



# *e-portfolios NVQ 3* *in Occupational Health & Safety Practice*

Endorsed by  
**City & Guilds**



department for  
**education and skills**  
creating opportunity, releasing potential, achieving excellence



Blake's  
Parliamentary  
Listed



The UNITED KINGDOM PARLIAMENT



Key facts about



*e-portfolio's*



*Was established in 1966*



*Have been providing NVQ's now for 16 years.*



*Is now offering a range of e-portfolios.*



*e-portfolios are the only company that uses a web based system for Health and Safety NVQ's.*

## METHODS BY WHICH CANDIDATES MAY BE ASSESSED

<b>PRIMARY ASSESSOR</b>	Evidence uploaded will be viewed by the allotted assessor who will decide overall whether the standard is satisfied.
<b>JOB CARD</b>	Work specific instructions will outline the scope of your work which will enable naturally occurring evidence to be better understood by your assessor
<b>WORK PRODUCT</b>	A work product is any thing that you have been involved in such as the creation of documents, recording of information, emails sent / received. All demonstrating your own competence against the NVQ standard units and criteria
<b>VIDEO AND VOICE RECORDING</b>	Like work products you may feel that a video perhaps of you taking a training session would explain a lot regarding competency and so could be uploaded to the portfolio as could voice recorded explanations and recorded telephone discussions with your assessor.
<b>REAL WORK ENVIRONMENT</b>	Demonstrations and explanations via digital media (video – photo – audio – scanned docs emails etc.) of real work situations where you have overcome problems and assisted in promoting a positive health and safety culture
<b>PHOTOGRAPHIC RECORDING</b>	Photographic evidence of you performing your functions in a safety role
<b>PERFORMANCE EVIDENCE</b>	Upload results of recent appraisals where your strengths are discussed within your safety role – also demonstrate how your organisation monitors the effectiveness of safety initiatives
<b>COMPUTER BASED</b>	Most of the evidence you produce will be captured on screen and so completing the qualification is as easy as sending emails.

# Paper free NVQ Candidate Portfolio Screen

https://www.nvqportfolio.com - Evidence Allocation - Microsoft Internet Explorer

**Demo Smith (TEST)**

Occ.HS4  
Occupational Health and Safety Practice - Level 4 - City and Guilds

test test (test2)

### CANDIDATE DETAILS

**Name** Demo Smith




**Code** TEST  Left to do

**Reg. No** 12345678  Candidate Attachments

**Course** Occ.HS4 Occupational Health and Safety Practice - Level 4 - City and

Selected Course (4%)

All Courses (4%)

 Search  
 Reports  
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#### Assessment Methods

AP	Action Planning	▲
APA	Accreditation of Prior Achievement	
APL	Accreditation of Prior Learning	
AS1	Primary Assessor	
AS2	Secondary Assessor	
AS3	Independent Advisor	▼

Criteria    Count 443    Selected 1     Auto Ref Enabled     Auto Highlight    Acq    Req    Co IV EV

Criteria	Description	Acq	Req	Co	IV	EV
✓...Title	Occupational Health and Safety Practice - Level 4 - City and Guilds	2/0	0			
...s	Supplementary evidence for this qualification	0/0	0			
<b>G 3</b>	<b>EVALUATE OWN AND DEVELOP OWN PRACTICE</b>	<b>0/0</b>	<b>0</b>			
G 3.1	EVALUATE OWN PRACTICE	0/0	0			
<b>G 3.1.1</b>	<b>Evaluate own practice against set targets and goals</b>	<b>0/0</b>	<b>2</b>			
G 3.1.2	Use a range of valid and reliable evidence to assess own work which includes an assessment of the effects of your own behaviour and values on others	0/0	2			
<b>G 3.1.3</b>	<b>Involve others in the interpretation of evidence</b>	<b>0/0</b>	<b>2</b>			
G 3.1.4	Use evidence to reflect on own practice and professional issues	0/1	2			
<b>G 3.1.5</b>	<b>Accept criticism in a positive manner and assess its validity and importance</b>	<b>0/0</b>	<b>2</b>			
G 3.1.6	Revise goals and target in the light of reviewing evidence of performance.	0/0	2			
<b>G 3.2</b>	<b>IDENTIFY SELF-DEVELOPMENT NEEDS</b>	<b>0/0</b>	<b>0</b>			
<b>G 3.2.1</b>	<b>Set and prioritise clear and realistic goals and targets for own development</b>	<b>0/0</b>	<b>2</b>			
G 3.2.2	Base goals and targets on the accurate assessment of all relevant information relating to own work and achievement, including developments in professional practice and related areas	0/0	2			
G 3.2.3	Devise a personal action plan and review it regularly	0/2	2			
<b>G 3.2.4</b>	<b>Try out developments in own practice in a way which does not cause problems for others</b>	<b>0/0</b>	<b>2</b>			
G 3.2.5	Evaluate developments in own practice and ensure continued self-development.	0/1	2			
<b>G 3K</b>	<b>KNOWLEDGE REQUIREMENTS: You need to know, understand and demonstrate the application of the following knowledge and understanding:</b>	<b>0/0</b>	<b>0</b>			
G 3Ka	THE NATURE AND ROLE OF SELF-EVALUATION IN RELATION TO THE ORGANISATION	0/0	0			
<b>G 3Ka 1</b>	<b>Ways of identifying job and organisational needs</b>	<b>0/1</b>	<b>1</b>			
G 3Ka 2	Organisational policy relating to professional practice and its implications for own development	0/0	1			

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## Training & Advisory Services Ltd.

e- portfolio For  
**OCCUPATIONAL HEALTH & SAFETY PRACTICE NVQ LEVEL 3  
ASSESSMENT – MANAGEMENT SYSTEM ARRANGEMENTS**

1 The prospective candidate enquires directly to SETA and the details of for Occupational Health & Safety Practice NVQ 3 are sent to the prospective candidate. The course details and an application form are issued.

2 A candidate interview / assessment takes place via an electronic medium to establish the viability for Occupational Health & Safety Practice NVQ 3 completion by discussing the opportunities for APA (Acquired Prior Achievement) and the availability of projects, work – tasks or appropriate experience

3. An offer of the agreement is issued to the candidate which will include the details of all fees to be paid, via an invoice prior to enrolment

4. The acceptance of the agreement is given to SETA by the candidate and the invoice has to be paid, by the candidate (or their sponsor), prior to their enrolment onto the SETA *e-portfolio* for Occupational Health & Safety Practice NVQ 3

5. The course fee is received by SETA



**Training & Advisory Services Ltd.**

**6. Candidate enrolment onto the for Occupational Health & Safety Practice NVQ 3 will then take place**

**7. The candidate will then be issued with a unique identification number (pin number), together with instructions, which will enable them to enter their evidence onto their personal file on the SETA e-portfolio for Occupational Health & Safety Practice NVQ 3**

**8. The candidate will be issued with a personal assessment / action plan which will include the setting of objectives & targets including**

- Assessment visits to the e-portfolio *which will be agreed***
- Verification visits to the e-portfolio *which will be agreed***

**The domain knowledge assignments which should be included into the e-portfolio and the total number that have to be completed (these will be determined by the candidates prior experience and qualifications). Specific mentor training sessions are available to fill any gaps in experience knowledge and qualifications**

# **NVQ LEVEL 3 IN OCCUPATIONAL SAFETY AND HEALTH**

## **3644 – 30**

- |                    |  |
|--------------------|--|
| <b>HSS1 / 601.</b> | <b>Make sure your own actions reduce risk to health and safety</b>                           |
| <b>HSS2 / 602.</b> | <b>Develop procedures to safely control work operations</b>                                  |
| <b>HSS3 / 603.</b> | <b>Monitor procedures to safely control work operations</b>                                  |
| <b>HSS4 / 604.</b> | <b>Promote a health and safety culture in the workplace</b>                                  |
| <b>HSS5 / 605.</b> | <b>Investigate and evaluate health and safety incidents and complaints in the workplace.</b> |
| <b>HSS6 / 606.</b> | <b>Conduct a health and safety risk assessment in the workplace.</b>                         |
| <b>HSS7 / 607.</b> | <b>Make sure your own actions in the workplace aim to protect the environment.</b>           |
| <b>HSS8 / 608.</b> | <b>Review health and safety procedures in workplaces.</b>                                    |
| <b>HSS9 / 609.</b> | <b>Supervise the health, safety and welfare of a learner in workplaces</b>                   |

## **NVQ LEVEL 3 IN OCCUPATIONAL SAFETY AND HEALTH - 3644 – 30**

### **WHAT THE UNITS ARE ABOUT**

#### **HSS1 / 601.      Make sure your own actions reduce risk to health and safety.**

This unit is about the health and safety responsibilities for everyone in your workplace. It describes the competences required to make sure that:

- your own actions do not create any health and safety hazards
- you do not ignore significant risks in your workplace
- you take sensible action to put things right, including reporting situations which pose a danger to people in the workplace and seeking advice.

Fundamental to this unit is an understanding of the terms "hazard", "risk" and "control".

#### **HSS2 / 602.      Develop procedures to safely control work operations.**

This unit is about identifying hazards, assessing the risks and developing procedures to control the risks. It is also about reviewing these procedures and checking whether they are effective in the workplace.



### **HSS3 / 603. Monitor procedures to safely control work operations.**

This unit is about making sure that statutory and workplace instructions are being carried out. It describes the competences required to make sure that:

- healthy and safe practices are being followed within work areas
- appropriate action is undertaken to control workplace hazards.

### **HSS4 / 604. Promote a health and safety culture in the workplace**

This unit is about undertaking the research and planning that is necessary to develop a positive health and safety culture and involving others through consultation, communication and presentations. It is also about encouraging a culture where changes, which may impact on health and safety instructions, are discussed and resolved with the people responsible for health and safety matters.

### **HSS5 / 605. Investigate and evaluate health and safety incidents and complaints in the workplace.**

This unit is about:

- Investigating incidents and health and safety complaints and reporting on the findings of the investigation in line with statutory and organisational requirements
- Making recommendations for improving health and safety in the workplace.

## **HSS6 / 606. Conduct a health and safety risk assessment in the workplace.**

This unit is about the competences needed to identify hazards in the workplace, to make recommendations to control the risk and to review the results.

## **HSS7 / 607. Make sure your own actions in the workplace aim to protect the environment.**

This unit is about the responsibilities of everyone at work for minimising risks to the environment as a result of work activities. It describes the competences required to make sure that:

- your own actions do not increase risks to the environment
- you do not ignore significant risks to the environment
- you take sensible action to put things right, including reporting risks, and seeking advice

## **HSS8 / 608. Review health and safety procedures in workplaces.**

This unit is about:

- Preparing to carry out a review of Health and Safety procedures of a specified workplace to meet established procedures (laid down by the organisation for which the person conducting the review works)
- Carrying out a review to check if relevant mandatory health, safety and welfare requirements are being implemented. Reporting and recording the findings of such reviews in accordance with agreed procedures.

**HSS9 / 609.**

## **Supervise the health, safety and welfare of a learner in workplaces.**

**This unit is about:**

- **Understanding your responsibilities as the supervisor in relation to the learner's health, safety and welfare**
- **Preparing for the learner in relation to health, safety and welfare before he/she begins in the workplace**
- **Ensuring that the learner understands his/her responsibilities and what is expected of him/her in relation to own health and safety and the health and safety of others**
- **Providing supervision to make sure that the learner follows safe work practices**
- **Supporting the learner in the workplace to make sure that risks to his/her health and safety are managed**
- **Ensuring that legal requirements for health and safety are met.**

**Fundamental to this Unit is an understanding of:**

- **the terms "hazard" and "risk"**
- **the health and safety legislation which applies within their workplace and specifically in relation to the learner**
- **the responsibilities of all those involved in the activities of the learner.**

# **THE QUALIFICATION STRUCTURE**

**There are five mandatory units to complete. 601-604 and 606.**

**There are four optional units. You can select from 605 and 607- 609.**

**Candidates must complete all five mandatory units plus two (of the four) optional units – a total of seven units.**

**Candidates must also complete underpinning knowledge based assignments which will be agreed with the assessor.**

**Candidate's underpinning knowledge will also be questioned by the assessor.**