

Level 3 Award in Risk Assessment Principles and practice

How to deliver

The CIEH *Level 3 Award in Risk Assessment – Principles and practice* is designed for anyone with the responsibility to conduct risk assessments. It is particularly useful for managers and supervisors but it will be equally beneficial to individual workers, team leaders, technicians or any other personnel contributing to the risk assessment process.

Under the Management of Health and Safety at Work Regulations (1999) there is a duty on every employer and self-employed person to make a suitable and sufficient assessment of the risks to health and safety in the workplace. Employers need to ensure that individuals carrying out risk assessments are competent to do so. Competency involves a combination of knowledge, experience, skills and personal qualities. Assessors must have an understanding of the workplace and work activities, knowledge of the best practicable means to reduce risks and the ability to make informed judgements.

It is recommended that suitable candidates for the programme have good standards of written and oral communication, the ability to analyse workplaces and work activities, the confidence and ability to seek advice and information and the capability to work as part of a team.

Successful completion of the training programme and assessment will enable candidates to:

- contribute to the risk assessment programmes at their workplaces
- conduct risk assessments (assuming they have the necessary technical knowledge in relation to the activities/environments/issues being assessed)
- organise and implement a risk assessment programme or contribute to an existing risk assessment programme

- participate in the identification of specific training needs raised through risk assessment
- assist employers in meeting legal requirements and promote improved standards of health and safety in their workplace.

The total guided learning time to cover both the syllabus content and the assessment is 20 hours. Typically the syllabus content is covered in one day (approximately seven hours) and, then, the candidates spend the remaining time preparing their individual assignments under the guidance of the trainer.

The assessment

The assessment method for this qualification is an assignment based on the candidate's own work environment (for details of the requirements of the assignment see the Sample Candidate Assessment Record).

When a candidate has completed the assignment, covering all three areas of the performance criteria, he/she should complete the self-evaluation section and sign the authentication statement. The candidate should complete the front page of a Candidate Assessment Record (CAR) and place his/her assignment inside and hand the complete set of documents back to the trainer. Candidates should be advised to keep a copy of their assignments. The trainer should check that the CAR has been completed correctly and countersign the authentication statement.

Trainers are required to inform CIEH, using the assignment history page of the CAR, if a candidate has been given special assistance to complete the assignment or is resubmitting an assignment following a referral.

Marking the assignment

The trainer should:

- complete the Assessment Results Sheet (ARS) noting all of the CARs and assignments in the batch
- mark each assignment with reference to the Assignment Marking Guidance and the exemplar material and provide notes that indicate where and why marks have been given on the marking grid of the CAR
- note the total mark for each candidate on the ARS
- place the assignment back inside the CAR.

When all of the assignments in the batch have been assessed by the trainer, the statement at the bottom of the assessment results sheet should be signed.

Centres are advised to take a copy of the ARS and the associated CARs for their own records. The original ARS together with the original CARs and assignments should be sent by special/recorded delivery to CIEH for moderation.

Results

Candidates who achieve 60% will receive a pass certificate and those who achieve above 80% will receive a merit pass certificate. Candidates who fail to achieve 60% will be formally referred by CIEH and given one further opportunity to resubmit their assignments within a period of six months. Referred candidates will only qualify for a pass certificate.

The results for the CIEH *Level 3 Award in Risk Assessment – Principles and practice* take approximately six weeks to process. Certificates will be sent directly to the centre where the training was delivered.

The CIEH has developed a training pack to help trainers deliver the programme in a structured way. It includes a copy of the course book, *Risk Assessment – Principles and practice*, and a Resource Book including a CD containing a PowerPoint presentation.

To purchase the course book, training pack and/or CARs please complete an order form. Orders for CARs for candidates for the CIEH *Level 3 Award in Risk Assessment – Principles and practice*, should be made at least 14 days prior to the course commencing. An ARS will be sent with the CAR order.

Order forms and other resources for trainers are available on our website www.cieh.org/training



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