QUALIFICATION SPECIFICATION

NOCN Level 3 NVQ Certificate in Occupational Health and Safety

Qualification No: 603/6133/5

Operational Start Date: 01 August 2020

Version: 3.0 – November 2025

To know more about NOCN:

- Visit the NOCN website: www.nocn.org.uk
- Call the Customer Service Team: **0300 999 1177**

Introduction

NOCN is a market-leading awarding organisation that has been providing qualifications for a wide range of Centres, including FE colleges and training providers, for 30 years both in the UK and internationally.

We work with Centres to deliver a high quality and flexible service for learners to underpin our passionate belief in the power of education and its impact on communities and individuals.

We offer all the advantages of being with a national awarding organisation with a diverse portfolio of qualifications, alongside providing a personalised, bespoke, service to our Centres and learners.

As an accredited Leader in Diversity we are proud of our reputation as a provider of fully accessible, trusted and flexible qualifications.

About NOCN Group

NOCN is part of NOCN Group, a progressive educational charity whose core aims are to help learners reach their potential and organisations thrive. The group includes business units specialising in regulated UK and international qualifications, end point assessment, endorsed programmes and assured short courses, Smart job cards, assessment services, consultancy, and research.

NOCN Group shares a joint purpose to offer learners, training providers, employers, and FE Colleges a fully integrated range of learning and skills development products and services.

Information about all our courses and qualifications is available from our website: www.nocn.org.uk/

Qualification at a Glance

Title	Size
NOCN Level 3 NVQ Certificate in Occupational Health and Safety	TQT= 320 GL= 260 Credits = 32
Purpose	**Target Audience**
The purpose of this qualification is to equip learners with the knowledge and understanding to progress into a job role in health and safety. It is generic and therefore suitable for those wishing to work in health and safety positions in a variety of sectors.	This Level 3 qualification is primarily for 18+ learners who want to develop and gain formal knowledge of their knowledge, understanding and competence in working as a health and safety practitioner.
Content Overview	**Entry Requirements**
This Level 3 qualification provides learners with a range of essential health and safety knowledge and competence, including how to comply with health and safety requirements in the workplace, identify and reduce risks and hazards, control operations safely and conduct risk assessments of a workplace.	Learners must be able to demonstrate the requirements of the qualification and have access to required assessment opportunities and relevant resources. Please refer to specific assessment requirements on individual components for more information. Centres must undertake initial assessment activities with learners to ensure this is an appropriate qualification and they can achieve the level they will be studying before enrolling them onto a programme of learning. As the qualification is competency based and an NVQ, the learner must be in the role, as evidence must be generated from the workplace. Centres must verify the appropriacy of learner's employment and/or work placements, and their role and responsibilities, to ensure it will allow the learner to demonstrate the requirements of the qualification and have access to required assessment opportunities. Evidence of this must be collated during the learner's initial assessment at the Centre and kept and stored for external quality assurance purposes.

Assessment	Additional Resources
This qualification is assessed via a portfolio of evidence.	There are no additional resources for this qualification.

Summary of changes:

This section summarises the changes to the qualification specification since the last version (version 1.0 August 2020).

Version	Publication Date	Summary of Amendments
2.0	May 2023	Addition of IOSH Accredited Programme logo and accreditation Statements (page 6).
2.1	December 2023	IOSH membership category details updated. Associate membership removed (page 6).
2.2	September 2025	Entry requirements updated
3.0	November 2025	Optional units and IOSH membership wording made clearer.

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1. Overview of Qualification

This qualification is vocationally based and offers the opportunity for learners to demonstrate an achievement of practical skills, understanding and knowledge of Occupational Health and Safety.

The qualification allows learners to learn, develop and practise the skills required for employment and/or career progression in the health and safety sector. This qualification supports progression to employment and further learning.

IOSH accreditation:

This programme has been accredited by the Institution of Occupational Safety and Health (IOSH). Eligible enrolled students can access IOSH Student Membership for the duration of their studies and, on successful completion of the Level 3 qualification, plus one year relevant experience, they will meet the academic requirements for Technical (Tech IOSH) membership.

As IOSH is the only organisation in the world that offers Chartered membership to health and safety practitioners, this can help you achieve the highest professional standards and gain international recognition.

See Qualification Details section on page 7 for conditions.

1.1. Entry Requirements

Learners must be able to demonstrate the requirements of the qualification and have access to required assessment opportunities and relevant resources. Please refer to specific assessment requirements on individual components for more information.

Centres must undertake initial assessment activities with learners to ensure this is an appropriate qualification and they can achieve the level they will be studying before enrolling them onto a programme of learning.

As the qualification is competency based and an NVQ, the learner must be in the role, as evidence must be generated from the workplace. Centres must verify the appropriacy of learner's employment and/or work placements, and their role and responsibilities, to ensure it will allow the learner to demonstrate the requirements of the qualification and have access to required assessment opportunities. Evidence of this must be collated during the learner's initial assessment at the Centre and kept and stored for external quality assurance purposes.

This qualification is available to learners aged 18 years or over**.**

1.2. Progression Routes

Achievement of this qualification confirms the learner has gained the knowledge and skills required to progress:

- Directly into employment.
- To specialist IOSH qualifications
- Progress into further learning at a higher level including Higher Education.

2. Qualification Details

2.1 Qualification Structure

The NOCN Level 3 NVQ Certificate in Occupational Health and Safety is a 32-credit qualification with a Total Qualification Time (TQT) of 320, including 260 Guided Learning Hours (GLH). The learner must achieve 23 credits from the Mandatory Components section and a minimum of 9 credits from the Optional Components section.

Important Requirements for IOSH membership

Centres **must** ensure that learners are enrolled on and successfully complete the 5 mandatory units and the following **two specific optional units** if they wish to be eligible to apply for IOSH membership upon achievement of this qualification:

- K/618/3049 Develop Procedures to Safely Control Work Operations
- D/618/3050 Investigate and Evaluate Health and Safety Incidents and Complaints at Work

These two optional units are mandatory for IOSH membership purposes.
Learners who **do not complete both units will not meet the IOSH membership requirements**, even if they achieve the overall qualification.

It is the responsibility of the centre to:

- Inform learners of this requirement at the point of enrolment, and
- Select these units when registering learners who intend to pursue IOSH membership.

When students apply to become a Student Member of IOSH, they are required to upload proof of their student status.
Please see link below to the letter required for proof of completion.

https://www.nocn.org.uk/data/Bulletin_Downloads/GuidanceforIOSHMembershipregistration.docx

Component Title	Level	Credit Value	Mandatory or Optional	Ofqual Reference Number
Mandatory Components				
Comply with Health and Safety Requirements in the Workplace	3	4	M	L/618/3044
Awareness of Hazards in the Workplace	3	4	M	R/618/3045
Personal Actions to Reduce Risks to Health and Safety	3	4	M	Y/618/3046
Control Work Operations Safely	3	5	M	D/618/3047
Conduct a Health and Safety Risk Assessment of a Workplace	3	6	M	H/618/3048
Optional Components				
Develop Procedures to Safely Control Work Operations (must be completed for IOSH membership)	3	4	O	K/618/3049

Investigate and Evaluate Health and Safety Incidents and Complaints at Work (must be completed for IOSH membership)	3	6	O	D/618/3050
Review Health and Safety Procedures at Workplaces Other Than Their own	3	5	O	H/618/3051
Supervise Health, Safety and Welfare of Individuals at Work	3	5	O	K/618/3052

2.2 Total Qualification Time (TQT)

Through consultation with users, TQT has been agreed by considering the total number of learning hours required for the average learner to achieve the qualifications.

TQT is split into two areas:

Area	Example of activities
1. Guided Learning Hours (GLH): • learning activity under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training • includes the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training	• Classroom-based learning supervised by a teacher • Work-based learning supervised by a teacher • Live webinar or telephone tutorial with a teach in real time • E-learning supervised by a teacher in real time • All forms of assessment which take place under the immediate guidance or supervision of an appropriate provider of training • Exam time
2. Other Learning Hours (OLH): • an estimate of the number of hours a learner will spend, as directed by (but not under the immediate guidance or supervision of) a lecturer, supervisor, tutor or other appropriate provider of education or training, including: ○ preparatory work ○ self-study ○ any other form of education or training, including assessment	• Independent and unsupervised research/learning • Unsupervised compilation of a portfolio of work experience • Unsupervised e-learning • Unsupervised e-assessment • Unsupervised coursework • Watching a pre-recorded podcast or webinar • Unsupervised work-based learning

2.3 Assessment and Evidence

This qualification is internally assessed and externally quality assured.

Internal assessment

Internal assessment activity must ensure evidence of achievement against **all** the requirements specified within each component.

For assessments that are internally set, the IQA will need to ensure pre-verification of assessment tasks take place prior to its use to ensure that it is an appropriate assessment tool, that it is inclusive to learners of all needs, that it meets the principles of assessment and does not hinder learner attainment of the NOCN assessment evidence requirements.

Refer to the NOCN Quality Assurance Manual for further information on the Internal Quality Assurance process. This can be found on the NOCN website at www.nocn.org.uk

Centres must ensure that knowledge-based learning is at the correct level for the qualifications.

Assessment activities must be robust in that the assessment decisions are made based on evidence, which is valid, authentic, current, sufficient and reliable regarding the assessment taking place:

Valid The validity of an assessment decision is ensuring that the right thing has been assessed in the right way to deliver an accurate assessment result.

Authentic The assessment process must ensure that all evidence of achievement is authentic in that it has been created solely by the learner (unless otherwise required) and has not been plagiarised. If work was not authentic, it would undermine the entire the assessment process and overall qualification system.

Current The assessment process must ensure that the evidence used to claim qualification or unit achievement reflects current industry/qualification practice. This can be done by ensuring that the evidence is relevant at the time of the assessment as well as ensuring that the assessor has used the most-up-date assessment documentation.

Sufficient The Assessor must review assessment evidence to judge whether the learner has generated enough evidence at the right level to confidently cover all relevant learning outcome or assessment criteria requirements. The Assessor must also ensure their records of the assessment are complete, legible and accurate.

Reliable The Assessor must ensure that they are making reliable and consistent assessment decisions across their learners and with other Assessors within the Centre. Assessment decisions must also be consistent over time and across academic/programme cycles. This can be supported by attending standardisation activities.

2.4 Fair and Equitable Assessment

Assessment must be designed to be accessible and inclusive, and the assessment methodology must be appropriate for individual assessment, giving due consideration to any assessment requirements attached to individual components.

2.5 Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the **NOCN Reasonable Adjustments and Special Considerations Policy and Procedure** found on the NOCN website at www.nocn.org.uk
This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the assessment criteria.
The NOCN Centre Approval process requires the Centre to hold policy statements on Equal Opportunities, Diversity and Disability Discrimination, which will be reviewed by NOCN.

Please refer to the NOCN Quality Assurance Manual for further details.

2.6 Recognised Prior Learning

Recognising Prior Learning is an assessment process that recognises learning that has its origins in a learner's experience and/or previous formal and informal learning contexts. This includes knowledge and skills gained within school, college, university and outside formal learning situations such as through life, employment, apprenticeships and other work experiences.

NOCN is committed to the Recognition of Prior Learning (RPL) and has developed a policy and procedures to inform and support Centres. This is available on the NOCN website at www.nocn.org.uk

2.7 Assessment and Evidence for the Components

Forms and guidance for gathering learner evidence against the individual assessment criteria are available for download in Word format on the NOCN website:

http://www.nocn.org.uk/qualifications_and_units/additional_qualification_documents.

3. Centre Information

3.1 Required Resources for Delivering the Qualifications

As part of the requirement to deliver the qualification there is an expectation that staff undertaking roles as part of the delivery and assessment of the qualifications have a demonstrable level of expertise.

NOCN expects that Tutors and Assessors can demonstrate the following competencies:

3.1.1 Tutor Requirements

- Be subject matter experts, hold or be registered as working towards, a recognised education and training qualification, have experience of delivering training within this subject area. The minimum expectation is that the level of competence of the Tutor should be at the same level as the training that is to be delivered.

3.1.2 Assessor Requirements

- Be technically competent, have experience of carrying out assessment activities and hold, or be registered as working towards, a recognised assessing qualification. The minimum expectation is that the level of competence of the Assessor should be at the same level as the qualification being assessed.

3.1.3 Internal Quality Assurer Requirements

Each Centre must have internal quality assurance policies and procedures in place to ensure that decisions made by Assessors are appropriate, consistent, fair and transparent, and that they do not discriminate against any learner. The policies and procedures must be sufficient to secure the quality of the award, ensuring validity, reliability and consistency.

NOCN expects that an Internal Quality Assurer is able to demonstrate the following competencies, they should:

- Have an understanding of the subject area, have experience in carrying out internal quality assurance activities and hold, or be registered as working towards, a recognised Internal Quality Assurance qualification. The minimum expectation is that the level of competence should be at the same level as the qualification being quality assured.

NOCN supports and recognises Centres' internal quality assurance systems which support the above; any system should include standardisation and sharing of good practice.

Centre staff may undertake more than one role, e.g. tutor, assessor or internal quality assurer, but they **cannot** carry out any quality assurance on work that they have previously assessed.

Refer to the **NOCN Quality Assurance Manual** for further information on the Internal Quality Assurance process. This can be found on the NOCN website at www.nocn.org.uk

3.1.4 Continuing Professional Development (CPD)

Centres are expected to support their staff, ensuring that their subject knowledge remains current and that their members of staff are up to date with regards to best practice in delivery, assessment and quality assurance.

3.1.5 External Quality Assurance

Once recognised as a Centre, NOCN will allocate an External Quality Assurer. The External Quality Assurer will have ongoing responsibility for monitoring the Centre's compliance with the requirements of recognised Centre approval status.

The External Quality Assurer will make regular visits to all Centres. During these visits they will:

Monitor the Centre's compliance with the Centre approval criteria by reviewing course documentation, meeting managers, tutors, internal quality assurers, learners, and administrative staff.

Review the standard of the Centre's assessment and internal quality assurance practices and decisions to determine whether all assessment requirements are met to support safe and valid claims for certification.

Refer to the **NOCN Quality Assurance Manual** for further information on the External Quality Assurance process. This can be found on the NOCN website at www.nocn.org.uk

3.2 Offering the Qualification

Existing Centres

If you are already recognised to offer NOCN qualifications and would like more information about offering this qualification**,** please contact: business-enquiries@nocn.org.uk, alternatively use Horizon to add this qualification to your Centre.

New Centres

If you are interested in offering this qualification**,** but are not yet a NOCN Approved Centre and would like more information about becoming a NOCN Centre and offering this qualification please see **Become a Registered Centre** on our website https://www.nocn.org.uk/customers/nocn-centres/ and click Become a Centre.

4. Component Information

The NOCN Level 3 NVQ Certificate in Occupational Health and Safety consists of Mandatory and Optional components. The qualification structure (**see section 2**) sets out the rules for achieving the qualification.

To achieve this qualification a learner must provide evidence of learning and achievement against all the assessment requirements within each of their chosen components.

A copy of all Mandatory and Optional components can be downloaded via the NOCN website.

NOCN Level 3 NVQ Certificate in Occupational Health and Safety - NOCN

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