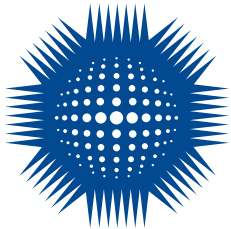


**TRAINING AND
EVENTS FROM**



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NEBOSH HSE Introduction to incident investigation

Unit INV1: Introduction to incident investigation

Guidance and information for learners and Learning Partners

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

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Part 1:
Guidance for learners

Part 1

Guidance for learners

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 two 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;
- shown a short video that has two different interviews with witnesses to the incident;
- 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 form and action plan); and
- 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 this guide.

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 eLearning, your assessment will happen during the duration of the study

period.

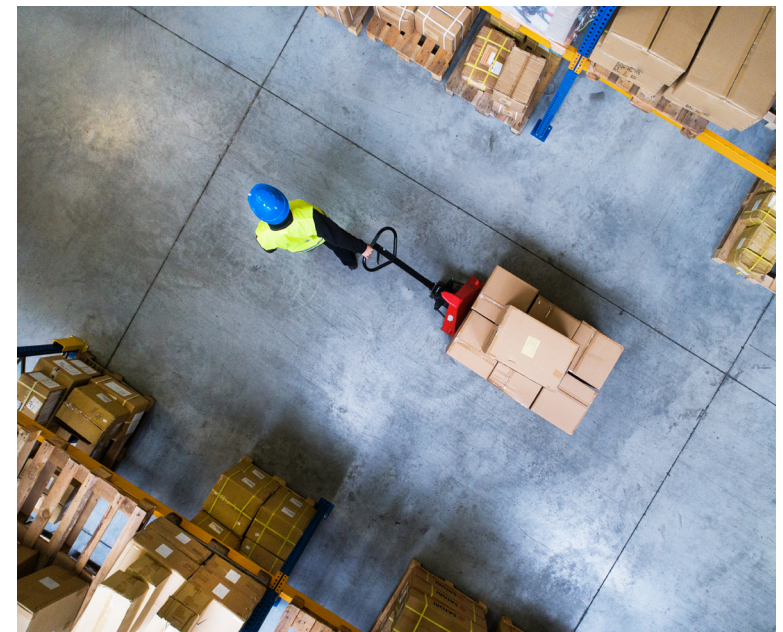
Your Learning Partner will provide you with further information and support you through this process.

Submission of the assessment

Your assessment must be your own work. You can either handwrite or type your assessment.

You will need to submit your completed assessment form to your course tutor for marking at the end of the training/study period. By submitting your assessment for marking, you are declaring that it is your own work. Falsely claiming that your assessment is your own work is malpractice and NEBOSH may impose severe penalties, as set out in the NEBOSH Malpractice Policy.

So as to avoid any malpractice issues, your Learning Partner will also confirm your identifications part of your studies.



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Guidance for learners

Marking

Your assessment will be marked by your course tutor. You will receive a 'good pass', 'minimal pass' or 'refer' for each part of the assessment. To achieve a pass for the qualification, you must receive a good or minimal pass in both assessment parts. Should you be referred, your Learning Partner will be able to provide you with further support by working 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.

If you do not resubmit your assessment to your Learning Partner by the date set by them, your result will be entered as a 'Refer'. If you do wish to resubmit your work after the deadline you will need to re-register for the assessment and pay the appropriate fees.

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 grade may, therefore, be subject to an 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).

Completion of the assessment

The assessment should take no longer than 60 minutes to complete. The assessment is made up of two parts;

- INV1 part 1: interview assessment; and
- INV1 part 2: action plan.

You will be required to work by yourself for each part of the assessment. Your Learning Partner must provide

you with a copy of the templates which must be used for each part of the assessment.

The three following steps will help to ensure that you successfully complete all required parts of the assessment.

1 Review the evidence pack

You will be issued with an evidence pack that contains:

- a timeline of the incident;
- photographs of the incident being investigated; and
- an example of a checklist.

You should familiarise yourself with the content included in the evidence pack. You will need this evidence when preparing your action plan.

2 View and evaluate the interviews

When completing this step of the assessment your Learning Partner should provide you with the 'assessment template for unit INV1 part 1 - Interview assessment' to complete.

This step is part 1 of the assessment. During this part of the assessment, you are required to apply your knowledge and understanding of the PEACE model to a theoretical incident investigation.

You will be shown a short video that includes two interviews with witnesses to the incident.

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Guidance for learners

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

After viewing each of the interviews, the video should be stopped so that you can complete the interview assessment form. To demonstrate your knowledge and understanding of the PEACE interview model, you are encouraged to comment on both the good and the poor practices you observe for each of the interviews in the video. We recommend identifying observations that cover a variety of parts of the PEACE model. You must identify six or more good practices, four or more poor practices and record the majority of observations against the PEACE model to achieve a 'good pass'.

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

You may use the same interview assessment form to evaluate each interview. Ensure that you clearly indicate which interview your observations relate to within the interview assessment form.

Example:

PEACE model	Observations on interviews		Tutor feedback
	Good practice	Poor practice	
P	<u>Interview 1</u> Observations from video.	<u>Interview 1</u> Observations from video.	
	<u>Interview 2</u> Observations from video.	<u>Interview 2</u> Observations from video.	

You may use more than one sheet if required, but you must ensure that you name and learner number are

included at the top of each sheet.

3 Review all the evidence and create an action plan

When completing this step of the assessment your Learning Partner should provide you with the 'assessment template for unit INV1 part 2 - Action plan' to complete.

This step is part 2 of the assessment. During this part of the assessment, you are required to review all of the evidence that you have gathered to produce an action plan.

When completing the action plan, you are encouraged to review your notes from each of the interviews, and the photographs and timelines provided in the evidence pack.

When completing the action plan you must identify the following:

- what contributed to or caused the incident;
- whether the cause/contributor was an immediate, underlying, or root cause of the incident and why;
- an action that address each of the causes/contributors that you have identified;
- a responsible person for each action; and
- a timescale for when each action should be completed by.

You must correctly identify a cause against each cause category, along with an appropriate justification, follow-up action, responsible person and timescale to achieve a 'good pass'.

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Guidance for learners

Feedback from your tutor

Once you have completed all parts of the assessment, all of your completed forms must be submitted to your tutor. Following the course, the tutor will mark your assessment 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 and the resubmitting these to your tutor for further marking and feedback. Refer to 'marking' for further information.

Results

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



Part 2:
Guidance for Learning Partners

Part 2

Guidance for Learning Partners

Conflicts of interest

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

Identifying learners

You must be fully satisfied as to the identity of all learners prior to the 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.

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

Assessment resources

This qualification is assessed using NEBOSH produced assessment videos and assessment packs for a theoretical incident investigation.

Assessment video(s)

You will be supplied with a number of different assessment videos. You can choose which assessment

video is the most appropriate for each cohort of learners. Each of the different assessment videos has an accompanying evidence pack.

Assessment pack(s)

You must provide your learners with an assessment pack containing:

- a copy of the 'Assessment template for unit INV1 part 1 - Interview assessment';
- a copy of the 'Assessment template for unit INV1 part 2 - Action plan'; and
- the relevant evidence pack for the assessment video you have chosen to use for each cohort.

The assessment templates can be downloaded from the NEBOSH website.

Marking

The assessment will be marked by an appointed internal assessor (usually the course tutor) after the course has finished.

The templates for part 1 and part 2 of the assessment have a column for the assessor to record their formal feedback during the marking process. The internal assessor **must** provide feedback to the learner for each section in the template (feedback must be recorded for learners who have passed as well as those who have been referred).

The internal assessor must complete the 'declaration and qualification awarding sheet'.

Please refer to the INV1 marker guidance document for the INV1 assessment mark scheme.

Part 2 Guidance for Learning Partners

Providing feedback to learners

Once the assessment has been marked, you must give formal feedback to each learner; this will usually be done by scanning and sending back the completed assessment templates.

Alternatively, you may contact the learner by telephone, video call etc if the learner needs some additional feedback in any area to get them to the required pass standard. Following this feedback, the learner will need to resubmit their assessment for marking. You should set a deadline for the amended assessment to be returned to you for re-marking.

Submission of the assessment

You must upload the learner's results within ten working days of the assessment date.

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. If the learner does not provide a revised assessment by the agreed deadline, the learner's mark must be entered as 'Refer'.

You must upload the grade ('Pass'/'Refer') for each learner. You should enter the marks as follows:

- 100% = Pass
- 99% = Refer

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

Internal assessors

NEBOSH needs to be satisfied that the internal assessor 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 Learning Partner Quality department.

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

Moderation

Completed marked assessments are subject to external moderation by NEBOSH to monitor the marking standard of the internal assessor. You must retain assessments for at least six weeks following the date of issue by NEBOSH of the assessment result to which they relate.

NEBOSH will call-in the assessments if they are required for moderation. If an assessment is called in for moderation, you must send us the marked part 1 and part 2 templates, and the completed 'declaration and qualification awarding sheet' for each learner.

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, minimal Pass, refer) for each standard sitting or cohort of learners for a **rolling three-year period**.

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Guidance for Learning Partners

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

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 learners' results.

Resubmission

If the learner still wishes to achieve the qualification after the initial mark declaration, you will need to re-register them for the next available assessment date (the learner will need to pay all appropriate fees, including the NEBOSH registration fee). The learner must then resubmit their amended assessment to you by the new deadline for marking/feedback.

The resubmitted assessment will then need to be marked and submitted in the usual way.