




Occupational Curriculum Document				
Curriculum Code	Qualification Title	NQF Level		
226302-000-01-00	Higher Occupational Certificate: Occupational Health and Safety Practitioner	5		
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1 SECTION 1: CURRICULUM SUMMARY

1.1 Occupational Information

1.1.1 Associated Occupation:

226302-000-01-00: Safety, Health and Safety Practitioner

1.1.2 Occupation or Specialisation

- None

1.1.3 Part Qualification Addressed by this Curriculum

1.1.4 Alternative Titles used by Industry

- OHS Supervisor
- OHS Superintendent

1.2 Curriculum Information

1.2.1 Curriculum Structure

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

Knowledge Modules:

- 226302-000-01-KM-01, Occupational Health and Safety Management Systems, NQF Level 5, Credits 11.
- 226302-000-01-KM-02, Governance and Sustainability within the OHS Context, NQF Level 5, Credits 11.
- 226302-000-01-KM-03, Fundamentals of Operations Management for OHS Practitioners, NQF Level 5, Credits 12

Total number of credits for Knowledge Modules: 34

Practical Skills Modules:

- 226302-000-01-PM-01, Develop a risk profile and legal register for a designated work area , NQF Level 5, Credits 12.
- 226302-000-01-PM-02, Establish, maintain and improve the health and safety documentation and reporting systems, controls and processes , NQF Level 5, Credits 12
- 226302-000-01-PM-03, Advise on the establishment maintenance and improvement of emergency response and preparedness , NQF Level 5, Credits 12.
- 226302-000-01-PM-04, Manage the effectiveness of operational Occupational Health and Safety systems, NQF Level 5, Credits 12.

Total number of credits for Practical Skill Modules: 48

Work Experience Modules:

- 226302-000-01-WM-01, Operational planning and review processes, NQF Level 5, Credits 19.

- 226302-000-01-WM-02, Management and Supervision Processes, NQF Level 5, Credits 19.

Total number of credits for Work Experience Modules: 38

Total number of credits for the qualification: 120

1.2.2 Entry Requirements

- National Occupational Certificate: Occupational Health and Safety Officer, NQF Level 4.

1.2.3 Quality Partner: Assessment Information

- Health and Welfare Sector Education and Training Authority HWSETA

2 SECTION 2: OCCUPATIONAL PROFILE

2.1 Occupational Purpose

The purpose of this qualification is to prepare a learner to function as an Occupational Health and Safety (OHS) Practitioner.

Occupational Health and Safety Practitioners, serve as facilitators and advisors to employees and management regarding safety and health aspects in the workplace including the monitoring and inspecting of the workplace, the recording and investigation of incidents and accidents as well as implementation and maintenance of Occupational Health and Safety systems in order to ensure a healthy and safe work environment.

A qualified learner will demonstrate the following key attributes: critical thinking, confidence, assertive, ethical, compassionate, insightful, good communicator, decision making, influential, analytical, systematic.

2.2 Occupational Tasks

- Facilitate and support actions to eliminate or control hazards in order to minimise risks in a designated work area.
- Plan and implement operational occupational health and safety management systems.
- Monitor and continually improve the effectiveness of operational Occupational Health and Safety systems.
- Promote occupational health and safety within the organisation and develop safer and healthier ways of working.
- Facilitate the integration of OHS reporting into the overall organisational reporting.
- Identify and ensure effective liaison with appropriate external stakeholders and regulators within the contextual OHS workplace environment.
- Investigate and report on incidents and accidents in the workplace environment.

3 SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS

3.1 SECTION 3A: KNOWLEDGE MODULE SPECIFICATIONS

This qualification is made up of the compulsory Knowledge, Practical Skills and Work Experience Modules:

3.1.1 List of Knowledge Modules for which Specifications are included

- 226302-000-01-KM-01, Occupational Health and Safety Management Systems, NQF Level 5, Credits 11.
- 226302-000-01-KM-02, Governance and Sustainability within the OHS Context, NQF Level 5, Credits 11.
- 226302-000-01-KM-03, Fundamentals of Operations Management for OHS Practitioners, NQF Level 5, Credits 12

Total number of credits for Knowledge Modules: 34

KNOWLEDGE MODULE DETAILS

226302-000-01-KM-01, Occupational Health and Safety Management Systems, NQF Level 5, Credits 11.

Purpose of the Knowledge Modules

The focus of the learning in this module is on the requirements of ISO 45001:2018 to develop, document, implement, maintain and improve occupational health and safety management systems in conformance with the international standard.

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01: Key terminologies, concepts, principles requirements and models related to management system standards.
- KM-01-KT02: Fundamentals of Environmental Management systems.

Guidelines for Topics

KM-01-KT01: Key terminologies, concepts, principles requirements and models related to management system standards.

Topic elements to be covered include:

- KT0101: Definitions and applications of the key terminologies associated with OHS management systems.
- KT0102: Global application of the OHS management system components.
- KT0103: Barriers to the effective implementation of OHS management systems.

- KT0104: Leading practices for ensuring the successful implementation of OHS management systems.

Internal Assessment Criteria

- IAC0101: Identify, describe and debate the definitions and applications of the key terminologies associated with OHS management systems.
- IAC0102: Elaborate on and evaluate the Global application of the OHS management system components.
- IAC0103: Identify and discuss the Barriers to the effective implementation of OHS management systems.
- IAC0104: Elaborate on the Leading practices for ensuring the successful implementation of OHS management systems and debate the application of those practices within your own occupational context.

KM-01-KT02: Fundamentals of Environmental Management systems.

Topic elements to be covered include:

- KT0201: Definitions and applications of the key terminologies associated with Environmental Management Systems. (EMS)
- KT0202: Global application of the Environmental management system components.
- KT0203: Barriers to the effective implementation of Environmental management systems.
- KT0204: Leading practices for ensuring the successful implementation of Environmental management systems.

Internal Assessment Criteria

- IAC0201: Explain and elaborate on the definitions and applications of the key terminologies associated with Environmental Management Systems. (EMS)
- IAC0202: Elaborate on and evaluate the Global application of the Environmental management system components with reference to your own contextual workplace environment.
- IAC0203: Identify typical Barriers to the effective implementation of Environmental management systems and debate ways to overcome these barriers.
- IAC0204: Identify, discuss and evaluate Leading practices for ensuring the successful implementation of Environmental management systems, develop a contextual strategy for application of these leading practices.

Provider Accreditation Requirements

Physical Requirements

- It must have appropriate training aids to deliver the learning as stated in the curriculum and in the stated provider strategy regarding the training methodologies that will be applied.
- Training facilities must have. Standard office facilities including desks, white boards, projectors, computers, ventilation, lamination and Quality Management System

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Human Resource Requirements

- Facilitators must have a minimum relevant NQF Level 6 qualification that is recognised by industry or supervising the applicable occupation at NQF Level 6
- Facilitators of learning must have a proven track record of a minimum of three years practical experience within the OHS Discipline.
- Learner ratio 1:15
-

Legal Requirements

- CIPC registered entity
- SARS Tax compliance pin
- Compliant and current health and safety audit report
- Relevant labour legislation visible in facility or on platform (as required by current legislation)
- POPI policy

226302-000-01-KM-02, Governance and Sustainability within the OHS Context, NQF Level 5, Credits 11.

Purpose of the Knowledge Modules

The focus of the learning in this module is on building the learners knowledge and understanding of the concepts and principles related to the governance and sustainability aspects that apply within the OHS context.

The learning will enable learners to demonstrate an understanding of:

- KM-02-KT01: Contextualising OHS management within the various levels of management. Strategic, Tactical and Operational.
- KM-02-KT02: Concepts of governance, organisational sustainability and integrated risk management.
- KM-02-KT03: Management information systems and the need for integrated reporting.

Guidelines for Topics

KM-02-KT01: Contextualising OHS management within the various levels of management. Strategic, Tactical and Operational.

Topic elements to be covered include:

- KT0101: Discussion and evaluation of the various levels of management.
- KT0102: The evolution of management and management roles.
- KT0103: Considering the integrated role of OHS management within organisations.
- KT0104: Leading practices and strategies for ensuring the success of OHS management.

Internal Assessment Criteria

- IAC0101: Debate the application of the various levels of management within the context of the integration of OHS management within organisational culture.
- IAC0102: Site practical examples to illustrate the evolution of management and management roles.
- IAC0103: Elaborate on the need for and benefits of the integrated role of OHS management within organisations.
- IAC0104: Identify and debate Leading practices and strategies for ensuring the success of OHS management.

KM-02-KT02: Concepts of governance, organisational sustainability and integrated risk management.

Topic elements to be covered include:

- KT0201: Discussion of governance and the integrated role of governance in organisations
- KT0202: The importance of leadership
- KT0203: Types of leadership

- KT0204: The leadership role of the OHS practitioner

Internal Assessment Criteria

- IAC0201: Describe and explain governance and the integrated role of governance in organisations
- IAC0202: Elaborate on and give examples to emphasise the importance of leadership.
- IAC0203: Elaborate on the various types of leadership and analyse personal behaviour against these leadership types.
- IAC0204: Elaborate on The leadership role of the OHS practitioner and develop a personal plan to improve your leadership ability.

KM-02-KT03: Management information systems and the need for integrated reporting.

Topic elements to be covered include:

- KT0201: Different management information system models
- KT0202: Leading practices related to the generation and use of management information systems.
- KT0203: Integrating OHS indicators at all levels in the organisation.
- KT0204: Creating a culture where OHS and Environmental management becomes a way of life.

Internal Assessment Criteria

- IAC0201: Describe and debate Different management information system models.
- IAC0202: Identify and elaborate on the Leading practices related to the generation and use of management information systems.
- IAC0203: Discuss the importance of Integrating OHS indicators at all levels in the organisation.
- IAC0204: Describe how to Create a culture where OHS and Environmental management becomes a way of life.

Provider Accreditation Requirements

Physical Requirements

- It must have appropriate training aids to deliver the learning as stated in the curriculum and in the stated provider strategy regarding the training methodologies that will be applied.
- Training facilities must have. Standard office facilities including desks, white boards, projectors, computers, ventilation, lamination and Quality Management System
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Human Resource Requirements

- Facilitators must have a minimum relevant NQF Level 6 qualification that is recognised by industry or supervising the applicable occupation at NQF Level 6

- Facilitators of learning must have a proven track record of a minimum of three years practical experience within the OHS Discipline.
- Learner ratio 1:15
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Legal Requirements

- CIPC registered entity
- SARS Tax compliance pin
- Compliant and current health and safety audit report
- Relevant labour legislation visible in facility or on platform (as required by current legislation)
- POPI policy

226302-000-01-KM-03, Fundamentals of Operations Management for OHS Practitioners, NQF Level 5, Credits 12

Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of providing learners an opportunity to build their understanding of the key concepts and principles that underpin operations management

The learning will enable learners to demonstrate an understanding of:

- KM-03-KT01: Theories, concepts and principles of strategic planning and how this applies to occupational health and safety management.
- KM-03-KT02: Learning and development process and cycle and how this is used to improve the effectiveness of occupational health and safety.
- KM-03-KT03: Concepts and principles of change management and how to apply these principles when implementing new systems.
- KM-03-KT04: Concepts, principles and leading practices associated with continuous improvement.

Guidelines for Topics

KM-03-KT01: Theories, concepts and principles of strategic planning and how this applies to occupational health and safety management. (Intermediate) (25%)

Topic elements to be covered include:

- KT0101 Describe the basic business system;
- KT0102 Describe the fundamental business planning process and describe the role of strategy in it;
- KT0103 Explain what is meant by: Strategy, vision, mission and business objectives;
- KT0104 Describe how the fundamental business processes are applied within the occupational health and safety environment.
- KT0105 Describe the concepts and principles of integrated value chain management

- KT0106 Ergonomics and productivity in the workplace.
- KT0107 Reflect on the future world of work and highlight the potential OHS treats and implications.

Internal Assessment Criteria

- IAC0101 Given a range of OHS related problems in various business operations be able to:
Describe the origin and impact of these problems in relation to the business system; Indicate the role that planning played in these problems and what needs to be changed in the planning processes to prevent similar problems in the future.
- IAC0102 Elaborate on and debate the most cost effective ways to evaluate and modify the Ergonomics in the workplace to enhance safety, health and productivity.
- IAC0103 Analyse the future impact of the evolution of new technologies and environmental legislation and make feasible recommendations on the strategic directions that the organisation must consider with regard to OHS in the new workplace.

KM-03-KT02: Learning and development process and cycle and how this is used to improve the effectiveness of occupational health and safety (Intermediate)

Topic elements to be covered include:

- KT0201 Typical Learning and development life cycle ADDI;
- KT0202 Impact of each element of the learning and development life cycle on Occupational Health and safety;
- KT0203 Criteria for effective learning material
- KT0204 Basic principles of adult learning

Internal Assessment Criteria

- IAC0201 Given various organisational OHS learning and development needs, competency profiles and descriptions of different learning and development structures, strategies and resources. Be able to:
 - a. Identify possible deficiencies in the learning and development processes;
 - b. Describe actions to deal with the given learning and development challenges
- IAC0202 Explain the typical Learning and development life cycle ADDI;
- IAC0203 Describe the impact of each element of the learning and development life cycle on Occupational Health and safety;
- IAC0204 Describe the criteria for effective learning material
- IAC0205 Explain the basic principles of adult learning

KM-03-KT03: Concepts and principles of change management and how to apply these principles when implementing new systems. (Intermediate)

Topic elements to be covered include:

- KT0301 Change management

- KT0302 Typical responses of people to change and how they impact on the effectiveness of implementing changes in organisations.
- KT0303 Typical change management process and give examples of what must be done to help people understand and accept change.
- KT0304 Change management in relation to occupational health and safety issues.

Internal Assessment Criteria

- IAC0301 Given various occupational scenarios where new systems and/or processes are being introduced, use the change management principles to develop an appropriate programme to ensure the smooth implementation of these processes.
- IAC0302 Define change and give reasons why the implementation of changes in an organisation must be managed;
- IAC0302 Explain the typical responses of people to change and how they impact on the effectiveness of implementing changes in organisations.
- IAC0304 Describe a typical change management process and give examples of what must be done to help people understand and accept change.
- IAC0305 Give examples of the use of change management in relation to occupational health and safety issues.

KM-03-KT04: Concepts, principles and leading practices associated with continuous improvement (Intermediate)

Topic elements to be covered include:

- KT0401 Continuous improvement and how it manifests in the plan, do, check, act cycle: a. Comparison with the management functions (POLC); b. Discuss the principles of effective controls within the management functions (ISMECC)
- KT0402 Continuous improvement processes in various work places.
- KT0403 Advantages and implications of the effective use of continuous improvement processes.
- KT0404 Typical practices associated with continuous improvement processes: a. Occurrence management; b. Deviation and non-conformance management; c. Lessons learnt and organisation wide implementation; d. Modification management; e. Proper commissioning and change management.
- KT0405 Importance of standards and specifications in ensuring continuous improvement

Internal Assessment Criteria

- IAC0401 Given a range of organisational occupational health and safety scenarios describe the leading practices that can be applied to ensure continuous improvement.
- IAC0402 Describe what is meant by continuous improvement and how it manifests in the plan, do, check, act cycle: a. Comparison with the management functions (POLC); b. Discuss the principles of effective controls within the management functions (ISMECC)

- IAC0403 Give examples of continuous improvement processes in various work places.
- IAC0404 Describe the advantages and implications of the effective use of continuous improvement processes.
- IAC0405 Explain the typical practices associated with continuous improvement processes: a. Occurrence management; b. Deviation and non-conformance management; c. Lessons learnt and organisation wide implementation; d. Modification management; e. Proper commissioning and change management.
- IAC0406 Explain the importance of standards and specifications in ensuring continuous improvement

Provider Accreditation Requirements

Human Resource Requirements

- Facilitators of learning must be in possession of a qualification that is recognised by industry as appropriate for working in or supervising the applicable occupation at one NQF Level above that of the level of the Occupational Qualification. (NQF Level 6)
- Facilitators of learning must have a proven track record of a minimum of three years practical experience within the OHS Discipline.

Physical Requirements

- The Training facilities must meet all legal requirements and it must have appropriate training aids to deliver the learning as stated in the curriculum and in the stated provider strategy regarding the training methodologies that will be applied.
- Training facilities must meet the generally accepted professional standards appropriate for the training as set out in the curriculum.

Legal Requirements

- Providers must meet all the requirements for professional registration with one of the OHS professional bodies.

3.2 SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS

3.2.1 List of Practical skills modules for which specifications are included

- 226302-000-01-PM-01, Develop a risk profile and legal register for a designated work area , NQF Level 5, Credits 12.
- 226302-000-01-PM-02, Establish, maintain and improve the health and safety documentation and reporting systems, controls and processes , NQF Level 5, Credits 12
- 226302-000-01-PM-03, Advise on the establishment maintenance and improvement of emergency response and preparedness , NQF Level 5, Credits 12.
- 226302-000-01-PM-04, Manage the effectiveness of operational Occupational Health and Safety systems, NQF Level 5, Credits 12.

Total number of credits for Practical Skill Modules: 48

3.2.2 Details of practical skills modules

226302-000-01-PM-01, Develop a risk profile and legal register for a designated work area, NQF Level 5, Credits 12

Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to develop risk profiles and legal registers for organisations.

The learner will be required to:

- PM-01-01 In line with organisational strategy analyse organisational needs for risk profiling and agree a risk profiling strategy and plan.
- PM-01-02 Apply various risk profiling techniques to analyse different operational situations, test and validate the risk profiles.
- PM-01-03 Evaluate organisational risk profiles and identify areas of improvement.
- PM-01-04 Use risk profiles to improve OHS in an organisation.

Guidelines for Practical Skills

PM-01-PS01 In line with organisational strategy analyse organisational needs for risk profiling and agree a risk profiling strategy and plan.

Scope to be covered for mastering the practical skill:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Practical Skills activities

- PA0101: Analyse organisational strategy and operational dynamics.
- PA0102: Facilitate the development of an organisational risk management strategy.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK0101: Strategic analysis techniques.
- AK0102: Risk profiling design techniques.
- AK0103: Project planning techniques

Internal Assessment Criteria for the Practical Skill:

- IAC0101 Observe and evaluate the extent to which learners comply with the processes and steps required to apply the skill;
- IAC0102 Evaluate the extent to which learners execute the tasks within the required life preserving time limits;
- IAC0103 Evaluate the level of competence in the application of the prescribed techniques.
- IAC0104 Observe and evaluate the ability to demonstrate the key attributes as set out in the applied knowledge section.

PM-01-PS02 Apply various risk profiling techniques to analyse different operational situations, test and validate the risk profiles.

Scope to be covered for mastering the practical skill:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Practical Skills activities

- PA0201: Apply risk profiling.
- PA0202: Test risk profiles.
- PA0203: Modify and improve risk profiles.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK0201: Risk profiling techniques.
- AK0202: Testing techniques.
- AK0203: Validation techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0201 Observe and evaluate the extent to which learners comply with the processes and steps required to apply the skill;
- IAC0202 Evaluate the extent to which learners execute the tasks within the required life preserving time limits;
- IAC0203 Evaluate the level of competence in the application of the prescribed techniques.
- IAC0204 Observe and evaluate the ability to demonstrate the key attributes as set out in the applied knowledge section.

Provider Accreditation Requirements

Human Resource Requirements

- Facilitator must hold minimum NQF Level 6 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with SAQA recognised OHS professional body
- Facilitator-learner ratio is 1:40

Physical Requirements

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-000-01-PM-02, Establish, maintain, and improve the health and safety documentation and reporting systems, controls and processes, NQF Level 5, Credits 12

Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to establish, maintain and improve the OHS systems within organisations, providing expert inputs and advice to improve the effectiveness and efficiency of the systems.

The learner will be required to:

- PM-02-PS01 Research and evaluate leading practices relating to the use and application of OHS documentation and reporting systems.
- PM-02-PS02 Investigate the effectiveness and efficiency of OHS document use and reporting within an organisation, Identify possible improvements to operational OHS documentation and reporting systems, do a cost analysis and recommend an initiative to improve the OHS documentation and reporting systems.

Guidelines for practical skills

PM-02-PS01 Research and evaluate leading practices relating to the use and application of OHS documentation and reporting systems.

Practical Skills activities

- PA0101: Conduct, regional, national and global searches to identify suitable benchmarking organisations.
- PA0102: Do media scans to obtain information on the systems used by the targeted organisations.
- PA0103: Develop and use appropriate action research tools.
- PA0104: Use networks to obtain information
- PA0105: Package research findings and recommend possible improvements.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK0101: Benchmarking techniques.
- AK0102: Action research techniques.
- AK0103: Networking techniques
- AK0104: Reporting and recommendation techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0101 Observe and evaluate the extent to which learners comply with the processes and steps required to apply the skill;
- IAC0102 Evaluate the extent to which learners execute the tasks within the required life preserving time limits;

- IAC0103 Evaluate the level of competence in the application of the prescribed techniques.
- IAC0104 Observe and evaluate the ability to demonstrate the key attributes as set out in the applied knowledge section.

PM-02-PS02 Investigate the effectiveness and efficiency of OHS document use and reporting within an organisation, Identify possible improvements to operational OHS documentation and reporting systems, do a cost analysis and recommend an initiative to improve the OHS documentation and reporting systems.

Practical Skills activities

- PA0201: Plan internal document utilisation audit
- PA0202: Conduct internal audit.
- PA0203: recommend improvements.
- PA0204: Budget for improvements.
- PA0205: Initiate implementation plans.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK0201: Auditing techniques.
- AK0202: Document design techniques
- AK0203: Project planning and execution techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0201 Observe and evaluate the extent to which learners comply with the processes and steps required to apply the skill;
- IAC0202 Evaluate the extent to which learners execute the tasks within the required life preserving time limits;
- IAC0203 Evaluate the level of competence in the application of the prescribed techniques.
- IAC0204 Observe and evaluate the ability to demonstrate the key attributes as set out in the applied knowledge section.

Human Resource Requirements

- Facilitator must hold minimum NQF Level 6 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with SAQA recognised OHS professional body
- Facilitator-learner ratio is 1:40

Physical Requirements

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-000-01-PM-03, Advise on the establishment maintenance and improvement of emergency response and preparedness, NQF Level 5, Credits 12

Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to provide advice regarding emergency response and preparedness.

The learner will be required to:

- PM-03-PS01: Conduct surveys and investigations regarding the effectiveness of emergency response and preparedness in an organisation.
- PM-03-PS02: Conduct research on leading practices relating to emergency response and preparedness in organisations.
- PM-03-PS03: Develop an emergency preparedness plan and process for different organisations and define the key approval, rehearsal and implementation steps.

Guidelines for practical skills

PM-03-PS01: Conduct surveys and investigations regarding the effectiveness of emergency response and preparedness in an organisation.

Practical Skills activities

- PA0101: Conduct, regional, national and global searches to identify suitable benchmarking organisations.
- PA0102: Do media scans to obtain information on the systems used by the targeted organisations.
- PA0103: Develop and use appropriate action research tools.
- PA0104: Use networks to obtain information
- PA0105: Package research findings and recommend possible improvements.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK0101: Benchmarking techniques.
- AK0102: Action research techniques.
- AK0103: Networking techniques
- AK0104: Reporting and recommendation techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0101 Observe and evaluate the extent to which learners comply with the processes and steps required to apply the skill;
- IAC0102 Evaluate the extent to which learners execute the tasks within the required time preserving time limits;
- IAC0103 Evaluate the level of competence in the application of the prescribed techniques.
- IAC0104 Observe and evaluate the ability to demonstrate the key attributes as set out in the applied knowledge section.

PM-03-PS02: Conduct research on leading practices relating to emergency response and preparedness in organisations.

Practical Skills activities

- PA0201: Conduct, regional, national and global searches to identify suitable benchmarking organisations.
- PA0202: Do media scans to obtain information on the systems used by the targeted organisations.
- PA0203: Develop and use appropriate action research tools.
- PA0204: Use networks to obtain information
- PA0205: Package research findings and recommend possible improvements.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK0201: Benchmarking techniques.
- AK0202: Action research techniques.
- AK0203: Networking techniques
- AK0204: Reporting and recommendation techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0201 Observe and evaluate the extent to which learners comply with the processes and steps required to apply the skill;
- IAC0202 Evaluate the extent to which learners execute the tasks within the required time limits;
- IAC0203 Evaluate the level of competence in the application of the prescribed techniques.
- IAC0204 Observe and evaluate the ability to demonstrate the key attributes as set out in the applied knowledge section.

PM-03-PS03: Develop an emergency preparedness plan and process for different organisations and define the key approval, rehearsal and implementation steps.

Practical Skills activities

- PA0301: Analyse the need for an emergency response plan.
- PA0302: Build a comprehensive organisational risk matrix.
- PA0303: Identify all internal and external emergency response agencies and stakeholders.
- PA0304: Evaluate organisational emergency resources
- PA0305: Create accurate egress plans and evacuation routes.
- PA0306: Create emergency communication plans.
- PA0307: Allocate responsibilities according to possible disaster events.
- PA0308: Ensure training and education of all on their roles and responsibilities.
- PA0309: Continually test and upgrade the plan.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK0301:Emergency response planning techniques.
- AK0302: Enterprise risk planning techniques.
- AK0303:Networking and collaboration techniques

Internal Assessment Criteria for the Practical Skill:

- IAC0301 Observe and evaluate the extent to which learners comply with the processes and steps required to apply the skill;
- IAC0302 Evaluate the extent to which learners execute the tasks within the required life preserving time limits;
- IAC0303 Evaluate the level of competence in the application of the prescribed techniques.
- IAC0304 Observe and evaluate the ability to demonstrate the key attributes as set out in the applied knowledge section.

Provider Accreditation Requirements

Human Resource Requirements

- Facilitator must hold minimum NQF Level 6 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with SAQA recognised OHS professional body
- Facilitator-learner ratio is 1:40

Physical Requirements

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
- Online: Online capabilities including computer, virtual software, access to network and
- Learning Material aligned to the curriculum.

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-000-01-PM-04, Manage the effectiveness of operational Occupational Health and Safety systems, NQF Level 5, Credits 10

Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to manage and improve the effectiveness of operational OHS systems.

The learner will be required to:

- PM-04-PS01 Apply effective people management skills to determine and improve the effectiveness of a OHS work team.
- PM-04-PS02 Apply effective OHS operational planning and organising skills to ensure the short, medium and long term success of an OHS function.
- PM-04-PS03 Provide appropriate OHS advice at different levels of the organisation.
- PM-04-PS04 Interface with and ensure appropriate networking with external stakeholders including regulators, local authorities, provincial authorities, unions and other related entities.

Guidelines for practical skills

PM-04-PS01 Apply effective people management skills to determine and improve the effectiveness of a OHS work team.

Skills activities that must be mastered:

- PA01PS01: Manage staff procurement.
- PA01PS02: Manage staff performance management.
- PA01PS03: Manage staff motivation.
- PA01PS04: Manage staff learning and development.
- PA01PS05: Manage staff separations.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK0101: People management techniques.
- AK0102: Motivation techniques.
- AK0103: Staff retention and growth techniques

Internal Assessment Criteria for the Practical Skill:

- IAC0101 Observe and evaluate the extent to which learners comply with the processes and steps required to apply the skill;
- IAC0102 Evaluate the extent to which learners execute the tasks within the required life preserving time limits;
- IAC0103 Evaluate the level of competence in the application of the prescribed techniques.
- IAC0104 Observe and evaluate the ability to demonstrate the key attributes as set out in the applied knowledge section.

PM-04-PS02 Apply effective OHS operational planning and organising skills to ensure the short, medium and long term success of an OHS function.

Practical Skills activities

- PA0201: Evaluate and improve OHS operations.
- PA0202: Evaluate and improve OHS system integration.
- PA0203: Evaluate and improve OHS reporting.
- PA0204: Conduct OHS culture development.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK0201: Operations management techniques.
- AK0202: Systems integration techniques.
- AK0203: Organisational culture development techniques

Internal Assessment Criteria for the Practical Skill:

- IAC0201 Observe and evaluate the extent to which learners comply with the processes and steps required to apply the skill;
- IAC0202 Evaluate the extent to which learners execute the tasks within the required time preserving time limits;
- IAC0203 Evaluate the level of competence in the application of the prescribed techniques.
- IAC0204 Observe and evaluate the ability to demonstrate the key attributes as set out in the applied knowledge section.

PM-04-PS03 Provide appropriate OHS advice at different levels of the organisation.

Practical Skills activities

- PA0301: Listen for and identify the need for advice.
- PA0302: Research and validate advice..
- PA0303: Provide sound advice.
- PA0304: Follow up and help with interpretation and implementation of advice.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK0301: Advice development techniques.
- AK0302: Advice provisioning techniques.
- AK0303: Advice clarification and implementation techniques

Internal Assessment Criteria for the Practical Skill:

- IAC0301 Observe and evaluate the extent to which learners comply with the processes and steps required to apply the skill;
- IAC0302 Evaluate the extent to which learners execute the tasks within the required time preserving time limits;
- IAC0303 Evaluate the level of competence in the application of the prescribed techniques.

- IAC0304 Observe and evaluate the ability to demonstrate the key attributes as set out in the applied knowledge section.

PM-04-PS04 Interface with and ensure appropriate networking with external stakeholders including regulators, local authorities, provincial authorities, unions and other related entities.

Practical Skills activities

- PA0401: Identify all stakeholders.
- PA0402: Develop a stakeholder networking matrix.
- PA0403: Apply processes to build stakeholder synergy
- PA0404: Develop productive and sustainable stakeholder relationships.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK0401: Stakeholder management techniques.
- AK0402: Synergy development techniques.
- AK0403: Relationship building techniques

Internal Assessment Criteria for the Practical Skill:

- IAC0401 Observe and evaluate the extent to which learners comply with the processes and steps required to apply the skill;
- IAC0402 Evaluate the extent to which learners execute the tasks within the required time preserving time limits;
- IAC0403 Evaluate the level of competence in the application of the prescribed techniques.
- IAC0404 Observe and evaluate the ability to demonstrate the key attributes as set out in the applied knowledge section.

Provider Accreditation Requirements

Human Resource Requirements

- Facilitator must hold minimum NQF Level 6 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with SAQA recognised OHS professional body
- Facilitator-learner ratio is 1:40

Physical Requirements

- Contact learning: standard facilities for classroom training including desks, white boards, projectors, ventilation, lumination.
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- Learning Material aligned to the curriculum.

Legal Requirements

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- CIPC registered entity
- Valid Tax compliance pin

3.3 SECTION 3C: WORK EXPERIENCE MODULE SPECIFICATIONS

3.3.1 List of Work Experience Module Specifications

- 226302-000-01-WM-01, Operational planning and review processes, NQF Level 5, Credits 19.
- 226302-000-01-WM-02, Management and Supervision Processes, NQF Level 5, Credits 19.

Total number of credits for Work Experience Modules: 24

226302-000-01-WM-01, Operational planning and review processes, NQF Level 5, Credits 19.

List of Experiences included in this module

- WM01-WE01 Participate operational planning meetings.
- WM01-WE02 Participate in and lead review meetings.
- WM01-WE03 Provide coaching.
- WM01-WE04 Review OHS budgets.

Details of work experience

WM01-WE01 Participate operational planning meetings.

Guidelines for Work Experience

- WA0101 Apply the appropriate process steps.
- WA0102 Complete the required documentation.
- WA0103 Follow the required compliance protocols.
- WA0104 Apply the company specific client interaction policies and procedures.
- WA0105 Complete all required reports.
- WA0106 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0101 Organisation specific policies, procedures and standards
- WK0102 Organisation specific system procedures, protocols and standards
- WK0103 Organisation specific compliance requirements

Supporting Evidence

- SE0101 Legally and procedurally required documents and reports.
- SE0102 System entries and reports.
- SE0103 Client feedback.
- SE0104 Supervisor report.

WM01-WE02 Participate in and lead review meetings.

Guidelines for Work Experience

- WA0201 Apply the appropriate process steps.
- WA0202 Complete the required documentation.
- WA0203 Follow the required compliance protocols.
- WA0204 Apply the company specific client interaction policies and procedures.

- WA0205 Complete all required reports.
- WA0206 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0201 Organisation specific policies, procedures and standards
- WK0202 Organisation specific system procedures, protocols and standards
- WK0203 Organisation specific compliance requirements

Supporting Evidence

- SE0201 Legally and procedurally required documents and reports.
- SE0202 System entries and reports.
- SE0203 Client feedback.
- SE0204 Supervisor report.

WM01-WE03 Provide coaching.

Guidelines for Work Experience

- WA0301 Apply the appropriate process steps.
- WA0302 Complete the required documentation.
- WA0303 Follow the required compliance protocols.
- WA0304 Apply the company specific client interaction policies and procedures.
- WA0305 Complete all required reports.
- WA0306 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0301 Organisation specific policies, procedures and standards
- WK0302 Organisation specific system procedures, protocols and standards
- WK0303 Organisation specific compliance requirements

Supporting Evidence

- SE0301 Legally and procedurally required documents and reports.
- SE0302 System entries and reports.
- SE0303 Client feedback.
- SE0304 Supervisor report.

WM01-WE04 Review OHS budgets.

Guidelines for Work Experience

- WA0401 Apply the appropriate process steps.
- WA0402 Complete the required documentation.
- WA0403 Follow the required compliance protocols.
- WA0404 Apply the company specific client interaction policies and procedures.
- WA0405 Complete all required reports.

- WA0406 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0401 Organisation specific policies, procedures and standards
- WK0402 Organisation specific system procedures, protocols and standards
- WK0403 Organisation specific compliance requirements

Supporting Evidence

- SE0401 Legally and procedurally required documents and reports.
- SE0402 System entries and reports.
- SE0403 Client feedback.
- SE0404 Supervisor report.

Criteria for Work Experience Approval

Human Resource Requirements

- Appropriately qualified mentor
- Legally appointed OHS management
- OHS representative structures

Physical Requirements

- Functioning and operating organisational entity
- Availability of a compliance management structure
- Availability of all required OHS policies, procedures, and practices manuals.

Legal Requirements

- Demonstrated compliance with all legislative requirements related to OHS.

226302-000-01-WM-02, Management and Supervision Processes, NQF Level 5, Credits 19.

List of Experiences included in this module

- WM02-WE01 Participate in staff procurement processes.
- WM02-WE02 Participate in performance review processes.
- WM02-WE03 Develop personal learning and development plan.
- WM02-WE04 Review organisational strategy.

Details of work experience

WM02-WE01 Participate in staff procurement processes.

Guidelines for Work Experience

- WA0101 Apply the appropriate process steps.
- WA0102 Complete the required documentation.
- WA0103 Follow the required compliance protocols.
- WA0104 Apply the company specific client interaction policies and procedures.
- WA0105 Complete all required reports.
- WA0106 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0101 Organisation specific policies, procedures and standards
- WK0102 Organisation specific system procedures, protocols and standards
- WK0103 Organisation specific compliance requirements

Supporting Evidence

- SE0101 Legally and procedurally required documents and reports.
- SE0102 System entries and reports.
- SE0103 Client feedback.
- SE0104 Supervisor report.

WM02-WE02 Participate in performance review processes.

Guidelines for Work Experience

- WA0201 Apply the appropriate process steps.
- WA0202 Complete the required documentation.
- WA0203 Follow the required compliance protocols.
- WA0204 Apply the company specific client interaction policies and procedures.
- WA0205 Complete all required reports.
- WA0206 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0201 Organisation specific policies, procedures and standards

- WK0202 Organisation specific system procedures, protocols and standards
- WK0203 Organisation specific compliance requirements

Supporting Evidence

- SE0201 Legally and procedurally required documents and reports.
- SE0202 System entries and reports.
- SE0203 Client feedback.
- SE0204 Supervisor report.

WM02-WE03 Develop personal learning and development plan.

Guidelines for Work Experience

- WA0301 Apply the appropriate process steps.
- WA0302 Complete the required documentation.
- WA0303 Follow the required compliance protocols.
- WA0304 Apply the company specific client interaction policies and procedures.
- WA0305 Complete all required reports.
- WA0306 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0301 Organisation specific policies, procedures and standards
- WK0302 Organisation specific system procedures, protocols and standards
- WK0303 Organisation specific compliance requirements

Supporting Evidence

- SE0301 Legally and procedurally required documents and reports.
- SE0302 System entries and reports.
- SE0303 Client feedback.
- SE0304 Supervisor report.

WM02-WE04 Review organisational strategy.

Guidelines for Work Experience

- WA0401 Apply the appropriate process steps.
- WA0402 Complete the required documentation.
- WA0403 Follow the required compliance protocols.
- WA0404 Apply the company specific client interaction policies and procedures.
- WA0405 Complete all required reports.
- WA0406 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0401 Organisation specific policies, procedures and standards
- WK0402 Organisation specific system procedures, protocols and standards

- WK0403 Organisation specific compliance requirements

Supporting Evidence

- SE0401 Legally and procedurally required documents and reports.
- SE0402 System entries and reports.
- SE0403 Client feedback.
- SE0404 Supervisor report.

Criteria for Work Experience Approval

Human Resource Requirements

- Appropriately qualified mentor
- Legally appointed OHS management
- OHS representative structures

Physical Requirements

- Functioning and operating organisational entity
- Availability of a compliance management structure
- Availability of all required OHS policies, procedures, and practices manuals.

Legal Requirements

- Demonstrated compliance with all legislative requirements related to OHS.

SECTION 4: STATEMENT OF WORK EXPERIENCE

Curriculum Number:	226302-000-01-00
Curriculum Title:	Advanced Occupational Certificate: Occupational Health and Safety Practitioner

Learner Details	
Name:	
ID Number:	

Employer Details	
Company Name:	
Address:	
Supervisor Name:	
Work Telephone:	
E-Mail:	

226302-000-01-WM-01, Operational planning and review processes, NQF Level 5, Credits 19.

	<i>WM01-WE01 Participate operational planning meetings.</i>		
	Scope Work Experience	Date	Signature
WA0101	Apply the appropriate process steps		
WA0102	Complete the required documentation		
WA0103	Follow the required compliance protocols		
WA0104	Apply the company specific client interaction policies and procedures		

WA0105	Complete all required reports.		
WA0106	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0101	Legally and procedurally required documents and reports.		
SE0102	System entries and reports.		
SE0102	Client feedback.		
SE0102	Supervisor report.		

	<i>WM01-WE02 Participate in and lead review meetings.</i>		
	Scope Work Experience	Date	Signature
WA0201	Apply the appropriate process steps		
WA0202	Complete the required documentation		
WA0203	Follow the required compliance protocols		
WA0204	Apply the company specific client interaction policies and procedures		
WA0205	Complete all required reports.		
WA0206	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0201	Legally and procedurally required documents and reports.		
SE0202	System entries and reports.		
SE0203	Client feedback.		
SE0204	Supervisor report.		

	<i>WM01-WE03 Provide coaching.</i>		
	Scope Work Experience	Date	Signature
WA0301	Apply the appropriate process steps		
WA0302	Complete the required documentation		
WA0303	Follow the required compliance protocols		
WA0304	Apply the company specific client interaction policies and procedures		
WA0305	Complete all required reports.		
WA0306	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0301	Legally and procedurally required documents and reports.		
SE0302	System entries and reports.		
SE0303	Client feedback.		
SE0304	Supervisor report.		

	<i>WM01-WE04 Review OHS budgets.</i>		
	Scope Work Experience	Date	Signature
WA0401	Apply the appropriate process steps		
WA0402	Complete the required documentation		
WA0403	Follow the required compliance protocols		
WA0404	Apply the company specific client interaction policies and procedures		
WA0405	Complete all required reports.		
WA0406	Respond to queries and requests.		

	Supporting Evidence	Date	Signature
SE0401	Legally and procedurally required documents and reports.		
SE0402	System entries and reports.		
SE0403	Client feedback.		
SE0404	Supervisor report.		

226302-000-01-WM-02, Management and Supervision Processes, NQF Level 5, Credits 19.

	<i>WM02-WE01 Participate in staff procurement processes.</i>		
	Scope Work Experience	Date	Signature
WA0101	Apply the appropriate process steps		
WA0102	Complete the required documentation		
WA0103	Follow the required compliance protocols		
WA0104	Apply the company specific client interaction policies and procedures		
WA0105	Complete all required reports.		
WA0106	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0101	Legally and procedurally required documents and reports.		
SE0102	System entries and reports.		
SE0102	Client feedback.		
SE0102	Supervisor report.		

	<i>WM02-WE02 Participate in performance review processes.</i>		
	Scope Work Experience	Date	Signature
WA0201	Apply the appropriate process steps		
WA0202	Complete the required documentation		
WA0203	Follow the required compliance protocols		
WA0204	Apply the company specific client interaction policies and procedures		
WA0205	Complete all required reports.		
WA0206	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0201	Legally and procedurally required documents and reports.		
SE0202	System entries and reports.		
SE0203	Client feedback.		
SE0204	Supervisor report.		

	<i>WM02-WE03 Develop personal learning and development plan.</i>		
	Scope Work Experience	Date	Signature
WA0301	Apply the appropriate process steps		
WA0302	Complete the required documentation		
WA0303	Follow the required compliance protocols		
WA0304	Apply the company specific client interaction policies and procedures		
WA0305	Complete all required reports.		

WA0306	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0301	Legally and procedurally required documents and reports.		
SE0302	System entries and reports.		
SE0303	Client feedback.		
SE0304	Supervisor report.		

	<i>WM02-WE04 Review organisational strategy.</i>		
	Scope Work Experience	Date	Signature
WA0401	Apply the appropriate process steps		
WA0402	Complete the required documentation		
WA0403	Follow the required compliance protocols		
WA0404	Apply the company specific client interaction policies and procedures		
WA0405	Complete all required reports.		
WA0406	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0401	Legally and procedurally required documents and reports.		
SE0402	System entries and reports.		
SE0403	Client feedback.		
SE0404	Supervisor report.		