, B, E, H2)	1.1. Plan and develop the contents of a health and safety information resource file, using information technology where appropriate 1.2. Plan and conduct a survey of members 1.3. Plan for a key role in a health and safety meeting
2. Communicate effectively in a health and safety context (A, B, E, G2, H2, H4)	2.1. Explain complex health and safety information for members, using language that is easy to understand 2.2. Present a case to management on a health and safety matter 2.3. Devise and apply a negotiating stance on a health and safety matter 2.4. Report back to members 2.5. Take a key role in a health and safety meeting
3. Take up health and safety problems identified by members (A, B, E, F, H2, H9, H14)	3.1. Prioritise members' health and safety problems 3.2. Develop a strategy to deal with specific problems

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¹ Mapped to the Health and Safety National Occupational Standards 2002: Health and Safety for People at Work and the Health and Safety National Occupational Standards 2002: Practitioners

UNIT TITLE: Health and Safety Representatives – Skills

LEVEL: Three

CREDIT VALUE: 3

UNIT CODE: AJ3/3/QQ/112

ACCREDITED UNIT NO: M/101/2915

ASSESSMENT INFORMATION

Guidance:

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Case study		Project	P
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Essay		Practical demonstration	
Report	P	Group discussion	P
Oral question and answer		Performance/exhibition	
Written description		Production of artefact	
Reflective log / diary	P	Practice file	P

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication	✓	Working with others	✓
Information Technology	✓	Problem solving	✓
Application of Number		Improving Own Learning and Performance	✓