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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY
REGISTERED QUALIFICATION:**

Occupational Certificate: Occupational Health and Safety Assistant

SAQA QUAL ID		QUALIFICATION TITLE		
121930		Occupational Certificate: Occupational Health and Safety Assistant		
ORIGINATOR				
Development Quality Partner - HWSETA				
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY			NQF SUB-FRAMEWORK	
-			OQSF - Occupational Qualifications Sub-framework	
QUALIFICATION TYPE	FIELD		SUBFIELD	
Part-Qualification	Field 09 - Health Sciences and Social Services		Preventive Health	
ABET BAND	MINIMUM CREDITS	PRE-2009 NQF LEVEL	NQF LEVEL	QUAL CLASS
Undefined	44	Not Applicable	NQF Level 04	Regular-ELOAC
REGISTRATION STATUS		SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE
Registered		EXCO 1121/24	2024-01-30	2029-01-30
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT		
2030-01-30		2033-01-30		

In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.

This qualification does not replace any other qualification and is not replaced by any other qualification.

PURPOSE AND RATIONALE OF THE QUALIFICATION

Purpose:

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 performs 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.

Rationale:

This part qualification is derived from the Occupational Health and Safety Officer qualification and is the entry point to suite of qualifications that underpins the professional establishment and implementation of Occupational Health and Safety function within organisations.

The part qualification will benefit the sector, industry and society by offering an entry point into a career path in the occupational health and safety field. The occupational health and safety sector will benefit in that this part qualification will build professionalism at an early stage in the career path of the cadre of employees, thus preventing unnecessary occupational diseases and injuries. The part qualification includes generic administrative knowledge and skills that

creates a platform for career progression for learners into Occupational Health and Safety Officer positions. Society will benefit employment opportunities the part qualification opens for new entrants.

Occupational Health and Safety is one of key determinant of the eventual sustainability of an organisation as legal compliance. A healthy and safe working environment is a fundamental human right that is entrenched in the South African Bill of Rights. Keeping workers healthy and free of injury is also a key imperative in reducing the financial burden of health care on the employees, companies and fiscus. It shall enable the organisations to prevent and reduce occupational diseases and injuries, thus keep employees healthy to sustain households and society economically.

This part qualification provides the Occupational Health and Safety theoretical and practical competencies to administer compliance and prevention. Typical learners for the part qualification are new entrants and those already employed with occupational health and safety responsibilities. The part qualification was developed in collaboration with the occupational health and safety industry and professional bodies to account for competencies requirements for professional registration. There is currently no similar part qualification that is registered in the National Qualifications Framework.

RECOGNISE PREVIOUS LEARNING?

Y

QUALIFICATION RULES

This part-qualification is made up of compulsory Knowledge, Practical Skill and Work Experience Modules:

Knowledge Modules

- 226302-001-01-KM-03, Fundamentals of Communication within the OHS Discipline, NQF Level 3, 4 Credits.
- 226302-001-01-KM-04, OHS Administration and Record Management, NQF Level 4, 16 Credits.

Total number of credits for Knowledge Modules: 20

Practical Skill Modules

- 226302-001-01-PM-04, Administer the Key Activities of an OHS Function, NQF Level 4, 16 Credits.

Total number of credits for Practical Skill Modules: 16

Work Experience Modules

- 226302-001-01-WM-02, Processes of Executing OHS Administration and Document Management, NQF Level 4, 8 Credits.

Total number of credits for Work Experience Modules: 8

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.

ASSOCIATED ASSESSMENT CRITERIA

Associated Assessment Criteria for Exit Level Outcome 1:

ELO 1: Co-ordinate the control of overall Occupational Health and Safety administration.

- Apply Occupational Health and Safety document control.
- Apply key terms, rules and concepts of administration and document control within the context of a real-world workplace environment.
- Evaluate the processing and documentation of Occupational Health and Safety activities to determine the efficacy and legal compliance of the processes and activities.
- Compile, collate and safeguard legally required Occupational Health and safety documentation, files and reports according to the regulatory and global systems requirements.

Associated Assessment Criteria for Exit Level Outcome 2:

ELO 2: Display the ability to perform basic administrative duties required for the management of OHS meeting.

- Apply Occupational Health and safety meeting management to demonstrate the appropriate application of the key terms, rules and concepts of coordinating and managing Occupational Health and safety meetings within the context of real-world workplace environments.
- Apply processes and activities required to effectively coordinate and manage meetings within the Occupational Health and Safety function.
- Compile Occupational Health and Safety meeting minutes for the different types of meetings that are required within an effective Occupational Health and Safety function.

ELO 3: Interpret basic data analysis to compile Occupational Health and Safety reports.

- Apply basic data analysis to use of the key terms, rules and concepts within the context of real world workplace environments.
- Analyse and prepare basic Occupational Health and Safety data for presentation in written and visual formats in support of findings stated in basic Occupational Health and Safety reports.
- Discuss and critically evaluate the purpose and use of Occupational Health and Safety operational reports within the context of current and future work environments.

- Compile Occupational Health and Safety reports making appropriate and feasible recommendations to improve the compliance status within specific work areas.

Integrated Assessment

Integrated Formative Assessment

The skills development provider will use the curriculum to guide them on the stipulated internal assessment criteria and weighting. They will also apply the scope of practical skills and applied knowledge as stipulated by the internal assessment criteria. This formative assessment together with work experience leads to entrance in the integrated external summative assessment.

Integrated Summative Assessment

An external integrated summative assessment, conducted through the relevant QCTO Assessment Quality Partner is required for the issuing of this part-qualification. The external integrated summative assessment will focus on the exit level outcomes and associated assessment criteria. The assessment will be conducted through written assessment and the evaluation of practical tasks at decentralised approved assessment sites by a panel of assessors within a period of 1 day.

INTERNATIONAL COMPARABILITY

This part qualification was compared with the qualifications in Australia and the United Kingdom, as applied to the parent qualification.

Australia

The Certificate IV in Work Health and Safety is a qualification which is pitched at a similar complexity level as an NQF Level 4 qualifications on the South African National Qualifications Framework. This qualification is presented by Occupational Health Services Australia. The Certificate IV is delivered over a 12-month period. The Certificate IV in Work Health and Safety qualification is generally considered the minimum entry point for anyone wanting to commence a career in occupational work health and safety.

After completing the Certificate, learners will be able to work as a Health and Safety Officer and become responsible for the corresponding Occupational Health and Safety functions within a workplace. The Certificate is designed to be delivered through a blended learning approach consisting of self-study, contact sessions and workplace applications.

The following represent the core learning units of the Certificate:

- Assist with workplace compliance with Workplace Health and Safety laws.
- Contribute to implementation and maintenance of Workplace Health and Safety consultation and participation processes.
- Contribute to Workplace Health and Safety risk management.
- Contribute to implementing Workplace Health and Safety management systems.
- Contribute to workplace incident response.
- Assist with managing Workplace Health and Safety implications of return to work.
- Assist with managing Workplace Health and Safety compliance of contractors.
- Contribute to implementing Workplace Health and Safety monitoring processes.
- Demonstrate leadership in the workplace.
- Manage implementation of emergency procedures.

There are no formal pre-requisites to undertake the Certificate IV in Work Health and Safety although the completion of Year 10 General Education is recommended.

Similarities

- The two qualifications are similar in terms of level, the overall purpose of the qualification and the core learning components.
- Both qualifications require theoretical and work application components.

Differences

- The South African qualification entry requirement is NQF Level 3 qualification.
- The South African qualification is shorter and makes specific provisioning for the administrative components.

United Kingdom

The National General Certificate in Occupational Health and Safety is a qualification which is pitched at a complexity level similar to that of an NQF Level 4 on the South African National Qualifications Framework. This qualification is obtained through the National Examination Board in Occupational Safety and Health (NEBOSH) and presented by, amongst other providers, the NEBOSH Academy in Leicester. The qualification is targeted at the entry levels within the Occupational Health and Safety discipline and is structured to meet global Occupational Health and Safety requirements.

This qualification is designed for anyone (managers, supervisors and workers) in any type of organisation. It's ideal for anyone who needs a broad understanding of health and safety issues to be able to manage day-to-day organisational risks effectively.

The qualification is delivered over a minimum period of fourteen (14) months and covers the following core learning units:

- Why we should manage workplace health and safety.
- How health and safety management systems work and what they look like.
- Managing risk - understanding people and processes.
- Health and safety monitoring and measuring.
- Physical and psychological health.

- Musculoskeletal health.
- Chemical and biological agents.
- General workplace issues.
- Work equipment.
- Fire.
- Electricity.

There are no entry requirements for this qualification, however it is important that learners have a suitable standard of English language to understand and articulate the concepts contained in the syllabus. NEBOSH recommends that learners undertaking this qualification should reach a minimum standard of English equivalent to an International English Language Testing System (IELTS) score of 6.0 or higher.

Similarities

- The two qualifications are similar in terms of level, the overall aim of the qualification and the learning components.
- Both qualifications require theoretical component and work application.

Differences

- The South African part qualification is shorter and makes specific provisioning for the administrative component of Occupational Health and Safety.
- The entry requirement for National General Certificate in Occupational Health and Safety (NEBOSH) is English language proficiency.

Conclusion

The Part qualification compares favourably with the two international examples in terms of the purpose, level and learning content. The South African Part qualification is unique in that it specifically caters for the administrative component and shorter.

ARTICULATION OPTIONS

This part-qualification provides opportunities for horizontal, vertical and diagonal articulation options.

Horizontal articulation:

- There are no registered articulation options within the sub-framework.
- National Certificate: Vocational, NQF Level 4.

Vertical articulation:

- Occupational Health and Safety Officer; NQF Level 4.

Diagonal articulation:

- Occupational Certificate: Health Products Information Officer, NQF Level 5.

NOTES

Qualifying for External Assessment:

To qualify for the external summative assessment learners must have a copy of a completed and signed Statement of Work Experience as well as proof of successful completion of the all the knowledge and practical skill modules specified in the curriculum or through the Recognition of Prior Learning Process (RPL). Foundational Learning Competency (FLC) is a requirement for access to EISA.

Additional Legal or Physical Entry Requirements:

- None.

Criteria for the accreditation of providers

Accreditation of providers will be done against the criteria as reflected in the relevant curriculum on the QCTO website. The curriculum title and code are: Occupational Health and Safety Assistant: 226302-001-01-01.

Encompassed Trade:

This qualification encompasses the following trades as recorded on the NLRD:

- None

Assessment Quality Partner (AQP)

- Health and Welfare Sector Education and Training Authority (HWSETA).

PARENT QUALIFICATIONS (Where Applicable)

- National Occupational Certificate: Occupational Health and Safety Officer, NQF Level 4.

LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION:

NONE

PROVIDERS CURRENTLY ACCREDITED TO OFFER THIS QUALIFICATION:

This information shows the current accreditations (i.e. those not past their accreditation end dates), and is the most complete record available to SAQA as of today. Some Primary or Delegated Quality Assurance Functionaries have a lag in their recording systems for provider accreditation, in turn leading to a lag in notifying SAQA of all the providers that they have accredited to offer qualifications and unit standards, as well as any extensions to accreditation end dates. The relevant Primary or Delegated Quality Assurance Functionary should be notified if a record appears to be missing from here.

NONE

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