

Appendix A

Course Outline

National Certificate in Occupational Health and Safety (Workplace Safety) (Level 3)



Course Outline

The National Certificate in Occupational Health and Safety course (Level 3) requires a total of 50 credits that can be completed within a period of one year. The training involves a combination of both theory and practical application of skills and knowledge that can be used by a number of different industries.

The programme includes a compulsory section covering common health and safety skills and knowledge required by all industries and an elective section enabling different industries to choose standards, domains, or subfields that suit their requirements.

There is also a requirement that attendees apply their learning in a work environment around the particular subject areas. The overall course completion will take a minimum of 500 hours of blended learning and assessment. A log detailing the time involved in workplace application of skills is provided for the programme.

Participants completing this course will be able to progress on to the National Certificate in Occupational Health and Safety (Co-ordination) (Level 4) if they wish to become occupational safety facilitators.

Course Aim

This programme is designed to accommodate the needs of a wide cross section of industry personnel. The course is tailored for different industries to choose electives that suit the requirements of their industries.

Participants will develop or further develop common health and safety skills and knowledge required by all industries as well as enabling current employees of various industry organisations to up-skill and validate their 'on-job' knowledge of workplace health and safety practices. This will provide industry with workers who are well equipped to handle employer requirements to reduce the occurrence of incidents and injury in the workplace.

Level: 3

Summary of Requirements: 50 (of which a minimum of 40 credits at Level 3 or above).

Credit Range:

	Compulsory	Elective A	Elective B
Level 1 credits	3	-	-
Level 2 credits	4	0-4	-
Level 3 or above credits	4	21-25	0-14
Minimum totals	11	25	0-14

Unit Standard Options:

Compulsory

Course	Duration	Units	Level	Credit
Hazard identification	1 day	497	1	3
		17593	2	4
		17602	3	4

Elective A (A minimum of 25 credits as specified) and;
Elective B (The balance of credits to achieve)

Course	Duration	Units	Level	Credit
Fire Extinguisher	Half day (4 hours)	3271	2	1
		4647	2	1
Fire Warden	Half day (4 hours)	18408	3	3
Hearing Conservation	Half day (4 hours)	17594	3	3
Manual Handling	Half day (4 hours)	17592	3	4
		17459	2	3
	1 day	17592	3	4
Discomfort, Pain & Injury (DPI)	1 day	17591	3	8
Permit Receiver	1 day	17588	3	4
Permit Issuer	1 day	17590	3	6
Confined space & gas detection	2 days	3058	4	5
		25510	3	4
		18426	3	4
		17599	4	5
Height safety	2 days	17600	3	3
		25045	3	4
		15757	3	4
		23229	3	4
Chemical handling & spill management	1 day	21467	3	8
		16317	4	6
Chemical Approved Handler	2 days	21467	4	6
		16317	3	8
		20645	3	3

		21119	3	5
Accident Investigation	1 day	17601	4	6
Health & Safety Representative Level 1	2 days	497 (one of the compulsory US also covered in Hazard ID)	1	3
		20198	4	8
Health & Safety Representative Level 2	2 days	17601	4	6
		17602 (one of the compulsory US also covered in Hazard ID)	3	4
Breathing Apparatus	1 day	25044	3	4
Breathing Apparatus (Rescue)	2 days	25044	3	4
		3272	3	3
EWP	1 day	23966	3	2
		23960 (Scissor Lift)	3	3
		23961 (Truck mounted lift)	3	4
		23962 (Self-propelled boom lift)	4	5
		23963 (Trailer mounted lift)	3	4
		23964 (Vertical lift)	3	2

For Example:

Course	Duration	Units	Level	Credits	Total Credits
Hazard Identification	1 days	497	1	3	50
		17593	2	4	
		17602 (Compulsory)	3	4	
Permit Receiver	1 day	17588	3	4	
Permit Issuer	1 day	17590	3	6	
Confined space & gas detection	2 days	3058	4	5	
		25510	3	4	
		18426	3	4	
		17599	4	5	
Height safety	2 days	17600	3	3	
		25045	3	4	
		15757	3	4	

Attendance Pre-requisites: None. Open Entry. Workplace application of skills.

Assessment Methods

Training Programmes: Written/Oral quiz, practical simulations and assessments.

Self Assessment: Workplace Attestations and task related log book completed and verified

Safety Requirements: Comply with site safety requirements.

Should you require any additional information or wish to book a course, please contact one of our Customer Service Advisors.

Appendix B

STEO Return

Qualification Details: NC0801 - National Certificate in occupational health and safety (workplace safety) - level 3

Qualification Code: Title: Provider: ID:

Qualification Status: NZQF Level: Type:

First Taught: Last Taught: Provider Status:

Approvals		Study Details		DMA Info		Provider Info	
Duration							
Teaching Hours Weekly	<input type="text" value="1"/>	FTE Teaching Weeks	<input type="text" value="40"/>	Learning Hours per Week	<input type="text" value="1600"/>	Credits/Points	<input type="text" value="50"/>
Work Experience Weekly	<input type="text" value="13"/>	Recess Weeks	<input type="text" value="0"/>	Number of Years	<input type="text" value="1.0"/>	NCF Credits	<input type="text" value="50"/>
Self-Directed Learning Weekly	<input type="text" value="11"/>	FTE Gross Weeks	<input type="text" value="40"/>	Loan Fee Cap	<input type="text"/>	Loan Cap Start Date	<input type="text"/>
QA							<input type="checkbox"/> Part-time <input type="checkbox"/> Loan Cap Update
Quality Approval Received	<input type="text" value="Y"/>	Quality Approval Body	<input type="text" value="NZQA"/>				
Teacher Registration Board Approval	<input type="text" value="N"/>						

MoE Approval		Eligibility		Approval Date	
EFTS Funding	<input type="text" value="Y"/>			Approval Date	<input type="text" value="1/01/2013"/>
Allowances	<input type="text" value="N"/>			EFTS Value Set	<input type="text" value="0.4167"/> SAQ <input type="text" value="0.0104"/>
Loans	<input type="text" value="N"/>			Most recent reason for EFTS change	<input type="text" value="NZQA docs sighted, this new SAC qual approved as of 12/09/2013. Credits 50/120 = 0.4167 EFTS value which does NOT meet the LET of 0.8 and has NO convergence with all"/>
Allowances Approval Withdrawn	<input type="text"/>				
Loans Approval Withdrawn	<input type="text"/>			Qualification Approval Review Date	<input type="text"/>



Qualification Code: Title: Provider:

Qualification Status: NZQF Level: Type:

First Taught: Last Taught: Provider Status:

Approvals		Study Details		DMA Info		Provider Info	
Duration							
Teaching Hours Weekly	<input type="text" value="20"/>	FTE Teaching Weeks	<input type="text" value="14"/>	Learning Hours per	<input type="text" value="504"/>	Credits/Points	<input type="text" value="50"/>
Work Experience Weekly	<input type="text" value="0"/>	Recess Weeks	<input type="text" value="3"/>	Number of Years	<input type="text" value="1.0"/>	NQF Credits	<input type="text" value="50"/>
Self-Directed Learning Weekly	<input type="text" value="16"/>	FTE Gross Weeks	<input type="text" value="17"/>	Loan Fee Cap	<input type="text"/>	Loan Cap Start Date	<input type="text"/>
QA				Loan Cap Update	<input type="text"/>		<input type="text"/>
Quality Approval Received	<input type="text" value="W"/>	Quality Approval Body	<input type="text" value="NZQA"/>				
Teacher Registration Board Approval	<input type="text" value="N"/>						
MoE Approval		Eligibility		Approval Date			
EFTS Funding	<input type="text" value="W"/>			<input type="text" value="1/01/2008"/>	EFTS Value Set	<input type="text" value="0.4167"/>	SAQ <input type="text" value="0.0"/>
Allowances	<input type="text" value="W"/>			<input type="text" value="1/01/2008"/>	Most recent reason for EFTS change	Given permission to approve by <input type="text" value="9(2)(a) of the OIA"/> <input type="text" value="02/05/08."/> <input type="text"/>	
Loans	<input type="text" value="W"/>			<input type="text" value="1/01/2008"/>			
Allowances Approval Withdrawn				<input type="text" value="17/11/2014"/>			
Loans Approval Withdrawn				<input type="text" value="17/11/2014"/>	Qualification Approval Review Date		

Appendix C

R0482 Programme Details Document

R0482 Programme Details

Programme Overview

Programme number	115682
Title	National Certificate in Occupational Health and Safety (Workplace Safety) (Level 3)
Type	Certificate
Owner	Safety 'n Action Limited (7476)
Level	03
Total credits	50
Total study hours	500

Aim The aims of the programme are to: develop or further develop common health and safety skills and knowledge required by all industries; enable current employees of various industry organisations to up skill and validate their on-job knowledge of workplace health and safety practices; provide various industries with workers who are well equipped to handle employer requirements to reduce the incidence of accidents and injury in the workplace.

Content Health and safety in the workplace; hazard identification and risk assessment in the work place; working safely at height; working safely in a confined space; permit issuing and implementation for work undertaken.

Outcome On completion of the programme graduates will achieve the National Certificate in Occupational Health and Safety (Workplace Safety) (Level 3).

They will be able to demonstrate: knowledge, skills and application of health and safety in the workplace; skills and knowledge in hazard identification and risk assessment in the work place; knowledge, skills and application of working safely at height; knowledge, skills and application of working safely in a confined space; knowledge and skills in the application and implementation, and issuing of permits in the workplace.

Entry requirement Open to people who have been employed for a minimum of one month full time in associated industries prior to each block or course module equating to at least 35 hours per week. Industries may include dairy, processing and manufacturing, tunnelling and construction, engineering, petrochemical, power and electrical industries. There are no prerequisites for this course.

Standards

The standards assessed in this programme are:

Number	Title	Version	Level	Credits
497	Demonstrate knowledge of workplace health and safety requirements	7	1	3
3058	Perform gas tests for energy and chemical plant	7	4	5
15757	Use, install and disestablish proprietary fall arrest systems when working at height	3	3	4
17588	Apply for, accept, and carry out work according to a work permit in the workplace	3	3	4
17590	Issue worksite specific work permits	4	3	6
17593	Apply safe work practices in the workplace	3	2	4
17599	Plan a confined space entry	4	4	5
17600	Explain safe work practices for working at heights	3	3	3
17602	Apply hazard identification and risk assessment procedures in the workplace	3	3	4
18426	Demonstrate knowledge of hazards associated with confined spaces	6	3	4

Number	Title	Version	Level	Credits
23229	Use a safety harness for personal fall prevention when working at height	3	3	4
25510	Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely	1	3	4
Total Credits				50

Qualifications

Qualification(s) completed as part of this programme:

Number	Title	Level	Credits
0801	National Certificate in Occupational Health and Safety (Workplace Safety) (Level 3)	3	50

Delivery and Assessment

Provider Safety 'n Action Limited (7476/1)

Delivery mode type Blended

Delivery method Theory is delivered through the mediums of written material, such as Course Handouts

Assessment Method Theory, practical simulation, on job attestations.

Programme length

Total length 40 Including holiday weeks

Teaching weeks 2 Excluding holiday weeks

Average Hours per week

Teaching 1

Self-directed study 11

Total hours per week 13

Total programme hours 25