

Health and Safety Executive

HM Trainee Inspector of Health and Safety



Frequently Asked Questions

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Travel

How much time will I be away from home?

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. These will predominately be 4 days over 5 courses.

The Diploma

Why does HSE need me to do the Diploma?

The Diploma gives academic underpinning to your training and reinforces your own professional credibility, and as an employee of HSE (e.g. in court, or when doing chargeable work etc.) It is a mechanism for delivery of some of the technical and legal training needed by competent Inspectors. Some training will be delivered internally by HSE staff and other parts by selected external contractors. The mix means that Inspectors will get a broader perspective. NEBOSH will be accrediting the 'core elements'. This external accreditation by a highly respected awarding body can only enhance the reputation of HSE and its Inspectors.

Do I have to do it?

Yes. Achieving the NEBOSH Diploma is a requirement for all new General and Regulatory Specialist Inspectors. This is a valuable opportunity to obtain a qualification from one of the UK's best-regarded vocational awarding bodies, funded by your employer.

How will it be delivered?

The training is a mixture of blended learning, involving digital learning, virtual classroom tutorials, face-to-face workshops and on the job training delivered by HSE or specialist training providers; by on-the-job coaching at joint visits and self-study linked to both joint and solo visits. The links between off-the-job training and on-the-job consolidation are particularly important.

When will it start?

Your Regulators Training Programme (RTP) will begin Autumn 2022. For all practical purposes, training related to the Diploma starts the day you join HSE.

When will it finish?

The diploma can take up to three years to complete, following this a year of Continuing Professionally Development (CPD) will be required.

Special Requirements

Who do I speak to if I have any special requirements in order to complete the Diploma i.e. I have a disability?

If you require any reasonable adjustments 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. You should discuss any required adjustments with your line manager in the first instance.

Studying and Working

How much time is involved?

A detailed timetable of training and assessment activities will be provided to assist you. Wherever possible any consolidation and assessment activities will be entirely work-based and carried out in HSE time.

What takes priority?

You and your line manager will be given detailed schedules of training events and assessment periods for the whole of the training period. 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, you should consult your Operational Development Manager (ODM) as soon as possible to see what alternative arrangements can be made. It is expected that on the job training will take up to 70% of your time.

Can I take time off in lieu (TOIL) for extra hours spent in connection with training courses?

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.

Do I need to purchase any books for study purposes and if so, can I claim the costs back?

HSE will ensure that you have access to all study material. You will not be expected to purchase any books.

Working Patterns

Can part-time staff undertake the Diploma?

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. 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

Are there set working hours?

You will be expected to work a 37-hour week between the hours of 7am and 7pm. There may be on occasion the need to work outside of these hours depending on ad-hoc business needs for which you can claim back as TOIL.

How can students taking an extended break from work (e.g. for maternity leave) fit in?

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 B4s for re-banding if the break occurred in the first three years.

Assessment

How will I be assessed?

For the Legal Module, there will be a 1.5-day Legal Assessment with seven assessment tasks at the end of the unit. For the occupational health and safety technology modules, assessment will be by means of two written assignments, mostly based on inspections of real workplaces. There will be one assignment for each module. The professional practice module is assessed against a competence framework over the initial 3-year training period.

The marking and assessment will normally be carried out by staff from HSE. All module assessments will be subject to internal moderation/verification. NEBOSH will externally moderate.

In addition, you will be required to keep a Learning Log, using HSE's learning management system (TEDI) to demonstrate that HSE delivered training has taken place and been understood and that on-job-learning has been achieved. This will be assessed by Principal Inspectors (PIs) and verified by ODMs. There will be no marks as such for the Learning Log, but it must be assessed as "satisfactory" before the Diploma can be awarded.

Can I get help with assignments?

HSE tutors will explain fully how the assignments should be written and presented before you start the first one.

Selection of suitable workplaces on which to base the assignments will be made in consultation with your line manager to maximise the contribution such work makes to FMU programmes. The assignment briefs will be drafted in such a way that there should be no difficulty in finding suitable premises amongst those available to any Group/FMU or those dealt with by Specialists.

The work presented must be largely your own. If matters of evident concern which would normally require support or advice e.g. from relevant Specialists, are encountered during the inspections involved, these must obviously be dealt with properly and according to normal HSE practice. The contribution made by others would then be clearly explained in the assignment report. This would be acceptable and entirely proper.

What happens if I fail?

Provided you do all the necessary work, and with all the support you will get from HSE we hope this will be unlikely. If it should happen, there are rules concerning re-sits and resubmission of work and these will be explained to you at the start of the Diploma. The processes will be explained again if you are informed you have failed an assignment. HSE will support and provide the time for a second submission of a failed assignment(s) provided other aspects of performance are acceptable. This process will be managed through HSE's normal performance management arrangements. Passing the Diploma is a condition of continuous employment with HSE and will be included in contracts of employment.