

Health and Safety Foundation Skills Certificate

NZQA Approved Training Scheme

This multi-module training scheme provides participants with the foundation knowledge and skills to work safely in accordance with the new Health and Safety at Work Act (2015) and its associated regulations, and or company requirements where relevant.





Flexibility & Relevance

Our NZQA approved training scheme (New Zealand Certificate) is structured to allow great flexibility to meet the needs of you, the employer, your workers and your business. You choose three elective modules to complement the four compulsory modules. By working with you in the lead up to delivery, we ensure that this training scheme is underlined with reference and relevance to your workplace and company requirements ensuring the scheme has direct and immediate relevance to your workplace.



Delivery Modes

Face to face Workshops: The core delivery method is via face to face workshops on-site at your place of work or at a suitable training venue. Workshops will be run once a week over seven (7) weeks by our experienced tutors. Tutors will lead the delivery of information along with the facilitation of discussions and learning activities. Learner participation and input is strongly encouraged.

Workplace Learning: Measured at-work hours focus on the application of concepts and information presented in the workshops. Responsible persons or supervisors will complete a simple On-The-Job-Hours Template for each student recording the number of hours on the job where learning was applied.

Self-Directed & Online Learning: The face to face workshops and at work application are fully supported by self-directed learning. This includes compulsory online activities where students review the material and engage with additional activities.



Completion Requirements

Successful completion of the Training Scheme is achieved by:

- i. Attendance at Training Workshops over 7 modules;
- ii. 100% score for Training Workshop Assessments for 7 modules;
- iii. Minimum 8 hours applying learning at the workplace for each of the 7 modules;
- iv. 100% score for online Assessment quiz for each of the 7 modules; and
- v. Completion of compulsory self-directed learning activities for each of the 7 modules.

Training Scheme Modules

There are seven learning modules, four of which are compulsory and three elective. Participants will be provided with foundation knowledge and strategies for demonstrating safe workplace behaviour, implementing safe work practices, and communicating in the workplace.

Compulsory Modules		
Module 1	Introduction to Health & Safety in the NZ Workplace	4 hours
Module 2	Introduction to Hazard Identification & Risk Assessment	8 hours
Module 3	Complete Health & Safety Documentation and Report an Incident	4 hours
Module 4	Use and Maintain Personal Protective Equipment in the Workplace	4 hours

Elective Modules (choose any three)		
Module 5	Correct Manual Handling	4 hours
Module 6	Awareness of Fatigue in the Workplace	4 hours
Module 7	Awareness of Drug and Alcohol Issues in the Workplace	4 hours
Module 8	Introduction to Noise and Hearing Conservation	4 hours
Module 9	Hazardous Substance Awareness	4 hours

Unit Standards

On completion of the Health and Safety Foundation Skills Certificate, students will have met the requirements of the following unit standards:

Unit	Title	Level	Credits
497	Demonstrate knowledge of workplace health and safety requirements	1	3
17593	Apply safe work practices in the workplace	2	4
3490	Complete an incident report	1	2
25046	Describe hazard identification and control, and apply risk assessment procedures under supervision in the workplace	2	2
3492	Write a short report	2	3



QEC Ltd is a registered Private Training Establishment and an approved trainer for the Plumbers, Gasfitters and Drainlayers Board.

QEC Ltd has been granted approval by NZQA under section 251 of the Education Act 1989 to provide the “Health and Safety Foundation Skills Certificate” Training Scheme.

Kua whakahei i te whakamanatanga o QEC Ltd e Te Mana Tohu Mātauranga o Aotearoa i raro iho i te wahanga 251 o Te Ture Mātauranga 1989 kia whakarato i “Health and Safety Foundation Skills Certificate” .



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