

Regulatory Training Programme (RTP)

A requirement for all new General and Regulatory Specialist Inspectors is to obtain a Post-Graduate Diploma in Regulatory Occupational Health and Safety which is bespoke to HSE (accredited by NEBOSH). This will give you the technical and legal skills you need to do your job as an effective regulator, under-pinned by an academic qualification. This is a valuable opportunity to obtain a qualification from one of the UK's best regarded vocational awarding bodies, funded by your employer.

New starters will complete the Diploma after 2 years and for the 3rd year of the training programme Continuing Professional Development (CPD) will be required.

Programme Outline:

The RTP consists of 4 units. The first three, assessed units, form the Diploma

- **Unit 1: Legal & Enforcement:** This unit provides the advanced skills and knowledge necessary to allow you to act independently in the conduct of routine enforcement actions in either England and Wales or Scotland. You will need to pass the 1.5 day Legal Assessment, [which comprises 7 assessment tasks](#) at the end of this unit.
- **Unit 2: Occupational Health and Hygiene & Safety Technology:** This unit equips you to recognise and address matters of evident concern and/or (potential) major concern across a range of industries. You will submit two written assignments (6000 words each) based on real inspections and an investigation.
- **Unit 3: Professional Practice Competency Framework (PPCF):** This unit concentrates upon key field skills concerning planning, priority setting and time management on the PPCF, inspections, investigations, enforcement notices, and legal proceedings.
- **Unit 4: Continuing Professional Development (CPD):** Further technical training that is undertaken from around Year 3 (onwards)

At the end of each Diploma unit studied, you will be formally assessed and are required to meet the necessary standards. In the event that you haven't achieved the necessary standards, we will support you and provide an opportunity to re-take the assessment / assignment. You should understand that if you fail assessment elements, after two attempts, you will not be able to pass the diploma as a whole. Ultimately, if you do not pass the Diploma, you will not be able to continue to work as an HSE Inspector.

Once Units 1-3 have been completed, you will be awarded the Diploma. After this, there will be a series of further technical courses (Unit 4) which will allow you to build upon the skills learned in earlier training combined with your field experience so far. This unit will not be assessed.

If you have any special requirements to complete the Diploma, then HSE as an employer under the Equality Act 2010 has a duty to make sure you can access qualifications and assessments in the way most appropriate for your individual needs. We are committed to providing the support you need to achieve your potential.

Working hours:

You will be expected to work a 37 hour week, core hours 8:30 – 17:00. The overall demands of training during the early years of a new Inspector's career are such that it is highly unlikely to be practicable for somebody to work significantly reduced hours. New staff will normally be recruited on the basis that they will work full time. Very exceptionally, it might be practicable for somebody to work slightly reduced hours, provided that there is full flexibility over when hours are worked so that all required courses can be attended. Each case would need to be considered individually. The other consideration is the need to be able to accommodate all the on-the-job learning and consolidation of off-the-job training during available working hours. On completion of training, requests to move to alternative working patterns will be considered.

An extended break from work during the Diploma period would only be considered for exceptional circumstances such as serious illness or accident or for maternity leave. Each case would be considered individually. HSE would make every effort to accommodate individual needs, but it is likely that this would mean extending the period of the Diploma by deferring all or part of the course and might have implications for trainees, for re-banding if the break occurred in the first two years.

Training:

The training is a mixture of blended learning, involving e-learning, tutorials and workshops and on the job training. On the job training will put you on the front line of our regulatory work, allowing you to learn from experienced colleagues whilst discovering the many areas in which we operate. As well as practicing and building your skills, you will be contributing to our operational plans.

A number of the training events will be at HSE offices. Majority of tutorials/workshops will be held across the HSE estate, with a number possible in external venues. From some locations you may have to travel on a Sunday to arrive on time for the course to start and return home late on the Friday, all trainees will frequently be required to stay away from home for a whole working week. You can count travel time to and from a course for time off in lieu calculations but not time spent during the course, for example on evening work. If you travel to a training course, you can claim for the initial journey to the course and the final journey home.

You and your line manager will be given detailed schedules of training events and assessment periods for the whole of the training period at the beginning of the Diploma. You will both be expected to plan foreseeable work and personal commitments around this timetable. To pass the Diploma, you must attend all scheduled courses. You will normally stay with your allocated Diploma Group throughout, to avoid timetable clashes. If you unavoidably have to miss any training due to unforeseeable events such as serious personal or family illness we will see what alternative arrangements can be made.

Here is an example timetable which will be combined with your on the job training, please note the on job training will take up to 70% of your time.

Cohort CD

Item	Start	Finish
Launch CD	10/03/2020	10/03/2020
Legal Phase 1 e learning CD	16/03/2020	27/03/2020
Legal Phase 1 Tutorial C1	31/03/2020	31/03/2020
Legal Phase 1 Workshop C	21/04/2020	23/04/2020
Health and Safety phase 1 E learning C	04/05/2020	14/05/2020
Health and Safety Phase 1 Tutorial C1	19/05/2020	19/05/2020
Health and Safety Phase 1 Workshop C	08/06/2020	12/06/2020
Legal Phase 2 e learning C	22/06/2020	03/07/2020
Health and Safety Phase 2 e learning C	22/06/2020	30/10/2020
Legal Phase 2 e learning D	29/06/2020	10/07/2020
Legal Phase 2 Tutorial C1	14/07/2020	14/07/2020
Legal Phase 2 Workshop C	04/08/2020	07/08/2020
Legal Phase 3 e learning C	17/08/2020	28/08/2020
Legal Phase 3 Tutorial C1	02/09/2020	02/09/2020
Legal Phase 3 Workshop C	21/09/2020	25/09/2020
10 MONTH Joint Visit with ODM C&D	01/11/2020	31/01/2021
Health and Safety Phase 2 Tutorial C1	03/11/2020	03/11/2020
Health and Safety Phase 2 Workshop C	23/11/2020	27/11/2020
Legal Phase 4 e learning C	07/12/2020	18/12/2020
Legal Phase 4 Workshop C	05/01/2021	07/01/2021
Legal Phase 5 Revision C	18/01/2021	26/02/2021
Legal Phase 5 Webinar C&D	19/01/2021	19/01/2021
Legal Phase 5 Assessment C	01/03/2021	04/03/2021
Legal Phase 6 Webinar C&D	16/03/2021	16/03/2021
Legal Phase 6 Witness Familiarisation C&D (Non diploma specialists)	02/06/2021	04/06/2021
Legal Phase 5 Assessment Resits C&D	19/07/2021	22/07/2021
Health and Safety Phase 3 e learning C&D	14/06/2021	25/06/2021
Health and Safety Phase 3 tutorial C1	06/07/2021	06/07/2021
Health and Safety Phase 3 Workshop C	26/07/2021	30/07/2021
Legal Phase 6 Defended Cases C	25/10/2021	29/10/2021