



OCCUPATIONAL CERTIFICATE: SAFETY, HEALTH AND QUALITY PRACTITIONER
QUALIFICATION ID: 99714
ONLINE LEARNING ORIENTATION



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Dear Learner

Thank you for your interest on the Occupational Certificate: Safety, Health and Quality Practitioner Qualification

Certified Training Solutions is accredited to deliver Occupational Certificate: Safety, Health and Quality Practitioner programme Qualification 99714 - NQF Level 5 - Credits 256. QCTO Accreditation Number QCTOSDP00180103-604

1. INTRODUCTION INTO THIS COURSE

Certified Training Solutions strives to offer the highest quality educational experience to all of its learners, whether in the traditional mode of classroom (face to face) instruction or in alternative teaching methodologies, such as distance education. In an effort to reach more learners, Certified Training Solutions is making more of its course offerings available in the distance education format.

2. PURPOSE OF THE QUALIFICATION

The purpose of this qualification is to prepare a learner to operate as an Occupational Health and Safety Practitioner. An Occupational Health and Safety Practitioner serves as a facilitator and advisor to employees and management regarding safety and health aspects in the workplace including the monitoring and inspecting of the workplace and the recording and investigation of incidents and accidents. They also implement and maintain Occupational Health and Safety systems in order to ensure a safe and healthy work environment. A qualified learner will be able to:

- ✚ Inspect work places and environments to identify the occupational health and safety hazards and determine the risks associated with the work.
- ✚ Facilitate and support actions to eliminate or control hazards in order to minimise risks in a designated work area.
- ✚ Represent the needs of employees with regard to Occupational Health and Safety matters.
- ✚ Participate in the planning and implementation of operational Occupational Health and Safety Management Systems.
- ✚ Monitor and continually improve the effectiveness of operational Occupational Health and Safety systems.

3. RATIONALE:

Occupational Health and Safety is a core element for the success of all enterprises globally. The right to work in a safe and healthy environment is entrenched in the South African Constitution. The accountability for Occupational Health and safety is shared by all stakeholders and there are well established global practices and processes for ensuring Occupational Health and Safety. Over the years the development and implementation of these systems have become a science on its own. Line managers are trained in these processes and



a cadre of specialised employees has been established to develop, implement and monitor the effective use of these global best practices.

This qualification is aimed at building the competence levels of this cadre of employees. The qualification also covers the work that will be done by the legislated Occupational Health and Safety (OHS) representatives. This qualification meets a critical need in the industry. It is aligned with the National Development Strategy and it will enable employees from the different technical work areas to embark on a career path in Occupational Health and Safety Management. All organisations in South Africa require the services of at least one Occupational Health and Safety Practitioner. The training for this cadre of employees is currently fragmented and done through a series of short courses. This qualification will standardise the training and will enhance the levels of compliance in this area.

3. LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of result or certifying a work experience record.

RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

4. Entry Requirements:

A Level 4 qualification with Mathematical Literacy.

5. RECOGNISE PREVIOUS LEARNING? YES

4. QUALIFICATION RULES

This qualification is made up of the following compulsory Knowledge, Practical Skill and Workplace Learning Modules:

Knowledge Modules:

- ✚ 226302001-KM-01, Fundamentals of Occupational Health and Safety, Level 2, 9 Credits.
- ✚ 226302001-KM-02, Fundamentals of Communication, Level 3, 6 Credits.
- ✚ 226302001-KM-03, Occupational Health and Safety applications, Level 4, 17 Credits.
- ✚ 226302001-KM-04, Occupational Health and Safety Management, Level 5, 38 Credits.
- ✚ 226302001-KM-05, Operations Management and Supervision, Level 5, 6 Credits.

Total number of credits for Knowledge Modules: 76.



Practical Skill Modules:

- ✚ 226302001-PM-01, Represent the needs of employees with regard to Occupational Health and Safety matters, Level 3, 8 Credits.
- ✚ 226302001-PM-02, Inspect work places, identify hazards and risks and take immediate action to ensure health and safety in the workplace, Level 3, 4 Credits.
- ✚ 226302001-PM-03, Consult with employees and raise their needs and issues at, Level 2, 4 Credits.
- ✚ 226302001-PM-04, Inspect work places and environments to identify the occupational health and safety hazards and determine the risks associated with the work, Level 4, 16 Credits.
- ✚ 226302001-PM-05, Coordinate the work activities of Occupational Health and Safety representatives, Level 4, 6 Credits.
- ✚ 226302001-PM-06, Develop a risk profile and legal register for a designated work area, Level 5, 6 Credits.
- ✚ 226302001-PM-07, Establish, maintain and improve the health and safety documentation and reporting systems, controls and processes, Level 5, 4 Credits.
- ✚ 226302001-PM-08, Advise on the establishment maintenance and improvement of emergency response and preparedness, Level 5, 8 Credits.
- ✚ 226302001-PM-09, Manage the effectiveness of operational Occupational Health and Safety systems, Level 5, Credits 6.

Total number of credits for Practical Skill Modules: 62.

Work Experience Modules:

- ✚ 226302001-WM-, Exposure to the workplace examination processes, Level 2, 12 Credits.
- ✚ 226302001-WM-02, Exposure to the processes of representing the Occupational Health and Safety needs of employees, Level 3, 4 Credits.
- ✚ 226302001-WM-03, Exposure to Occupational Risk Management processes, Level 4, 12 Credits.
- ✚ 226302001-WM-04, Exposure to the processes of selecting, appointing and managing Occupational Health and Safety representatives, Level 4, 8 Credits.
- ✚ 226302001-WM-05, Exposure to the processes of developing and implementing Occupational Health and Safety systems, Level 5, 48 Credits.
- ✚ 226302001-WM-06, Exposure to the processes of monitoring and improving Occupational Health and Safety systems, Level 5, 34 Credits.

Total number of credits for Work Experience Modules: 118.

5. EXIT LEVEL OUTCOMES

- ✚ Facilitate and support actions to eliminate or control hazards in order to minimise risks in a designated work area.
- ✚ Participate in the planning and implementation of operational Occupational Health and Safety Management Systems.
- ✚ Monitor and continually improve the effectiveness of operational Occupational Health and Safety systems.

6. ASSOCIATED ASSESSMENT CRITERIA

Associated Assessment Criteria for Exit Level Outcome 1:

- ✚ Evaluate complex and detailed scenarios in an organisation using all methods including Occupational Health and Safety Statistics to identify shortcomings related to accepted industry standards and norms for Health and Safety.
- ✚ Describe short, medium and long term corrective and preventative actions aligned with global leading practices to eliminate and mitigate the risks that are feasible and relevant to dealing with identified shortcomings.

Associated Assessment Criteria for Exit Level Outcome 2:

- ✚ Formulate risk profiles and legal registers according to industry accepted practices and standards which cover all the risks including all the legal requirements relevant to the given situations.
- ✚ Develop Health and safety plans and Implementation Guidelines to correct identified shortcomings in the existing Occupational Health and Safety (OHS) system and practices for a given area of responsibility based on accepted industry standards and norms relevant to a given situation.
- ✚ Evaluate existing implementation plans to determine areas of improvement and make feasible, cost efficient and legal recommendations on how to improve the plans.
- ✚ Describe the process of communicating and reporting the implementation plan and dealing with possible barriers to communication aligned to the accepted industry standards and global leading practices.

Associated Assessment Criteria for Exit Level Outcome 3:

- ✚ Analyse audit findings, monitoring results and investigation reports and motivate appropriate recommendations to correct and improve the effectiveness and adequacy of the OHS system using practical examples and referring to industry leading practices.
- ✚ Accurately analyse the trends of accidents and incidents and recommend ways to prevent accidents and incidents focussing on industry leading practices.

Integrated Assessment:

Integrated Formative Assessment:

The skills development provider will use the curriculum to guide them on the stipulated internal assessment criteria and weighting. They will also apply the scope of practical skills and applied knowledge as stipulated by the internal assessment criteria. This formative assessment leads to entrance into the integrated external summative assessment.

Integrated Summative Assessment:

An external integrated summative assessment, conducted through the relevant Quality Council for Trades and Occupations (QCTO) Assessment Quality Partner is required for the



issuing of this qualification. The external integrated summative assessment will focus on the Exit Level Outcomes and Associated Assessment Criteria.

7. INTERNATIONAL COMPARABILITY

The Occupational Health and Safety discipline is built on global standards and practices. In all countries there is legislation that requires the appointment of Occupational Health and Safety Practitioners. Because of this there are qualifications in most countries. The content of these qualifications covers mostly the same material.



In the United Kingdom (UK) the Level 5 National Vocational Qualifications (NVQ) Diploma in Occupational Health and Safety Practice is a vocational qualification designed specifically for safety professionals who want to attain a chartered status of Institution of Occupational Safety and Health (IOSH) Chartered Member of the Institution of Occupational Safety and Health (CMIOSH) through a practical, evidence-based route as opposed to an academic course.

It is a qualification for those who wish to forge a career in health and safety as advisors, managers or consultants. There are no entry requirements, but candidates must be aged 19 or over. Learners who are carrying out the activities stated in the unit standards will be requested to produce evidence to show their competence in these areas.

The qualification meets the academic requirements for Graduate Membership of IOSH. With additional experience and further professional development, those who obtain get the Diploma can also attain Chartered Safety Practitioner status.

The duration of this course is 15 to 18 months and the content covers all the aspects that are covered in the South African Occupational Certificate.

In Australia: A similar situation to those found in the UK and Canada exists in Australia, where the Vocational Certificate IV in Occupational Health and Safety can be earned within a period of 15 to 18 months. This qualification enables learners to use well-developed skills and a broad knowledge base in a wide variety of contexts. They will also be able to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. This qualification would suit an Occupational Health and Safety (OHS) Officer in a full-time dedicated role who works under the supervision of an OHS Coordinator or OHS Manager, and will enable people to fulfil Job Roles such as:

-  Occupational Health and Safety Coordinator.
-  Occupational Health and Safety Officer.

Conclusion:

The Occupational Certificate: OHS Practitioner compares favourably with the qualifications and courses reviewed in the two countries in terms of content, level and duration.



8. THERE ARE THREE LEVELS OF ASSESSMENTS?

- ✚ 5 Theoretical Knowledge Assignments
- ✚ 9 Practical Assignments
- ✚ 6 Workplace Assignments

When all internal assessments is complete you will conduct a final assessment at approved assessment centre and QCTO will issue a occupational certificate on successful completion of the course

Internal assessment: Portfolio of evidence will be submitted within two months after the training of each module. Assessment activities include evaluating all documentation produced during the process and questioning to test knowledge and ability to apply. This assessment leads to entrance into the integrated external summative assessment.

External Integrated Summative Assessment (EISA): The External integrated summative assessment conducted through the relevant QCTO Assessment Quality partner is required for the issuing of this qualification. The external integrated summative assessment will focus on the exit level outcomes and associated assessment criteria. The external assessment will be conducted through a theoretical assessment by an assessor registered by the AQP at approved assessment centres.

Certification: The QCTO will issue the certificate to successful candidates after completion of the EISA.

9. QUALIFICATION DURATION ONLINE AND LANGUAGE?

- ✚ 15 to 18 Months (Theory, practical and workplace).
- ✚ English

11. HOW LONG IS MY QUALIFICATION CERTIFICATE VALID?

There is no expiry date, it's once-off.

12. LEARNER SUPPORT PRACTICES

The responsibility of learning rests with you, so be proactive and ask questions and seek assistance and help from Certified Training Solutions Support, if and when required.:

- ✚ You are responsible for your own learning – make sure you manage your study, research and workplace time effectively.
- ✚ Learning activities are learner driven – make sure you use the Learner Guide and Formative Assessment Workbook in the manner intended, and are familiar with the workplace requirements.
- ✚ The Facilitator is there to reasonably assist you during contact, practical and workplace time for this programme – make sure that you have his/her contact details.



- + You are responsible for the safekeeping of your completed Assignments
- + If you have any special needs or need advice on assignments please inform the facilitator from 09h00 to 17h00 on normal weekdays or WhatsApp 0832280079 and we will gladly assist you.

13. ENTRY LEVEL REQUIREMENTS INTO THIS PROGRAMME?

- + Certified copy of your ID document.
- + School certificate Grade 12
- + Candidates must be aged 19 or over.

14. QUALIFICATION DELIVERY METHOD?

Correspondence eLearning| Online support Tutor available for advice and guidance

15. HOW MUCH WILL IT COST ME TO COMPLETE COURSE

R 29 950.00. All material is included and consists of Learners Manual, Learner workbook Assessment and Workplace logbooks

16. DELIVERY METHOD FOR ONLINE LEARNING MATERIAL

All learning material is ready and available to enrolled learners for download and printing. Learners manual can be printed or used as e-book format.

17. TARGET AUDIENCE

Safety, Health and Quality Practitioner| Safety Coordinator| Safety and Health Advisor| Occupational Safety and Health assistant.

18. ONLINE TECHNICAL REQUIREMENTS

The system requirements for the Moodle user are modest. All you really need is a solid, reliable internet connection and a modern web browser which can be downloaded within our eLearning platform.

19. LEARNERS PRIVACY

Certified Training Solutions verifies identity of a learner who participates in online Learner Management System (LMS) by using a secure login and pass code. The student must first sign into the Learner course management system using a secure login and pass code. The student must login to <https://certified-training-solutions.moodlecloud.com/login/index.php> with his/her username and pass code. Upon email confirmation of new learner registration Certified Training Solutions Administrator will provide new learner with the required password code for the appropriate course enrollment for the learner.



The learners is allowed access to the coursework only after the registration process and payment methods is complete. The learner can only access the course through the secure login and pass code. Each time the student enters the course there will be several ways that login can take place, either by entering pass code or by subscription authentication, such as Google or Facebook.

Passwords of online learners are known only to them. Certified Training Solutions is continuing to seek additional and improved methods to help ensure that learners participating in online courses, and taking online assessments, are the same individuals enrolled in the classes as the distance education program is more fully developed. The two-tier approach ensures the confidentiality of the learners and his/her coursework. To view online courses introduction, learners can login as Guest with minimal privileges.

This guidelines for Programmes are designed and developed to meet the needs of learners and stakeholders, and to encourage access to quality education and assessment methods, effectively assess and measure learners' achievement of the stated learning outcomes of the programme.

20. MINIMUM COMPUTER REQUIREMENTS AND INTERNET CONNECTIVITY REQUIREMENTS FOR DISTANCE EDUCATION LEARNERS

Unless specific exceptions are granted, course creator will be required to develop and deliver distance education courses which can be successfully implemented by utilizing the minimum computer requirements and minimum Internet connectivity requirements established for Certified Training Solutions education learners.

Learners must be informed of minimum configurations prior to their registering for distance education courses.

- Published minimum configurations must be accurate.
- Moodle LMS Hardware minimum requirements
 - A computer running a current operating system that supports a recent browsers.
 - Access to the Internet. DSL or Broadband access is recommended.
 - An up-to-date browser with Cookies enabled.
 - Anti-virus software with current updates.
 - Word processing software is needed to complete and submit some assignments.
 - Some courses will require specific software, hardware, plugins or applications. See course syllabus for details. If so, you will typically see a message asking if you want to install the needed software.
- Basic Computer Skills Needed:
 - Saving and finding files and folders on a computer;
 - Copying/cutting and pasting text;
 - Using a word processing application, such as Microsoft Word;
 - Attaching and uploading documents and assignments;



- Sending and receiving email;
- Using a supported web browser to access your course and other online resources on the Web.

21. ONLINE LEARNING THAT LEARNER CAN ACCESS OFFLINE (MOODLE MOBILE APP)

As more people use mobile devices to access the internet for everything, including learning, Moodle continues to develop and enhance its mobile app to increase learners' experiences and make the classroom as easily accessible on mobile devices.

This feature will be of particular use to those with limited internet access, ensuring that being offline is not a barrier to accessing your study through Certified Training Solutions.

Now learners can also private message other users, add a course note, complete a survey, create a new forum post or new wiki page and even complete an assignment offline.

- Additional benefits by using our Moodle offline Desktop and Mobile Applications
 - Work offline
 - Download course contents from Moodle page to access and work offline
 - View course activities offline and submit work to, while working offline
 - Any changes made while working offline will sync to the Moodle website when reconnected
 - A different user interface
 - Receive on-device notification for some activities.
 - Upload images, audio, videos and other files from your mobile device
 - Track your progress, mark tasks as complete and browse your learning plans
 - Attempt quizzes, post in forums and edit wiki pages
 - Quickly find and contact other people in your courses
 - View your course grades

Please accept my sincerest thanks and gratitude for your recent course interest with Certified Training Solutions (Pty) Ltd as your preferred skills development provider. It was truly my pleasure to serve you.

George Georgas
Chief Executive Officer