Level 3 Certificate of Technical Competence in Risk Assessment for Land Based Industries (0018-31)

Qualification Handbook

Qualification at a glance

Industry area	Land-based Industries
City & Guilds number	0018-31
Age group	16-18, 19+
Entry requirements	Centres must ensure that any pre-requisites stated in the *What is this qualification about?* section are met.
Assessment	To gain this qualification, candidates must successfully achieve the following assessments: • One to one practical assessment with oral questioning
Grading	Pass only
Approvals	Full centre approval Qualification approval
Support materials	n/a
Registration and certification	Registration and certification of this qualification is through the Walled Garden, and is subject to end dates.

Title and level	Size (GLH)	TQT	City & Guilds qualification number	Ofqual accreditation number
Level 3 Certificate of Technical Competence in Risk Assessment for Land Based Industries	12	15	0018-31	603/0842/4

Version and date	Change detail	Section
1.1 August 2017	Added TQT details and deleted QCF	Qualification at a glance Structure Centre requirements
1.0	First version	

Contents

1   Introduction

Purpose of this qualification?

The following purpose is for the **City & Guilds Level 2 Certificate of Technical Competence in Health & Safety in the Land-based Industries (603/0842/4)**

Area	Description
OVERVIEW	
Who is this qualification for?	If you are looking to work within the land-based sector, then this short qualification is aimed at you.
	The land-based sector has one of the worst fatal accident records of any major industrial sector. Contributory factors include a lack of basic training and competency, or deliberately ignoring safe working practices. There is a need for those working in the land-based industries to gain essential knowledge and skills in order to minimise harm to themselves and to improve attitudes and behaviour in the workplace. This unit aims to provide learners with an understanding of the risk assessment process and the associated legislation.
	This qualification is primarily aimed at learners working within land-based industries with responsibility for carrying out the production and reviewing of risk and COSHH assessments
	This qualification is suitable if you are 16 years old, or over.
	You could also progress to further learning and training in this area.
What does this qualification cover?	This qualification covers the skills you will need to potentially progress to work within the land-based sector. Mandatory content covers:
	• understand health and safety legislation relevant to risk and COSHH assessments • undertake the process of assessing risk in the land-based industries.
	The assessment for this qualification will require you to achieve:

	• Practical tasks, theory and oral questioning

WHAT COULD THIS QUALIFICATION LEAD TO?	
Will the qualification lead to employment, and if so, in which job role and at what level?	Achievement of this qualification demonstrates that you have knowledge and practical skills to work safely in the land-based sector. It could help you seek a job such as a: • Farm worker • Animal care worker • Groom • Countryside/estate worker • Gardener/landscape worker • Florist
Why choose this qualification over similar qualifications?	There are no other specific qualifications in Risk Assessment for the Land-based Industries at this Level.
Will the qualification lead to further learning?	Yes. Once you have successfully completed this qualification, you could go on to study other Level College-based Land-based qualifications over one year, or two years. Over one or two years: • Level 3 Advanced Technical qualifications in Land-based subjects (Agriculture, Animal Care, Equine Care, Horticulture, Floristry, Forestry & Arboriculture, Land-based Engineering or Land and Wildlife) You could also progress onto an Apprenticeship in a Land-based occupation. This qualification could also lead you to Higher Level training and learning within the industry.

WHO SUPPORTS THIS QUALIFICAITON?	
Employer/Professional Trade Association	Health and Safety Executive (HSE)
FURTHER INFORMATION	Please refer to the Qualification Handbook, available on the City & Guilds website, for more information on the structure of this qualification, the content of the units, and assessment.

Qualification structure

For the **Level 3 Certificate of Technical Competence in Risk Assessment for Land Based Industries** learners must be trained and assessed in a minimum of one of the units listed below. The qualification will be endorsed to the context of the unit assessed:

Unit number	Unit title	GLH
Learners must achieve unit 301		
301	Risk Assessment for Land Based Industries	12

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Title and level	Size (GLH)	TQT
Level 3 Certificate of Technical Competence in Risk Assessment for Land Based Industries	12	15

2 Centre requirements

Approval

New centres will need to gain centre approval. Existing centres who wish to offer this qualification must go through City & Guilds' **full** Qualification Approval Process. Please refer to the City & Guilds website for further information on the approval process: **www.cityandguilds.com**.

Centres that are approved to offer the relevant subject-related qualifications, new Technical qualifications or Work-based qualifications will receive **auto-approval** for these qualifications.

Please see the document on the webpage for 0018, under 'additional documents'.

Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following requirements:
- be technically competent in the areas in which they are delivering
- be able to deliver across the breadth and depth of the content of the qualification being taught
- have recent relevant teaching and assessment experience in the specific area they will be teaching, or be working towards this
- demonstrate continuing CPD.

Physical resources

Centres must be able to demonstrate that they have access to the equipment and technical resources required to deliver this qualification and its assessments.
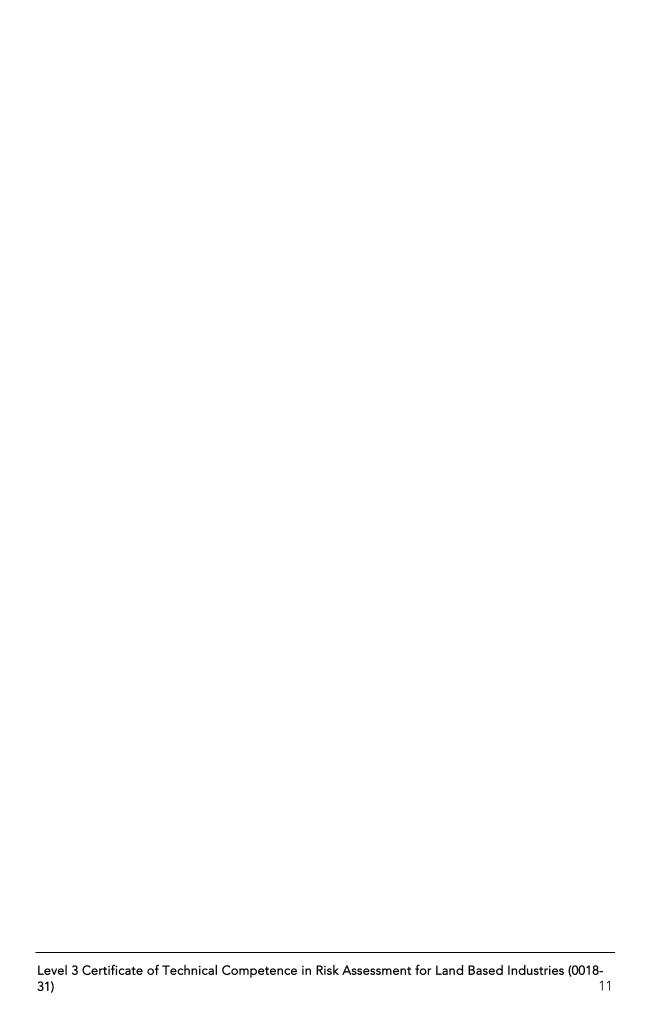
Internal Quality Assurance

Internal quality assurance is key to ensuring accuracy and consistency of tutors and markers. Internal Quality Assurers (IQAs) monitor the work of all tutors involved with a qualification to ensure they are applying standards consistently throughout assessment activities. IQAs must have, and maintain, an appropriate level of technical competence and be qualified to make both marking and quality assurance decisions through a teaching qualification or recent, relevant experience.

Age restrictions

This qualification is approved for learners aged 16 – 18, 19+.

Employer involvement

Employer involvement is essential to maximise the value of each learner's experience. Centres are required to involve employers in the delivery of the Certificate of Technical Competence and/or their assessment, for every learner. This must be in place or planned before delivery programmes begin and available to the EQA for inspection and monitoring.

3 Administration

Approved centres must have effective quality assurance systems to ensure valid and reliable delivery and assessment of qualifications. Quality assurance includes initial centre registration by City & Guilds and the centre's own internal procedures for monitoring quality assurance procedures.

Consistent quality assurance requires City & Guilds and its associated centres to work together closely; our Quality Assurance Model encompasses both internal quality assurance (activities and processes undertaken within centres) and external quality assurance (activities and processes undertaken by City & Guilds).

For this qualification, standards and rigorous quality assurance are maintained by the use of:
- internal quality assurance

In order to carry out the quality assurance role, Internal Quality Assurers (IQAs) must have and maintain an appropriate level of technical competence and have recent relevant assessment experience. For more information on the requirements, refer to *Section 2: Centre requirements* in this handbook.

To meet the quality assurance criteria for this qualification, the centre must ensure that the following procedures are followed:
- suitable training of staff involved in the assessment of the qualification to ensure they understand the process of marking and standardisation
- completion by the person responsible for internal standardisation of the Centre Declaration Sheet to confirm that internal standardisation has taken place
- the completion by candidates and supervisors/tutors of the record form for each candidate's work.

External quality assurance
City & Guilds will undertake external moderation activities to ensure that the quality assurance criteria for this qualification are being met. Centres must ensure that they co-operate with City & Guilds staff and representatives when undertaking these activities.
City & Guilds requires the Head of Centre to
- facilitate any inspection of the centre which is undertaken on behalf of City & Guilds
- make secure arrangements to receive, check and keep assessment material secure at all times, maintain the security of City & Guilds confidential material from receipt to the time when it is no longer confidential and keep completed assignment work and examination scripts secure from the time they are collected from the candidates to their dispatch to City & Guilds.

Malpractice
Please refer to the City & Guilds guidance notes *Managing cases of suspected malpractice in examinations and assessments*. This document sets out the procedures to be followed in identifying and reporting malpractice by candidates and/or centre staff and the actions which City & Guilds may subsequently take. The document includes examples of candidate and

centre malpractice and explains the responsibilities of centre staff to report actual or suspected malpractice. Centres can access this document on the City & Guilds website.

Examples of candidate malpractice are detailed below (please note that this is not an exhaustive list):
- falsification of assessment evidence or results documentation
- plagiarism of any nature
- collusion with others
- copying from another candidate (including the use of ICT to aid copying), or allowing work to be copied
- deliberate destruction of another's work
- false declaration of authenticity in relation to assessments
- impersonation.

These actions constitute malpractice, for which a penalty (eg disqualification from the assessment) will be applied.

Where suspected malpractice is identified by a centre after the candidate has signed the declaration of authentication, the Head of Centre must submit full details of the case to City & Guilds at the earliest opportunity. Please refer to the form in the document *Managing cases of suspected malpractice in examinations and assessments*. Alternatively please complete the form, JCQ/M1. Copies of this form can be found on the JCQ website: http://www.jcq.org.uk

Access arrangements and special consideration
We have taken note of the provisions of equalities legislation in developing and administering this specification.

We can make arrangements so that candidates with disabilities, special educational needs and temporary injuries can access the assessment. These arrangements must be made before assessment takes place.

It is the responsibility of the centre to ensure at the start of a programme of learning that candidates will be able to access the requirements of the qualification.

Please refer to the *JCQ access arrangements and reasonable adjustments and Access arrangements - when and how applications need to be made to City & Guilds* for more information. Both are available on the City & Guilds website:
http://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library/policies-and-procedures/access-arrangements-reasonable-adjustments

Special consideration
We can give special consideration to candidates who have had a temporary illness, injury or indisposition at the time of the examination. Where we do this, it is given after the examination.

Applications for either access arrangements or special consideration should be submitted to City & Guilds by the Examinations Officer at the centre. For more information please consult the current version of the JCQ document, *A guide to the special consideration process*.

Language of examinations

City & Guilds has a responsibility to ensure that candidates can be assessed in the following languages only:

- English
- English in Northern Ireland
- English in Wales.

4   Units

Unit 301   Risk assessment for the land-based industries

Level:	3
GLH:	12

What is this unit about?

The land-based sector has one of the worst fatal accident records of any major industrial sector. Contributory factors include a lack of basic training and competency, or deliberately ignoring safe working practices. There is a need for those working in the land-based industries to gain essential knowledge and skills in order to minimise harm to themselves and to improve attitudes and behaviour in the workplace. This unit aims to provide learners with an understanding of the risk assessment process and the associated legislation.

This unit is primarily aimed at learners working within land-based industries with responsibility for carrying out the production and reviewing of risk and COSHH assessments.

Learning outcomes

In this unit, learners will be able to:
1. Understand health and safety legislation relevant to risk and COSHH assessments
2. Undertake the process of assessing risk in the land-based industries.

Scope of content

This section gives details of the scope of content to be covered in the teaching of the unit to ensure that all the learning outcomes can be achieved.

Learning outcome:

1. Understand health and safety legislation related to risk and COSHH assessments

Topics

1.1 Consequences of bad practice upon individuals and businesses
1.2 Key legislation relating to health, safety and welfare
1.3 How individuals can promote a positive health and safety culture

Topic 1.1

The direct and indirect consequences of poor standards of workplace health and safety practice on both businesses and individuals, to include:

Financial:
- Prosecution fines and legal fees
- Compensation claims
- Repairs/replacement of equipment
- Recruitment and training of new staff
- Increased insurance premiums

Emotional:
- Guilt and grief
- Stress

Reputation:
- Loss of reputation
- Bad publicity

Employees:
- Reduced staff morale and productivity
- Increased staff turnover and sickness

Social:
- Loss of independence
- Reduced social activity

Topic 1.2

Relevant legislation relating to health, safety and welfare within the land-based workplace and any requirement for risk assessment that applies. Legislation must include (as applicable to devolved legislature):
- Health and Safety at Work etc. Act (HASAWA)
- Management of Health and Safety at Work Regulations
- Control of Substances Hazardous to Health Regulations

- Provision and Use of Work Equipment Regulations
- Personal Protective Equipment Regulations
- Manual Handling Operations Regulations

Legislation applicable to specific land-based industries and any requirement for risk assessment where applicable:
- Lifting Operations and Lifting Equipment Regulations
- Noise at Work Regulations
- Vibration at Work Regulations
- Working at Height Regulations
- Electricity at Work Regulations
- Veterinary Medicines Regulations
- Animal Transport Regulations
- Control of Pesticides Regulations

Industry specific guidance and approved codes of practice and their requirements for risk assessment of workplace activities, such as lone and isolated working.

Topic 1.3
How individuals can establish a positive health and safety culture within their workplace:
- Prompt reporting of health and safety issues such as defective safety equipment and near misses
- Using control measures and personal protective equipment (PPE) as instructed
- Helping others to work safely by sharing knowledge and good practice
- Challenging unsafe behaviours and actions
- Setting a good example to others by always following instructions and safe working procedures.

Learning outcome:
2. Undertake the process of assessing risk in the land-based industries

Topics
2.1   Hazards in the land-based industries
2.2   Risk assessment
2.3   COSHH assessment

Learning Outcome 2 provides learners with an understanding of the requirements for carrying out risk and COSHH assessments. Learners will be expected to carry out risk and COSHH assessments in practice when performing industry specific activities as required.

Topic 2.1
Significant hazards associated with their industry of the land-based sector which could result in harm to themselves or others such as visitors, colleagues and/or members of the public.
Agriculture:
- Machinery
- Working at height

- Vehicle movements

Animal management:
- Animals
- Zoonoses
- Veterinary medicines

Arboriculture:
- Working at height
- Machinery
- Falling objects

Land and wildlife:
- Water
- Machinery
- Diseases

Crop protection:
- Machinery
- Pesticides
- Terrain

Equine:
- Animals
- Vehicle movements
- Machinery

Forestry:
- Machinery
- Falling objects
- Terrain

Horticulture:
- Machinery
- Pesticides
- Plant material

Land-based engineering:
- Machinery
- Electricity
- Substances

Floristry:
- Plant material
- Tools and sharps

- Slips and trips

Topic 2.2
The hierarchy of risk control and how this should be applied to the risk assessment process:
- Elimination
- Substitution
- Engineering controls e.g. isolation, guarding
- Training, instruction and supervision and safe systems of work
- Personal and respiratory protective equipment (PPE/RPE)

Undertaking a risk assessment within the context of their workplace, following HSE guidance/industry good practice:
- Identification of the hazards
- Identification of who might be harmed and how
- Evaluation of the risks, and how the risks may be controlled
- Recording and implementation of the results
- Reviewing risk assessments and suggesting when risk assessments should be reviewed

Reviewing of risk assessments appropriate to their industry.

Topic 2.3
Undertaking an assessment of the Control of Substances Hazardous to Health (COSHH) within the context of a workplace, following HSE guidance/industry good practice:
- Gathering of information about the substances, the work and the working practices
- Evaluation of the risks to health
- Deciding on the necessary measures to comply with Regulations
- Recording the assessment
- Deciding when the assessment should be reviewed

Reviewing of COSHH assessments appropriate to their industry.

Guidance for delivery

On completion of this unit, the learner will have developed an understanding of the key underlying principles and practices of risk and COSHH assessments in the workplace. It is important that delivery relates to example situations that are relevant to the learners' land-based industry and job roles.

Employer engagement is essential in order to maximise the value of learners' experience. Employers can provide examples of case studies and documentation that show the application of the content in real life situations.

Suggested learning resources

Guidance

Health and Safety Executive Approved Codes of Practice (ACOP)
Industry Codes of Practice (ICOP)

Websites

Health and Safety Executive (HSE)   www.hse.gov.uk

Appendix 1   Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on **www.cityandguilds.com**.

City & Guilds Centre Manual

This document provides guidance for organisations wishing to become City & Guilds approved centres, as well as information for approved centres delivering City & Guilds qualifications. It covers the centre and qualification approval process as well as providing guidance on delivery, assessment and quality assurance for approved centres.

It also details the City & Guilds requirements for ongoing centre and qualification approval, and provides examples of best practice for centres. Specifically, the document includes sections on:
- the centre and qualification approval process
- assessment, internal quality assurance and examination roles at the centre
- registration and certification of candidates
- non-compliance and malpractice
- complaints and appeals
- equal opportunities
- data protection
- management systems
- maintaining records
- internal quality assurance
- external quality assurance.

Our Quality Assurance Requirements

This document explains the requirements for the delivery, assessment and awarding of our qualifications. All centres working with City & Guilds must adopt and implement these requirements across all of their qualification provision. Specifically, this document:

- specifies the quality assurance and control requirements that apply to all centres
- sets out the basis for securing high standards, for all our qualifications and/or assessments
- details the impact on centres of non-compliance

Our Quality Assurance Requirements document encompasses the relevant regulatory requirements of the following documents, which apply to all UK centres working with City & Guilds:

- Ofqual's General Conditions of Recognition

The **centre homepage** section of the City & Guilds website also contains useful information on

- **Walled Garden**: how to register and certificate candidates on line
- **Events**: dates and information on the latest Centre events
- **Online assessment**: how to register for e-assessments.

Useful contacts

UK learners General qualification information	**E: learnersupport@cityandguilds.com**
International learners General qualification information	**E: intcg@cityandguilds.com**
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	**E: information@cityandguilds.com**
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	**E: singlesubjects@cityandguilds.com**
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	**E: intops@cityandguilds.com**
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	**E: walledgarden@cityandguilds.com**
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 **E: business@cityandguilds.com**

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