

TUC Education
Service Yorkshire
and the North



**TUC Voluntary Officers Programme: Core Modules
OCN Programme Code 2131**

**TUC HEALTH AND SAFETY
REPRESENTATIVES
STAGE ONE**

ACHIEVEMENT RECORD

Name

Start Date

Tutor



Hull College
Trade Union Studies

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Explanatory Notes and Abbreviations

This Achievement Record is designed to complement and work along side your course file. Together they provide the evidence required by the Open College Moderator to show the level of your achievement and help to determine the credits you will be awarded. As you work through the course your participation and achievement will be assessed by the tutor who will be available to discuss you progress and needs. It is important to note that assessment is not the same as examinations, there are no tests to complete, no competitions. The sessions will be run using collective learning methods, encouraging reps to work and co-operate together, only now we are able to award trade union representatives credits for their educational progress while participating on the course.

The list of abbreviations printed below are intended to standardise and simplify the assessment process. Further down you will see the learning outcomes and assessment criteria for this TUC course followed by two blank columns. The first of these columns requires information about how the particular assessment criteria was achieved. i.e. what form of activity was undertaken to achieve the required objective. Various methods are used on the course and these have been listed below. Select the appropriate abbreviation from the “How achieved” list and write it in the “How achieved” column alongside the assessment criteria

The second column wants to know what evidence there is that you undertook that activity in a way that satisfies the assessment criteria and where such evidence exists. Applying the same simplified approach select the appropriate abbreviation from the “Evidence” list below and write it in the next column under the “Evidence and day” heading. Alongside the abbreviation show on which day of the course the evidence was produced. Use the day of the course as a number rather than the date (i.e. day 1, day 2 etc. and not 21st January) We recommend you similarly divide your course file into the separate days so that it helps to cross reference the Achievement Record with the location of evidence.

How achieved

CM = Course Meeting

GD = Group Discussion

RP = Role Play

PW = Project Work (Stage 2 Courses)

WR = Workplace Report

Evidence

CI = Course Information

PO = Peer Observation

IE = Individual Evidence

FC = Flip Chart

CF = Course File

TUC Health & Safety Representatives Stage 1

Level One Achievement Record

UNIT CODE	TITLE	CREDIT VALUE
25	Role and Functions of the Trade Union Health and Safety Representative	1
27	Preventing Accidents and Ill Health	1
19	Stage 1 Skills for the Trade Union Health and Safety Representatives	1
31	Organising for Health and Safety	2

UNIT TITLE: Role and Functions of the Trade Union Health and Safety Representative

TUC Voluntary Officers Programme: Core Modules

OCN Programme Code 2131

LEVEL: One CREDIT VALUE: 1 UNIT CODE: 25

LEARNING OUTCOMES	ASSESSMENT CRITERIA	ACHIEVEMENT		
		How Achieved	Evidence	Reference
The learner should be able to:	The learner has achieved this outcome because s/he can:			
1. Demonstrate an awareness of the role and functions of the trade union health and safety representative	1.1 State the functions of a trade union health and safety representative under the SRSC Regulations 1977. 1.2 Outline the legal requirements for facilities and time off, for trade union health and safety representatives to carry out their functions.			
2. Demonstrate the ability to consult with members on health and safety issues	2.1 List the health and safety risks that affect her/his members, following discussions with them.			
3. Show an awareness of the trade union approach to health and safety	3.1 Identify and list the principles of a trade union approach to health and safety at work. 3.2 Identify and list the principles of an equal opportunities approach to health and safety at work.			

Student's Signature _____ **Tutor's Signature** _____

UNIT TITLE: Preventing Accidents and Ill Health

TUC Voluntary Officers Programme: Core Modules

OCN Programme Code 2131

LEVEL: One CREDIT VALUE: 1 UNIT CODE: 27

LEARNING OUTCOMES	ASSESSMENT CRITERIA	ACHIEVEMENT		
The learner should be able to:	The learner has achieved this outcome because s/he can:	How Achieved	Evidence	Reference
1. Demonstrate an ability to contribute to the identification of risks in the workplace	1.1 Carry out a health and safety inspection of a workplace using a checklist. 1.2 Fill in, or assist in filling in a report form, informing an employer of any risks identified during an inspection.			
2. Demonstrate an awareness of a systematic approach to tackling hazards in her/his workplace	2.1 Plan a systematic way of tackling a health and safety problem.			
3. Demonstrate an ability to contribute to the control of risks in her/his workplace	3.1 Outline the trade union health and safety representative's role in the risk assessment process. 3.2 Suggest how risks could be prevented or reduced in the future, following an occupational accident or ill health incident.			

Student's Signature _____

Tutor's Signature _____

UNIT TITLE: Stage 1 Skills for the Trade Union Health and Safety Representatives

**TUC Voluntary Officers Programme: Core Modules
OCN Programme Code 2131**

LEVEL: One CREDIT VALUE: 1 UNIT CODE: 19

LEARNING OUTCOMES	ASSESSMENT CRITERIA	ACHIEVEMENT		
The learner should be able to:	The learner has achieved this outcome because s/he can:	How Achieved	Evidence	Reference
1. Demonstrate skills that a trade union health and safety representative requires.	1.1 Work effectively with members and other union representatives. 1.2 Plan and conduct an interview in a health and safety context. 1.3 Take notes in a health and safety context. 1.4 Find health and safety information that is relevant to a problem at work. 1.5 File health and safety information. 1.6 Participate in a health and safety meeting.			

Student's Signature _____ **Tutor's Signature** _____

UNIT TITLE: Organising for Health and Safety

TUC Voluntary Officers Programme: Core Modules

OCN Programme Code 2131

LEVEL: One CREDIT VALUE: 2 UNIT CODE: 31

LEARNING OUTCOMES	ASSESSMENT CRITERIA	ACHIEVEMENT		
		How Achieved	Evidence	Reference
The learner should be able to:	The learner has achieved this outcome because s/he can:			
1. Demonstrate an awareness about the way their trade union works for health and safety.	1.1 Obtain information about her/his union's activities on health and safety.			
2. Demonstrate the ability to keep members involved and informed about health and safety matters.	2.1 State the methods for keeping members involved and informed on health and safety matters. 2.2 Use one of these methods to involve and inform members..			
3. Show an awareness of legal responsibilities on health and safety at work.	3.1 List the principal duties of an employer under the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1992.			
4. Show an awareness of the methods and procedures that help to resolve health and safety issues in the workplace.	4.1 Outline procedures in her/his workplace for tackling health and safety problems.			
5. Demonstrate an awareness of education and development programmes for union health and safety representatives	5.1 State her/his own learning needs for health and safety. 5.2 Identify the most suitable learning opportunity to meet her/his needs.			

Student's Signature _____

Tutor's Signature _____

TUC Health & Safety Representatives Stage 1

Level Two Achievement Record

UNIT CODE	TITLE	CREDIT VALUE
26	Role and Functions of the Trade Union Health and Safety Representative	1
28	Preventing Accidents and Ill Health	1
20	Stage 1 Skills for the Trade Union Health and Safety Representatives	1
32	Organising for Health and Safety	2

UNIT TITLE: Role and Functions of the Trade Union Health and Safety Representative

**TUC Voluntary Officers Programme: Core Modules
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LEVEL: Two CREDIT VALUE: 1 UNIT CODE: 26

LEARNING OUTCOMES	ASSESSMENT CRITERIA	ACHIEVEMENT		
The learner should be able to:	The learner has achieved this outcome because s/he can:	How Achieved	Evidence	Reference
1. Demonstrate an awareness of the role and functions of the trade union health and safety representative	1.1 Describe the functions of a trade union health and safety representative under the SRSC Regulations 1977. 1.2 Describe the legal requirements for facilities and time off, for trade union health and safety representatives to carry out their functions, and compare her/his facilities and time off arrangements with those in another workplace.			
2. Demonstrate the ability to consult with members on health and safety issues	2.1 Describe the health and safety risks that affect her/his members. 2.2 Consult with members using an appropriate method, and compare the health and safety risks that members identify with her/his own description.			
3. Show an awareness of the trade union approach to health and safety	3.1 Identify the principles of a trade union approach to health and safety at work, and put these principles into practice. 3.2 Identify the principles of an equal opportunities approach to health and safety at work, and put these principles into practice.			

Student's Signature _____ **Tutor's Signature** _____

UNIT TITLE: Preventing Accidents and Ill Health

TUC Voluntary Officers Programme: Core Modules

OCN Programme Code 2131

LEVEL: Two CREDIT VALUE: 1 UNIT CODE: 28

LEARNING OUTCOMES	ASSESSMENT CRITERIA	ACHIEVEMENT		
		How Achieved	Evidence	Reference
The learner should be able to:	The learner has achieved this outcome because s/he can:			
1. Demonstrate an ability to contribute to the identification of risks in the workplace	1.1 Plan and conduct a general health and safety inspection of a workplace. 1.2 Use an appropriate method to inform an employer of the risks identified during a general inspection.			
2. Demonstrate an awareness of a systematic approach to tackling hazards in her/his workplace	2.1 Plan and use a systematic way to tackle a health and safety problem.			
3. Demonstrate an ability to contribute to the control of risks in her/his workplace	3.1 Explain the trade union health and safety representative's role in the risk assessment process. 3.2 Explain how control measures could prevent or reduce risks in the future, following an occupational accident or ill health incident.			

Student's Signature _____ **Tutor's Signature** _____

UNIT TITLE: Stage 1 Skills for the Trade Union Health and Safety Representatives

**TUC Voluntary Officers Programme: Core Modules
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LEVEL: Two CREDIT VALUE: 1 UNIT CODE: 20

LEARNING OUTCOMES	ASSESSMENT CRITERIA	ACHIEVEMENT		
The learner should be able to:	The learner has achieved this outcome because s/he can:	How Achieved	Evidence	Reference
1. Demonstrate skills that a trade union health and safety representative requires.	1.1 Work effectively with members and other union representatives. 1.2 Plan, conduct and review an interview in a health and safety context. 1.3 Take notes and use them to prepare a report in a health and safety context. 1.4 Find and use health and safety information that is relevant to a problem at work. 1.5 Organise health and safety information so that it is readily accessible for her/his use. 1.6 Prepare and present a report in a health and safety meeting.			

Student's Signature _____ **Tutor's Signature** _____

UNIT TITLE: Organising for Health and Safety

TUC Voluntary Officers Programme: Core Modules

OCN Programme Code 2131

LEVEL: Two CREDIT VALUE: 2 UNIT CODE: 32

LEARNING OUTCOMES	ASSESSMENT CRITERIA	ACHIEVEMENT		
		How Achieved	Evidence	Reference
The learner should be able to:	The learner has achieved this outcome because s/he can:			
1. Demonstrate an understanding about the way their trade union works for health and safety.	1.1 Describe the way that her/his trade union works for health and safety at a local level.			
2. Demonstrate the ability to keep members involved and informed about health and safety matters.	2.1 Explain the methods for keeping members involved and informed on health and safety matters. 2.2 Plan a future strategy to involve and inform members on health and safety matters.			
3. Show an understanding of legal responsibilities on health and safety at work.	3.1 Explain the principal duties of an employer under the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1992. 3.2 Apply relevant provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1992 to a problem at work.			
4. Show an understanding of the methods and procedures that help to resolve health and safety issues in the workplace.	4.1 Explain procedures in her/his workplace for tackling health and safety problems. 4.2 Use a method or procedure to present a health and safety case to an employer.			
5. Demonstrate an awareness of education and development programmes for union health and safety representatives	5.1 Explain her/his own learning needs for health and safety, and those of other trade union health and safety representatives in the workplace. 5.2 Prepare an outline training plan to meet those needs.			

Student's Signature _____

Tutor's Signature _____

TUC Health and Safety Representatives Stage One

Learner Attainment Summary Sheet

TUC Course Code _____

Year _____

Providing Centre _____

Name Of Student _____

Name Of Tutor _____

Unit Credits

Unit Titles	Level 1	Level 2
Role and Functions of the Trade Union Health and Safety Representative		
Preventing Accidents and Ill Health		
Stage 1 Skills for the Trade Union Health and Safety Representatives		
Organising for Health and Safety		

Total Credits		
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Student's Signature _____ **Tutor's Signature** _____