

February 2018

Guide to the NEBOSH HSE Certificate in Health and Safety Leadership Excellence



**Qualification title: NEBOSH HSE Certificate in Health and Safety Leadership
Excellence
Version: 1
Specification date: February 2018
Guide publication date: April 2018**

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Guide to the NEBOSH HSE Certificate in Health and Safety Leadership Excellence (February 2018 specification)

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1. Introduction

NEBOSH and the United Kingdom's Health and Safety Regulator, the Health and Safety Executive (HSE), have jointly developed the NEBOSH HSE Certificate in Health and Safety Leadership Excellence.

Health and safety is a key performance measure within successful and forward-thinking organisations. Effective leaders understand that health and safety is not just a moral imperative, but also contributes to the achievement of objectives across the organisational spectrum covering finance, operations, compliance and governance.

Productivity improvements, competitive advantage, talent retention and effective risk management are just a few of the things which flow from strong organisational health and safety performance and culture.

Whether it is finance, marketing, human resources, or health and safety, leaders should always seek to develop their high-level understanding within each component part of their organisation in order to monitor and positively influence overall performance. The NEBOSH HSE Certificate in Health and Safety Leadership Excellence is designed to support both leaders and aspiring leaders in gaining core understanding of how their behaviours and responsibilities directly impact on health and safety management.

1.1 Benefits for employers

Organisations who invest in their health and safety leadership will send a clear signal that they take the protection of the workforce seriously. This qualification will help senior or aspiring leaders to ensure that health and safety is taken account of in all business decisions and becomes a day-to-day activity rather than leaving the management of health and safety up to one individual or department.

The qualification focuses on how leadership behaviours can impact on the health and safety culture of an organisation and it guides leaders to become better advocates for health and safety within their respective organisations.

Having leaders who are inspired and passionate about the protection of the workforce can also improve moral, organisational culture and drive down the costs associated with workplace health and safety incidents, injury and ill health. The cost to the economy of injuries and ill-health is enormous – a cost that is often hidden, but is estimated to be in the order of billions of pounds annually in the UK alone.

Therefore, having leaders in your organisation who inspire others to drive health and safety throughout a business not only protects workers but also contributes towards profitability and compliance.

This course can be delivered within an organisation, or workers can attend accredited training courses run throughout the United Kingdom and around the world by our network of accredited course providers. NEBOSH accredited course providers offer a variety of flexible course formats, so training can be arranged according to employer needs.

1.2 Qualification level and UK accreditation

The NEBOSH HSE Certificate in Health and Safety Leadership Excellence is intended to be rated within the Scottish Credit and Qualifications Framework (SCQF - www.scqf.org.uk) at SCQF Level 6 with 1 SCQF credit point.

For users in England, Wales and Northern Ireland, this is comparable to a Vocationally-Related Qualification (VRQ) at Level 3 within the National Qualifications Framework (NQF) and Qualifications and Credit Framework (QCF), or A-Level standard.

For further information please refer to the “*Qualifications can cross boundaries*” comparison chart issued by the UK regulators, available from the SQA website (www.sqa.org.uk).

1.3 Key topics covered

- The business benefits of health and safety leadership (including the moral, legal and financial arguments)
- The effects of good health and safety leadership of safety culture
- Human failures
- The HSE’s ‘Make it happen’ model
- Decision making processes including mental short cuts and perception biases
- Leadership styles
- The HSE’s five leadership values
- Building relationships with the workforce

1.4 Course tuition and private study time requirements

Unit HSL1: 7 hours tuition and 3 hours private study

Total: 10 hours

It is expected that this qualification will be delivered over the equivalent of one day (depending on the mode of study). The student will also be expected to undertake a minimum of **3 hours pre-course study**. Please see section 5 for further details.

1.5 Entry requirements

There are no specific barriers, in terms of academic qualifications, skills or experience to entry to the NEBOSH HSE Certificate in Health and Safety Leadership Excellence.

1.6 Minimum standard of English required for candidates

The standard of English required by candidates studying for the NEBOSH HSE Certificate in Health and Safety Leadership Excellence must be such that they can both understand and articulate the concepts contained in the syllabus. It is important to stress that the onus is on accredited course providers to determine their candidates’ standards of proficiency in English.

NEBOSH recommends to accredited course providers that candidates undertaking this qualification should reach a minimum standard of English *equivalent* to an International English Language Testing System score of **6.0** or higher in IELTS tests in order to be accepted onto a Health and Safety Leadership Excellence programme.

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For further information please see the latest version of the IELTS Handbook or consult the IELTS website: http://www.ielts.org/institutions/test_format_and_results.aspx

Candidates wishing to assess their own language expertise may consult the IELTS website for information on taking the test: <http://www.ielts.org/institutions/faqs.aspx>.

1.7 Languages

The NEBOSH HSE Certificate in Health and Safety Leadership Excellence must be taken in English.

1.8 Legislation

Learning outcome 1.2 refers to moral, legal and financial reasons for good health and safety leadership. The legal content has been split between UK content and international content. The UK content is based on specific legal duties under legislation. The international content is mainly based on the International Labour Organisation's Occupational Health and Safety Convention. Accredited course provider should therefore teach content applicable to the country where the course is being delivered.

1.9 Qualification type

NEBOSH qualifications are categorised as 'Other' qualifications by SQA Accreditation in Scotland. These are categorised as Vocationally-Related Qualifications (VRQs) in England, Wales and Northern Ireland.

VRQs provide the knowledge and practical skills required for particular job roles through a structured study-based training programme, that combine the testing of knowledge and understanding in written examinations with practical application of learning in the workplace.

VRQs are a popular type of qualification because they are nationally recognised, flexible and offer routes for progression to employment or further study.

1.10 Qualification progression

Candidates wishing to further develop their UK health and safety expertise may consider studying:

- NEBOSH National General Certificate in Occupational Health and Safety

This is the most widely held health and safety qualification of its kind in the UK with over 100,000 people having gained the award since it was launched in 1989. It is suitable for managers, supervisors and staff from all types of organisations making day-to-day decisions at work that need a broad understanding of health and safety issues and be able to manage risks effectively. Many people take the NEBOSH National General Certificate as a first step in a career in health and safety.

Candidates looking to build their health and safety expertise for use overseas may consider:

- NEBOSH International General Certificate in Occupational Health and Safety

This qualification focuses on international standards and management systems rather than UK legislation.

Further information regarding our qualification portfolio can be found on our website: www.nebosh.org.uk/qualifications

1.11 Programmes offered by NEBOSH-accredited course providers

Accredited course providers can be located using the 'Where to study' tab on our website: www.nebosh.org.uk

NB: Candidates are advised to check up-to-date information on course dates with accredited course providers directly.

1.12 Assessment dates

Accredited course providers may request 'on-demand' assessments on a date of their choosing for this qualification. Course providers should contact NEBOSH for an 'on demand' request form. Once the 'on demand' date has been set by NEBOSH, accredited course providers may register candidates using the NEBOSH online registration system available via the NEBOSH website. Registrations can be made up to and including the day of the training course.

1.13 Specification date

The February 2018 specification is the first specification of this qualification.

1.14 Syllabus development and review

The syllabus has been developed by NEBOSH and the HSE following input from key employers and subject experts. NEBOSH would like to take this opportunity to thank all those who participated in the development and implementation of this qualification but in particular the following employers:

- Merlin Entertainments Group
- JCB
- Unite the Union
- Expo 2020
- Gulf Petrochemical Industries Co. (GPIC).

1.15 Further information for candidates

Further information for candidates including a qualification overview leaflet can be found via the NEBOSH website (www.nebosh.org.uk). Please see section 5 for further information on the assessment.

1.16 Further information for accredited course providers

Further information for accredited course providers including policies and procedures and guidance on the assessment can be found in the accredited course providers' section of the NEBOSH website.

2. Qualification structure

2.1 Unit assessment

The Certificate in Health and Safety Leadership Excellence is made up of one unit:

Unit HSL1: Health and safety leadership

- Unit HSL1 is a taught unit, assessed by an on the day assessment which includes a leadership intervention that the student is planning to undertake
- The assessments will be marked by the accredited course provider and maybe moderated by NEBOSH

2.2 Achieving the qualification

Candidates must achieve a 'Pass' in Unit HSL1 to pass the qualification.

There is no time restriction for passing the Certificate in Health and Safety Leadership Excellence as this is a one unit qualification.

2.3 Assessment setting and marking

NEBOSH applies best practise in relation to assessment setting and marking.

2.4 Achieving a pass

Candidates are required to complete all parts of the assessment to achieve a Pass. If the student does not achieve a Pass the accredited course provider is expected to work with the student to enable them to meet the required standard.

2.5 Qualification grades

The only grades available for this qualification are Pass and Refer.

2.6 Qualification parchment

Once a candidate has achieved a Pass they are normally considered to have completed the qualification and an overall qualification parchment will be issued, within 44 working days of the result declaration date for the unit.

However, once the result of the qualification has been issued the candidate has **20 working days** from the date of issue of that result to submit an Enquiry About Result (EAR) request (see Section 3.3).

2.7 Re-sitting unit/s

A candidate can re-sit if a 'Refer' result is received. There is no limit on the number of times a candidate can re-sit the unit. Candidates must register and pay the current fee by the registration closing date.

Candidates who register for the Certificate in Health and Safety Leadership Excellence whilst awaiting a result from a previous sitting of an assessment for the same qualification may not seek a refund of the registration fee if they retrospectively claim exemption from the qualification, subsequent to the issue of the awaited result.

3. Policies

3.1 Requests for access arrangements/reasonable adjustments

Access arrangements and reasonable adjustments are modifications which are approved in advance of an examination to allow attainment to be demonstrated by candidates with either a permanent or long-term disability or learning difficulty, or temporary disability, illness or indisposition.

Accredited course providers must give as much notice as possible to NEBOSH that reasonable adjustments are required. All reasonable adjustments must be approved by NEBOSH prior to the course date.

For further details see the NEBOSH *“Policy and procedures for access arrangements, reasonable adjustments and special consideration”* available from the NEBOSH website (www.nebosh.org.uk).

3.2 Requests for special consideration

Should a disruption, eg, fire alarm, occur on the course date the accredited course provider will be expected to spend additional time with the affected candidates to allow them to complete their qualification.

3.3 Enquiries about results and appeals

NEBOSH applies detailed and thorough procedures to moderate and check assessment results before they are issued. It thereby ensures that the declared results are a fair and equitable reflection of the standard of performance by candidates.

There are, however, procedures for candidates or accredited course providers to enquire about results that do not meet their reasonable expectations. An ‘enquiry about result’ (EAR) must be made in writing within one month of the date of issue of the result to which it relates.

For details see the NEBOSH *“Enquiries About Result (EARs) and appeals policy and procedures”* document available from the NEBOSH website (www.nebosh.org.uk).

3.4 Malpractice

Malpractice is defined as any deliberate activity, neglect, default or other practice by candidates and/or accredited course providers that compromise the integrity of the assessment process, and/or the validity of certificates. Malpractice may include a range of issues from collusion or use of unauthorised material by candidates, to the failure to maintain appropriate records or systems by accredited course providers, to the deliberate falsification of records in order to claim certificates. Failure by an accredited course provider to deal with identified issues may in itself constitute malpractice.

For further details see the NEBOSH *“Malpractice policy and procedures”* document available from the NEBOSH website (www.nebosh.org.uk).

4. Notes for tutors

4.1 Tutor references

Tutor references are given at the end of each unit and are split between statutory provisions and guidance documents. These references are given to aid tutors with the teaching of the syllabus content; they are not an exhaustive list and tutors can use other references to those quoted in the syllabus.

4.2 Teaching of units

Although the syllabus sets out the Elements in a specific order, tutors can teach the Elements in any order they feel is appropriate. Course providers will need to reflect this in the timetables which are submitted for approval as part of the accreditation/re-accreditation process.

4.3 Conflict of interest

Accredited Course Provider staff including Head of Accredited Course Providers, Tutors, Administrators, Examinations Officers and Invigilators must declare in writing to NEBOSH any employment and/or familial, spousal or other close personal relationship with any examination or assessment candidate. Further information can be found in the '*Instructions for Conducting Examinations*' document.

4.4 Minimum standard of English required for tutors

Tutors who are based overseas and wish to deliver the NEBOSH HSE Certificate in Health and Safety Leadership Excellence must have a good standard of English. They must be able to articulate the concepts contained in the syllabus. The accredited course provider must provide evidence of the tutor's standard of English when submitting the tutor's CV for approval.

NEBOSH's requirement is for tutors delivering this qualification to have reached a minimum standard of English *equivalent* to an International English Language Testing System score of **7.0** or higher in IELTS tests.

5. Syllabus - NEBOSH HSE Certificate in Health and Safety Leadership Excellence (February 2018 specification)

Structure

The qualification is made up of one unit. Unit HSL1 is further divided into three elements.

Unit HSL1: Health and safety leadership

Element Number	Element Title	Recommended hours	Page
1	The foundations of health and safety leadership	1.5	10
2	Human failure and decision making	2	13
3	Leadership	3.5	15
Minimum unit tuition time		7	
Recommended pre-course reading* time		3	

* Candidates are required to undertake pre-course reading which will help them to get more from the one-day course delivery. Candidates will be guided by their accredited course provider on the types of issues which should be looked at prior to the course. Typically, candidates should:

- research their organisation's health and safety vision;
- research their organisation's key health and safety risks;
- understand what is included in their organisation's health and safety policy and the objectives that the policy sets. They should also understand what responsibilities for health and safety which are set for all levels of workers within the organisation.

5.1 Unit HSL1: Health and safety leadership

Element 1: The foundations of health and safety leadership

Learning outcomes

- 1.1 The reasons for and benefits of health and safety leadership excellence, the importance of an agreed health and safety vision and the business benefits excellent health and safety leadership brings
- 1.2 The moral, legal and financial reasons for good health and safety leadership
- 1.3 How leaders can gain assurance that health and safety is being managed effectively
- 1.4 How good leadership can positively influence health and safety culture.

Content

1.1 Reasons for health and safety leadership, organisational health and safety vision and business benefits of excellent health and safety leadership

- What is health and safety leadership
- The reasons for and benefits of effective health and safety leadership
- The behaviour/traits of leaders that could have a negative impact on health and safety leadership
- Developing an agreed health and safety vision for an organisation
- The characteristics that makes a good health and safety leader.

1.2 The moral, legal and financial reasons for good health and safety leadership

- Moral
 - societal expectations
 - responsibility and accountability for health and safety
 - protection of workers from reprisals when reporting health and safety incidents and hazards
- Legal
 - the role, function and limitations of legislation as a means of promoting health and safety and environmental performance

UK content

- The Health and Safety at Work etc. Act 1974
 - o duties under Sections 2, 3, 36 and 37 of the Act
- the purpose of the Company Directors Disqualification Act 1986 s2(1)
- individual duties and possible enforcement actions under involuntary manslaughter/gross negligence
- the Corporate Manslaughter and Corporate Homicide Act 2007
 - o application
 - o meaning of relevant duty of care

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- the offence
- penalties
- application of the health and safety/corporate manslaughter sentencing guidelines 2016

International content

- different levels of standards and enforcement in different jurisdictions
- responsibilities of leaders under Article 20 of the C155 Occupational Health and Safety Convention 1981
- Financial
 - level of fines/penalties/compensation (cross reference with 'legal')
 - the real cost of accidents/incidents

1.3 Leadership team assurance

- With reference to INDG417(rev1) and ISO 45001, organisational controls that can be adopted to provide assurance to leadership teams that health and safety is being managed effectively:
 - understanding the context of the organisation and who the organisation's interested parties are
 - risk profiling of the organisation, risks prioritised, controls applied and communicated
 - management system thinking eg, PDCA
 - leadership team involved, informed and visible
 - governance, competency and resource
 - leadership team approval and monitoring of performance indices – health and safety targets, kpi's and leading / lagging indicators; statistical trends
 - commitment to continuous improvement
 - looking ahead/horizon scanning
 - benchmarking of organisational health and safety performance.

1.4 The influence of good health and safety leadership on health and safety culture (with reference to Element 2.1)

- The meaning of safety culture
- How health, safety and environmental management can be a conduit for organisational change
- The differences between:
 - blame culture; no name, no blame; just culture
- How the three aspect approach to safety culture links together:
 - psychological aspects (how people feel)
 - behavioural aspects (what people do)
 - situational aspects (what the organisation has)
- The levels of cultural maturity: ad-hoc; managed; standardised; predictable; excellence
- Examples, benefits and limitations of indicators of culture:
 - lagging (reactive) indicators
 - leading (proactive) indicators

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- Why measuring the 'right things' is important
 - Reason's model of accident causation (Swiss cheese model)
- The lessons to be learned from high reliability organisations (HROs)
 - meaning of
 - characteristics: containment of unexpected events; just culture; mindful leadership; learning orientation; problem anticipation; over reliance on technology.

Recommended tuition time not less than 1.5 hours

Element 2: Human failure and decision making

Learning outcomes

- 2.1 Understand how human failure can impact on health and safety culture and how the 'Make it happen' model can help to change behaviours
- 2.2 Recognise how mental short cuts, perception biases, habits and beliefs can influence the decision making process.

Content

2.1 The influence of human failure on culture and the 'Make it happen' model of behavioural change

- The meaning of 'error' and 'violation' with reference to human failure
- Types of errors – skill based (slips of action, lapses of memory) and mistakes (rule-based and knowledge-based)
- Types of violations – routine, situational, exceptional
- How human failures can affect safety culture
- The influence of the 'Make it happen' model for behaviour change on health and safety behaviour
 - can happen
 - able to happen
 - want to happen

2.2 Decision making processes, mental short cuts, perception biases and habits

- The differences between 'Automatic' and 'Reflective' decision making
- Reliable mental short cuts used during the appraisal of risk/decision making
 - anchoring
 - availability
 - media influence
 - representativeness
- Common perception biases which can affect decision making/judgement making
 - halo
 - confirmation
 - self-serving
 - hindsight
- The meaning of habit and how this can influence decision making

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- The types of 'personal belief' and how these can affect decision making
 - familiarity
 - control acceptance
 - self-efficacy
 - responsibility
 - normative beliefs
 - consequences

Recommended tuition time not less than 2 hours

Element 3: Leadership

Learning outcomes

- 3.1 The meaning of transformational, authentic, resonant and transactional leadership styles
- 3.2 The application of the five values and supporting foundations of the HSE's health and safety leadership model
- 3.3 How relationships with the workforce can be built by effective leadership communication

Content

3.1 Leadership styles

- The main elements of the following leadership styles
 - transformational
 - authentic
 - resonant
 - transactional

3.2 Five leadership values and supporting foundations

- The five leadership values:
 - building and promoting a shared H&S vision
 - being considerate and responsive
 - providing support and recognition
 - promoting fairness and trust in relationships with others
 - encouraging improvement, innovation and learning
- The foundations of health and safety leadership values
 - involvement and communication
 - effective role modelling
 - embedding robust health and safety management as a business norm
- Methods for assessing own health and safety leadership performance:
 - questioning others
 - self-reflection

3.3 Building relationships with the workforce

- Leadership walkabouts / conversations
 - frequency
 - format
 - lessons learned
 - taking action
- What is rapport
- Barriers to building a good rapport with the workforce

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- What good communication looks like
 - physiology, voice, words
 - ensure the right information is given
 - the use of praise in appropriate situations
 - ask questions
- Application of Vroom's Model of Motivation (who, what, why, how, value of outcome)
- How information can be given
 - primacy/recency effect
 - relevant jargon/language
 - who should be delivering the message
 - memorable message (make it fun)
 - present the same information in different ways
 - tailor the information to each audience
- How to gather information
 - ask the right questions
 - why are things being done
 - carry out walkabouts on a regular basis
 - active listening (hearing, attending, understanding, remembering)
- The differences between positive reinforcement, negative reinforcement, punishment
- The benefits of reinforcement and the negatives of punishment
- Methods for reinforcing positive behaviour.

Recommended tuition time not less than 3.5 hours

Unit HSL1: Tutor References

Statutory instruments

Legislation	Country	Element/s
Company Directors Disqualification Act 1986	UK / Great Britain	1
Corporate Manslaughter and Corporate Homicide Act 2007	UK / Great Britain	1
Employers' Liability (Compulsory Insurance) Regulations 1998 (as amended)	UK / Great Britain	1
Health and Safety at Work etc Act 1974	UK / Great Britain	1
Health and Safety (Consultation with Employees) Regulations 1996	UK / Great Britain	1
Legal Aid, Sentencing and Punishment of Offenders Act 2012	UK / Great Britain	1
Legal Aid, Sentencing and Punishment of Offenders Act 2012 (Fines on Summary Conviction) Regulations 2015	UK / Great Britain	1
Management of Health and Safety at Work Regulations 1999 (as amended)	UK / Great Britain	1
Safety Representatives and Safety Committee Regulations 1977	UK / Great Britain	1
Employers' Liability (Compulsory Insurance) Regulations (Northern Ireland) 1999	Northern Ireland	1
Health and Safety (Consultation with Employees) Regulations (Northern Ireland) 1996	Northern Ireland	1
Health and Safety at Work (Northern Ireland) Order 1978	Northern Ireland	1
Inquiries into Fatal Accidents and Sudden Deaths etc (Scotland) Act 2016	Scotland	1

Directives, Conventions and Recommendations

Reference title	Reference detail eg link to Convention	Element/s
Occupational Safety and Health Convention, 1981 (C155)	ILO C155	1
Occupational Safety and Health Recommendation, 1981 (R164)	ILO R164	1

Other relevant references

Reference title	Reference detail eg ISBN number	Element/s
A review of safety culture and safety climate literature for the development of the safety culture inspection toolkit, HSE 2005, Research Report 367	HSE Books, ISBN: 097-0-7176-6144-X	1, 3
Applied Social Psychology, 2012	Schneider FW, Gruman J A and Coutts L M	2

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Reference title	Reference detail eg ISBN number	Element/s
Behavioural based safety guide	Health and Safety Authority, Ireland, ISBN: 978-1-84496-175-7	3
Case studies : When leadership falls short	HSE	1
Case studies : Successful leadership	HSE	1
Common topic 4: Safety culture	HSE	1
Corporate Manslaughter Case (Cotswold Geotech)	Health and Safety at Work	1
Corporate Manslaughter Case (Baldwins Crane Hire)	Health and Safety at Work	1
Consultation case study	HSE	3
Essential principles (of leadership)	HSE	1
Gross negligence manslaughter prosecution	Safety and Health Practitioner	1
Guidance on the application of Fees for Intervention (FFI), HSE47	HSE Books, ISBN: 978-0-7176-6456-6	1
High reliability organisations, a review of the literature, HSE, 2011, Research Report RR899	HSE Books	1
Hindsight Bias	Neal Roese and Kathleen D. Voha	2
Human factors Briefing Note No. 7 , Safety Culture	HSE	1
Improving compliance with safety procedures , Reducing industrial violations,	HSE Books, ISBN: 978-0-7176-0970-7	2
Involving your workforce in health and safety, Guidance for all workplaces, HSG263	HSE Books, ISBN: 978-0-7176-6227-2	1
Leadership and worker involvement toolkit, Good health and safety leadership	HSE Books	1, 3
Leading health and safety at work, INDG417	HSE Books	1
Managing for health and safety, HSG65	HSE Books, ISBN: 978-0-7176-6456-6	1
Occupational health and safety management systems – requirements with guidance for use (ISO 45001)	ISO, ISBN: 978-0-580-86393-6	1
Plan, Do, Check, Act, An introduction to managing for health and safety, INDG275	HSE Books,	1
Reducing error and influencing behaviour, HSG48	HSE Books, ISBN: 978-0-7176-2452-2	2
Section 37 prosecution	Safety & Health Practitioner	1
Sentencing Council, Health and Safety Offences, Corporate Manslaughter and Food Safety and Hygiene Offences, Definitive Guideline	Sentencing Council	1
Strategies to promote safe behaviour as part of a health and safety management system, HSE, contract research report 430/2002	HSE Books, ISBN: 978-0-7176-2352-1	3
What is leadership?	Chartered Institute of Personnel and Development	1
When a health and safety inspector calls, what to expect when we visit your premises, HSC14	HSE Books	1

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Reference title	Reference detail eg ISBN number	Element/s
Why leadership is important	HSE	1

5.2 Unit HSL1: Health and safety leadership

5.2.1 Introduction

Candidates 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 H&S 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 show how the candidate's knowledge, skills and behaviours may have both positive and negative affects on the health and safety performance of their organisation. Candidates will also need to make a commitment to a single leadership intervention to improve health and safety management within their organisation, or sphere of workplace influence.

Candidates, employers and internal assessors should be aware that the assessment is for educational purposes only.

5.3.2 Marking

The assessment will be marked by the appointed course tutor. NEBOSH needs to be satisfied that the course tutor 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 grading sheet (Appendix 2) must be completed by the internal assessor for each candidate and attached to the candidate's reflective record template. The mark (pass/refer) for each candidate should be entered into the course provider interface, accessed through the NEBOSH website.

The candidate 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.	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 candidate 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 candidate can still achieve an overall Pass.

5.3.3 Submission of marks

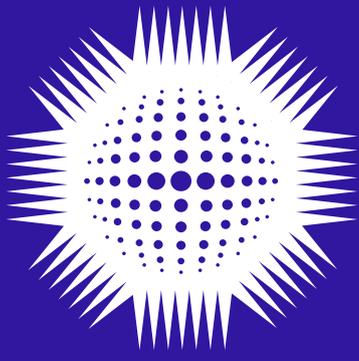
Accredited course providers must upload the candidate's results via CPI within five working days of the assessment date. The accredited course provider must provide feedback to the candidate on each of the five assessment criteria (see Appendix 3). Should the candidate fail to meet the expected standard the expectation is for the accredited course provider to work with the candidate to address any shortfalls in their assessment prior to submission to NEBOSH.

5.3.4 Submission of completed work

The candidate will submit their completed reflective statements to the course tutor at the end of the day's training / study period. The assessment can be either handwritten or typed.

4.3.6 Further information

Further detailed information regarding the assessment, including forms and marking information, can be found in a separate guidance document for candidates and accredited course providers available from the NEBOSH website (www.nebosh.org.uk).



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