

Reviewed 20/3/2020

## **Assessment plan for ProQual level 6 NVQ diploma in Occupational Health and Safety Practice using RPL**

### **Introduction**

Guidance (Assessment plan) for students to complete the ProQual level 6 NVQ (603/3106/9) diploma in Occupational Health and Safety Practice with SHEilds Ltd. This will be achieved by the production of an E-Portfolio and using RPL (Recognised Previous Learning) certificates from ProQual level 5 NVQ (601/4665/5) diploma in OHSP or City & Guilds level 5 (3654-05) diploma in OHSP. To be deemed valid certificates must be less than 5 years old (60 months) at the time of submission, (the 5 Year Rule).

### **Course Criteria**

There are 10 mandatory units to be completed to gain the full level 6 diploma. The amount of evidence to be used to support your competence claim for each unit will depend on if you already hold a VALID certificate from an awarding body mentioned above at level 5 which will cover the majority of the assessment criteria within that unit

To meet the requirements of IOSH this level 6 diploma now includes you can demonstrate your knowledge and application of Ethics, Equality, and Inclusion & Diversity. This is achieved via a CPD (Continuous Professional Development) workbook which is used and integrated into the last element of every unit. Here you will be required to undertake a SWOT analysis, which is sometimes known as Self-Appraisal (SA) of your skills, knowledge and ability relating to the unit you are undertaking.

### **Individual Unit Requirement.**

Listed below are the 10 units with instructions of what additional sub-elements will require completion with supplementary evidence if you are using a level 5 certificate as RPL evidence.

### **Unit 1 (D/616/9536) Promote a Health and Safety Culture.**

- A. To complete by RPL use your level 5 certificate as evidence for elements 1, 2 and 3 and record this in the reflective account template, you may wish to refer to your CV which is stored in the Induction section of your portfolio.
- B. For element 4 you will need to reference sections from the CPD workbook and record this in section 4 of the reflective account template as well as in the competence claims matrix. When completing the initial SWOT reflect on events since post completion of your level 5 to date. Also you will require an Expert witness (WT) to validate your current practice.

- C. **If you do not have a certificate to use as RPL then you need to complete the full unit,** providing supporting evidence for **all the criteria** including a full Reflective Account (RA) as well as the Expert Witness Statement (WT).

**Unit 2 (F/616/9531) Develop and Implement the Health and Safety Policy.**

- A. To complete by RPL use your level 5 certificate as evidence for elements 1, 2, 3 and 4 and record this in the reflective account template, you may wish to refer to your CV which is stored in the Induction section of your portfolio.
- B. For element 5 you will need to reference sections from the CPD workbook and record this in section 5 of the reflective account template as well as in the competence claims matrix. When completing the initial SWOT reflect on events since post completion of your level 5 to date. Also, you will require an Expert witness (WT) to validate your current practice.
- C. **If you do not have a certificate to use as RPL then you need to complete the full unit,** providing supporting evidence for **all the criteria** including a full Reflective Account (RA) as well as the Expert Witness Statement (WT).

**Unit 3 (J/616/9532) Develop and Implement Effective Communication Systems for Health and Safety Information.**

- A. To complete by RPL use your level 5 certificate as evidence for most of elements 1, 2, 3 and 4. And reflect/record this in your Reflective Account. Apart from criteria 2.2 / 3.3 / 3.4 / 4.1 and 4.3 For these criteria you will need to provide additional, sufficient, current, valid supplementary evidence and reflect this in your RA, following the 200 wordcount instructions You may wish also to refer to you CV which is stored in the Induction section of your portfolio. Plus, a Witness Testimony (WT) to validate current practice
- B. For element 5 you will need to reference sections from the CPD workbook and record this in Section 5 of the Reflective Account Template as well as in the competence claims matrix. When completing the initial SWOT reflect on events since post completion of the level 5 to date. Also, you will require the Expert Witness Statement (WT) to validate your current practice.
- C. **If you do not have a certificate to use as RPL then you need to complete the full unit,** providing supporting evidence for **all the criteria** including a full Reflective Account (RA) as well as the Expert Witness Statement (WT).

**Unit 4 (R/616/9534) Develop and Maintain Individual and Organisational Competence in Health and Safety Matters.**

- A. To complete by RPL use your level 5 certificate as evidence for most of elements 1, 2, and 3 and reflect/record this in your Reflective Account. Apart from criteria 3.6 For this criteria you will need to provide additional, sufficient, current, valid supplementary evidence and reflect this in your RA, following the 200 wordcount instructions You may wish also to refer to you CV which is stored in the Induction section of your portfolio. Plus, a Witness Testimony (WT) to validate current practice
- B. For element 4 you will need to reference sections from the CPD workbook and record this in Section 4 of the Reflective Account Template as well as in the competence claims matrix. When completing the initial SWOT reflect on events since post completion of the level 5 to date. Also, you will require the Expert Witness Statement (WT) to validate your current practice.
- C. **If you do not have a certificate to use as RPL then you need to complete the full unit,** providing supporting evidence for **all the criteria** including a full Reflective Account (RA) as well as the Expert Witness Statement (WT).

**Unit 5 (Y/616/9535) Identify, Assess and Control Health and safety Risks.**

- A. To complete by RPL use your level 5 certificate as evidence for most of elements 1, 2, 3 and 4. and reflect/record this in your Reflective Account. Apart from criteria 3.1/ 4.2/ 4.4/ and 4.6 For these criteria you will need to provide additional, sufficient, current, valid supplementary evidence and reflect this in your RA, following the 200 wordcount instructions You may wish also to refer to you CV which is stored in the Induction section of your portfolio. Plus, a Witness Testimony (WT) to validate current practice
- B. For element 5 you will need to reference sections from the CPD workbook and record this in Section 5 of the Reflective Account Template as well as in the competence claims matrix. When completing the initial SWOT reflect on events since post completion of the level 5 to date. Also, you will require the Expert Witness Statement (WT) to validate your current practice.
- C. **If you do not have a certificate to use as RPL then you need to complete the full unit,** providing supporting evidence for **all the criteria** including a full Reflective Account (RA) as well as the Expert Witness Statement (WT).

**Unit 6 (H616/9537) Develop and Implement Proactive monitoring systems for Health and Safety.**

- A. To complete by RPL use your level 5 certificate as evidence for most of elements 1, 2, and 3 and reflect/record this in your Reflective Account. Apart from criteria 1.2/ 3.1/ 3.5/ and 3.6 For these criteria you will need to provide additional, sufficient, current, valid supplementary evidence and reflect this in your RA, following the 200 wordcount instructions You may wish also to refer to you CV which is stored in the Induction section of your portfolio. Plus, a Witness Testimony (WT) to validate current practice
- B. For element 4 you will need to reference sections from the CPD workbook and record this in Section 4 of the Reflective Account Template as well as in the competence claims matrix. When completing the initial SWOT reflect on events since post completion of the level 5 to date. Also, you will require the Expert Witness Statement (WT) to validate your current practice.
- C. **If you do not have a certificate to use as RPL then you need to complete the full unit,** providing supporting evidence for **all the criteria** including a full Reflective Account (RA) as well as the Expert Witness Statement (WT).

**Unit 7 (K/616/9538) Develop and Implement reactive Monitoring systems for Health and Safety.**

- A. To complete by RPL use your level 5 certificate as evidence for most of elements 1, 2, 3 ,4 ,5 and 6, and reflect/record this in your Reflective Account. Apart from criteria 5.1 /5.2 /5.3 /5.4 and 5.5 For these criteria you will need to provide additional, sufficient, current, valid supplementary evidence and reflect this in your RA, following the 200 wordcount instructions You may wish also to refer to you CV which is stored in the Induction section of your portfolio. Plus, a Witness Testimony (WT) to validate current practice
- B. For element 6 you will need to reference sections from the CPD workbook and record this in Section 6 of the Reflective Account Template as well as in the competence claims matrix. When completing the initial SWOT reflect on events since post completion of the level 5 to date. Also, you will require the Expert Witness Statement (WT) to validate your current practice.
- C. **If you do not have a certificate to use as RPL then you need to complete the full unit,** providing supporting evidence for **all the criteria** including a full Reflective Account (RA) as well as the Expert Witness Statement (WT).

**Unit 8 (M/616/9539) Develop and Implement Health and Safety Emergency Response Systems and Procedures.**

- A. To complete by RPL use your level 5 certificate as evidence for most of elements 1, 2, and 3 and reflect/record this in your Reflective Account. Apart from criteria 1.2 For this criteria you will need to provide additional, sufficient, current, valid supplementary evidence and reflect this in your RA, following the 200 wordcount instructions You may wish also to refer to you CV which is stored in the Induction section of your portfolio. Plus, a Witness Testimony (WT) to validate current practice
- B. For element 4 you will need to reference sections from the CPD workbook and record this in Section 4 of the Reflective Account Template as well as in the competence claims matrix. When completing the initial SWOT reflect on events since post completion of the level 5 to date. Also, you will require the Expert Witness Statement (WT) to validate your current practice.
- C. **If you do not have a certificate to use as RPL then you need to complete the full unit,** providing supporting evidence for **all the criteria** including a full Reflective Account (RA) as well as the Expert Witness Statement (WT).

**Unit 9 (H/616/9540) Develop and Implement Health and Safety Review Systems.**

- A. To complete by RPL use your level 5 certificate as evidence for most of elements 1, 2, and 3 and reflect/record this in your Reflective Account. Apart from criteria 1.1 /2.1 and 3.6 For these criteria you will need to provide additional, sufficient, current, valid supplementary evidence and reflect this in your RA, following the 200 wordcount instructions You may wish also to refer to you CV which is stored in the Induction section of your portfolio. Plus, a Witness Testimony (WT) to validate current practice
- B. For element 4 you will need to reference sections from the CPD workbook and record this in Section 4 of the Reflective Account Template as well as in the competence claims matrix. When completing the initial SWOT reflect on events since post completion of the level 5 to date. Also, you will require the Expert Witness Statement (WT) to validate your current practice.
- C. **If you do not have a certificate to use as RPL then you need to complete the full unit,** providing supporting evidence for **all the criteria** including a full Reflective Account (RA) as well as the Expert Witness Statement (WT).

**Unit 10 (K/616/9541) Maintain Knowledge of Improvements to Influence Health and Safety Practice.**

- A. To complete by RPL use your level 5 certificate as evidence for most of elements 1, 2, and 3 and reflect/record this in your Reflective Account. Apart from criteria 1.1 /2.4 / and 3.2 For these criteria you will need to provide additional, sufficient, current, valid supplementary evidence and reflect this in your RA, following the 200 wordcount instructions You may wish also to refer to you CV which is stored in the Induction section of your portfolio. Plus, a Witness Testimony (WT) to validate current practice
- B. For element 4 you will need to reference sections from the CPD workbook and record this in Section 4 of the Reflective Account Template as well as in the competence claims matrix. When completing the initial SWOT reflect on events since post completion of the level 5 to date. Also, you will require the Expert Witness Statement (WT) to validate your current practice.
- C. **If you do not have a certificate to use as RPL then you need to complete the full unit,** providing supporting evidence for **all the criteria** including a full Reflective Account (RA) as well as the Expert Witness Statement (WT).

In addition to the above you will need to engage with your Assessor to undertake a number of recorded video conferences to be used as evidence of Knowledge and current working practices.

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