OCCUPATIONAL CERTIFICATE

Occupational Health and Safety Officer

SAQA ID	NQF LEVEL	CREDITS	DURATION	QUALITY PARTNER
121929	4	120	12 Months	HW SETA

OVERVIEW

The National Occupational Certificate: Occupational Health and Safety Officer prepares learners to monitor compliance with health and safety systems, identify hazards, assess workplace risks, and recommend appropriate controls across all industries. It is designed for new entrants and current employees in technical roles with OHS responsibilities, serving as a foundational entry point into the Occupational Health and Safety Practitioner career pathway.

WHAT YOU WILL BE ABLE TO DO

- Apply procedures and techniques to evaluate and recommend appropriate Occupational Health and Safety risk management controls.
- Gather and interpret information to investigate Occupational Health and Safety incidents and accidents.
- Apply procedures to co-ordinate the control of overall Occupational Health and Safety administration.
- Execute the basic administrative duties required for the management of OHS meetings.
- Interpret basic data analysis to compile Occupational Health and Safety reports using standard reporting formats.
- Contribute to production planning by ensuring that risks are managed appropriately and report on the Occupational Health and Safety compliance status of production plans for a designated work area.

MODULES

Knowledge Modules (50 Credits) 226302-001-01-KM-01: Fundamentals of Occupational Health and Safety, NQF Level 3, 4 Credits 226302-001-01-KM-02: Fundamentals of Representing Employees Regarding OHS Issues, NQF Level 3, 4 Credits 226302-001-01-KM-03: Fundamentals of Communication within the OHS Discipline, NQF Level 3, 4 Credits 226302-001-01-KM-04: OHS Administration and Record Management, NQF Level 4, 16 Credits 226302-001-01-KM-05: Occupational Health and Safety Applications, NQF Level 4, 22 Credits

Practical Skill Modules (44 Credits) 226302-001-01-PM-01: Represent the Needs of Employees with regard to Occupational Health and Safety matters, NQF Level 3, 1 Credit 226302-001-01-PM-02: Inspect

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Workplaces, Identify Hazards and Risks and take Immediate Action to Ensure Health and Safety in the Workplace, NQF Level 3, 1 Credit 226302-001-01-PM-03: Conduct Workplace Inspections, Check the Application of Fundamental Workplace Standards and Report on Compliance Variations, NQF Level 3, 10 Credits 226302-001-01-PM-04: Administer the Key Activities of an OHS Function, NQF Level 4, 16 Credits 226302-001-01-PM-05: Participate and Contribute Towards the Development of Hazard and Risk Assessments, NQF Level 4, 6 Credits 226302-001-01-PM-06: Supervise the Smooth Execution of the Activities of an OHS Function, NQF Level 4, 4 Credits 226302-001-01-PM-07: Coordinate the Work Activities of Occupational, Health and Safety Representatives, NQF Level 4, 6 Credits

Work Experience Modules (26 Credits) 226302-001-01-WM-01: Processes of Representing Employees Regarding their Workplace OHS Needs, NQF Level 3, 4 Credits 226302-001-01-WM-02: Processes of Executing OHS Administration and Document Management, NQF Level 4, 4 Credits 226302-001-01-WM-03: Processes of Managing Workplace Accidents, Incidents and other Emergencies, NQF Level 4, 8 Credits 226302-001-01-WM-04: Incident Investigation Processes, NQF Level 4, 10 Credits

CAREER OPPORTUNITIES

Occupational Health and Safety Officer Occupational Health and Safety Practitioner (with further career progression)

ENTRY REQUIREMENTS

NQF Level 3, General Education Certificate. Certain industry contexts (such as Mining) may require prior technical experience and/or specific technical qualifications or certifications. Entrants must meet specific health and fitness requirements needed to complete the work exposure components.

ASSESSMENT

The assessment strategy comprises two stages:

Integrated Formative Assessment:Conducted internally by the skills development provider using stipulated internal assessment criteria and weightings, which alongside verified workplace experience grants entrance into the external assessment. External Integrated Summative Assessment (EISA):Conducted through the QCTO Assessment Quality Partner (HWSETA) focusing on the exit level outcomes and associated assessment criteria. Learners must provide a completed and signed Statement of Work Experience, proof of module completion, and Foundational Learning Competency (FLC) to qualify.

ACCREDITATION

Type	Accreditation number	Valid until
Assessment centre	01-QCTO/AC-TTC021126123736	29 Oct 2031
QCTO SDP	06-QCTO/SDP250426180717	22 Apr 2031
QCTO SDP	07-QCTO/SDP030326171640	26 Feb 2031
QCTO SDP	07-QCTO/SDP250426180500	22 Apr 2031

QCTO SDP	07-QCTO/SDP260726201835	16 Jul 2031

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Run this qualification as a learnership

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