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# Open Awards Level 3 Certificate for Occupational Health Technicians (RQF)

Ofqual: 610/2366/8

Qualification Wales: C00/4782/6



QUALIFICATION GUIDE

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## Version Control

v1.0	New document April 2023
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## About the Qualification

<b>Title</b>	Open Awards Level 3 Certificate for Occupational Health Technicians (RQF)
<b>Qualification Accreditation Number</b>	Ofqual – 610/2366/8 Qualification Wales – <i>Coming Soon</i>
<b>Sector</b>	1 Health, Public Services and Care
<b>Level</b>	Level Three
<b>Funding</b>	<a href="#">Please click here for more information</a>
<b>Pricing Information</b>	<a href="#">Please click here for more information</a>
<b>Review Date</b>	31/08/2028

<b>Purpose</b>	D. Confirm occupational competence and/or 'licence to practise'
<b>Sub-Purpose</b>	D1. Confirm competence in an occupational role to the standards required

<b>Total Qualification Time/Guided Learning</b>	
Total Qualification Time (hours)	150
Guided Learning (hours)	105

<b>Age Range and Restrictions:</b>	
Pre -16	x
16 – 18	x
18+	✓
Any other restrictions specific to the qualification(s)	None

<b>Any specified entry requirements</b>
Learners must be over the age of 18 at the time of registration to the qualification and must be working in the role of an Occupational Health Technician.
Due to the level of this qualification, it is recommended that learners have English and Maths Skills to at least GCSE Level, or Level 2 equivalent, or have sufficient in-role experience of using the required English and Maths skills.

### **Recommended Assessment Method Summary**

Learners will be required to complete a portfolio of evidence set and marked by the education provider and externally quality assured by Open Awards.

Learners must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work.

Types of evidence could include:

- a) Portfolio of evidence
- b) Observations
- c) Witness statements
- d) Assignment
- e) Professional discussion
- f) Reflective journals
- g) Presentations

Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

### **Support for the Qualification**

Open Awards have worked in partnership with the Society of Occupational Medicine, Public Health Wales and subject specialist experts.

## Qualification Structure

Rules of Combination	
Credit Value of the Qualification:	15
Minimum Credits to be achieved at the Level of the Qualification:	15

## Qualification Units

**Mandatory Units** (all units must be achieved to be awarded the qualification)

Unit Reference Number	Unit Name	Credits	Level
M/650/6539	<a href="#">The Roles and Responsibilities of the Occupational Health Technician</a>	2	Level Three
J/650/6536	<a href="#">Professional Behaviours for Occupational Health Technicians</a>	2	Level Three
K/650/6537	<a href="#">Risk Management for the Occupational Health Technician</a>	3	Level Three
L/650/6538	<a href="#">Safe and Effective use of Screening Equipment for Occupational Health Technicians</a>	2	Level Three
Y/650/6540	<a href="#">Understanding Fitness for Role Screening</a>	3	Level Three
A/650/6541	<a href="#">Understanding Health Risk Management and Health Improvement</a>	3	Level Three

## Delivering this Qualification

### Becoming a Provider

To deliver this qualification you must be a recognised Open Awards Provider. For more information, head to our [website](#) or contact the team on 0151 494 2072.

### How to Deliver

To request to deliver this qualification, please login to [the Portal](#) and then click on 'Tracking' and 'Initiate a Workflow'. You will then need to select 'Apply to Deliver Regulated Qualification(s)'.

For support with this process, please see the following document in the Portal 'Provider Portal Guidance – Qualification Approval' or contact the team on [customerservices@openawards.org.uk](mailto:customerservices@openawards.org.uk) or 0151 494 2072.

### Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.  
Long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via [the Portal](#).

## Quality Assurance and Standardisation

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Please see our website for more information.

### **Provider Staff Requirements**

It is expected that Providers will have occupationally competent staff with relevant subject knowledge and/or sector experience for their role in the delivery of the units/qualifications being offered.

Therefore, Tutors must have a minimum of 3 years' experience in an Occupational Health Technician role (or a higher level) along with a qualification at Level 3 or above in Occupational Health. This is in addition to holding a teaching/assessing qualification at Level 3 or above.

Providers are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

### **Assessment**

Open Awards units and qualifications have been designed around the principle that the learner will build evidence towards the achievement of the assessment criteria over a period of time. Each learner is required to build a portfolio of evidence to demonstrate that all the assessment criteria associated with each unit has been met.

Tutors and assessors need to ensure that all evidence presented in a portfolio is:

**Valid:** it should clearly demonstrate the knowledge or skills that are set out in the assessment criteria. It should also clearly be the work of the learner.

**Reliable:** it will in general, produce the same range of responses from learners, as long as they are used in similar circumstances and with similar groups of learners.

**Inclusive:** so that no individual learner is excluded from the opportunity to show their achievement because of their individual background or experience.

Assessors are required to review and assess all learner evidence and must be satisfied that learners have achieved all learning outcomes and assessment criteria relating to the unit being assessed prior to deciding the learner has completed the unit. Assessors will also ensure that the evidence produced by the learner is their own work.

Assessors retain records (e.g. Feedback Sheets, Individual Progress Record, Group Progress Record) on behalf of the Provider which are made available and used by the Provider's Internal Quality Assurer and Open Awards' Quality Assurance Team.

### **Training and support**

Open Awards offers online training and support in Delivery and Assessment and Quality Assurance. These can be accessed, free of charge from the Open Awards [eshop](#). An everlasting coupon (PLUC code) will be issued to each Provider to gain free access to our online Provider training courses.

### **Internal Quality Assurance (IQA)**

All Providers delivering Open Awards provision must operate rigorous internal quality assurance systems. A Provider must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

Internal Quality Assurers must have a minimum of 3 years' experience in an Occupational Health Technician role (or a higher level) along with a qualification at Level 3 or above in Occupational Health. This is in addition to holding an IQA qualification.

### **External Quality Assurance (EQA)**

Provider approval compliance monitoring and external quality assurance is carried out by the Open Awards Quality Assurance Team/ External Quality Assurers who will confirm that the Provider is assessing to standard and ensure that there are robust quality assurance systems embedded.

### **Standardisation**

Providers are required to contribute to national standardisation as requested by Open Awards. Open Awards offers standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on our website.

For further guidance on Quality Assurance and Standardisation, please refer to the [Provider Handbook](#).

### **Recognition of Prior Learning and Achievement (RPL)**

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the Provider to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external quality assurance by the Open Awards Quality Assurance Team.

For more information, please see our Recognition of Prior Learning Policy found on [the Portal](#).



## Resources and Equipment

Due to the specialist nature of the qualification, and practical assessment required to achieve the qualification, providers must ensure that the following equipment is in place:

Essential (including associated consumables) :

- Spirometer
- Audiometer
- Sphygmomanometer
- Height measuring
- Weight measuring
- Otoscope (with speculum)
- “Snellen” vision test
- Near and Distance Vision Tests
- Stereopsis
- Ishihara colour test

Possible equipment (including consumables):

- Keystone
- Peak Flow Meter
- Monofilaments
- Purdue Peg Board
- Chester Step/Polar Watch
- Hand dynamometer
- 2 Point Discriminator
- Breathalyzer/Alcometer
- Isocyanate Test Kits
- Urine Tests
- Mouth Swabs

## Health and Safety

Due to the practical requirements of some of the units within this qualification, Providers must ensure that appropriate risk assessments are in place for both the activities and individual learners to ensure learner and staff safety throughout the course. As part of this, Providers must ensure that learners and staff have access to suitable clothing and personal protective equipment (PPE) where appropriate.

## Appendices and Links

Appendix Name
<a href="#">Provider Handbook</a>
<a href="#">Enquiries, Complaints and Appeals Policy</a>
<a href="#">Equality and Diversity Policy</a>
<a href="#">Invoicing Policy</a>
<a href="#">Privacy Policy</a>

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