## Unit 502
Develop and maintain individual and organisational competence in health and safety matters

<table>
<thead>
<tr>
<th>UAN:</th>
<th>Y/602/2227</th>
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<tbody>
<tr>
<td>Level:</td>
<td>5</td>
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<tr>
<td>Credit value:</td>
<td>10</td>
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<td>GLH:</td>
<td>44</td>
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<tr>
<td>Relationship to NOS:</td>
<td>This unit is linked to HSP5 Develop and maintain individual and organisational competence in health and safety matters.</td>
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<tr>
<td>Assessment requirements specified by a sector or regulatory body:</td>
<td>This unit is endorsed by ProSkills, the Sector Skills Council for Health and Safety.</td>
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### Aim:
The aim of this unit is for learners to develop skills and knowledge in:
- assessing the health and safety competence needs of their organisation
- assessing the health and safety competence needs of individuals in their organisation
- making sure that the identified health and safety competence needs of their organisation are addressed by providing health and safety training.

<table>
<thead>
<tr>
<th>Learning outcome</th>
<th>The learner will:</th>
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<tbody>
<tr>
<td>1.</td>
<td>be able to assess the health and safety competence needs of the organisation</td>
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### Assessment criteria
The learner can:
1.1 analyse the functions, activities, tasks and job roles of the organisation
1.2 identify the health and safety competence needs of the functions, activities, tasks and job roles of the organisation
1.3 assess the health and safety competence needs of:
   - the organisation
   - individuals in the organisation
1.4 address the health and safety competence needs of the organisation.
<table>
<thead>
<tr>
<th><strong>Learning outcome</strong></th>
<th>The learner will:</th>
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<tbody>
<tr>
<td>2.</td>
<td>be able to implement health and safety training to meet identified needs</td>
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</table>

**Assessment criteria**

The learner can:

2.1 establish health and safety competencies in the organisation in terms of skills, knowledge and understanding

2.2 design training courses to meet health and safety competence needs for given groups and within agreed constraints to include:
   - budget
   - timescales
   - staff availability

2.3 deliver suitable training to meet the health and safety needs of individuals and groups in the organisation

2.4 monitor the effectiveness of training to make sure that the identified needs have been met.

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<th><strong>Learning outcome</strong></th>
<th>The learner will:</th>
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<td>3.</td>
<td>know how to develop and maintain individual and organisational competence in health and safety matters</td>
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**Assessment criteria**

The learner can:

3.1 explain the nature and role of individual and organisational competence in health and safety matters within the organisation

3.2 explain the structure of the organisation with respect to functions, activities, tasks and jobs

3.3 explain the principles of competence, activity analysis, task analysis and job safety analysis

3.4 explain the relationships between competencies, skills and qualifications

3.5 explain the principles of:
   - training course design and delivery
   - the advantages and disadvantages of different methods of presentation
   - course evaluation and validation
   - preparing, delivering and marking tests and assignments
   - effective written and verbal communication

3.6 describe the external factors influencing individual and organisational competence in health and safety:
   - health and safety statutory requirements and industry best practice
   - the quality management requirements for documentation.
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Supporting information

Guidance

Outcome 1
- The learner will have an autonomous role in their organisation for managing health and safety policy and practice.
- They will report directly to the senior management team and have direct access to the responsible/accountable person.
- They will be responsible for developing and implementing policies to ensure the organisation is compliant with all current legislation in a workplace with complex risks.
- The learner must be confident that all those in their organisation have the required competencies for health and safety relevant to the job role. This will be at differing levels of knowledge and understanding. Training and information written or commissioned by the learner will be communicated formally and informally to reflect this.
- The learner will be aware that the required levels of competence of individuals and groups in the organisation differ depending on their job role and responsibility.

Outcome 2
- The learner will have developed skills in training needs analysis to enable them to correctly match training needs to delivery methods.

Outcome 3
- The learner will have a complete understanding of the structure of their organisation and the activities that take place. Health and safety competence needs will be investigated via job analysis and appropriate training and information provided to ensure that safety of the workforce is not compromised.