



**Syllabus summary –
National Certificate in the Management
of Health and Well-being at Work**

February 2010

Syllabus summary - National Certificate in the Management of Health and Well-being at Work Structure

The syllabus is divided into two units.

The first unit is divided into a number of elements:

Unit 1: Managing Health and Well-being at Work

Element Number/Title	Recommended Hours of Tuition	Page
1 Introduction to workplace health	2	2
2 Effects of health on work	5	2
3 Effects of work on health	6	3
4 Management of attendance	7	3
5 Management of mental health at work	5	4
6 Management of people with musculoskeletal disorders	3	4
7 Workplace health promotion	3	5
8 Workplace health support	3	5
Minimum total tuition time	34	
Recommended private study time	8	

Unit 2: Practical application

Element Number/Title	Recommended Hours of Tuition	Page
1. Practical application	2	6
Minimum total tuition time	2	
Recommended private study time	10	
Minimum total tuition time	36	
Recommended private study time	18	

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Unit 1: Managing Health and Well-being at Work

Element 1 Introduction to workplace health

Learning Outcomes

On completion of this element, students should be able to demonstrate an understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 1.1 Outline the scope and nature of health and well-being at work
- 1.2 Outline the benefits of maintaining and promoting the health of the working population
- 1.3 Outline the role and benefits of effective management in workplace health.

Recommended tuition time not less than 2 hours

Element 2: Effects of health on work

Learning Outcomes

On completion of this element, students should be able to demonstrate an understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 2.1 Describe the effects of health on work
- 2.2 Outline the role of pre-employment screening and fitness to work standards
- 2.3 Outline the requirements of the Disability Discrimination Act 1995 in relation to fitness for work
- 2.4 Outline the potential impact of substance misuse in the workplace.

Recommended tuition time not less than 5 hours

Element 3: Effects of work on health

Learning Outcomes

On completion of this element, students should be able to demonstrate an understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 3.1 Identify the scope and nature of possible detrimental effects of work on health
- 3.2 Identify emerging workplace health risks which may have an increasing significance in the future
- 3.3 Outline the positive benefits of work on health
- 3.4 Outline how patterns of work can affect health and what control measures can be adopted
- 3.5 Outline the role and function of health surveillance
- 3.6 Outline the procedure for formal reporting of diagnosed occupational diseases
- 3.7 Identify the role and benefits of exposure monitoring to hazardous agents
- 3.8 Outline what may constitute a healthy working environment.

Recommended tuition time not less than 6 hours

Element 4: Management of attendance

Learning Outcomes

On completion of this element, students should be able to demonstrate an understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 4.1 Identify the main causes and types of sickness absence within organisations
- 4.2 Outline the role and responsibilities of health professionals, line-manager, human resources and the employee in the management of absence
- 4.3 Outline effective techniques for the management of short and long term sickness absence and return to work
- 4.4 Outline the principles and benefits of vocational rehabilitation including the role of outside support agencies.

Recommended tuition time not less than 7 hours

Element 5 Management of mental health at work

Learning Outcomes

On completion of this element, students should be able to demonstrate an understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 5.1 Outline the common types of mental health disorders
- 5.2 Outline the principles of managing and supporting individuals with mental health problems
- 5.3 Explain the effects on workers of stress in the workplace
- 5.4 Outline the role and likely content of a stress management policy
- 5.5 Explain the application and use of the HSE Stress Management Standards in the management and control of stress at work
- 5.6 Outline the role of line management competence in preventing and reducing stress.

Recommended tuition time not less than 5 hours

Element 6: Management of people with musculoskeletal disorders

Learning Outcomes

On completion of this element, students should be able to demonstrate an understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 6.1 Outline the main types of musculoskeletal disorders and their effective management and treatment
- 6.2 Outline the principles for the assessment and control of risk of musculoskeletal injury.

Recommended tuition time not less than 3 hours

Element 7: Workplace health promotion

Learning Outcomes

On completion of this element, students should be able to demonstrate an understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 7.1 Outline the scope and nature of workplace health promotion
- 7.2 Outline the main factors influencing the health and performance of working age people
- 7.3 Outline the benefits of health promotion in the workplace
- 7.4 Outline the organisational approaches to support the health of the workforce.

Recommended tuition time not less than 3 hours

Element 8: Workplace health support

Learning Outcomes

On completion of this element, students should be able to demonstrate an understanding of the content through the application of knowledge to familiar and unfamiliar situations. In particular they should be able to:

- 8.1 Explain the main principles in carrying out an occupational health needs assessment
- 8.2 Outline the types of workplace health services which are available to support organisations
- 8.3 Outline the role of the different professionals involved with occupational health provision.

Recommended tuition time not less than 3 hours

Unit 2: Practical application

Aim

The aim of this unit is to assess a candidate's ability to complete successfully two activities:

- To carry out a workplace health review by completing the NEBOSH workplace health review proforma. This is designed to cover the principal topics contained in the syllabus, and is designed to allow candidates to structure their practical application work.
- Use the completed proforma findings to write a report. This report should be concise and presented in a form that is valuable to management. This should include an introduction giving a description of the chosen area and the activities taking place to set a context for the practical application; a short executive summary of the issues identified during the review; clear references to strengths and weaknesses in occupational health management; a selection of topics requiring urgent management action; a clear and concise conclusion which clearly relates to review findings and is effective in convincing management to take action, and a recommendations table which presents realistic recommendations to improve the workplace health in the chosen area.

Link to examination unit

Unit 2 is not normally offered independently of the taught elements. Candidates will normally be required to complete the Unit 2 assessment within 14 days (before or after) of sitting the examination for Unit 1. Accredited course providers will set the date on which the completed practical application must be submitted to them to ensure they are marked and the results submitted to NEBOSH within 21 days of the date of the written examination. Completion of study for Unit 1 is recommended in order to undertake the practical application unit (Unit 2).

Unit assessment summary

Unit 1 is a taught unit assessed by one two-hour written examination. The written examination consists of ten 'short-answer' questions and one 'long-answer' question. All questions are compulsory. Candidate scripts are marked by external examiners appointed by NEBOSH.

Unit 2 is assessed by one three-hour practical assessment undertaken within the candidate's own workplace, to be taken within 14 days of the date of the Unit 1 written papers. The practical examination is internally assessed by the accredited course provider and externally moderated by NEBOSH.

NEBOSH 2010

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