

SAQA ID	Qualification Title	NQF Level	Credits	Duration
121929	National Occupational Certificate: Occupational Health and Safety Officer	04	120	1 Year

A. Quality Assurance Body

Quality Council for Trades & Occupations (QCTO)

B. Assessment Quality Partner

Health and Welfare Sector Education & Training Authority (HWSETA)

C. Qualification Overview

The purpose of this qualification is to prepare a learner to function as an Occupational Health and Safety Officer. Occupational Health and Safety Officers monitor compliance with health and safety systems and processes in an organisation. They identify hazards and assess risks to health and safety and recommend the implementation of appropriate health and safety controls where required.

A qualified learner will be able to:

- Evaluate and recommend appropriate Occupational Health and Safety risk management controls.
- Conduct investigations into Occupational Health and Safety incidents and accidents.
- Co-ordinate the control of overall Occupational Health and Safety administration.
- Execute the basic administrative duties required for the management of Occupational Health and Safety.
- Apply basic data analysis to compile Occupational Health and Safety reports using standard reporting formats.
- Contribute to production planning by ensuring that the Occupational Health and Safety risks are managed appropriately and report on the Occupational Health and Safety compliance status for a designated area of the organisation.

D. Exit Level Outcomes

1. Apply procedures and techniques to evaluate and recommend appropriate Occupational Health and Safety risk management controls.
2. Gather and interpret information to Investigate Occupational Health and Safety Incidents and Accidents.
3. Apply procedures to co-ordinate the control of overall Occupational Health and Safety administration.
4. Execute the basic administrative duties required for the management of OHS meeting.
5. Interpret basic data analysis to compile Occupational Health and Safety reports using standard reporting formats.
6. Contribute to production planning by ensuring that risks are managed appropriately and report on the Occupational Health and Safety compliance status of the production plans for a designated work area.

E. Entry Requirements

The minimum entry requirement for this qualification is:

- NQF Level qualification

F. Qualification Modules

1. Knowledge Modules

Module Code	Module Title	NQF Level	Credits
26302-001-01-KM-01	Fundamentals of Occupational Health and Safety	3	4
226302-001-01-KM-02,	Fundamentals of Representing Employees Regarding OHS Issues	3	4
226302-001-01-KM-03	Fundamentals of Communication within the OHS Discipline	3	4
226302-001-01-KM-04	OHS Administration and Record Management	4	16
226302-001-01-KM-05	Occupational Health and Safety Applications	4	22

2. Practical Modules

Module Code	Module Title	NQF Level	Credits
226302-001-01-PM-01	Represent the Needs of Employees regarding Occupational Health and Safety matters	3	1
226302-001-01-PM-02	Inspect Workplaces, Identify Hazards and Risks and take Immediate Action to Ensure Health and Safety in the Workplace	3	1
226302-001-01-PM-03	Conduct Workplace Inspections, Check the Application of Fundamental Workplace Standards and Report on Compliance Variations	3	10
226302-001-01-PM-04	Administer the Key Activities of an OHS Function	4	16
226302-001-01-PM-05	Participate and Contribute Towards the Development of Hazard and Risk Assessments	4	6
226302-001-01-PM-06	Supervise the Smooth Execution of the Activities of an OHS Function	4	4
226302-001-01-PM-07	Coordinate the Work Activities of Occupational, Health and Safety Representatives	4	6

3. Work Experience Modules

Module Code	Module Title	NQF Level	Credits
26302-001-01-WM-01	Processes of Representing Employees Regarding their Workplace OHS Needs	3	4
226302-001-01-WM-02	Processes of Executing OHS Administration and Document Management	4	4
226302-001-01-WM-03	Processes of Managing Workplace Accidents, Incidents and other Emergencies	4	8
226302-001-01-WM-04	Incident Investigation Processes	4	10

NB

All modules are compulsory

Unemployed candidates **MUST** be hosted at a real workplace for work integrated learning

G. Delivery Methodology

- Face to face contact sessions at an approved QCTO venue
- Virtual support sessions

H. Assessment

Assessment will comprise the following.

- Completion of formative and summative assessment tasks
- Completion of workplace logbook tasks
- External Integrated Summative Assessment (EISA) at an approved QCTO assessment centre

I. Certification

The QCTO will issue successful candidates with.

- Statement of Results
- Certificate of Competence