



OTHM Level 5 Certificate in Health and Safety

Qualification Number: 610/6913/9

DATE: JANUARY 2026

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QUALIFICATION OBJECTIVES

The objective of the OTHM Level 5 Certificate in Health and Safety is intended to develop learners' understanding of core health and safety management practices that underpin the company's health and safety management system and particularly the legal responsibilities as outlined by the business health and safety policy.

The qualification provides learners with an opportunity to support more specialist provision, whether internal and/or external through a greater awareness of the principles of health and safety management and provides knowledge to underpin a candidate's ability to work as an effective manager supporting both people and processes.

Successful completion of this qualification will allow learners to enhance their role and responsibilities through greater understanding of the subject areas.

QUALITY, STANDARDS AND RECOGNITIONS

OTHM Qualifications are approved and regulated by Ofqual (Office of Qualifications and Examinations Regulation). Visit the [Register of Regulated Qualifications](#).

OTHM has progression arrangements with several UK universities that acknowledges the ability of learners after studying Level 3-7 qualifications to be considered for advanced entry into corresponding degree year/top up and Master's/top-up programmes.

REGULATORY INFORMATION

Qualification Titles	OTHM Level 5 Certificate in Health and Safety
Ofqual Qualification Numbers	610/6913/9
Regulation Start Date	18/01/2026
Operational Start Date	19/01/2026
Duration	1 months
Total Credit Value	16 Credits
Total Qualification Time (TQT)	96 hours
Guided Learning Hours (GLH)	48 hours
Sector Subject Area (SSA)	1.3 Health and social care
Overall Grading Type	Pass / Fail
Assessment Methods	Coursework
Language of Assessment	English

EQUIVALENCES

OTHM Level 5 Certificate qualifications represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Higher National Diplomas (HND) and Year 2 of a three-year UK Bachelor's degree programme.

QUALIFICATION STRUCTURE

OTHM Level 5 Certificate in Health and Safety qualification consists of 4 units, 16 credits, 96 hours Total Qualification Time (TQT) and the recommended Guided Learning Hours (GLH) for this qualification is a minimum of 48 hours.

All units are mandatory.

Unit Ref No	Unit Title	Level	Credit	GLH	TQT
H/651/8984	Principles of Health and Safety Management	5	4	12	24
J/651/8985	Proactive and Reactive Health and Safety Practices	5	4	12	24
K/651/8986	Planning, Audit and Review of Health and Safety Activities	5	4	12	24
L/651/8987	Management of Corporate Social Responsibility, Sustainability and Welfare Arrangements	5	4	12	24

DEFINITIONS

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could be expected to be required in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

Total Qualification Time is comprised of the following two elements –

- a) the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and*
- b) an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.*

(Ofqual 15/5775 September 2015)

Guided Learning Hours (GLH) are defined as the hours that a teacher, lecturer or other member of staff is available to provide immediate teaching support or supervision to a learner working towards a qualification.

Credit value is defined as being the number of credits that may be awarded to a learner for the successful achievement of the learning outcomes of a unit. One credit is equal to 10 hours of TQT.

ENTRY REQUIREMENTS

This qualification is designed for learners who are typically aged 19 and above.

The entry profile for learners is likely to include at least one of the following:

- Relevant Level 4 Diploma qualification or equivalent qualification
- GCE Advanced level in 3 subjects or equivalent qualification
- Mature learners (over 21) with relevant management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)

English requirements: If a learner is not from a majority English-speaking country, they must provide evidence of English language competency. For more information visit the [English Language Expectations](#) page on the [OTHM website](#).

PROGRESSION

Successful completion of the OTHM Level 5 Certificate in Health and Safety provides learners with the opportunity to access a wide range of academic progression. Individuals successfully completing the qualification will be eligible to apply for Affiliate / Technical (TechIOSH) membership.

As this qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation), learners are eligible to gain direct entry into a UK Bachelor's degree programme. For more information visit the University Progressions page on the OTHM website.

DELIVERY OF OTHM QUALIFICATIONS

OTHM do not specify the mode of delivery for its qualifications, therefore OTHM centres are free to deliver this qualification using any mode of delivery that meets the needs of their learners. However, OTHM centres should consider the learners' complete learning experience when designing the delivery of programmes.

It is important that centres develop an effective delivery method to teaching and learning that supports the progression and stretch of learners.

OTHM Centres must ensure that the chosen mode of delivery does not unlawfully or unfairly discriminate, whether directly or indirectly, and that equality of opportunity is promoted. Where it is reasonable and practicable to do so, it will take steps to address identified inequalities or barriers that may arise.

Guided Learning Hours (GLH) which are listed in each unit gives centres the number of hours of teacher-supervised or direct study time likely to be required to teach that unit.

ASSESSMENT AND VERIFICATION

All units within this qualification are assessed and internally quality assured by the centre and externally verified by OTHM. The qualifications are Criteria referenced, based on the achievement of all the specified learning outcomes.

To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the assessor.

Specific assessment guidance and relevant marking criteria for each unit are made available in the Assignment Brief document. These are made available to centres immediately after registration of one or more learners.

The assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

Assessment Tracking and Recording Learner Progress

It is necessary to track and record learner achievement throughout the delivery period of the Diploma and this should not be left until the end of the course.

This will include regular review of learner work through formative and summative assessment and internal quality assurance at planned intervals during the programme:

- before decisions have been made on any unit
- sampling evidence once one or two of the units or assignments are completed

Tracking learner progress, recording the achievement of each learner per criteria on a unit-by-unit basis ensures:

- the assessment evidence is clearly measured against national standards
- learner progress is accurately tracked
- the assessment process can be reliably verified
- evidence is valid, authentic and reliable for the safety of certification
- identification of which assessments are outstanding
- internal verification is timely
- samples for standards verification and other external audits can be made available as required
- up to date, securely stored assessment records help to minimise the risk of assessment malpractice and potential issues; maintaining the integrity of the qualification.

Tutors/Assessors should provide learners with formative and summative feedback to aid development during their studies.

Formative Assessment

Formative assessment is an integral part of the assessment process, involving both the Tutor/Assessor and the learner about their progress during the course of study.

Formative assessment takes place prior to summative assessment and focuses on helping the learner to reflect on their learning and improve their performance and does not confirm achievement of grades at this stage.

The main function of formative assessment is to provide feedback to enable the learner to make improvements to their work. This feedback should be prompt so it has meaning and context for the learner and time must be given following the feedback for actions to be complete. Feedback on formative assessment must be constructive and provide clear guidance and actions for improvement.

All records should be available for auditing purposes, as we may choose to check records of formative assessment as part of our ongoing quality assurance.

Summative Assessment

Summative assessment is used to evaluate learner competence and progression at the end of a unit or component. Summative assessment should take place when the assessor deems that the learner is at a stage where competence can be demonstrated.

Learners should be made aware that summative assessment outcomes are subject to confirmation by the Internal Verifier and External Quality Assurer (EQA) and thus is provisional and can be overridden. Assessors should annotate on the learner work where the evidence supports their decisions against the assessment criteria. Learners will need to be familiar with the assessment and grading criteria so that they can understand the quality of what is required.

Evidence of both formative and summative assessment **MUST** be made available at the time of external quality assurance – EQA.

RECOGNITION OF PRIOR LEARNING AND ACHIEVEMENT

Recognition of Prior Learning (RPL) is a method of assessment that considers whether learners can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

RPL policies and procedures have been developed over time, which has led to the use of a number of terms to describe the process. Among the most common are:

- Accreditation of Prior Learning (APL)
- Accreditation of Prior Experiential Learning (APEL)
- Accreditation of Prior Achievement (APA)
- Accreditation of Prior Learning and Achievement (APLA)

All evidence must be evaluated with reference to the stipulated learning outcomes and assessment criteria against the respective unit(s). The assessor must be satisfied that the evidence produced by the learner meets the assessment standard established by the learning outcome and its related assessment criteria at that particular level.

Most often RPL will be used for units. It is not acceptable to claim for an entire qualification through RPL. Where evidence is assessed to be only sufficient to cover one or more learning outcomes, or to partly meet the need of a learning outcome, then additional assessment methods should be used to generate sufficient evidence to be able to award the learning outcome(s) for the whole unit. This may include a combination of units where applicable.

EQUALITY AND DIVERSITY

OTHM provides equality and diversity training to staff and consultants. This makes clear that staff and consultants must comply with the requirements of the Equality Act 2010, and all other related equality and diversity legislation, in relation to our qualifications.

We develop and revise our qualifications to avoid, where possible, any feature that might disadvantage learners because of their age, disability, gender, pregnancy or maternity, race, religion or belief, and sexual orientation.

If a specific qualification requires a feature that might disadvantage a particular group (e.g. a legal requirement regarding health and safety in the workplace), we will clarify this explicitly

in the qualification specification.

UNIT SPECIFICATIONS

PRINCIPLES OF HEALTH AND SAFETY MANAGEMENT

Unit Reference Number	H/651/8984
Unit Title	Principles of Health and Safety Management
Unit Level	5
Number of Credits	4
Total Qualification Time (TQT)	24
Guided Learning Hours (GLH)	12
Mandatory / Optional	Mandatory
Sector Subject Area (SSA)	1.3 Health and social care
Unit Grading Type	Pass / Fail

Unit Aims

This unit provides learners with an understanding of the importance of developing a responsible approach to health and safety management within the organisation. Learners will understand responsibilities of the organisation, key groups and individuals, demonstrating the importance of establishing a positive health and safety culture. Learners will demonstrate the importance, and application of the Plan Do Check Act model of health and safety management systems. Upon completion of the unit Learners will understand the importance of profiling risk within the business

Learning Outcomes, Assessment Criteria and Indicative Content

Learning Outcome – The learner will:	Assessment Criteria – The learner can:	Indicative Content
1. Be able to demonstrate how a health and safety management system operates	1.1 Describe the structure and key elements of a health and safety policy. 1.2 Explain why a health and safety strategy should be aligned to an overarching business strategy 1.3 Analyse the benefits that can be derived from integrating health and safety objectives into core business functions.	Health and Safety Policy Structure. - Key objectives and structure of a health and safety policy document. Health and Safety Management Systems (HSMS) - What are the similarities between the Plan Do Check Act approach of a HSMS and other ISO systems.

	1.4 Evaluate the benefits that should be gained by a business from a functioning health and safety management system.	Deriving Business Benefits - Financial justification for H&S policy: the costs of accidents, incidents and ill-health, insurance, financial benefits of good management. Recognising HSMS benefits for the organisation - Moral justification for H&S policy, duty of reasonable care, cultural development, legal reasoning and justification for H&S policy, preventative, punitive/judgement, consideration of compensation effects of law, self-regulation.
2. Understand the roles and responsibilities for health and safety in an organisation	2.1 Describe the legal framework which outlines the key responsibilities for employers, employees, contractors and others affected by a company's operations. 2.2 Describe the importance of competence in supporting integration of responsibilities across the business. 2.3 Analyse how the requirement for commitment from the board and senior management supports a functional health and safety management system. 2.4 Evaluate the importance of structured health and safety responsibilities within the business.	Duties and responsibilities as determined by legal and regulatory guidance. - Responsibilities for, and influences of formal (legal and regulatory) frameworks including HSAWA '74, worker representatives, committees/groups, formal consultation, team meetings, intranet, the health and safety practitioner. Understanding the relevance of competence in support of H and s management practices. - Roles and responsibilities of health and safety practitioners, occupational competence requirements, engaging the role of the practitioner alongside day-to-day workplace challenges and conflicts facing a business. Board and senior management responsibilities. - Governance of health and safety practice. Maintenance of standards, systems, resources, skills. Importance of goals, targets, objectives.

		Structured responsibilities for health and safety Showing how formal legislation and responsibilities guides business to establish roles and responsibilities to discharge duties and obligations
3.Be able to demonstrate the importance of a health and safety culture in support of the principle of safety management	3.1 Outline the importance of the 4 C's: control, competence, cooperation and communication to the development of a positive health and safety culture. 3.2 Describe a range of benefits to be gained from engaging employees at all levels to commit to support health and safety operations. 3.3 Describe how to evaluate the effectiveness of a health and safety culture within the business. 3.4 Explain how to engage and work with individuals and groups to create a positive health and safety culture. 3.5 Evaluate the range of benefits that should be accrued across the business from securing a positive health and safety culture.	The 4 C's - Relationship within the organisational structure of engaging a positive health and safety culture. Using leadership to drive objectives of individuals with the needs of the organisation. Benefits of a health and safety culture - Factors that impact on human reliability e.g. poor standards, inadequate/adequate communication of policies and arrangements, clearly outlined job roles and responsibilities, effective planning, good communication systems. Engaging with individuals and groups - Different methods of engaging and evaluating employees and stakeholders and reflecting on benefits gained from the process and from an improved and S culture.
4.Understand how risk profiling contributes to the development of roles and responsibilities for health and safety	4.1 Describe how risk profiling is an essential element of a business's health and safety management system. 4.2 Explain the legal and regulatory requirements relating to assessing and managing risk. 4.3 Demonstrate a range of benefits to a business from profiling exposure to a range of risks.	Understanding risk profiling. - The position and importance of risk profiling with the Health and Safety Management System and the difference between risk profiling and risk assessment. Understanding the legal requirements to assess risk - Showing the range of legal and regulatory

	4.4 Describe the potential cost to a business from not understanding their exposure to risks. 4.5 Explain the difference between risk assessment and risk management.	requirements applicable to specifying assessment and management of risks in a business. What benefits does a company gain from risk profiling Showing the business benefits to accrue through continued compliance with legal and regulatory requirements across an HSMS
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Assessment

To achieve a 'pass' for this unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria.

Learning Outcomes to be met	Assessment Criteria to be covered	Assessment type	Word count (approx. length)
LO 1 to LO 4	All ACs under LO 1 - LO 4	Coursework	2500 words plus a presentation

Indicative Reading List

Policy and Practice in Health and Safety, 14(1), pp. 81–96. doi: 10.1080/14773996.2016.1231868 Bornstein, S. and Hart, S. (2010)

British Standards Institution (2018) Occupational health and safety management systems: requirements with guidance for use

Policy and Practice in Health and Safety, 9(1), pp. 3–16. doi: 10.1080/14774003.2011.11667753.

Leka, S. et al. (2016) Policy and Practice in Health and Safety, 14(1), pp. 65–80. doi: 10.1080/14773996.2016.1231871.

Pinder, J. et al. (2016) 'Occupational safety and health and smaller organisations: research challenges and opportunities',

Tolley (2019) Tolley's Health & Safety At Work Handbook 2020. S.I.: LEXISNEXIS UK

Ferrett, E., & Hughes, P. (2016). International health and safety at work

Boyle, T. (2019) Health and safety: risk management

Additional Resources

British Standards Institution (2018) Risk management – guidelines

European Agency for Safety and Health at Work (2012) Leadership and occupational safety and health (OSH): an expert analysis. Luxembourg: Publications Office of the European Union

PROACTIVE AND REACTIVE HEALTH AND SAFETY PRACTICES

Unit Reference Number	J/651/8985
Unit Title	Proactive and Reactive Health and Safety Practices
Unit Level	5
Number of Credits	4
Total Qualification Time (TQT)	24
Guided Learning Hours (GLH)	12
Mandatory / Optional	Mandatory
Sector Subject Area (SSA)	1.3 Health and social care
Unit Grading Type	Pass / Fail

Unit Aims

This unit aims to provide learners with an understanding of the importance of developing a greater understanding of those practices that underpin proactive and reactive activity. Learners will understand how these processes form part of an effective health and safety management system and reflect both a positive and negative safety culture within an organisation. Learners will be able to demonstrate an understanding of the legal and regulatory requirements by which the organisation should operate and determine how effective reactive processes such as accident investigation should assist businesses to manage improvements

Learning Outcomes, Assessment Criteria and Indicative Content

Learning Outcome – The learner will:	Assessment Criteria – The learner can:	Indicative Content
1. Understand how the management of risk underpins a proactive approach to the health and safety culture	1.1 Describe the processes that support a business to manage risks 1.2 Describe why risk profiling should support effective risk management as part of a functioning health and safety management system.	Risk assessment and risk management process Generic, specific and dynamic risk assessments, when to use, when not to, consideration of long-term hazards to health. Differences between qualitative, and quantitative assessments, implementation of effective risk assessment system: procedures, recording protocols.

	1.3 Explain how effective management of risk assessment processes contribute to a positive health and safety culture within the business. 1.4 Analyse how managing risk assessment processes effectively in the business contribute to operational improvements.	Effective management Training, skills, responsibilities, authorisation, monitoring actions and review. characteristics of safe systems of work and safe operating procedures, when to use a variety of risk strategies.
2. Be able to identify the processes for hazard identification and the assessment of risk	2.1 Describe the ways in which hazards are identified across the business. 2.2 Describe the key elements of the process for undertaking an assessment of risk. 2.3 Analyse the effectiveness of a range of risk assessment methods and their applicability to legal and regulatory requirements. 2.4 Evaluate the effectiveness of risk assessment as a process in determining actions to mitigate and reduce losses in the business.	Risk assessment process. Risk assessment process: identify risks/hazards, identify those at risk, evaluate likelihood and severity, identify risk control standards, create action plan, prioritise actions, record assessment. Risk assessment methodology Generic, specific and dynamic risk assessments, when to use, when not to, consideration of health hazards. Differences between qualitative, and quantitative assessments. Mitigating and reducing loss. implementation of effective risk assessment system: procedures, recording protocols, training, skills, responsibilities, authorisation, monitoring actions, review, characteristics of safe systems of work and safe operating procedures. When to use a variety of risk strategies: avoidance, reduction, transfer, analysis, evaluation and review
3. Understand the legal principles of accident and incident reporting, recording and investigation	3.1 Outline a range of accidents, incidents and instances of ill-health that may impact on the business. 3.2 Explain the underpinning legal and regulatory requirements that guide a business to manage reporting, recording and investigation of accidents and incidents.	Accident incidents and ill-health The range of events that can impact on a business, actual and considered should be outlined. Legal and regulatory requirements

	3.3 Explain how company, group and individual responsibilities are reflected in investigative and reporting procedures 3.4 Analyse the full range of outcomes that a business may experience for failing to manage the management of reactive events that have happened or may occur in the business.	An outline of the legal and regulatory guidance applicable to the workplace as applies to accident recording, reporting and investigation. Duties and responsibilities as apply to operating procedures. Relate the specific responsibilities that apply to the business and individuals in relation to the legal and regulatory requirements. Outcomes What are the potential reactive measures and outcomes a business may face if they fail to manage the legal and regulatory requirements as they apply.
4.Understand how effective management of accidents and incidents contributes to effective health and safety management systems	4.1 Explain how reactive events contribute to poor health and safety performance. 4.2 Explain how to measure the impact of reactive events including accidents, near misses/incidents and ill-health. 4.3 Analyse how the outcomes of investigations into reactive health and safety events should be managed.	Reactive events and performance How can instances of accidents, incidents and ill-health impact on the performance of a business. Measuring impact and analysing outcomes What is the relevance of accident/incident frequency rate, accident incidence rate, ill-health prevalence. The interpretation of loss event data and formats format, e.g. pie charts and line graphs.

Assessment

To achieve a 'pass' for this unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria.

Learning Outcomes to be met	Assessment Criteria to be covered	Assessment type	Word count (approx. length)
LO 1 - LO 4	All ACs under LO 1 - LO 4	Coursework	1500 words plus presentation

Indicative Reading List

Ferrett, E., & Hughes, P. (2016). International health and safety at work

Tolley (2019) Tolley's Health & Safety At Work Handbook 2020. S.I.: LEXISNEXIS UK

Additional Resources

European Agency for Safety and Health at Work (2012) Leadership and occupational safety and health (OSH): an expert analysis. Luxembourg: Publications Office of the European Union

PLANNING, AUDIT AND REVIEW OF HEALTH AND SAFETY ACTIVITIES

Unit Reference Number	K/651/8986
Unit Title	Planning, Audit and Review of Health and Safety Activities
Unit Level	5
Number of Credits	4
Total Qualification Time (TQT)	24
Guided Learning Hours (GLH)	12
Mandatory / Optional	Mandatory
Sector Subject Area (SSA)	1.3 Health and social care
Unit Grading Type	Pass / Fail

Unit Aims

The unit provides learners with an opportunity to demonstrate their understanding of the importance of evaluating health and safety performance including the value of effective communication. Learners will understand the importance of a range of communication methods and techniques for performance outcomes including understanding what should be communicated, how and why.

Learning Outcomes, Assessment Criteria and Indicative Content

Learning Outcome – The learner will:	Assessment Criteria – The learner can:	Indicative Content
1. Be able to evaluate health and safety performance and facilitate improvements	1.1 Explain the meaning of the terms, audit and review as they apply to a health and safety management system (HSMS). 1.2 Evaluate the importance of leadership as it applies to a health and safety management system. 1.3 Analyse the importance of sustaining a successful health and safety management system through measuring health and safety performance outcomes.	HSMS The key aspects of a health and safety management system, e.g. guidelines and guidance as applied internationally and specific to operational governments on Occupational Health and Safety Management Systems. ILO, ISO 45001:2018 (Occupational Health and Safety Management Systems.) Leadership and health and safety management systems

	1.4 Evaluate the benefit to a business from integrating health and safety performance objectives alongside wider business performance measurements	Governance and leadership of health and safety practice. which supports the maintenance of standards, systems, resources, skills. Importance of goals, targets, objectives. Performance outcomes and business benefits. What is the formal and informal performance methodology. Appropriate data for consideration in evaluation processes e.g. health and safety objectives, proactive performance indicators, reactive performance indicators, organisational procedures, change agents, standards, expectations. Review outputs, e.g. actions plans, stakeholder communication plans, senior management reports, objectives.
2. Be able to manage and communicate the outcomes of health and safety performance management reviews	2.1 Describe a range of methods through which health and safety performance outcomes can be communicated. 2.2 Describe a range of information that should form part of the feedback to senior management on health and safety performance monitoring. 2.3 Analyse the benefits that can accrue from greater engagement across a business as part of a performance review	Methods for measuring performance outcomes How to engage and communicate with stakeholders and what information forms part of feedback on performance to senior management. Types of audits, internal, external, certification, regulation, workplace inspections, safety sampling, safety surveys, etc. Performance monitoring and recognising and reporting on benefits. Comparison and benchmarking against industry standards and national/ international performance data. Monitoring of data including workplace health and sickness data, legislative and regulatory compliance checks, accidents, incidents and loss events.

3. Understand how to engage stakeholders in the review and audit process	3.1 Describe ways in which stakeholders can demonstrate engagement and commitment to the audit and review elements of a successful health and safety management system. 3.2 Explain the importance of monitoring health and safety activities to demonstrate continuity of engagement by stakeholders. 3.3 Evaluate how contributions from stakeholders both internally and externally supports an approach to a successful and improving health and safety management system.	Engaging stakeholders and reflecting on reviewing and performance monitoring. The importance of governance of health and safety practice and ensuring stakeholders are engaged and remain so. Stakeholders demonstrating the maintenance of standards, systems, resources, and investment in skills. Monitoring engagement through health and safety activities What is the importance of setting goals, targets, objectives. The assessment and regular review and utilising of resources. Stakeholder contribution Recognising the impact that stakeholders have in driving the success of the health and safety management system through tangible benefits and outcomes.
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Assessment

To achieve a 'pass' for this unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria.

Learning Outcomes to be met	Assessment Criteria to be covered	Assessment type	Word count (approx. length)
LO 1 - LO 3	All ACs under LO 1 - LO 3	Coursework	3000 words

Indicative Reading List

Ferrett, E., & Hughes, P. (2016). International health and safety at work

Reese, C. D. (2016). Occupational health and safety management: a practical approach

Tolley (2019) Tolley's Health & Safety At Work Handbook 2020. S.I.: LEXISNEXIS UK

MANAGEMENT OF CORPORATE SOCIAL RESPONSIBILITY, SUSTAINABILITY AND WELFARE

Unit Reference Number	L/651/8987
Unit Title	Management of Corporate Social Responsibility, Sustainability and Welfare Arrangements
Unit Level	5
Number of Credits	4
Total Qualification Time (TQT)	24
Guided Learning Hours (GLH)	12
Mandatory / Optional	Mandatory
Sector Subject Area (SSA)	1.3 Health and social care
Unit Grading Type	Pass / Fail

Unit Aims

The aim of this unit is to ensure that the candidate understands the underpinning meaning of the term corporate social responsibility as well as sustainability, their relationship and the legal and regulatory obligations. The candidate will be able to understand the importance of a moral obligation to these responsibilities and be able to explain how to support plans to implement arrangements across a business. The candidate will be able to explain and demonstrate how to measure effectiveness of these arrangements through the contribution of everyone in the business. The candidate will also be able to demonstrate the importance of occupational health and safety and welfare arrangements within a business.

Learning Outcomes, Assessment Criteria and Indicative Content

Learning Outcome – The learner will:	Assessment Criteria – The learner can:	Indicative Content
1. Understand the importance of a business strategy for improved corporate social responsibility and environmental activities	1.1 Describe a range of benefits that can accrue within a business from integrating greater corporate social responsibility and environmental arrangements. 1.2 Outline the key features of a policy that reflects the commitment from senior management to improved corporate social responsibility and environmental improvements.	Corporate Social Responsibility. What is CSR, its benefits to an organisation, its employees and stakeholders. Policies and arrangements What are the features of a policy reflecting a company's commitment to CSR and environmental improvements. Determine the potential barriers to introducing change

	1.3 Describe a range of barriers to introducing new or improved arrangements relating to corporate social responsibility. 1.4 Describe a range of barriers to introducing new or improved arrangements relating to raising awareness on the benefits from improved sustainability	and improvements in relation to CSR and sustainability arrangements.
2. Be able to plan for the integration of improved corporate social responsibility and environmental arrangements into management practices	2.1 Explain the key features of a plan to integrate improved arrangements for corporate social responsibility and environmental practices. 2.2 Analyse the benefits that may accrue from improved environmental safety considerations across the business. 2.3 Outline the ways in which a business can engage with stakeholders, internally and externally to achieve stated aims and objectives related to improving the approach to environmental and corporate social responsibility objectives. 2.4 Evaluate the ways in which a business can and should measure the impact of changes and improvements to corporate social responsibility and welfare arrangements through employee performance across the business.	Managing changes and improvements to integrate plans, What are the essential considerations that need to be considered in support of integrating changes alongside other business operating arrangements. Recognising benefits and engaging others to evaluate achievements and review arrangements. Reflecting on the importance of governance of health and safety practice and how changes in CSR and sustainability are compatible. Are standards being maintained and measured including systems, resources, skills. Measure the impact of changes The importance of goals, targets, objectives. Assessing the impact on resources utilisation and the regular review of commitment and improved understanding.
3. Understand the importance of managing occupational health arrangements and procedures.	3.1 Outline the legal and regulatory requirements on a business to manage its approach to occupational health and safety provision. 3.2 Describe the range of moral obligations on a business that support the argument for improved and sustainable occupational health arrangements.	Occupational health legal and regulatory requirements The definition of occupational health (International Labour Organisation) and the meaning of well-being and the implications and application to health and safety legislative and regulatory obligations. Moral obligations to improve occupational health provision.

	3.3 Evaluate the potential contribution to improvements in a business from improving awareness and integration of better welfare provision in a business 3.4 Evaluate how a business can engage with a range of stakeholders to monitor and review performance relative to changes in occupational health provision. 3.5 Evaluate the contribution to a successful health and safety management system of integrating arrangements and performance relative to occupational health and safety.	The prevalence of work-related sickness and ill health. The relationship between occupational health and general/public health, including management of epidemics where applicable. Managing long-term and short-term sickness absence/incapacity for work. Fitness to work and the benefits of vocational rehabilitation for the employee/employer. Engaging with stakeholders Recognising the impact that stakeholders have in driving the success of the health and safety management system through tangible benefits and outcomes.
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Assessment

To achieve a 'pass' for this unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria.

Learning Outcomes to be met	Assessment Criteria to be covered	Assessment type	Word count (approx. length)
LO 1 - LO 3	All ACs under LO 1 - LO 3	Coursework	3000 words plus presentation

Indicative Reading List

Asbury, S. and Ball, R. (eds) (2016) The practical guide to corporate social responsibility: do the right thing. London: New York, NY: Routledge, Taylor & Francis Group.

Reese, C. D. (2016). Occupational health and safety management: a practical approach

Tolley (2019) Tolley's Health & Safety At Work Handbook 2020. S.I.: LEXISNEXIS UK

Burke, R. J., Clarke, S., & Cooper, C. L. (2011). Occupational health and safety. Farnham, England

Kelloway, E. K., Francis, L. D., Gatien, B., Montgomery, J., & Montgomery, J. (2017). Management of occupational health and safety

IMPORTANT NOTE

Whilst we make every effort to keep the information contained in programme specification up to date, some changes to procedures, regulations, fees matter, timetables, etc may occur during the course of your studies. You should, therefore, recognise that this booklet serves only as a useful guide to your learning experience.

For updated information please visit our website www.othm.org.uk.