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Version: 1
Specification date: January 2021
Publication date: January 2021

Registered Charity Number: 1010444

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Unit WEL1: Working with Wellbeing

Guidance and information for learners and Learning Partners

This document provides comprehensive guidance on the presentation and submission of the Unit WEL1 assessment.

Contents

Part 1: Guidance for learners

Introduction	4
Date of assessment	4
Submission of the assessment	4
Marking	5
Moderation	5
Completion of the assessment	6
Results	6

Part 2: Guidance for Learning Partners

Learning Partner contacts sitting the assessment	8
Identifying learners	8
Resources	8
Submission of the assessment	8
Marking	9
Retention of sample assessments by Learning Partners	10
Results	10

Part 1: Guidance for learners

Part 1

Guidance for learners

Introduction

The *Working with Wellbeing* assessment is made up of two parts:

- Part 1 – reflect on, and provide brief details of, your organisation's current strengths and weaknesses in relation to each branch of the NEBOSH 'wellbeing tree'.
- Part 2 – produce an intervention plan. Choose and describe three interventions to improve wellbeing in your workplace; you must provide a justification for each choice and details of how you could evaluate each intervention's effectiveness.

This assessment will measure your ability to demonstrate what you have learned and how you intend to apply this learning in your workplace.



NEBOSH Wellbeing Tree

Date of assessment

Your assessment will normally take place at the end of the day's training (if taught face-to-face). If you are studying by distance or eLearning, you will complete the assessment once you have studied all course content. It is important that the assessment is undertaken on your own and not as part of a group activity.

Your Learning Partner (the training company with whom you are studying) will provide you with further information and support you through this process.

Submission of the assessment

If taught face-to-face, you will leave your completed assessment forms with your course tutor for marking at the end of the day's training. If you have studied via distance or eLearning, your Learning Partner will provide you with further information on how to submit your assessment for marking. You can either hand-write or type your assessment.

To avoid any malpractice issues your Learning Partner will confirm your identification before you undertake your course of study.

Your assessment (Parts 1 and 2) must be entirely your own work. 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.

Part 1

Guidance for learners

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 Learning Partner will be able to provide you with further support. Your Learning Partner will work with you to identify where your submission did not meet the required standard. This will allow you to resubmit your assessment for marking once it has been revised.

Moderation

Your marked assessments may be moderated by NEBOSH. The reason that we do this is to monitor your tutor's marking standard. 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 learners

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 as follows:

Part 1: Reflection on organisational strengths and weaknesses

This part of the assessment requires you to reflect on your organisation's current workplace strengths and weaknesses in relation to each of the six branches of the NEBOSH 'wellbeing tree' (**Interaction, Exercise, Mindfulness, Nutrition, Kindness** and **Learning**). You must outline the strengths and weaknesses in the appropriate sections of the form provided.

Part 2: Intervention Plan, justification, and evaluation

In the second part of the assessment, (part 2 of the form provided) you must produce an intervention plan. You must describe three interventions that will improve wellbeing in your workplace. For each intervention you must:

- state which branch or branches of the 'wellbeing tree' the intervention relates to;
- provide a justification for your choice;

- provide details on how the intervention can be evaluated to monitor its effectiveness.

Your completed assessment must be given to your tutor. Following the course, your tutor will mark it and return it to you with feedback.

If your assessment does not meet the required standard, your tutor will contact you and work with you on the weaker areas of your assessment. This will involve you amending your assessment accordingly and then resubmitting it to your tutor for re-marking and feedback. See 'Marking' section on page 5 for further information.

Results

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

Part 2: Guidance for Learning Partners

Part 2

Guidance for Learning Partners

Learning Partner 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.

Identifying learners

You must be sure of the identity of all learners prior to qualification delivery. This should be done ahead of the training; on the day for classroom delivery or, for eLearning, 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 learner, then you should contact us for further advice.

Resources

You should provide your learners with the assessment template form (which consists of two sections). This can be downloaded from the NEBOSH website.

Submission of the assessment

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

also provide feedback to the learner on each of the assessment sections. Should the learner fail to meet the 'Pass' standard you should attempt to work with them to address any shortfalls in the assessment prior to submitting the results to NEBOSH.



Part 2

Guidance for Learning Partners

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 and preferably has experience in delivering courses/teaching. 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. Professional membership is preferred at a level that reflects the lead tutor's qualifications ie, membership of The Association of Occupational Health and Wellbeing Professionals (iOH). If no Professional membership is held, the lead tutor must demonstrate how they keep up to date with current best practice in the wellbeing field. 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.

You must upload the grade (Pass/Refer) for each learner. 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 learner's Unit Results Notification).

Your course tutor will be required to mark and give feedback on the learner reflections and intervention plan; this feedback is to be detailed on the assessment template, in the columns provided.

Where a learner's grade is a 'Refer' you should attempt to work with them to get them to the required standard. You should set a deadline for the amended assessment to come back to you for re-marking. If the assessment is not received by this deadline, the learner's mark must be entered as 'Refer' (99%).

If the learner still wishes to achieve the qualification after the initial mark declaration, you will need to re-register them, (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 marking criteria for the learner reflections and intervention plan are as follows:

Pass	Refer
Response mostly shows a personal, realistic and informed reflection. Includes brief evaluation of their workplace's current strengths and weaknesses (not just a list of things that are being done). Includes three appropriate interventions along with justification and evaluation methodology for each intervention. Learners must have attempted all assessment areas.	Response shows lack of personal reflection on their workplace's strengths and weaknesses (mostly just a list of what is being done), insufficient interventions identified and/or lack of or insufficient justification/evaluation methodology for each intervention.

Part 2

Guidance for Learning Partners

Retention of sample assessments by Learning Partners

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 (see 'Moderation' section in Part 1) at any time from the date of the assessment until six weeks after the issue of results and, therefore, should be scanned and available at any time, in easily retrievable format. 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 learners 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 where appropriate.

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.

