



UNIVERSITY OF
PORTSMOUTH

COURSE SPECIFICATION

PgCert Occupational Health and Safety Management

**Academic Standards, Quality and Partnerships
Department of Student and Academic Administration**

March 2018

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COURSE SPECIFICATION

Please refer to the [Course Specification Guidance Notes](#) for guidance on completing this document.

Course Title	<i>PgCert Occupational Health and Safety Management</i>
Final Award	<i>PgCert</i>
Exit Awards	<i>N/A</i>
Course Code / UCAS code (if applicable)	<i>C1065P</i>
Mode of study	<i>Part-time</i>
Mode of delivery	<i>Distance Learning</i>
Normal length of course	<i>1 year</i>
Cohort(s) to which this course specification applies	<i>September 2019 intake onwards</i>
Awarding Body	<i>University of Portsmouth</i>
Teaching Institution	<i>University of Portsmouth</i>
Faculty	<i>Faculty of Technology</i>
School/Department/Subject Group	<i>Learning at Work</i>
School/Department/Subject Group webpage	www.port.ac.uk/learningatwork
Course webpage including entry criteria	http://www.port.ac.uk/courses/business-and-management/pgcert-occupational-health-and-safety-management-dl/
Professional and/or Statutory Regulatory Body accreditations	<i>Institute of Occupational Safety and Health (IOSH)</i>
Quality Assurance Agency Framework for Higher Education Qualifications (FHEQ) Level	<i>Level 7</i>

This course specification provides a summary of the main features of the course, identifies the aims and learning outcomes of the course, the teaching, learning and assessment methods used by teaching staff, and the reference points used to inform the curriculum.

This information is therefore useful to potential students to help them choose the right course of study, to current students on the course and to staff teaching and administering the course.

Further detailed information on the individual modules within the course may be found in the relevant module descriptors and the Course Handbook provided to students on enrolment.

Please refer to the [Module Web Search](#) for further information on the course structure and modules.

Educational aims of the course

The [Course Specification Guidance Notes](#) include advice on what to include in this section.

The PgCert Occupational Health and Safety Management programme aims:

- To provide opportunities for industry and commerce based professionals, with some experience in Health and/or Safety Management, to extend their scholarship, exercise judgement and acquire skills; thereby to develop and demonstrate their further potential to assume policy-making, managerial or consultancy roles.
- To provide corresponding career development opportunities for graduates in related fields who seek expertise and competence in Occupational Health and Safety Management.
- To make an important contribution to satisfying urgent needs for improved Occupational Health and Safety Management in industry. To meet the increasing demand for professionals equipped to specialise in these challenging areas of management.

Course Learning Outcomes and Learning, Teaching and Assessment Strategies

The [Quality Assurance Agency for Higher Education \(QAA\)](#) sets out a national framework of qualification levels, and the associated standards of achievement are found in their [Framework for Higher Education Qualifications](#) document.

The Course Learning Outcomes for this course are outlined in the tables below.

A. Knowledge and understanding of:

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
A1	The fundamentals of general quality management concepts and theories and the role of management functions, in particular Health and Safety Management.	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Critical essay</i>
A2	The theory and practice of key legislation, legal liability and the responsibility of duty holders.	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Critical essay</i>
A3	The key risk factors and harm mechanisms and associated management techniques and technologies for the identification of hazards, risk assessment and control strategies.	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Reflective report Scenario-based assessment</i>
A4	The methods and strategies used for the evaluation, monitoring and control of hazardous materials, physical agents and psychosocial factors within the work environment.	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Reflective report Scenario-based assessment</i>

Add additional rows as required.

B. Cognitive (Intellectual or Thinking) skills, able to:

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
B1	Analyse and critically examine different information from diverse sources and integrate and organise that information effectively in relation to defined goals.	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Critical essay Reflective report Article Scenario based assessment</i>
B2	Demonstrate a capacity for independent judgement, critical reasoning and innovative response and the development of reflective skills.	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Critical essay Reflective report Article Scenario based assessment</i>
B3	Understand, interrogate and apply different theoretical positions, and develop an awareness of their application in different contexts.	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Critical essay Reflective report Article Scenario based assessment</i>

Add additional rows as required.

C. Practical (Professional or Subject) skills, able to:

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
C1	Demonstrate systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their area of professional practice;	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Critical essay Reflective report Article Scenario based assessment</i>
C2	Demonstrate a comprehensive understanding of techniques and command of specialist vocabularies applicable to the field of Occupational and Health and Safety management;	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Critical essay Reflective report Article Scenario based assessment</i>
C3	Use critical skills in close reading and analysis of regulatory, professional and scholarly texts and articulate knowledge and understanding of those texts, concepts and theories relating to Occupational Health and Safety Management.	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Critical essay Reflective report Article Scenario based assessment</i>
C4	Demonstrate expertise in the identification of occupational hazards and exercise informed judgement in the selection of appropriate assessment and control strategies to manage risk.	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Scenario based assessment</i>

Add additional rows as required.

D. Transferrable (Graduate and Employability) skills, able to:

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
D1	To read and synthesise information about a complex subject and manage learning using different resources.	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Critical essay Reflective report Article Scenario based assessment</i>
D2	To manage information and select appropriate data from a range of sources and develop appropriate research strategies	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Critical essay Reflective report Article Scenario based assessment</i>
D3	To take responsibility for own learning with minimum supervision, direction and increasing autonomy and demonstrate the independent learning ability required for continuing professional development	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Critical essay Reflective report Article Scenario based assessment</i>
D4	To communicate effectively in a manner appropriate to their discipline and report practical procedures in a clear and concise manner in a variety of formats.	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Article Scenario based assessment</i>
D5	To identify key areas of problems and choose appropriate tools/methods for their resolution in a considered manner.	<i>Online material, Lectures, Tutorials, Seminars, Discussion groups</i>	<i>Reflective report Scenario based assessment</i>

Add additional rows as required.

Academic Regulations

The current University of Portsmouth [Academic Regulations](#) will apply to this course.

Support for Student Learning

The University of Portsmouth provides a comprehensive range of support services for students throughout their course, details of which are available at the [MyPort](#) student portal.

- The Course is managed by a Programme Director and Course Leader
- Extensive induction programme introduces the student to the University and their course
- Each student has a personal tutor, responsible for pastoral support and guidance
- University support services include careers, financial advice, housing and counselling
- The Academic Skills Unit (ASK)
- The Additional Support and Disability Advice Centre (ASDAC)
- Excellent library facilities

- Student course and module handbooks provide information about the course structure and University regulations
- Feedback is provided for all assessments

Personal Development Planning (PDP) Evaluation and Enhancement of Standards and Quality in Learning and Teaching

The University of Portsmouth undertakes comprehensive monitoring, review and evaluation of courses within clearly assigned staff responsibilities. Student feedback is a key feature in these evaluations, as represented in our [Policy for Listening to and Responding to the Student Voice](#) where you can also find further information.

Reference Points

The course and outcomes have been developed taking account of:

Insert additional reference points or delete as required

- [University of Portsmouth Curriculum Framework Specification](#)
- [University of Portsmouth Education Strategy 2016 - 2020](#)
- [University of Portsmouth Code of Practice for Work-based and Placement Learning](#)
- [Quality Assurance Agency UK Quality Code for Higher Education](#)
- [Quality Assurance Agency Qualification Characteristic Statements](#)
- [Quality Assurance Agency Framework for Higher Education Qualifications](#)
- Requirements of Professional and/or Statutory Regulatory Bodies: **Institute of Occupational Safety and Health (IOSH)**
- Vocational and professional experience, scholarship and research expertise of the University of Portsmouth's academic members of staff
- National Occupational Standards

Disclaimer

The University of Portsmouth has checked the information provided in this Course Specification and will endeavour to deliver this course in keeping with this Course Specification. However, changes to the course may sometimes be required arising from annual monitoring, student feedback, and the review and update of modules and courses.

Where this activity leads to significant changes to modules and courses there will be prior consultation with students and others, wherever possible, and the University of Portsmouth will take all reasonable steps to minimise disruption to students.

It is also possible that the University of Portsmouth may not be able to offer a module or course for reasons outside of its control, for example, due to the absence of a member of staff or low student registration numbers. Where this is the case, the University of Portsmouth will endeavour to inform applicants and students as soon as possible, and where appropriate, will facilitate the transfer of affected students to another suitable course.

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