

Unit 4 - Develop and maintain individual and organisational competence in health and safety matters

Learning Outcome – The learner will:	Assessment Criterion - The learner can:
<p>1. Be able to assess the health and safety competence needs of the organisation.</p>	<p>1.1 Critically analyse the functions, activities, tasks and job roles of the organisation.</p> <p>Link this task with 1.2 Design a method to assess the competency needs of the organisation:</p> <ul style="list-style-type: none"> • This may be assessed during an audit if there are questions in relation to organisational competency. • Observe task and familiarise yourself with different job roles. • Most Importantly: Design a competency needs analysis (may also be called a training needs analysis, competency needs assessment, training needs assessment). You may need to research this and find examples online. <p>Also refer to 2.1 before completing this task</p> <p>It is important to liaise with Management and key personnel or departments for example HR, training team. Remember at this stage you need to analyse the functions, activities, task's, and job roles of the organisation. You can carry out the analysis at a later stage.</p>
	<p>1.2 Identify the health and safety competence needs of the functions, activities, tasks and job roles of the organisation.</p> <p>See 1.1</p>
	<p>1.3 Evaluate the health and safety competence needs of:</p> <ul style="list-style-type: none"> • the organisation • individuals in the organisation. <p>Now it is time to carry out the competency needs analysis and record this.</p>
	<p>1.4 Address the health and safety competence needs of the organisation.</p> <p>I would suggest communicating the findings with Management and other key personnel and then create a Training Matrix to detail what training and competency requirements are required for each role. Create an action plan and implement this.</p>

<p>2. Be able to implement health and safety training to meet identified needs.</p>	<p>2.1 Establish health and safety competencies in the organisation in terms of skills, knowledge and understanding.</p> <p>The competency needs analysis used in 1.1 should also cover the skills, knowledge and understanding.</p> <p>Also remember you can look at reactive data to help determine, whether there are any skills gaps or lack of training for example, which has resulted in any unwanted events for example accidents, incidents, near misses etc. Review statistics and / or individual events, RIDDORS etc.</p>
	<p>2.2 Design and develop training courses to meet health and safety competence needs for given groups and within agreed constraints to include:</p> <ul style="list-style-type: none"> • budget • timescales • staff availability. <p>Design and develop a training course or courses for the organisation following the review to fill any gaps in skills, knowledge, and competency.</p> <p>Remember when developing a training course, you should develop a Lesson Plan. Liaise with Management to help decide and agree on course timescale, staff availability, budgets etc.</p> <p>This must be developed by you.</p>
	<p>2.3 Deliver suitable training to meet the health and safety needs of individuals and groups in the organisation.</p> <p>Deliver the training course yourself and provide evidence of this.</p>
	<p>2.4 Monitor the effectiveness of training to make sure that the identified needs have been met.</p> <p>Create a customer feedback questionnaire. Gain feedback from attendees using customer feedback questionnaires. Also remember to gain feedback from Management. The Management feedback may be a few months after the training once the benefits can be assessed.</p>
<p>3.</p>	<p>3.1 Critically analyse the nature and role of individual and organisational competence in health and safety matters within the organisation.</p> <p>Answer the knowledge question set in the Knowledge Task section on the QuallsDirect dashboard, AND:</p>

Think about the opportunities you have, to discuss competencies of individual's and the company as a whole, within your organisation.

Example:

- Do you discuss Training & Competence at Safety Committee Meeting's?
Is it a permanent agenda item?
- Meetings with Management, Directors and HR? Are these meeting documented or recorded?
- When developing Risk Assessments and Safe Systems of work as a team what discussions take place in relation to training and competence?

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

Answer the knowledge question set in the Knowledge Task section on the QuadsDirect dashboard, AND:

See 1.1, 1.2 & 1.3

Analyse Job Descriptions along with the organisational chart and liaise with employees to enable the creation of a **Competence Needs Analysis**

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

Answer the knowledge question set in the Knowledge Task section on the QuadsDirect dashboard, AND:

As per previous elements you may decide to select 3.3 as an element.

If you conduct TASK Based Risk Assessments **or** JSA's (Job Safety Analysis), do they include competencies and training requirements as control measures.

What consultation and communication takes place throughout the whole process?

Risk Assessment Procedure: Have you created a company procedure that details the Risk Assessment process for your organisation and the need to analyse tasks? (Upload the Risk Assessment Procedure you created)

3.4 Explain the relationships between competencies, skills and qualifications.

Answer the knowledge question set in the Knowledge Task section on the QuadsDirect dashboard, AND:

Once the competency needs analysis has been completed, you should create a Training Matrix, which details the different job roles and the training and competency needs for those job roles, within the organisation.

Is this then used as the basis to write detailed job descriptions for each job role (possibly used by HR and Management)?

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.

Answer the knowledge question set in the Knowledge Task section on the QuadsDirect dashboard, AND:

You may then decide to provide evidence of how the training course and all materials were prepared, including assessment methods, time taken and how it was delivered.

Use your detailed Lesson Plan you created to accompany your training course as evidence along with any training course materials and assessment methods.

The lesson plan should detail:

- How the course will be delivered
- Material and equipment used
- Assessment methods
- Timings
- Time allocated for marking assessments
- Course evaluation methods

You may also decide to create a table showing you analysed the advantages and disadvantages of different training methods of presentation and training for example: Videos, games, power-point, different types of group sessions, different testing and assessment methods.

What happens after course feedback is received? What action takes place to improve the training course?

Who in the organisation checks the course before delivery and authorises for it to take place?

3.6 Explain 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.

Answer the knowledge question set in the Knowledge Task section on the QalsDirect dashboard, AND:

External factors include: Trade associations, insurance company, Health & Safety Executive, IOSH, ISO Standards, BSI, Legislation, Media etc.

What quality standards are in place in relation to documentation? Does your organisation operate to ISO 9001 or an internal quality management system? How does this influence internal standards?