

## **Programme Specification**

### **Advanced Diploma in Health, Safety and Risk Management**

Valid from: January 2013

**Faculty of Technology, Design and Environment**

## SECTION 1: GENERAL INFORMATION

Awarding body:	Oxford Brookes University
Teaching institution and location:	EEF Ltd, Leamington Spa, UK
Final award:	Advanced Diploma
Programme title:	Health, Safety and Risk Management
Interim exit awards and award titles:	None
Brookes course code:	WG12
UCAS/UKPASS code:	N/A
JACS code:	N/A
Mode of delivery:	Face to face
Mode/s of study:	PT
Language of study:	English
Relevant QAA subject benchmark statement/s:	N/A
External accreditation/recognition:	<ul style="list-style-type: none"><li>• Institution of Occupational Safety &amp; Health (<a href="http://www.iosh.co.uk">www.iosh.co.uk</a>)</li><li>• International Institute of Risk and Safety Management (<a href="http://www.iirsm.org">www.iirsm.org</a>)</li></ul>
Faculty managing the programme:	Technology, Design and Environment
Date of production (or most recent revision) of specification:	November 30 <sup>th</sup> , 2012

## **SECTION 2: OVERVIEW AND PROGRAMME AIMS**

### **2.1 Rationale for/distinctiveness of the programme**

Expert advice from appropriately qualified health and safety practitioners is an essential component in defining the policies of employers to ensure that high standards of safety, health and risk management are achieved in the workplace.

Health, safety and risk management professionals are known by a variety of titles, from safety and health practitioner or adviser, through to safety, health and environmental director, reflecting varying demands and levels of responsibility. The scope of the practitioner's role lies across the full spectrum of industry and commerce and in organisations varying in size from multinationals to small companies. Depending upon the industry, a variety of specialisms may be part of the mix of expertise required, and typically a practitioner will need to combine technical or scientific expertise with effective management techniques and problem-solving and communication strategies.

The Advanced Diploma in Health, Safety and Risk Management covers the breadth of topics necessary for the health and safety practitioner to perform effectively in a wide range of industries, commerce and government. The Programme critically examines the principles, policies, procedures and technologies required for effective health and safety management. In particular the Programme is designed to equip practitioners with a critical understanding of the methods, techniques and skills required to work proactively in promoting a culture of safe working within an organisation.

The Programme is delivered by EEF Ltd, the manufacturer's organisation, using tutors/consultants who have industrial experience and are suitably qualified to teach the topics covered. The Programme satisfies the academic entry requirements for membership of the Institution of Occupational Safety and Health (IOSH) at Graduate Member (Grad IOSH) level.

The Programme is taught in block modules and requires students to undertake extensive study outside the classroom. There is a particular focus on the informed, practical application of health and safety management techniques. The Programme includes the regular use of case studies and syndicate work to help demonstrate how theory is applied in practice, in addition to a work-based project assignment that requires the student to conduct an in-depth risk assessment with respect to their own organisation.

### **2.2 Aim/s of the programme**

The overall aim of the Programme is to develop the skills and knowledge base of the student necessary to function as a competent health and safety practitioner.

In particular, the Programme aims to:-

- enable students to identify, evaluate and interpret technical information relating to complex risks
- enable students to determine the requirements for improved control of complex multiple health and safety risks
- enable students to interpret legal health and safety requirements within a UK / EU context and advise on their practical application
- enable students to maintain and enhance health and safety systems for managing complex risks
- encourage students to contribute to and keep pace with improvements in health and safety best practice
- contribute to the promotion of a positive health and safety culture within organisations
- contribute to students' opportunities for career progression and further study

## SECTION 3: PROGRAMME LEARNING OUTCOMES

### **Knowledge, understanding and skills:**

#### **3.1 Academic literacy**

Graduates will be able to effectively:

1. develop policies, strategies, systems and procedures aimed at creating and maintaining a cost effective health and safety culture in organisations
2. identify and assess a range of health, safety, and other related risks in low risk and more complex working environments
3. determine and critically evaluate the technical and management controls necessary to reduce health and safety risks to an acceptable level
4. identify and interpret legal health and safety requirements and standards applicable to a full range of workplaces, and advise on practical application and compliance
5. review and apply behavioural management techniques and models related to health and safety within organisations

#### **3.2 Research literacy**

Graduates will be able to effectively:

1. identify appropriate techniques for sampling, measurement and analysis of potential health and safety risks e.g. noise surveys, monitoring for toxic substances
2. research and investigate health and safety incidents and provide advice on effective preventative action
3. design, structure and carry out work-based risk assessments and advise on cost effective risk reduction measures
4. use appropriate methods to keep abreast of developments in research and practice relating to health and safety issues e.g. changes to legislation and advances in best practice

#### **3.3 Critical self-awareness and personal literacy**

Graduates will be able to effectively:

1. formulate and adopt a strategic, analytical and creative approach to problem solving
2. demonstrate time management, particularly in relation to multi-task initiatives
3. self-assess own competency levels for health, safety and risk management and set personal objectives for continuing profession development
4. relate and apply the Programme content to the workplace using cost effective means

### 3.4 Digital and information literacy

Graduates will be able to effectively:

1. appraise new approaches and technology as they apply to health, safety and risk management
2. work effectively as both an individual or as a member of a team, using a range of academic/practical skills which centre upon enquiry, research, analysis and information dissemination
3. present health and safety information effectively (oral, written and graphic)

### 3.5 Global citizenship

Graduates will be able to effectively:

1. appreciate and respect diversity of cultures, views and ideologies, and understand how that respect can be applied in the development of a health and safety culture through the pursuit of equal opportunity, social inclusion and non-discrimination
2. recognise the importance of stakeholder involvement in the development of a positive health and safety culture, engaging with a diverse range of interest including employees, regulators, public, clients and the supply chain

## SECTION 4: PROGRAMME STRUCTURE AND CURRICULUM

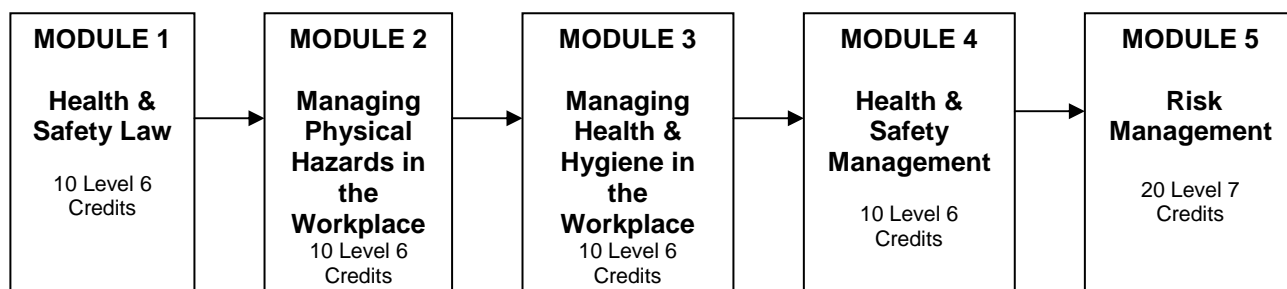
### 4.1 Programme structure and requirements:

The Advanced Diploma in Health, Safety and Risk Management comprises five compulsory modules:

- Health and Safety Law (10 level 6 credits)
- Managing Physical Hazards in the Workplace (10 level 6 credits)
- Managing Health and Hygiene in the Workplace (10 level 6 credits)
- Health and Safety Management (10 level 6 credits)
- Risk Management (20 level 7 credits)

The Advanced Diploma in Health, Safety and Risk Management is valued at 20 level 7 credits and 40 level 6 credits.

The sequence and structure of the Advanced Diploma in Health, Safety and Risk Management is shown below:



## **4.2 Professional requirements**

The Advanced Diploma in Health, Safety and Risk Management entitles students to apply for Graduate Membership of the Institution of Occupational Safety and Health (Grad IOSH). After completing an Initial Professional Development (IPD) assessment, Graduate Members can apply for Chartered Membership (CMIOSH).

The Advanced Diploma is also accepted by the International Institute of Safety and Risk Management (IISRM) at full member level (MIISRM).

## **SECTION 5: PROGRAMME DELIVERY**

### **5.1 Teaching, Learning and Assessment**

The teaching and learning methods used in the Programme reflect the wide variety of topics and techniques associated with health, safety and risk management. Lectures provide the framework, essential background and knowledge base for each module, and students are encouraged to probe more deeply through directed reading. Analysis, synthesis and application of material introduced in the lectures are achieved through workshops, case studies, and syndicate work (accompanied by tutor and peer review). In accordance with the Brookes Assessment Compact, and to further enhance the learning experience, individual exercises are regularly set and these are accompanied by self-assessment and/or peer review and formative feedback.

A wide range of EEF Ltd staff with health, safety and risk management expertise and practical industrial experience are involved in teaching on the Programme. Visiting speakers e.g. from consultancy, industry, regulatory bodies, and professional organisations are also used for some specialist topics.

A variety of materials and resources, including student experience, are used to provide a varied educational experience and a teaching/learning environment appropriate for mature students from a professional background. Traditional lectures are supplemented by syndicate exercises often using case studies. Some modules include site visits e.g. to perform a risk assessment on machinery. Role play is used where appropriate e.g. presentations to a mock 'Board of Directors'. Directed study is a common feature throughout the Programme.

The maximum number of students recruited to a module is capped at 16, and in most cases the class size typically falls within a range of 10-14 individuals. This low student/tutor ratio helps ensure that individual learning needs are met, but also facilitates an environment conducive to informal discussion of issues and the exchange of ideas and experience.

The assessment strategy for the Advanced Diploma in Health, Safety and Risk Management has been designed to combine academic rigour with a strong emphasis upon the practical implementation of best practice principles in an applied setting. The assessments are designed to evaluate and develop the breadth, depth and application of student knowledge. In line with the Brookes Assessment Compact, the assessments are based on an integrated approach and are purposively designed to cover the range of learning outcomes for the Programme, for instance employing scenario based questions to test the ability to apply knowledge and understanding in 'real world' settings.

Students are required to complete three course-based formative assignments: two written plus one oral presentation. The two written formative assignments are specific to the Programme modules and are designed to assess student's development as well providing feedback on performance. The oral assignment develops presentation skills which form part of a team building exercise.

Final summative assessment is based upon two examinations plus a work based project. The examination assessments are holistic and integrated in approach and relate to any topic from within Module 1 to 4 in the Programme (i.e. the level 6 modules in the Programme). This integrated approach is taken to reflect the actual role of the health and safety practitioner. The project requires students to apply knowledge and skills in the workplace by assessing and evaluating a range of risks and recommending appropriate control measures and is tied to Module 5 (i.e. the level 7 module). These assessment methods aim to test not only knowledge but also key skills in practical application, research, analysis, management, motivation and communication.

The five Specific Graduate Attributes are met through the Learning Outcomes associated with the Programme: 'Academic literacy' will enable graduating students to acquire the knowledge and skills required to identify and assess health and safety risks and to critically evaluate both technical and management controls. 'Research literacy' will enable graduating students to undertake research relating to health and safety risks, including the investigation of health and safety incidents and the design, implementation, and critical evaluation of risk assessments. 'Critical self-awareness and personal literacy' enables graduating students to develop efficient, applied problem solving skills that are underpinned by reflective, analytical approaches in a variety of complex risk environments. 'Digital and information literacy' will enable graduating students to obtain, evaluate and communicate key information associated with health, safety and risk management. 'Global citizenship' will enable graduating students to appreciate and reflect upon the importance of varied stakeholder perspectives in creating and maintaining an effective health and safety culture in organisations.

## 5.2 Assessment regulations

The Advanced Diploma in Health, Safety and Risk Management Programme complies with the University's core regulations and consists of:

- 4 x Level 6 10 credit modules that have a 40% pass mark threshold; **and**
- 1 x Level 7 20 credit module that has a 50% pass mark threshold

All modules must be passed to achieve the award of Advanced Diploma in Health, Safety and Risk Management

In determining the final mark achieved for the Programme, the weighting of the summative assessment components is as follows:

Examination Paper 1	30%
Examination Paper 2 (case study)	30%
Work-based Project	40%

Upon completion of the assessment, the final student mark for the Programme is determined as the weighted average of the marks achieved for the summative assessment components.

Examination sessions take place twice a year (normally during June/July and December).

Students are normally required to satisfactorily complete all of the assessment requirements within a period of three years from the commencement of studies.

Students may be required to attend a viva.

## **SECTION 6: ADMISSIONS**

### **6.1 Entry criteria**

Admission of students to the Advanced Diploma in Health, Safety and Risk Management Programme will normally be considered on the basis of either:

- Successful completion of the Oxford Brookes University / EEF Certificate of Credit in Health and Safety Management
- Successful completion of the NEBOSH National General Certificate (NGC) or International General Certificate (IGC) Level 3.
- Qualifications recognised as being equivalent to the above such as the British Safety Council Diploma in Safety Management (pre level 6 qualification). **Note:** Courses approved by IOSH for entry at Tech IOSH grade are normally considered an acceptable entry qualification. IOSH approved courses are benchmarked against level 3 national standards.
- Equivalent level of competence such as NVQ level 3 in Occupational Health and Safety Practice together with relevant training in underpinning knowledge. Such candidates may have to undertake a pre-course assessment. This normally requires students to complete a level 3 examination paper and achieve a score of 60% and above.
- English as a first language or for non-native English speakers, an IELTS score of at least 6.5 in each component, or evidence of an equivalent level of fluency in the English language. For TOEFL the required score is 79 (internet based).

### **6.2 CRB checks**

N/A

## **SECTION 7: STUDENT SUPPORT AND GUIDANCE**

Student Support will be provided through the following;

- An Induction Programme
- Programme Manager and Module Leaders
- Programme and Module Handbooks
- EEF Tutors
- EEF support services e.g. full IT support is available
- Study skills development/support e.g. study techniques are covered in the Programme and students are given individual support if required

## **SECTION 8: GRADUATE EMPLOYABILITY**

Virtually all of EEF Ltd students are sponsored by their employers and are already in employment. Typically a student will be a health and safety adviser for a particular site, with some individuals already in a corporate role.

The Advanced Diploma in Health, Safety and Risk Management leads to Graduate Membership of IOSH (Grad IOSH) which is a key stage to securing Chartered Membership



of IOSH (CMIOSH). Chartered membership of IOSH significantly increases opportunities for employment at a senior level.

## **SECTION 9: LINKS WITH EMPLOYERS**

- Virtually all students are sponsored by their employers and are able to relate many aspects of the Programme to their existing and previous employment experience
- EEF is a body which represents and lobbies on behalf of manufacturing companies (<http://www.eef.org.uk/>). These strong links enable EEF tutors to enhance their input with many 'real life' and up to date case examples/studies
- Site visits and field trips
- Visiting speakers from consultancy, industry, regulatory bodies, and professional organisations e.g. IOSH

## **SECTION 10: QUALITY MANAGEMENT**

### **Indicators of quality/methods for evaluating the quality of provision**

1. EEF Ltd is certified against the following:
  - ISO 9000 Quality Systems
  - ISO 14001 Environmental Management Systems
  - Investors in People
2. The Programme is assessed and accredited by IOSH to Graduate Membership level, allowing progression towards Chartered Membership.
3. The EEF takes seriously the views of its students on the learning environment and the quality of its provision, and actively invites and undertakes review and feedback in a number of ways e.g.
  - through the University's Annual and Periodic Review process which requires all programmes to be monitored and evaluated in terms of their academic validity and cohort analysis
  - through the use of External Examiners (appointed by Oxford Brookes University) to scrutinise modules and assessment associated with the Programme, and the Programme itself at regular intervals through the Academic Year
  - through review of student evaluation, including feedback sheets and informal discussion following each module, and via end of course reviews with students
  - via frequent Programme team meetings and regular liaison with the link Liaison Manager at Oxford Brookes University, in order to follow up issues raised during on-going delivery of the course.