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Qualification Specification

Highfield Level 3 International Award in Accident and Incident Investigation

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Highfield Level 3 International Award in Accident and Incident Investigation

Introduction

This specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your centre manager.

Key facts

Assessment method:	Multiple-choice examination
Guided learning hours (GLH):	8 hours

Qualification overview and objective

The objective of the qualification is to support a role in the workplace. It is intended for learners already working in the capacity of supervisor, manager or team leader, or those who are preparing to start work at this level.

This qualification will enable learners to understand the principles and purpose of effective accident and incident investigation in the workplace, the contributing factors, the process of investigating, including positive interview techniques, analysis of evidence gathered, setting a plan of action to prevent a reoccurrence and to understand reasons why some investigations might fail.

Important note: Highfield recommends that you contact the relevant government department in the country that you want to deliver this qualification to ensure that local laws are being adhered to and that there are no additional approval requirements. It may be that you are required to register as a training provider within the country itself. Highfield approves centres based on its own criteria but does not represent any other organisations or departments.

Entry requirements

It is strongly recommended that learners already possess a level 3 health and safety qualification.

Guidance on delivery

The guided learning hours (GLH) for this qualification is 8 hours.

GLH are the hours in which an average learner is taught by means of lectures, tutorials, supervised study, practical demonstrations and blended learning, including the time spent on assessment. The delivery of this programme may be adjusted in accordance with learners' needs and/or local circumstances.

Guidance on assessment

This qualification is assessed by a multiple-choice examination containing **30** questions. The exam must be completed in **60 minutes**. Successful learners will have to demonstrate knowledge across the unit content and correctly answer **18** questions or more to achieve a pass, **21** questions to achieve a merit and **24** questions to achieve a distinction.

Completed examination papers should be returned to Highfield for marking. Results will then be provided to the centre.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the recognition of prior learning (RPL) policy in the members area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield documentation.

Tutor requirements

Highfield recommends nominated tutors for this qualification meet the following:

- hold a relevant subject area qualification or have experience, which could include any of the following:
 - Highfield Level 4 Award in Health and Safety in the Workplace (RQF)
 - Highfield Level 4 International Award in Health and Safety in the workplace
 - National/International General Certificate in Occupational Safety and Health or above
 - HNC/D in a related subject
 - any other qualification deemed appropriate by Highfield
 - hold a recognised teaching qualification or have experience, which could include any of the following:
 - Highfield Level 3 Award in Delivering Training (RQF)
 - Highfield Level 3 International Award in Delivering Training (IADT)
 - Level 3 Award in Education and Training, or equivalent
 - Certificate in Education or above
 - Level 3 NVQ in training and/or development or above
 - any other qualification and/or experience deemed appropriate by Highfield
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Guidance on quality assurance

Highfield requires centres to have in place a robust mechanism for quality assurance. The quality assurance checks of the training delivery and assessments must be completed by a competent person at the centre, who must ensure that all Highfield training and assessment paperwork is completed to the correct standard and within the timescales advised by Highfield. Persons completing the quality assurance function should not have been involved in any aspect of the delivery/assessment of the course they are quality assuring.

Highfield will support centres by conducting ongoing engagements to ensure and verify the effective and efficient delivery of the qualification.

Reasonable adjustments and special considerations

Highfield has measures in place for learners who require additional support. Centres can allow 25% additional exam time for learners with English as a second language, when they sit the English exam. Centres must inform Highfield on the invigilation declaration document, of any learners who were allowed additional time. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

<https://www.highfieldinternational.com/download>

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- national identity card
- valid passport (any nationality)
- signed photo card driving licence
- valid warrant card issued by police, government department or equivalent
- other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.

Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking the following qualification:

- Highfield level 4 International Award in Health and Safety qualification

Useful websites

- www.highfieldqualifications.com (Highfield Qualifications)
- www.highfield.co.uk (Highfield Products)
- www.hse.gov.uk (Health and Safety Executive)
- www.healthandsafetyatwork.com
- www.worksafe.vic.gov.au

Recommended training materials

The following resources have been reviewed by Highfield and are recommended training materials for users of this qualification:

- Accident and Incident Investigation Presentation, Highfield Products
 - Health and Safety for Management, Stranks, J. Highfield Products
 - Advanced Health and Safety Presentation, Highfield Products
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Appendix 1: Qualification content

Unit: Principles of accident and incident investigation
GLH: 8
Level: 3

Learning outcomes	Assessment criteria
<i>The learner will</i>	<i>The learner can</i>
1 Understand the principles of accident and incident investigation	1.1 Define the key terminology used in accident and incident investigation 1.2 Outline the purpose of accident and incident investigation 1.3 Explain the contributory factors that lead to an accident or incident
2 Understand the procedures of accident and incident investigation	2.1 Explain the procedures for investigating workplace accidents 2.2 Outline procedures to deal with external relations 2.3 Explain successful interview techniques used for the investigation 2.4 Explain the importance of post investigation measures that aim to prevent a reoccurrence 2.5 Identify the reasons why investigations might fail

Amplification
<p>Key terminology:</p> <ul style="list-style-type: none"> • Near miss • Accident • Incident • Dangerous occurrence • Immediate causes • Underlying causes • Root causes <p>Purpose of accident and incident investigation:</p> <ul style="list-style-type: none"> • Moral • Legal • Financial • Customer requirements • ISO standard • Insurance company • Benefits of accident investigation

Contributory factors that lead to an accident or incident – to include human factors, environmental, organisation, occupational and individual characteristics

Procedures of investigation workplace accidents:

Successful interview techniques used for accident investigation

Steps in accident investigation – ensure the wellbeing of the injured person, preserve the scene, assemble the team, interview witnesses, investigation - root cause analysis and the techniques used to identify the root cause

External relations and Investigation report writing