



GREEN WORLD GROUP

PROPOSED QUALIFICATION SPECIFICATION AND TRAINING DELIVERY PLAN

ADVANCED DIPLOMA IN INDUSTRIAL SAFETY

Beginner-to-Professional Industrial Safety Programme

No previous safety qualification required | Three four-month terms | Blended learning

60

Academic credits

300

Guided learning hours

600

Total qualification hours

Document date	June 2026
Qualification	Advanced Diploma in Industrial Safety
Learner level	Designed for beginners with no previous safety knowledge
Duration	12 months: three compulsory four-month terms
Live delivery	10 evening classes per term; Monday-Friday over two weeks
Class timing	18:00-22:00 GST with two 10-minute comfort breaks
Learning model	Tutor-led classes, guided eLearning, simple workplace activities and three assignments
Credit structure	20 credits per term; 60 credits required for certification
Version	1.0

1. Executive Summary

Proposed approach

This one-year programme is designed for learners who may not know basic safety words such as hazard, risk, incident or control measure. The course begins with simple definitions and everyday examples, then gradually develops the learner into a person who can identify hazards, complete a risk assessment, recommend controls, support inspections, report incidents and help improve industrial safety. Technical subjects are introduced step by step and are always linked to practical workplace examples.

Beginner-friendly design

Design area	Beginner-friendly approach
Starting point	No safety knowledge is assumed. Every technical word is explained before it is used.
Learning method	Short explanations, pictures, videos, demonstrations, checklists, case studies and guided workplace practice.
Live classes	Three class blocks during the year. Each block contains 10 evening classes from 18:00 to 22:00 GST.
Between classes	Learners complete tutor-directed eLearning, simple quizzes, practical exercises and assignment preparation.
Assessment approach	One structured assignment per term using templates, worked examples and clear step-by-step instructions.
Progression	The learner must pass each term before moving to the next term and must earn all 60 credits for certification.

Course progression

Stage	What the learner becomes able to do
Term 1	Learn the basic language of safety, hazard spotting, risk assessment, controls, reporting and simple safety management.
Term 2	Apply the basics to common industrial hazards such as machinery, fire, electricity, chemicals, work at height and transport.
Term 3	Combine the knowledge to support emergency planning, contractor control, inspections, monitoring and a small safety improvement project.

2. Qualification Architecture and Learning Hours

Term	Title	Credits	Live class	Guided eLearning	Independent study	Assessment	TQT
Term 1	Safety Foundations and Risk Assessment	20	36 h 40 min	63 h 20 min	70 h	30 h	200 h
Term 2	Industrial Hazards and Safe Work	20	36 h 40 min	63 h 20 min	70 h	30 h	200 h
Term 3	Safety Management, Emergency Planning and Improvement	20	36 h 40 min	63 h 20 min	70 h	30 h	200 h
Qualification total	Three compulsory terms	60	110 h	190 h	210 h	90 h	600 h

Credit and hour meaning

Each term carries 20 credits and represents 200 total learning hours. Credits are awarded only after the term assignment is passed. Total Qualification Time includes live classes, guided eLearning, private study and assignment work. The programme uses a clear 10-hours-per-credit design.

3. Programme Aims and Learning Outcomes

By the end of the qualification, a successful learner will be able to:

- Explain basic safety words including hazard, risk, incident, accident, control measure, unsafe act and unsafe condition.
- Identify common workplace hazards and explain who could be harmed and how.
- Complete a simple and suitable risk assessment using a provided template.
- Select practical controls using the hierarchy of control and explain why PPE is not the first choice.
- Support safe systems of work, permits, toolbox talks, inductions and worker consultation.
- Recognise common industrial hazards involving fire, electricity, chemicals, machinery, lifting, vehicles and high-risk work.
- Report incidents and assist with a basic investigation using facts and evidence.
- Take part in inspections, emergency drills and simple safety performance monitoring.
- Prepare a clear workplace safety improvement plan and communicate it to workers and managers.

Recommended learner profile

- No previous health and safety qualification is required.
- Basic reading and writing ability in English is required; tutor support and a glossary are provided.
- Workplace access is helpful but not compulsory. An approved case study can be supplied when access is not available.
- The learner must have internet access for the LMS, videos, quizzes and assignment submission.

4. Assessment Framework and Qualification Rules

Term	Assignment	Format	Expected effort	Pass mark
Term 1 - 20 credits	Guided Hazard Spotting and Risk Assessment	Structured workbook and short report	30 h	50%
Term 2 - 20 credits	Industrial Safety Inspection and Control Plan	Inspection workbook, evidence and two simple safety documents	30 h	50%
Term 3 - 20 credits	Small Workplace Safety Improvement Project	Project report and 10-minute presentation	30 h	50%

Simple credit and progression rules

- Each term is worth 20 credits. The full 20 credits are awarded when the assignment is passed.
- A learner must pass Term 1 before starting Term 2 and must pass Term 2 before starting Term 3.
- All three assignments must be passed. A high mark in one term cannot cancel a failed term.
- One reassessment opportunity is normally available for a referred assignment.
- A learner may use an approved workplace or an approved case study. Dangerous or invented information is not acceptable.

Qualification grading

Weighted mark	Grade	Condition
70-100	Distinction	All three assignments passed and overall weighted mark at least 70.
60-69	Merit	All three assignments passed and overall weighted mark at least 60.
50-59	Pass	All three assignments passed and overall weighted mark at least 50.
Below 50 in any term	Refer	The failed term must be corrected and reassessed before progression or award.

Beginner assessment support

Learners receive templates, sample answers, checklists, a glossary, assignment planning sessions and tutor feedback on a draft outline. Marks are awarded for correct understanding and practical application, not for using difficult words.

5. Four-Month Term Delivery Cycle

Live delivery window

Each term includes one 10-day evening class block over two consecutive working weeks, Monday to Friday, 18:00-22:00 GST. The daily structure is 18:00-19:10 teaching, 19:10-19:20 break, 19:20-20:30 teaching, 20:30-20:40 break and 20:40-22:00 teaching. Each day provides 3 hours 40 minutes of net live tuition.

Period	Main activity	Beginner support
Weeks 1-2	Ten live evening classes	Simple explanations, demonstrations, pictures, short activities and guided practice.
Weeks 3-6	Foundation eLearning	Short videos, reading, glossary work and quizzes linked to the live classes.
Weeks 7-10	Practical application	Hazard-spotting exercises, checklists, case studies and tutor-marked activities.
Weeks 11-12	Assignment planning	Learner selects the workplace or case study and submits a simple outline.
Weeks 13-14	Assignment completion	Learner completes the provided template with scheduled tutor support.
Week 15	Submission and checking	Assignment submitted; identity, evidence and academic integrity checks completed.
Week 16	Result and progression	Feedback issued; credits confirmed or a clear reassessment plan provided.

Formative learning in every term

- Six short knowledge checks with unlimited practice attempts before the final completion attempt.
- Two simple tutor-marked activities using a checklist or provided template.
- One case-study workshop where the tutor completes an example with the class.
- One individual progress tutorial and one assignment planning check.
- A glossary and a short reflection log: what I learned, where I saw it and what I still need help with.

Learning principle

The course follows explain - show - practise - apply. Learners first hear a simple explanation, then see an example, practise with support and finally apply the skill to a workplace or case study.

6. Detailed Curriculum - Term 1

Term 1: Safety Foundations and Risk Assessment - 100 guided learning hours, 70 independent-study hours, 30 assessment hours and 20 credits.

Code	Module	GLH	What the learner studies	Simple practical output
T1.1	Understanding safety words	12 h	Hazard, risk, incident, accident, near miss, injury, illness, unsafe act, unsafe condition and control measure.	Picture-based hazard spotting and a personal glossary.
T1.2	Why workplace safety matters	10 h	Human harm, family impact, business cost, reputation and basic employer/worker responsibilities.	Simple cost-of-incident case study and responsibility matching exercise.
T1.3	Finding hazards and assessing risk	20 h	Hazard categories, people at risk, five-step risk assessment, likelihood, severity, risk rating and review.	Complete several short risk assessments using the course template.
T1.4	Controlling risk	14 h	Elimination, substitution, engineering controls, administrative controls and PPE; safe work instructions and supervision.	Control-selection exercises and a simple safe-work checklist.
T1.5	Communication and worker involvement	10 h	Induction, toolbox talks, signs, consultation, reporting concerns, training and checking understanding.	Prepare a five-minute toolbox talk with pictures.
T1.6	Incident reporting and basic investigation	12 h	Immediate response, preserving evidence, asking simple questions, immediate causes, underlying causes and corrective action.	Near-miss report and a basic why-because investigation exercise.
T1.7	Inspections and simple monitoring	12 h	What to inspect, using checklists, recording findings, action tracking and simple leading/lagging indicators.	Complete an inspection checklist and action tracker.
T1.8	Safety management basics and assignment preparation	10 h	Policy, roles, planning, checking, improvement and a simple introduction to ISO 45001.	Complete a basic safety system map and assignment plan.

Term 1 outcome

The learner can explain the basic language of safety, identify hazards, complete a simple risk assessment, choose controls and report a workplace issue clearly.

7. Detailed Curriculum - Term 2

Term 2: Industrial Hazards and Safe Work - 100 guided learning hours, 70 independent-study hours, 30 assessment hours and 20 credits.

Code	Module	GLH	What the learner studies	Simple practical output
T2.1	Workplace conditions and housekeeping	10 h	Welfare, lighting, ventilation, slips, trips, access, storage, stacking and basic hygiene.	Workplace condition inspection.
T2.2	Manual handling and ergonomics	12 h	Lifting, carrying, pushing, pulling, posture, repetitive work, display screen work and simple task redesign.	Manual-handling assessment and improved method.
T2.3	Tools, machinery and energy isolation	14 h	Hand tools, moving parts, guards, emergency stops, maintenance hazards and lockout/tagout basics.	Machine guarding checklist and isolation steps.
T2.4	Electrical safety	10 h	Electric shock, burns, fire, damaged cables, temporary electricity, earthing, safe use and inspection.	Electrical safety checklist and unsafe-condition report.
T2.5	Fire and explosion basics	14 h	Fire triangle, ignition, fuel, fire spread, prevention, alarms, extinguishers, evacuation and flammable vapours/dust.	Simple fire-risk review and extinguisher matching exercise.
T2.6	Chemicals, gases, dust and PPE	14 h	Labels, safety data sheets, routes of entry, health effects, storage, ventilation, spill response and PPE selection.	Read a safety data sheet and prepare a chemical control card.
T2.7	Physical and health hazards	12 h	Noise, vibration, heat, cold, radiation awareness, stress, violence, fatigue and health surveillance basics.	Hazard-control table and health-effects matching task.
T2.8	High-risk work and workplace transport	14 h	Work at height, confined spaces, excavation, lifting, forklifts, vehicles, pedestrians and permit awareness.	High-risk-work checklist and traffic-separation sketch.

Term 2 outcome

The learner can recognise common industrial hazards, explain the harm they may cause and recommend practical controls using checklists, safe-work steps and the hierarchy of control.

8. Detailed Curriculum - Term 3

Term 3: Safety Management, Emergency Planning and Improvement - 100 guided learning hours, 70 independent-study hours, 30 assessment hours and 20 credits.

Code	Module	GLH	What the learner studies	Simple practical output
T3.1	Safety behaviour, culture and leadership	12 h	Why people make mistakes, supervision, positive reinforcement, fair reporting and visible leadership.	Simple behaviour observation and improvement conversation.
T3.2	Permits, contractors and change	14 h	Permit-to-work purpose, contractor induction, coordination, simultaneous work and basic management of change.	Permit review and contractor control checklist.
T3.3	Emergency planning and first response	14 h	Emergency roles, alarms, evacuation, first aid, spill response, drills, communication and learning from exercises.	Prepare a simple emergency plan and drill checklist.
T3.4	Occupational health and wellbeing	10 h	Health surveillance, fitness for work, fatigue, stress, return to work, confidentiality and referral.	Health-risk and support map.
T3.5	Environmental and spill awareness	10 h	Waste, emissions, spills, pollution prevention, environmental aspects and basic ISO 14001 awareness.	Spill-control and waste-segregation exercise.
T3.6	Process and maintenance safety basics	12 h	Loss of containment, pressure, temperature, alarms, isolation, maintenance planning and pre-start checks.	Simple process-safety bow-tie using pictures and plain language.
T3.7	Checking performance and improving	12 h	Inspection, audit awareness, action tracking, basic KPIs, trends, management review and continual improvement.	Create a one-page safety dashboard and action plan.
T3.8	Safety improvement project	16 h	Choose one safety issue, collect simple evidence, plan an improvement, communicate it and check whether it worked.	Project plan, implementation checklist and 5-7 minute presentation.

Term 3 outcome

The learner can support a safety system, help prepare for emergencies, control contractors, monitor basic performance and complete a small workplace safety improvement project.

9. International Standards and Reference Framework

International standards are introduced in simple language. Learners are not expected to read complex standards on their own at the beginning. Tutors explain the purpose of each reference and show how it is used in a real workplace.

Reference	What it means in simple words	How it is used
ILO Convention C155 and Recommendation R164	Basic duties of employers, workers and governments for occupational safety and health.	Term 1 responsibilities and worker participation.
ISO 45001	A management system for planning, operating, checking and improving occupational health and safety.	Introduced in Term 1 and applied throughout the course.
ISO 31000	General principles for understanding and managing risk.	Supports the simple risk-assessment method.
ISO 19011	Guidance for auditing management systems.	Used only for beginner audit awareness and simple checking questions.
ISO 45003	Guidance on psychological health and safety at work.	Supports stress, fatigue, violence and wellbeing topics.
ISO 7010	Standard safety signs and symbols.	Used in signs, emergency and workplace inspection topics.
ISO 14001	Environmental management and pollution prevention.	Introduced simply in Term 3.
IEC / ISO machinery and electrical principles	Safe machinery design, guarding, isolation and electrical protection.	Used as technical reference points in Term 2.
Recognised fire codes such as NFPA guidance	Fire prevention, protection, alarm, evacuation and hazardous materials.	Used for fire and emergency learning with local rules taking priority.

Standards-use rule

Applicable national law, local authority requirements, client rules, equipment instructions and competent engineering advice always take priority where they are stricter or more specific. The course teaches learners to use standards as guidance, not as a replacement for law or professional competence.

10.1 Term 1 Live and Guided Learning Schedule - Days 1-5

Day	Net live	Live topic allocation	What is taught in class	Guided eLearning and simple practice	Cumulative GLH
W1 Mon - Day 1	3 h 40 min	T1.1: 3 h 40 min	What safety means; hazard, risk, incident, accident and near miss using pictures and everyday examples.	6 h 20 min - glossary video, picture hazard hunt, basic quiz and short reflection.	10 h
W1 Tue - Day 2	3 h 40 min	T1.1: 1 h 20 min T1.2: 2 h 20 min	Unsafe acts and conditions; why safety matters; effects on workers, families and the business.	6 h 20 min - incident story, cost matching, duties exercise and knowledge check.	20 h
W1 Wed - Day 3	3 h 40 min	T1.2: 1 h 40 min T1.3: 2 h	Basic responsibilities; hazard categories; who may be harmed and how.	6 h 20 min - hazard-category cards, people-at-risk exercise and guided workplace observation.	30 h
W1 Thu - Day 4	3 h 40 min	T1.3: 3 h 40 min	Five-step risk assessment; likelihood, severity and simple risk rating.	6 h 20 min - two worked risk assessments and self-marking checklist.	40 h
W1 Fri - Day 5	3 h 40 min	T1.3: 2 h T1.4: 1 h 40 min	Reviewing risk assessments; introducing the hierarchy of control.	6 h 20 min - control ladder exercise, before-and-after examples and weekly quiz.	50 h

Cumulative position after Day 5: 18 hours 20 minutes live teaching + 31 hours 40 minutes guided eLearning = 50 guided learning hours.

10.1 Term 1 Live and Guided Learning Schedule - Days 6-10

Day	Net live	Live topic allocation	What is taught in class	Guided eLearning and simple practice	Cumulative GLH
W2 Mon - Day 6	3 h 40 min	T1.4: 3 h 40 min	Elimination to PPE; safe work instructions; supervision and checking controls.	6 h 20 min - choose-the-best-control activity and simple safe-work checklist.	60 h
W2 Tue - Day 7	3 h 40 min	T1.5: 3 h 40 min	Induction, signs, toolbox talks, consultation and checking understanding.	6 h 20 min - prepare a picture-based toolbox talk and sign-recognition quiz.	70 h
W2 Wed - Day 8	3 h 40 min	T1.6: 3 h 40 min	Incident reporting, evidence, simple causes and corrective actions.	6 h 20 min - near-miss form and guided why-because case study.	80 h
W2 Thu - Day 9	3 h 40 min	T1.7: 3 h 40 min	Safety inspections, checklists, action tracking and simple safety numbers.	6 h 20 min - inspection checklist, photos/case images and action tracker.	90 h
W2 Fri - Day 10	3 h 40 min	T1.8: 3 h 40 min	Policy, responsibilities, planning, checking, improvement and assignment demonstration.	6 h 20 min - simple ISO 45001 map, full assignment example and personal assignment plan.	100 h

Term 1 schedule summary

- Live tuition: 10 sessions x 3 hours 40 minutes = 36 hours 40 minutes.
- Guided eLearning: 63 hours 20 minutes. Total guided learning: 100 hours.
- Private study: 70 hours. Assignment effort: 30 hours. Total term learning: 200 hours.
- Progression requires formative completion, attendance compliance and a pass in the Term 1 assignment.

10.2 Term 2 Live and Guided Learning Schedule - Days 1-5

Day	Net live	Live topic allocation	What is taught in class	Guided eLearning and simple practice	Cumulative GLH
W1 Mon - Day 1	3 h 40 min	T2.1: 3 h 40 min	Welfare, housekeeping, access, storage, stacking, slips, trips and falls on the same level.	6 h 20 min - photo inspection, housekeeping checklist and action priorities.	10 h
W1 Tue - Day 2	3 h 40 min	T2.1: 1 h 20 min T2.2: 2 h 20 min	Lighting and ventilation; lifting, carrying, pushing and pulling safely.	6 h 20 min - manual-handling video, TILE-style checklist and improved task sketch.	20 h
W1 Wed - Day 3	3 h 40 min	T2.2: 2 h T2.3: 1 h 40 min	Posture, repetitive work and ergonomics; hand tools and basic machinery hazards.	6 h 20 min - ergonomic observation and safe tool selection exercise.	30 h
W1 Thu - Day 4	3 h 40 min	T2.3: 3 h 40 min	Moving parts, guards, emergency stops, maintenance and lockout/tagout basics.	6 h 20 min - machine guarding pictures, isolation sequence and quiz.	40 h
W1 Fri - Day 5	3 h 40 min	T2.4: 3 h 40 min	Electric shock, burns, fire, cables, plugs, earthing and safe inspection.	6 h 20 min - damaged-equipment case study and electrical checklist.	50 h

Cumulative position after Day 5: 18 hours 20 minutes live teaching + 31 hours 40 minutes guided eLearning = 50 guided learning hours.

10.2 Term 2 Live and Guided Learning Schedule - Days 6-10

Day	Net live	Live topic allocation	What is taught in class	Guided eLearning and simple practice	Cumulative GLH
W2 Mon - Day 6	3 h 40 min	T2.5: 3 h 40 min	Fire triangle, ignition, fuel, fire spread, prevention, alarms and evacuation.	6 h 20 min - fire-triangle activity, exit-route review and extinguisher matching.	60 h
W2 Tue - Day 7	3 h 40 min	T2.5: 1 h 40 min T2.6: 2 h	Flammable vapours and dust; chemical labels, routes of entry and health effects.	6 h 20 min - label recognition, safety data sheet reading and storage exercise.	70 h
W2 Wed - Day 8	3 h 40 min	T2.6: 3 h 40 min	Chemical controls, ventilation, spill response, PPE types, selection and limitations.	6 h 20 min - chemical control card, PPE selection and spill scenario.	80 h
W2 Thu - Day 9	3 h 40 min	T2.7: 3 h 40 min	Noise, vibration, heat, lighting, radiation awareness, fatigue and stress.	6 h 20 min - health-effects table, control matching and simple exposure observation.	90 h
W2 Fri - Day 10	3 h 40 min	T2.8: 3 h 40 min	Work at height, confined spaces, excavation, lifting, forklifts, vehicles and assignment demonstration.	6 h 20 min - high-risk checklist, traffic sketch, permit awareness and assignment plan.	100 h

Term 2 schedule summary

- Live tuition: 36 hours 40 minutes. Guided eLearning: 63 hours 20 minutes.
- Total guided learning: 100 hours. Private study: 70 hours. Assignment: 30 hours.
- The learner uses the Term 1 risk-assessment method throughout all Term 2 hazard topics.
- Progression requires a pass in the Industrial Safety Inspection and Control Plan.

10.3 Term 3 Live and Guided Learning Schedule - Days 1-5

Day	Net live	Live topic allocation	What is taught in class	Guided eLearning and simple practice	Cumulative GLH
W1 Mon - Day 1	3 h 40 min	T3.1: 3 h 40 min	Why people make mistakes; supervision; speaking up; fair treatment and positive safety behaviour.	6 h 20 min - human-error story, behaviour observation and communication practice.	10 h
W1 Tue - Day 2	3 h 40 min	T3.1: 1 h 20 min T3.2: 2 h 20 min	Safety culture and leadership; permit-to-work purpose and common permit sections.	6 h 20 min - leadership actions and permit review using a simple checklist.	20 h
W1 Wed - Day 3	3 h 40 min	T3.2: 3 h 40 min	Contractor induction, coordination, simultaneous work and basic management of change.	6 h 20 min - contractor checklist, coordination case and change-question card.	30 h
W1 Thu - Day 4	3 h 40 min	T3.3: 3 h 40 min	Emergency roles, alarms, evacuation, assembly, first aid and spill response.	6 h 20 min - emergency role cards, evacuation map and first-response quiz.	40 h
W1 Fri - Day 5	3 h 40 min	T3.3: 1 h 40 min T3.4: 2 h	Drills and communication; health surveillance, fitness for work and confidentiality.	6 h 20 min - drill checklist, health-support scenario and weekly quiz.	50 h

Cumulative position after Day 5: 18 hours 20 minutes live teaching + 31 hours 40 minutes guided eLearning = 50 guided learning hours.

10.3 Term 3 Live and Guided Learning Schedule - Days 6-10

Day	Net live	Live topic allocation	What is taught in class	Guided eLearning and simple practice	Cumulative GLH
W2 Mon - Day 6	3 h 40 min	T3.4: 1 h 40 min T3.5: 2 h	Fatigue, stress and return to work; waste, spills and pollution prevention.	6 h 20 min - wellbeing support map and waste/spill control exercise.	60 h
W2 Tue - Day 7	3 h 40 min	T3.5: 1 h 40 min T3.6: 2 h	Basic ISO 14001 awareness; loss of containment, pressure and temperature hazards.	6 h 20 min - aspect-impact matching and plain-language process hazard activity.	70 h
W2 Wed - Day 8	3 h 40 min	T3.6: 3 h 40 min	Isolation, maintenance planning, alarms, pre-start checks and simple bow-tie thinking.	6 h 20 min - maintenance checklist, pre-start review and picture bow-tie.	80 h
W2 Thu - Day 9	3 h 40 min	T3.7: 3 h 40 min	Inspections, audit awareness, action tracking, simple KPIs and improvement meetings.	6 h 20 min - one-page dashboard, trend exercise and management action list.	90 h
W2 Fri - Day 10	3 h 40 min	T3.8: 3 h 40 min	Choosing a project, setting a clear objective, planning actions, communicating and checking results.	6 h 20 min - complete project example, presentation practice and final assignment plan.	100 h

Term 3 schedule summary

- Live tuition: 36 hours 40 minutes. Guided eLearning: 63 hours 20 minutes.
- Total guided learning: 100 hours. Private study: 70 hours. Assignment: 30 hours.
- The final term combines the earlier skills into a small, realistic improvement project.
- Certification requires all 60 credits, completed learning records and a successful authenticity check.

11. Simplified Assignment Specifications

Common assignment approach

Each assignment uses a supplied Word template with questions, tables and examples. Learners are told exactly what evidence to collect. Clear and correct practical answers receive marks; difficult academic language is not required.

Term	Assignment title	Recommended size	Required task	Main evidence
Term 1	Guided Hazard Spotting and Risk Assessment	1,200-1,800 words plus completed tables	Describe the workplace; identify at least 8 hazards; state who may be harmed and how; record current controls; give a simple risk rating; recommend further controls; prepare an action plan for the top three priorities.	Risk assessment table, hazard photos or case images where allowed, and a one-page action plan.
Term 2	Industrial Safety Inspection and Control Plan	1,500-2,200 words plus checklists	Inspect a workplace or case study; cover at least five hazard areas; explain the main problems; recommend controls; prepare one inspection checklist and one short safe-work instruction or toolbox talk.	Inspection record, evidence notes, control plan, checklist and simple safety document.
Term 3	Small Workplace Safety Improvement Project	2,000-2,800 words plus 5-7 minute presentation	Choose one real safety issue; explain the starting problem; set a simple objective; plan actions; involve workers; identify resources and responsibilities; choose two or three measures; explain how success will be checked.	Project report, action tracker, communication material and 5-7 minute presentation.

Common marking model

Marking area	Weight	What the learner needs to show
Understanding of the topic	20%	Uses the correct basic safety ideas and explains them in clear words.
Hazard identification and evidence	25%	Finds relevant hazards or problems and supports them with suitable evidence.
Controls and practical recommendations	25%	Chooses realistic controls using the hierarchy of control.
Action planning and application	20%	Shows who will do what, by when and how completion will be checked.
Clear presentation and own work	10%	Work is organised, understandable, referenced where needed and confirmed as the learner's own work.

Automatic referral conditions

The assignment cannot pass if it gives seriously dangerous advice, contains invented evidence, copies another person's work, hides a serious workplace risk or cannot be explained by the learner during an authenticity discussion.

12. Independent Study and Learner Support Plan

Term	Suggested private study	Typical activities
Term 1	70 h	Review videos and glossary; practise hazard spotting; complete risk-assessment examples; revise controls; prepare the assignment.
Term 2	70 h	Review industrial hazard videos; complete checklists; practise fire, machinery, chemical and electrical controls; prepare the inspection assignment.
Term 3	70 h	Review emergency, contractor and monitoring topics; collect project evidence; prepare communication material, report and presentation.
Qualification total	210 h	Independent study is additional to live classes, guided eLearning and assignment hours.

Support provided to beginner learners

- Pre-course orientation explaining the LMS, class timings, assessment and how to ask for help.
- Plain-language learner guide and alphabetical safety glossary with pictures and examples.
- Short videos with captions and downloadable summary notes for every module.
- Assignment templates, model extracts and completed examples discussed in class.
- Tutor question sessions, scheduled individual tutorials and written feedback on formative tasks.
- Approved case studies for learners who cannot access a suitable workplace.
- Reasonable adjustments that maintain the learning outcomes and assessment standard.

Minimum participation requirements

- At least 80% attendance in each term, including mandatory demonstrations or an approved replacement activity.
- Completion of mandatory eLearning modules and formative checks before assignment submission.
- Learner identity confirmation, originality declaration and participation in an authenticity discussion when requested.

13. Quality Assurance, Certification and Final Summary

Control area	Minimum quality requirement
Curriculum control	Annual review using learner feedback, employer feedback, incident learning and changes to recognised standards or law.
Tutor competence	Tutors must have suitable safety qualifications, practical industrial experience and the ability to explain technical topics to beginners.
Assessment design	Every assignment brief, template and marking guide is checked before release.
Marking quality	Assessor standardisation, internal verification of all referrals and borderline decisions, and sample checking of passed work.
Feedback	Clear feedback states what was done well, what must improve and exactly what is needed for reassessment.
Academic integrity	Identity checks, originality checks, evidence sampling and learner discussion where required.
Records	Attendance, LMS activity, formative work, assessment, verification and result records are securely retained.
Appeals	A published process allows the learner to request review without disadvantage.

Certification decision

Step	Decision check	Outcome
1	Attendance, LMS and formative requirements confirmed.	Eligible for assignment result.
2	Assignment marked and safety-critical checks completed.	Pass or Refer recommendation.
3	Verification and authenticity checks completed.	20 term credits awarded or reassessment required.
4	Previous term credits confirmed.	Progress to the next term.
5	All three terms passed and 60 credits achieved.	Advanced Diploma certificate approved.

Final programme summary

Requirement	Revised beginner-friendly specification
Duration	12 months: three terms of four months each.
Live classes	30 evening classes: 10 per term, 18:00-22:00 GST.
Live teaching	110 net hours after comfort breaks.
Guided eLearning	190 tutor-directed and LMS-monitored hours.
Independent study	210 hours.
Assessment	Three beginner-friendly assignments, 30 hours each.
Credits	20 credits per passed term; 60 credits required.
Total qualification time	600 hours.
Entry level	No previous safety qualification required.
Award rule	All three terms must be passed; no compensation between terms.

Important status disclaimer

This is a proposed proprietary curriculum and management plan. It is not a NEBOSH qualification and does not automatically carry government, regulated-framework or professional-body recognition. Any external accreditation, credit recognition or equivalence must be obtained separately before public claims are made.