

SAQA ID	Qualification Title	NQF Level	Credits	Duration
121930	Occupational Certificate: Occupational Health and Safety Assistant	04	44	60 days

#### 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 part qualification is to prepare a learner to function as an Occupational Health and Safety Assistant. An Occupational Health and Safety Assistant perform basic administration, coordination and compliance monitoring within the Occupational Health and Safety function. A qualified learner will exhibit the following key attributes: attention to detail, sense of urgency, time management, assertive and compassionate, communication, pro-active and diligent application of administrative practices, honesty and appreciation of ethical values.

A qualified learner will be able to:

- Maintain appropriate Occupational Health and Safety documents management systems.
- Execute the administrative duties required for the management of Occupational Health and Safety meetings.
- Apply basic data analysis to compile basic Occupational Health and Safety reports using standard reporting formats.

#### D. Exit Level Outcomes

1. Co-ordinate the control of overall Occupational Health and Safety administration.
2. Perform basic administrative duties required for the management of OHS meeting.

#### E. Entry Requirements

The minimum entry requirement for this qualification is:

- NQF Level 3 qualification

#### F. Qualification Modules

##### 1. Knowledge Modules

Module Code	Module Title	NQF Level	Credits
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

## 2. Practical Modules

Module Code	Module Title	NQF Level	Credits
226302-001-01-PM-04	Administer the Key Activities of an OHS Function	4	16

## 3. Work Experience Modules

Module Code	Module Title	NQF Level	Credits
26302-001-01-WM-02	Processes of Executing OHS Administration and Document Management	4	8

### 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