

<b>Unit Title:</b>	<b>Health and safety in ICT</b>
OCR unit number:	3
Unit reference number:	Y/500/7183
Level:	1
Credit value:	3
Guided learning hours:	15

Evidence for this unit can only be achieved through actual work in a work environment. Simulation is not permissible for any competence based unit.

## Unit aim

This is compliance with Health & Safety legislation when working in ICT and Contact Centres.

The basis of health and safety law is the "Health and Safety at Work etc Act 1974". The Act sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and to each other.

What the law requires here is what good management and common sense would lead individuals and organisations to do anyway: that is, identify risks and take sensible measures to tackle them.

Health & Safety legislation impacts not only on those who are employed at work, but on visitors, bystanders and customers who may be affected by actions of those engaged in work activities.

Health & Safety legislation is subject to constant review, and new legislation is introduced on a regular basis. This constant change must be monitored by organisations and individuals to identify actions required to remain compliant. Interpretation of the legislation may also be modified as a result of case law or other legal guidance.

Level 1 describes the universal responsibilities that everyone at work has for Health & Safety. Level 1 applies to work activities at all level.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
<p><b>The Learner will:</b></p> <p>1 Comply with relevant Health &amp; Safety procedures</p>	<p><b>The Learner can:</b></p> <p>1.1 Identify relevant organisational Health &amp; Safety procedures</p> <p>1.2 Identify available sources of Health &amp; Safety information</p> <p>1.3 Demonstrate how relevant Health &amp; Safety procedures have been followed</p>	<ul style="list-style-type: none"> <li>• Health &amp; Safety procedures associated with their job role</li> <li>• where to obtain up to date and relevant Health &amp; Safety information</li> <li>• candidates must be able to carry out their work effectively within the ICT industry whilst complying with current Health &amp; Safety regulations/ legislation</li> </ul>

## Assessment

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It is the assessor's role to satisfy themselves that evidence is available for all performance, knowledge and evidence requirements before they can decide that a candidate has finished a unit. Where performance and knowledge requirements allow evidence to be generated by other methods, for example by questioning the candidate, assessors must be satisfied that the candidate will be competent under these conditions or in these types of situations in the workplace in the future. Evidence of questions must include a written account of the question and the candidate's response. Observations and/or witness testimonies must be detailed and put the evidence into context i.e. the purpose of the work etc.

In addition to the recognition of other qualifications, candidates may claim accreditation of prior achievement for any of the elements assessment criteria or complete units of competence, as long as the evidence fully meets the criteria and the candidate can prove that it is all their own work. It is important also that assessors are convinced that the competence claimed is still current. If the assessors have some doubts, they should take steps to assess the candidate's competence directly. An initial assessment of candidates is recommended.

All the learning outcomes and assessment criteria must be clearly evidenced in the submitted work, which is externally moderated by OCR.

Results will be Pass or Fail.

## Guidance on assessment

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Evidence can reflect how the candidate carried out the process or it can be the product of a candidate's work or a product relating to the candidate's competence.

For example: The process that the candidate carries out could be recorded in a detailed personal statement or witness testimony. It is the assessor's responsibility to make sure that the evidence a candidate submits for assessment meets the requirements of the unit.

Questioning the candidate is normally an ongoing part of the assessment process, and is necessary to:

- test a candidate's knowledge of facts and procedures
- check if a candidate understands principles and theories *and*
- collect information on the type and purpose of the processes a candidate has gone through
- candidate responses must be recorded

It is difficult to give a detailed answer to how much evidence is required as it depends on the type of evidence collected and the judgement of assessors. The main principles, however, are as follows: for a candidate to be judged competent in a unit, the evidence presented must satisfy:

- all the items listed, in the section 'Learning Outcomes'
- all the areas in the section 'Assessment Criteria'

The quality and breadth of evidence provided should determine whether an assessor is confident that a candidate is competent or not. Assessors must be convinced that candidates working on their own can work independently to the required standard.

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk) .