



Mark Thompson

## TUC diploma in occupational health and safety

### Aims of the course

The aims of the diploma course are:

- to provide guided learning through which the learner may become more effective as a trade union health and safety representative
- to help learners develop their knowledge of health and safety
- to help learners build health and safety organisation in the workplace
- to help learners to tackle health, safety and welfare and environmental issues in the workplace
- to deepen and extend the capacities of learners, enabling them to access union health and safety posts or higher education opportunities
- to develop personal/study skills, the ability to work collectively and improve the confidence of learners to study at a higher level.

## Who is the course for?

Health and safety is a trade union specialism, an area where union expertise and skills are unique and where we have a significant impact across UK workplaces.

The course is designed for experienced union health and safety representatives. It supports the development and practice of health and safety and enables safety reps to move to higher levels of study and activism.

This TUC diploma course is part of a suite of courses which also includes the diploma in contemporary trade unions and the diploma in employment law.

## How long is the course?

The course is organised:

- as a one year day-release course (1 day per week, for 36 weeks spread over 3 terms); or
- as a one year half day and evening course (for 36 weeks spread over 3 terms); or
- as a two year evening course (1 evening per week, for 72 weeks spread over 6 terms)
- as an online course for union reps who need a more flexibly delivered programme. Union reps will access the course via the internet and work interactively on tasks with their tutor and other participants.

## Entry requirements

**Union representatives who wish to take this course should have:**

- **previously attended the TUC Stage 1 Health and Safety and Next Steps for Health and Safety reps courses; or**
- **obtained 30 OCN credits, with a minimum of 18 credits at level 2; or**
- **obtained a suitable equivalent to the two categories above, through their own union's courses or from elsewhere.**



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## Are there any fees to pay?

TUC education will pay your course fees, provided that your nomination for the course is approved by your union. Some important reference publications may not be supplied, and you may wish to discuss with your union any arrangements for funding the cost of these materials.

## Can I get time off to learn?

Union representatives who wish to attend TUC courses in working time should first ask their employer for time off with pay. The Trade Union and Labour Relations (Consolidation) Act 1992 and the Safety Representatives and Safety Committees Regulations 1977 give accredited union and safety representatives a legal right to reasonable time off with pay to attend courses approved by the TUC or their union. Guidance towards establishing what constitutes reasonable time off can be found in the ACAS Code of Practice. Representatives who find difficulty in obtaining paid time off to attend TUC courses should seek assistance from their senior union representative or full-time union officer.

## Can I get time off for online courses?

Online learning should not be seen as an alternative to paid release from work. The law still applies, whether learning takes place away from work or in work, at a workstation or in a company learning centre.

## Accreditation

The TUC diploma is accredited by the National Open College Network and is divided into three core units and four study skills units.

### Three subject units (27 OCN credits)

#### Occupational health, safety, welfare and environment unit (9 OCN credits)

This unit focuses on four main topics:

- | occupational health
- | safety welfare and environment problems at work
- | sources of information
- | the use of evidence in a problem-solving process
- | and trade union strategies for tackling priority issues.

This unit will help you understand:

- | health, safety, welfare and environmental problems
- | key sources of information on health, safety, welfare and environmental problems
- | evidence to support solutions to priority problems
- | trade union strategies for tackling priority problems.

#### Occupational health and safety organisation unit (9 OCN credits)

This unit focuses on two main topics:

- | union organisation
- | management organisation.

This unit will help you understand:

- | the role of your union health and safety organisation at a local level
- | the role of your union health and safety organisation at a national and international level
- | the principles of health and safety management
- | the role of occupational health and safety services.

#### Occupational health and safety law unit (9 OCN credits)

This unit focuses on four main topics:

- | the criminal legal system for occupational health and safety and improvements needed
- | the civil legal system for occupational health and safety and improvements needed

- | the way laws are developed in the UK and how trade unions can influence these developments
- | the way international standards are developed and how trade unions can influence these developments.

This unit will help you understand:

- | the way the criminal and civil legal systems cover occupational health and safety
- | ways in which occupational health and safety law could be improved
- | how occupational health and safety law is developed
- | how trade unions can influence the development of occupational health and safety law.

### The study skills units (21 OCN credits)

The study skills units consist of:

#### Communication and study skills (6 OCN credits)

- | read and respond to written materials
- | produce written materials
- | prepare and make a presentation to a group
- | take part in discussions and work collectively

#### Research project (9 OCN credits)

- | project planning
- | research skills
- | presenting a project

#### Information communication technology (3 OCN credits)

- | prepare and input data
- | display and present information
- | present data
- | use database, word processing and spreadsheet applications

#### Working with figures level 2 (3 OCN credits)

- | solve problems involving number
- | approximate, estimate and check results
- | interpret given statistical information
- | present and interpret data

#### Working with statistics level 3 (3 OCN credits)

- | understand suitable statistical techniques
- | interpret statistical information
- | use statistical concepts and methods



Simon Weller

## Qualifications and progression

### NOCN diploma for trade union health and safety representatives in occupational health and safety

To achieve this qualification participants are required to:

- successfully complete all seven modules
- gain 48 credits (at level 2 for level 2 diploma or 27 credits at level 3 plus 21 credits at level 2 or 3 for level 3 diploma)

Learners who do not achieve the above will be awarded OCN certification for units achieved. All learners completing the course will receive a TUC certificate of attendance.

## Institution of Occupational Safety and Health

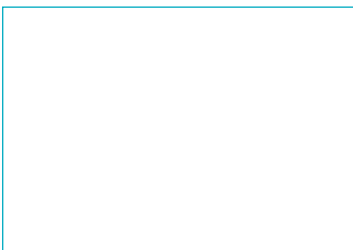
The TUC diploma in occupational health and safety at OCN level 3 is accredited to meet the academic requirement for safety technician (Tech IOSH) grade. This category is for a person holding a qualification that covers the breadth of ENTO standards at level 3 and at least five years verifiable experience in a health and safety role (for example as a safety rep, a manager, a supervisor, a worker, or a combination of roles which involve health and safety). Reps must achieve the TUC diploma with 48 credits at level 3, and must subsequently take part in continuing professional development (CPD).

According to IOSH, “Continuing professional development is the systematic maintenance, improvement and broadening of knowledge and skills. It also involves the development of personal qualities needed by the professional in order to carry out managerial and technical duties. The CPD process continues throughout the working life of the health and safety professional.”

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## Further information

### ■ Details of courses in your area, contact your regional education officer



### ■ National information about the course, contact:

**Liz Rees**  
Trade Union Education  
Manager  
Congress House  
Great Russell Street  
London WC1B 3LS  
tel 020 7079 6923  
email [lrees@tuc.org.uk](mailto:lrees@tuc.org.uk)

**Jackie Williams**  
Trade Union Education  
Officer  
Congress House  
Great Russell Street  
London WC1B 3LS  
tel 020 7079 6924  
email [jwilliams@tuc.org.uk](mailto:jwilliams@tuc.org.uk)