



**UNIVERSITY OF
PORTSMOUTH**

COURSE SPECIFICATION

PgCert Occupational Health and Safety Management

COURSE SPECIFICATION

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

Course Title	PgCert Occupational Health and Safety Management
Final Award	PgCert
Exit Awards	N/A
Course Code / UCAS code (if applicable)	P1065PTD
Mode of study	Part-time
Mode of delivery	Distance Learning
Normal length of course	1 year
Cohort(s) to which this course specification applies	September 2023 onwards
Awarding Body	University of Portsmouth
Teaching Institution	University of Portsmouth
Faculty	Faculty of Technology
School/Department/Subject Group	Learning at Work
School/Department/Subject Group webpage	https://www.port.ac.uk/study/studying-while-working/work-based-degrees
Course webpage including entry criteria	https://www.port.ac.uk/study/courses/postgraduate-taught/pgcert-occupational-health-and-safety-management
Professional and/or Statutory Regulatory Body accreditations	Institute of Occupational Safety and Health (IOSH)
Quality Assurance Agency Framework for Higher Education Qualifications (FHEQ) Level	Level 7

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 [Course and Module Catalogue](#) for further information on the course structure and modules.

Educational aims of the course

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.	Online material, Lectures, Tutorials, Seminars, Discussion groups	Critical essay
A2	The theory and practice of key legislation, legal liability and the responsibility of duty holders.	Online material, Lectures, Tutorials, Seminars, Discussion groups	Critical essay
A3	The key risk factors and harm mechanisms and associated management techniques and technologies for the identification of hazards, risk assessment and control strategies.	Online material, Lectures, Tutorials, Seminars, Discussion groups	Reflective report Scenario-based assessment
A4	The methods and strategies used for the evaluation, monitoring and control of hazardous materials, physical agents and psychosocial factors within the work environment.	Online material, Lectures, Tutorials, Seminars, Discussion groups	Reflective report Scenario-based assessment

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.	Online material, Lectures, Tutorials, Seminars, Discussion groups	Critical essay Reflective report Article Scenario-based assessment
B2	Demonstrate a capacity for independent judgement, critical reasoning and innovative response and the development of reflective skills.	Online material, Lectures, Tutorials, Seminars, Discussion groups	Critical essay Reflective report Article Scenario-based assessment
B3	Understand, interrogate and apply different theoretical positions, and develop an awareness of their application in different contexts.	Online material, Lectures, Tutorials, Seminars,	Critical essay Reflective report Article

		Discussion groups	Scenario-based assessment
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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;	Online material, Lectures, Tutorials, Seminars, Discussion groups	Critical essay Reflective report Article Scenario-based assessment
C2	Demonstrate a comprehensive understanding of techniques and command of specialist vocabularies applicable to the field of Occupational and Health and Safety management;	Online material, Lectures, Tutorials, Seminars, Discussion groups	Critical essay Reflective report Article Scenario-based assessment
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.	Online material, Lectures, Tutorials, Seminars, Discussion groups	Critical essay Reflective report Article Scenario-based assessment
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.	Online material, Lectures, Tutorials, Seminars, Discussion groups	Scenario-based assessment

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

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
D1	Read and synthesise information about a complex subject and manage learning using different resources.	Online material, Lectures, Tutorials, Seminars, Discussion groups	Critical essay Reflective report Article Scenario-based assessment
D2	Manage information and select appropriate data from a range of sources and develop appropriate research strategies	Online material, Lectures, Tutorials, Seminars, Discussion groups	Critical essay Reflective report Article Scenario-based assessment
D3	Take responsibility for own learning with minimum supervision, direction and increasing autonomy and demonstrate the independent learning ability required for continuing professional development	Online material, Lectures, Tutorials, Seminars, Discussion groups	Critical essay Reflective report Article Scenario-based assessment

D4	Communicate effectively in a manner appropriate to their discipline and report practical procedures in a clear and concise manner in a variety of formats.	Online material, Lectures, Tutorials, Seminars, Discussion groups	Article Scenario-based assessment
D5	Identify key areas of problems and choose appropriate tools/methods for their resolution in a considered manner.	Online material, Lectures, Tutorials, Seminars, Discussion groups	Reflective report Scenario-based assessment

Academic Regulations

The current University of Portsmouth [Academic Regulations: Examination & Assessment Regulations](#) will apply to this course. Approved course exemptions can be found [here](#).

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.

In addition to these University support services this course also provides...

- 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

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:

- [University of Portsmouth Curriculum Framework Specification](#)
- [University of Portsmouth Vision](#)
- [Office for Students Conditions of Registration](#)
- [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 Subject Benchmark Statement](#)
- [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

Changes to your course/modules

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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