



nebosh

**TRAINING AND
EVENTS FROM**



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NEBOSH HSE Certificate in Health and Safety Leadership Excellence

Unit HSL1: Health and safety leadership

Guidance and information for learners and Learning Partners

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Part 1:
Guidance for learners

Part 1

Guidance for learners

Introduction

You will be assessed on the HSE's five leadership values throughout the course and will be assessed on each of these throughout the day. The values are:

- building and promoting a shared health and safety vision;
- being considerate and responsive;
- providing support and recognition;
- promoting fairness and trust in relationships with others; and
- encouraging improvement, innovation and learning.

The assessment will be in the form of reflective statements which will be undertaken throughout the course. The reflective statements are designed to raise your awareness of how your knowledge, skills, attitudes and behaviour may have both positive and negative effects on the health and safety performance of your organisation. You will also need to make a commitment to a single leadership intervention to improve health and safety management within your organisation, or sphere of workplace influence.

The assessment is for educational purposes only. Although this is not a formal assessment of leadership competence, it is a measure of a your ability to demonstrate what you have learnt and how you intend to apply this in your workplace.

Date of assessment

The assessment will normally take place during the day for taught courses, or if being undertaken via distance or eLearning, during the duration of the study period.

Completion of the leadership values reflective record template

The templates are attached to this document as Appendix 3.

You are not required to consider all of the points listed in each section, these are provided as a guide only. For example, the points provided as a guide may not be relevant to everyone, you may have examples of your own that you wish to use (for example, if your organisation has other issues which are of more importance you may discuss these instead). You are, however, expected to include at least one topic and provide a good quality response, supported by examples wherever possible.

You will need to include a brief description of the topic you wish to discuss and then provide an analysis of what you do now and what you will do differently in the future.

Part 1

Guidance for learners

Leadership intervention

To get the most from the course, you are required to complete an intervention which you can make once you return to work. The intervention should be one that will have a significant impact on the health and safety management/culture of your organisation. The intervention does not form part of the assessment. A template for this activity is provided in Appendix 4.

Submission of the assessment

You must sign the declaration form (Appendix 1) and attach it to your completed submission. You will submit your completed reflective statements to the course tutor (internal assessor) at the end of the day's training. You must leave the assessment activity sheets for L1 to L5 inclusive with your course tutor. The leadership intervention sheet can be taken away as this does not form part of the assessment. The assessment can be either handwritten or typed.

If you are studying via e-Learning / distance learning you may submit individual components of the assessment for marking or the full assessment at the end of the course. The format of assessment submission(s) must be agreed between the course tutor and yourself prior to commencing your studies.

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 moderation.

Resubmission

You can only achieve a 'Pass' or 'Refer' for the assessment. If you need to resubmit, you will need to register for the assessment again and pay the appropriate fee. You are not limited on the number of times that you can resubmit. Tutors should work with you on the sections where you have received a refer.



Part 2:
Guidance for Learning Partners

Part 2 Guidance for Learning Partners

This section of the guidance either expands on the detail in Part 1 or gives specific information for Learning Partners that is not relevant to learners.

Identifying learners

Your course tutor (internal assessor) must be fully satisfied as to the identity of all learners prior to qualification delivery. This can either be done ahead of the training, on the day for classroom delivery, or for eLearning learners 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.

In cases where it is impossible to identify a learner due to the wearing of religious clothing, such as a veil, the learner should be approached by a female member of staff and taken to a private area where they should be politely asked to remove the veil for identification purposes. You must inform learners in advance of this procedure.

Assessment points

Learners will be assessed throughout the day's training. It is important that learners undertake the assessment activities on their own and not as part of a group activity. However, peer discussion is encouraged after the learner has completed their assessment (what is written must be the learner's own work) if there is time to do so.

The assessment points come in the following places:

Assessment activity	Leadership value	Syllabus element
1	L1: Building and promoting a shared health and safety vision	1.1
2	L4: Promoting fairness and trust in relationships with others	1.3
3	L3: Providing support and recognition	2.1
4	L2: Being considerate and responsive	3.2
5	L5: Encouraging improvement, innovation and learning	3.3

Note: If NEBOSH course materials are being used, the slides and book will indicate where an assessment is to take place by using a lightbulb icon and box (similar to the one shown here) to show which assessment activity should be undertaken at that time:



Please refer to the document Unit HSL1, guidance and information for candidates and internal assessors.

You should now complete task **L1: Building and promoting a shared health and safety vision.**

Suggested assessment time: 10 minutes

If you are using your own materials, you will need to work the assessments into the day at the points shown in the table above.

The format of assessment submission(s) for learners studying via e-Learning / distance learning must be agreed prior to commencing their studies.

Part 2

Guidance for Learning Partners

Submission and results declaration

You must sign the declaration form (Appendix 1); this sheet must be sent to NEBOSH with the assessment if called in for moderation. You **must retain the original assessments (assessment activities L1 to L5 inclusive)**; these must be sent back to the learner (likely by email) with the tutor's formal feedback following marking (also see Section 6.0). You must upload the learner's results via CPI within ten working days of the assessment date. You must provide feedback to the learner on each of the five assessment criteria (see Appendix 3). Should the learner fail to meet the 'Pass' standard you should work with the learner to address any shortfalls in the assessment prior to submitting the results to NEBOSH.

Conflicts of interest

You **must** declare in writing to NEBOSH any employment and/or familial, spousal or other close personal relationship with any examination or assessment learner. The assessment must be marked by an internal assessor approved by NEBOSH.



Part 2 Guidance for Learning Partners

Marking

The assessment will be marked by your appointed course tutor (internal assessor) after the taught course has finished. Your course tutor must record their formal feedback on each of the record templates during the marking process. However, your tutor (internal assessor) may give informal verbal feedback throughout the course if required. Once assessments have been marked, your tutor (internal assessor) must give formal feedback to the learner; this will usually be done by scanning and sending back the completed assessment templates.

Alternatively, your tutor may contact the learner by telephone, Zoom etc if the tutor feels that the learner needs some additional coaching in any area. Following this feedback, the learner will need to resubmit their assessment for marking.

For learners undertaking e-Learning / distance learning, the assessments may be marked and feedback given to the learner throughout the course or once all parts of the assessment have been submitted. This will be by agreement between you and the learner prior to the learner undertaking their studies/assessments.

NEBOSH needs to be satisfied that the course tutor (internal assessor) has adequate qualifications and experience in the areas covered by the syllabus. A tutor for this qualification will likely be a Member of an appropriate professional body such as the Institution of Occupational Safety and Health (CFIOSH, CMIOSH, Grad IOSH or equivalent), Chartered Institute of Personnel and Development

(MCIPD), The British Psychological Society (MBPsS, CPsychol) or other relevant body.

A qualification awarding sheet (Appendix 2) must be completed by the course tutor (internal assessor) for each learner and attached to the learner's reflective record template. The mark (pass/refer) for each learner should be entered into the course provider interface, accessed through the NEBOSH website.

The learner will receive a 'Pass' or 'Refer' which will be based on the following criteria:

Pass	Refer
Response mostly shows a practical, realistic and personal reflection, including brief evaluation on effectiveness of what is currently being done (not just a list of things that are being done). Demonstrates commitment to improving performance. Includes appropriate, personal examples. Learners must have attempted all assessment areas.	Response shows lack of personal reflection on effectiveness (mostly just a list of what is being done), lack of commitment to improvement and with few if any personal examples (just vague generalisations).

The learner does not need to achieve the 'Pass' standard in each of the assessment areas (L1 to L5, see Appendix 3) to be awarded the qualification. However, the overall assessment 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 learner can still achieve an overall Pass.

Part 2 Guidance for Learning Partners

The following marks should be input into CPI after marking:

- 100% = Pass
- 99% = Refer

The learner's Unit Results Notification will not show the mark, it will only show a Pass or Refer.

Please note that the leadership intervention and action plan should be completed at the end of the training session. However, this will not be marked and the learner may take this away with them at the end of the training session.

Moderation

Completed marked assessments are subject to external moderation by NEBOSH to monitor the marking standard of the course tutor (internal assessor). NEBOSH will call-in the assessments if they are required for moderation.

You must retain assessments for at least six weeks following the date of issue by NEBOSH of the assessment result to which they relate. The assessment may be moderated at any time from the date of examination until six weeks after the issue of results and therefore should be available for this period of time.

Retention of sample assessments

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 good pass, marginal pass, refer) for each standard sitting or cohort 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.

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 moderation. If you delay sending the completed assessments (including tutor feedback) this could delay the issue of the learners' results.

Resubmission

Learners can only achieve a 'Pass' or 'Refer' for the assessment. If a Learner needs to resubmit, they will need to register for the assessment again and pay the appropriate fee. Learners are not limited on the number of times that they can resubmit. Tutors should work with Learners on the sections where they have received a refer.