

Health and Safety Executive



Regulators' Training Programme

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.

All newly appointed Regulatory Trainee Inspectors will undertake the Diploma which can take up to 3 years to complete. Following completion of the Diploma, a year of mandatory Continuing Professionally 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 on 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)

You will be formally assessed at the end of each Unit studied and must meet the required standards. You will be offered two attempts to pass and meet the standards. Learners who do not achieve the necessary standards first time around, will be supported and provided with an opportunity to re-take the assessment / assignment. Passing the Diploma is a condition of continuous employment with HSE and will be included in contracts of employment.

Your Diploma will be awarded upon successful completion of Units 1-3 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 is not 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, between the hours of 7am – 7pm. The overall demands of training during the early years of a new Inspectors 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. Under exceptional circumstances, it might be practicable for somebody to work slightly reduced hours, provided there is full flexibility over when your hours are worked. This is to ensure you can attend all required courses. 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, accidents or maternity leave. Each case would be considered individually. HSE will make every effort to accommodate individual needs, however, this could result in extending the period of the Diploma by deferring all or part of the course and could have implications for trainees re-banding if the break occurred in the first three years.

Training:

The training is a mix of blended learning, involving digital learning, virtual classroom tutorials, face to face 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 and the competencies required for Unit 3 of your Diploma, you will be contributing to our operational plans.

The face to face workshops/sessions will take place across HSE offices and some external venues. Where possible workshops are scheduled from midday Monday and finish midday Friday to reduce the time spent away from home. Travel time to and from a course can be counted 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 Cohort throughout, to avoid timetable clashes. If you unavoidably must miss any training due to unforeseeable events (such as serious personal or family illness), we will see what alternative arrangements can be made.

Following a foundation period, your training will commence with the Legal Unit. There are 6 Phases to the Unit which gradually build up your regulatory knowledge and skills. The phases are:

The Legal Unit takes approximately 12 months to complete. There are 17 days of facilitated tutorials and workshops spread across the full Unit. Completion of the digital learning is mandatory

and sufficient time is provided to ensure this is completed prior to attendance at the tutorials and workshops.

Phase 1: Introduction to Law and Regulation

Deals with basic legal and regulatory concepts.

Details the structure of courts and judiciary.

Culminates in a jurisdiction-specific workshop.

Phase 2: Enforcement and Investigation

Focusses predominantly on making enforcement decisions and drafting notices.

Culminates in a cross-jurisdictional investigation case-study based workshop, which introduces trainees to the investigation process, including statement-taking.

Phase 3: Analysis and Reporting

Focusses on evidence gathering and witness interviews (including suspect interviews under caution).

Culminates in an investigation-based workshop, focussed on evidential analysis and constructing a robust legal argument.

Phase 4: Preparation and Presentation Cases

Focusses on the preparation of legally robust cases either for prosecution, or submission to Procurator Fiscal in Scotland.

Also covers in detail Work Related Deaths and inquests/Fatal Accident Inquiries (FAIs).

Culminates in a jurisdiction-specific workshop, incorporates a practical exercise on disclosure.

Phase 5: Legal Assessment

This is the legal assessment consisting of 7 individual assessments of legal knowledge and regulatory practice. This is the first key milestone in the programme.

Phase 6: Practical Legal Consolidation Courses

Provides practical consolidation of trainees' legal knowledge through workshop events based around the preparation and presentation of criminal cases.

Unit 2: Occupational Health and Hygiene & Safety Technology is divided into 3 phases-

Phase 1: Principles of Hazard and Risk Control - introduces the principles of prevention as an approach for controlling work health and safety risks. It looks at how these principles are reflected in the key legal provisions. It introduces health and safety management including human factors and explores why it is important to look beyond the immediate concerns to identify the organisational issues requiring action to secure long-term compliance.

Phase 2: Practical Strategies for Controlling Workplace Risks - builds on the principles of prevention and explores control strategies to common health and safety risks. The Phase provides examples of common approaches to attain compliance with key legal provisions. The associated Workshop

consolidates this learning in an opportunity to observe some of these control strategies in practice at HSE's Science Division workshops in Buxton.

Phase 3: Risk Management: Human factors and Organisational Control – This phase builds on the management concepts introduced in Phase 1 looking at different types of management systems and how these can be assessed during regulatory interventions. The significance of Human factors during any assessment of health and safety systems is explored further and the phase emphasises the importance of effective management and organisational actions in controlling risks. Health Surveillance, as part of an effective health and safety management system, is discussed including the elements required to make an effective health surveillance programme.

Workshop 3 consolidates the learning and through a case study, provides opportunity to explore different enforcement approaches to address management failings to secure ongoing compliance.

The Unit has 18 days of facilitated tutorials and workshops, supported by mandatory digital learning. The final phase is delivered at approximately 16 months. Assessment is through two written assignments based on operational interventions undertaken by the candidate to critically analyse and review organisations management of occupational health and safety risks. There will be a 6-month consolidation period following Phase 3 and prior to submission of assignments.