

**The National Examination Board in Occupational Safety and Health (NEBOSH)**

Dominus Way,  
Meridian Business Park,  
Leicester LE19 1QW

Tel: +44 (0) 116 263 4700

Fax: +44 (0) 116 282 4000

Email: [info@nebosh.org.uk](mailto:info@nebosh.org.uk)

[www.nebosh.org.uk](http://www.nebosh.org.uk)

Version: 1

Specification date: April 2018

Publication date: April 2019

Registered Charity Number: 1010444

© NEBOSH. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form, or by any means, electronic, electrostatic, mechanical, photocopied or otherwise, without the express permission in writing from NEBOSH.



# Unit INV1: Introduction to incident investigation

## Guidance and information for students and accredited course providers

This document provides comprehensive guidance on the presentation and submission of the Unit INV1 assessment.

# Contents

---

## **Part 1 Guidance for students**

1.1	Introduction	5
1.2	Date of assessment	5
1.3	Submission of the assessment	5
1.4	Marking	5
1.5	Moderation	5
1.6	Completion of the assessment	6
1.7	Results	9

## **Part 2 Guidance for accredited course providers**

2.1	Accredited course provider's contacts sitting the assessment	11
2.2	Identifying students	11
2.3	Resources	11
2.4	Submission of the assessment	11
2.5	Marking	12
2.6	Retention of sample assessments by accredited course providers	13
2.7	Results	13

**Part 1:**  
Guidance for students



# Part 1

## Guidance for students

### 1.1 Introduction

This qualification is aimed at those who undertake simple incident investigations. You will be assessed on:

- the application of the PEACE interview model for three separate witness interviews; and
- your ability to draw conclusions from the evidence that you have gathered by producing an action plan to try to stop recurrence of the incident presented.

In undertaking the assessment you will:

- be provided with an 'evidence pack' relating to an incident;
- be shown a short video that has three different interviews, one with the injured person and two with witnesses to the incident;
- be required to evaluate each of the interviews, noting good and bad practices relating to the PEACE interview model. It is advised that you take working notes of relevant (important) information gained from the interviews (this information does not form part of the marked assessment, but will be useful when completing the assessment forms and action plan);
- be required to bring together everything you have learnt about the incident so that you can produce an action plan to help prevent recurrence of the incident. A breakdown of each stage of the assessment is given in section 1.6.



# Part 1

## Guidance for students

### 1.2 Date of assessment

Your assessment will normally take place during the day of the course if taught face to face. If you are studying by distance or e-learning is preferable (as below), your assessment will happen during the duration of the study period. Your accredited course provider will provide you with further information and support you through this process.

### 1.3 Submission of the assessment

You must sign the declaration form (this can be downloaded from the NEBOSH website) and attach it to your completed submission. You will leave your completed assessment forms with your course tutor for marking at the end of the day's training/ study period. You can either hand write or type your assessment. If you are studying by e-learning/ distance learning, you can confirm the work is your own in an email to your accredited course provider. Please use the following statement in your email.

*"I declare that the work submitted for this assessment, ie, the completed assessment, is my own work. I recognise that contravention of this statement constitutes malpractice and may result in my being subject to the penalties set out in the NEBOSH Malpractice Policy."*

So as to avoid any malpractice issues, as part of your studies, your course provider will also confirm your identification.

### 1.4 Marking

Your assessment will be marked by your course tutor. You will receive a 'Pass' or 'Refer' for each part of your assessment. Should you be referred, your course provider will be able to provide you with further support. Your course provider will work with you to identify where your submission did not meet the required standard. This will allow you to resubmit once you have revised your assessment.

### 1.5 Moderation

Your marked assessments may be chosen by NEBOSH to be moderated. The reason that we do this is to monitor the marking standard of your tutor. Your assessment mark may, therefore, be subject to adjustment (this could result in a change of grade, eg, an assessment originally marked as a 'Pass' being downgraded to a 'Refer' or vice versa).

# Part 1

## Guidance for students

### 1.6 Completion of the assessment

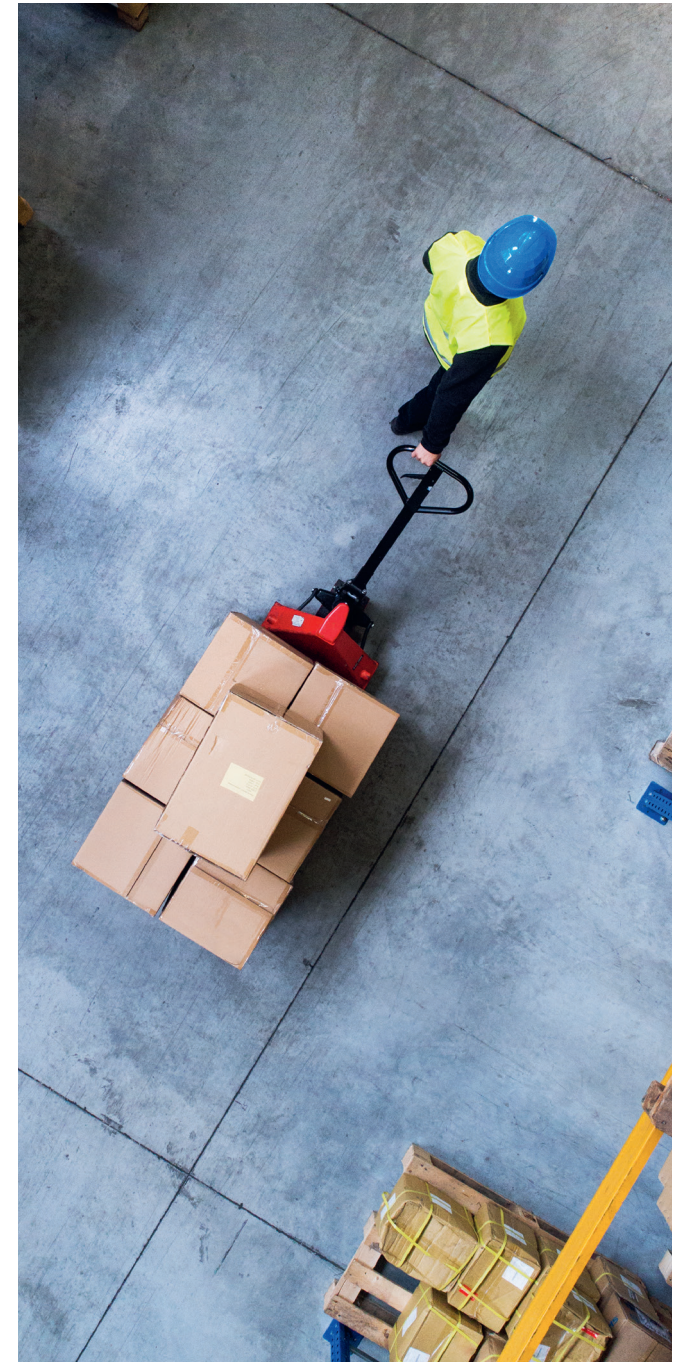
The assessment should take no longer than 60 minutes. You will be required to work by yourself for each part of the assessment. The assessment steps are shown in the following diagram.

1 Evidence pack issued

2 View three interviews and complete assessment forms for each interview

3 Review all evidence and create action plan

Further instructions on each of the above steps follows.





# Part 1

## Guidance for students

### 1 Evidence pack issued

You will be issued with an evidence pack that contains a timeline, a checklist and photographs of the incident being investigated. You will need this evidence when preparing your action plan.



### 2 View three interviews and complete assessment forms for each interview

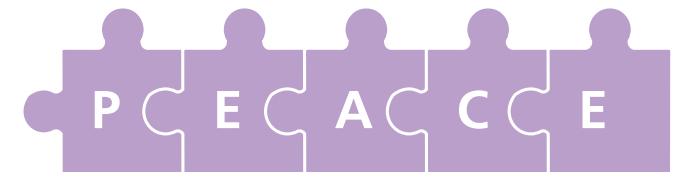
You will be shown a short video that shows three interviews with either a witness to the incident or the person who was injured in the incident.

The video will be stopped after each of the three interviews so you can complete an assessment form. You may use more than one sheet if required but your name and student number must be included at the top of each sheet.

While the video is playing, you are advised to make working notes (these will not be marked) to aid you when completing the assessment forms and action plan.

You can also refer to your course book if you need clarification on which part of the PEACE model applies.

If you need to revisit any part of the interview please ask your course tutor (if taught face to face) to replay this for you.



You are required to apply your knowledge and understanding of the PEACE interview model and record your observations of interviews. You are encouraged to comment on both the good and poor practices seen in the video.

# Part 1

## Guidance for students

3

### Review all evidence and create action plan

It is now time to review all of the evidence that you have gathered. This includes reviewing your notes from each of the interviews as well as the photographs and timeline.

From the evidence that you have gathered you must now produce an action plan. When preparing this you must identify the following:

- what contributed to or caused the incident;
- whether the cause(s) was/were the immediate, underlying or root cause(s) of the incident;
- what action is to be taken to stop recurrence;
- who is responsible for the actions; and
- when the actions should be completed by.

### Feedback from your tutor

Once you have completed all parts of the assessment, all of your completed forms must be given to your tutor. Following the course, the tutor will mark the forms and provide you with feedback by completing the last column on each of the forms.

If your tutor feels that your assessment does not meet the required standard, they will contact you and work with you on the weaker areas of your assessment. This will involve you amending your assessment forms accordingly and then resubmitting these to your tutor for further marking and feedback.

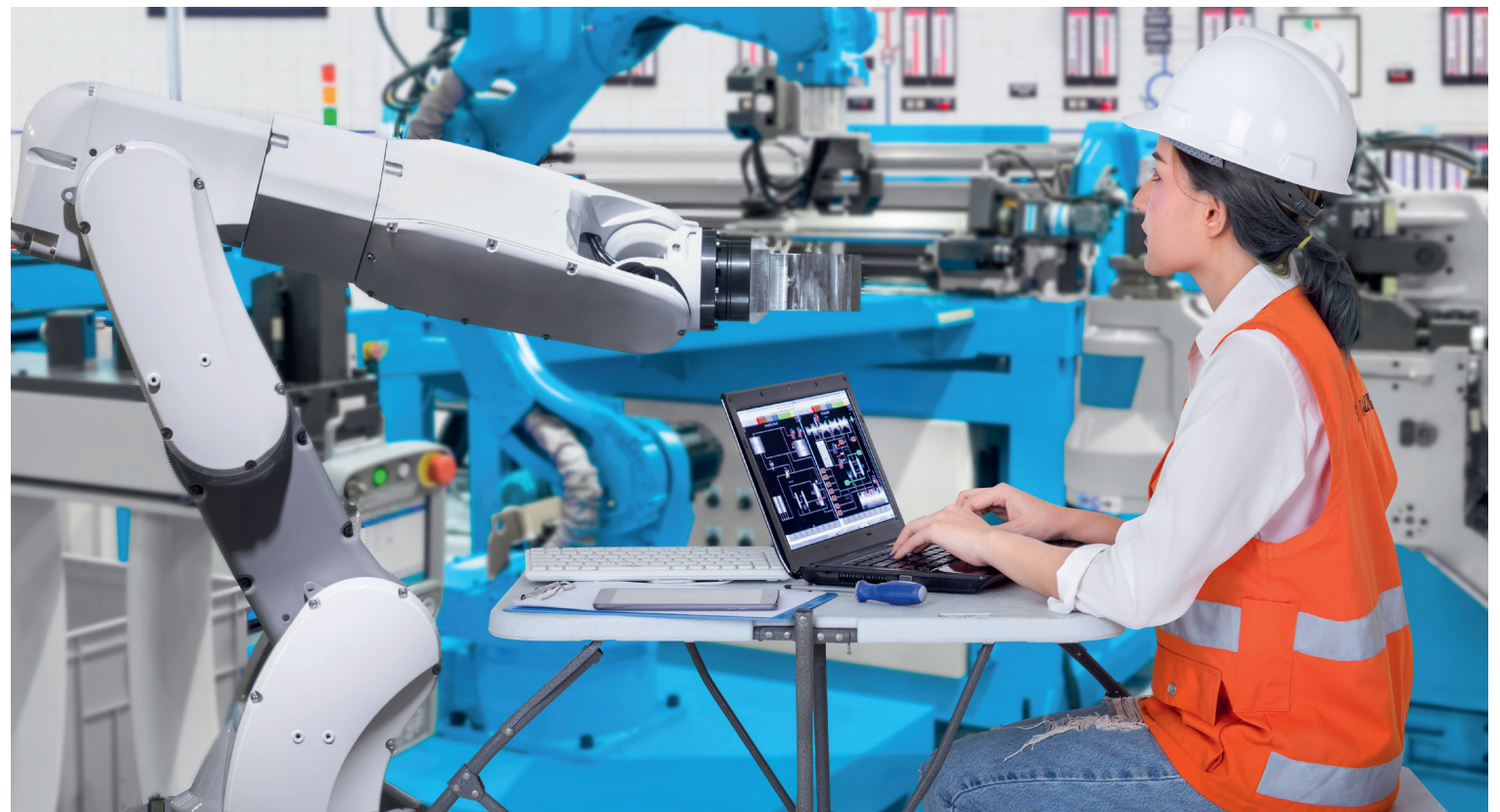


# Part 1

## Guidance for students

### 1.7 Results

NEBOSH will aim to issue results within 24 working days of the date of the assessment. However, results may be issued before or after the deadline dependent on any moderation undertaken.



**Part 2:**  
Guidance for accredited  
course providers

## Part 2

### Guidance for accredited course providers



#### 2.1 Accredited course provider's contacts sitting the assessment

You **must** declare in writing to NEBOSH the details of any employee and/or familial, spousal or other close personal relationship who will be taking the assessment. In these cases the assessment must be marked by an internal assessor approved by NEBOSH.

#### 2.2 Identifying students

You must be sure of the identity of all students prior to qualification delivery. This can either be done ahead of the training, on the day for classroom delivery or, for e-learning students, verification can be undertaken remotely via webcam. This will involve checking photographic identification. Photographic evidence of identity includes driving licences, national identity cards and passports.

If you are unable to identify the student, then you should contact us for further advice.

#### 2.3 Resources

##### 2.3.1 Assessment pack

You should provide your students with an assessment pack containing:

- interview assessment forms;
- an action plan template;
- an evidence pack; and
- a declarations and qualification awarding sheet.

This can be downloaded from the NEBOSH website.

##### 2.3.2 Assessment video

You will be supplied with a number of PowerPoint presentations that contain different assessment videos. You can choose which video assessment is most appropriate for each cohort of students.

#### 2.4 Submission of the assessment

The 'Declarations and qualification awarding sheet', which is completed by the student and yourself, must be sent to us with the student's assessment if this is called in for moderation. You must upload the student's results within **ten working days** of the assessment date. You must also provide feedback to the student on each of the assessment criteria. Should the student fail to meet the 'Pass' standard you should work with the student to address any shortfalls in the assessment prior to submitting the results to NEBOSH.

# Part 2

## Guidance for accredited course providers

### 2.5 Marking

The assessment will be marked by your appointed internal assessor; for face to face delivery, this would usually be the course tutor. We need to be confident that the course tutor has adequate qualifications and experience in the areas covered by the syllabus (eg, a relevant qualification at SCQF Level 10 (RQF Level 6)). Prior to marking any assessments, internal assessors must complete the online assessor's course for this qualification. Further details will be supplied by the NEBOSH Accreditation department.

It is also recommended that the lead tutor is a member of an appropriate professional body. Our Accreditation department will be able to provide you with further information on this before or at the time you submit your accreditation application.

Your course tutor must complete Part B of the 'Declarations and qualification awarding sheet' completed by each student; you must attach this to your student's completed assessment. You must upload the grade (Pass/Refer) for each student. When you enter the marks, a 'Pass' should be entered as 100% and a 'Refer' as 99% (these marks will not be shown on the student's Unit Results Notification).

Your course tutor will be required to mark and give feedback on the observations for each interview. The criteria for marking each interview and the action plan follow.

#### Interview assessment form

Pass	Refer
The student was able to identify a range of <b>both</b> good and poor practices and the observations were generally recorded correctly against each part of the PEACE model.	The student was able to identify <b>only</b> good or poor practices and/or the observations were generally recorded incorrectly against each part of the PEACE model.

#### Action plan

Pass	Refer
<ul style="list-style-type: none"><li>• The student identified a range of the root, underlying and immediate causes.</li><li>• The student was able to identify suitable actions for each of the causes.</li><li>• The student correctly prioritised each of the actions.</li></ul>	<ul style="list-style-type: none"><li>• The student was unable to identify, or incorrectly identified, a range of root, underlying or immediate causes.</li><li>• The student was unable to identify suitable actions for the majority of the causes.</li><li>• The student did not prioritise actions required to prevent recurrence.</li></ul>

The student does not need to achieve the 'Pass' standard for each of the witness interviews. However, the student **must** achieve a 'Pass' for the action plan and the majority of the observations must be at the standard required for a 'Pass' as shown above, eg, a Refer can be awarded in one section of the assessment but the student can still achieve an overall Pass.



## Part 2

### Guidance for accredited course providers



#### 2.6 Retention of sample assessments by accredited course providers

You must retain the assessments for at least six weeks following the date of issue by us of the assessment result to which they relate.

The assessment may be moderated (section 1.5) at any time from the date of examination until six weeks after the issue of results and, therefore, should be scanned and available at any time.

We monitor the consistency of the marking of internal assessment by you over time. You are, therefore, required to retain representative samples of practical applications (eg, high Pass, low Pass, Refer) for each cohort of students for a **rolling three-year period**.

The sample of assessments to be retained will be no more than 24 assessments per year per qualification, but you may choose to retain more for internal quality assurance purposes. The archived samples must be retained in a format that makes them easily retrievable.

Other assessments must be disposed of as confidential waste.

#### 2.7 Results

We will aim to issue results within 24 working days of the date of the assessment. However, results may be issued before or after the deadline dependent on moderation. If you delay sending the completed assessments (including tutor feedback) this could delay the issue of the students' results.