**ASSIGNMENT BRIEF**

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| Module title  | Work Based Learning  |
| Module code | ENG44A |
| Module leader | Steve Prosser |
| Assessment title  | Health & Safety Report |
| Launch date | 01/10/2021 |
| Submission deadline | 01/12/2021 |
| Expected date for return of marks and feedback | 12/12/2021 |
| Module outcomes assessed | LO 1 |
| Assessment weighting | 25 % |
| Word count (if relevant) | 1200 - 1250 |
| **Assessment task details – Health and Safety Report** |
| ***Learning Outcome One*** *Demonstrate the ability to operate within the organisation’s Health and Safety policies and procedures in the workplace, including risk assessment.* **Health and Safety Report**This needs to be discussed briefly with your tutor before you commence the investigation and write up to establish what aspects need to be discussed and included in the report. You need to discuss Health and Safety in your workplace, you can investigate the current policies and procedures for working or carryout a case study regarding a health similar to those below may be considered:* Case study of a safety incident in your workplace. This should include what the incident was, the reporting procedures and evidence of this. Actions taken, preventative measure explored and possibly implemented. References to the relevant legislation, company rules and or regulations. You may need your company’s permission for this type of report. It your responsibility to obtain that permission.
* Come up with an idea to improve safety in your workplace. You need to show the original problem, ideas on how to improve the situation. How you developed these ideas. What procedures you took to get them approved/implemented. Research and show relevant legislation, company rules and or regulations applicable to the safety improvement. You may need your company’s permission for this type of report. It your responsibility to obtain that permission.

Alternatively, you may come up with other options to cover the Health and Safety Report, but you need to discuss these with your tutor before proceeding. You will need to show in the report that you aligned the research or the suggested changes in line with the relevant HSE Guidance or RegulationsFor example, if your report is regarding an incident or a change of practice in which chemicals or welding fumes are involved then you must refer to COSHH as part of the report.You may also include calculations in a report if you are considering a report that discusses the lifting or slinging of loads. Also consider this aspect for guidance on manual handling as well.***The Health and Safety report must include research.***The report should be **5-10 pages long** (approximately about **1200-1250 words**) in conjunction with images, diagrams and tables and other relevant supporting information. Remember it is **Quality** over **Quantity**. You will need to include all referenced materials as well as reference any images, tables or diagrams you include.The marking scheme at the end of this document and make sure your assignment covers the five elements as below with percentage weighting: * ***Content*** (**20%)**
* ***Application in line with the relevant HSE Guidance or Regulation (25%)***
* ***Knowledge and Understanding*** (**20%)**
* ***Evidence of Research*** **(20%)**
* ***The presentation of the report, grammar and spelling and overall application also has a percentage weighting*** **(15%)**

All Assignments will be graded overall as**40 - 59% Pass****60 – 69% Merit****70% + Distinction****Report Outline**The report should be constructed in the following manner: * Introduction and background to the that explain what the report will cover and why the report is being written
* Aims of the report.
* Objectives of the report.
* How or why the study was identified.
* A case study or explanation of the background to the report and what outcomes Health and Safety implications or procedures need to be discussed/investigated.
* Background Research.
* Apply theory/research to the problem and any related problems
* Tables of data or comparisons for example when comparing accidents or incidents. Any data collected or for changes in procedures or codes of practice any related documents.
* Any follow up required, will anything need changing to accommodate what has been done?
* Conclusion- what have you learned, what could be done in the future to prevent the event happening again or any improvements that can be made?
* References. (see Moodle guide)
* Appendices.

Please note, the above is supplied as a guide only, it may be that the task in hand does not fit into the above format, in which case the task must be described to demonstrate a depth of understanding in accordance with work at this level. |

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| Submission instructions - What should be the format of the submission? / Where should it be submitted? |
| The reports need to be in a PDF format and submitted to the Course Assessment Page on [Moodle](https://moodle.nptcgroup.ac.uk/course/view.php?id=4835) |

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| Hints and tips |
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| Marking and moderation |
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| Employability Skills Applied |
| On successful completion of this module, a student will have had opportunities to demonstrate achievement of the following Employability Skills; |
| **CORE ATTRIBUTES** |
| Engaged  | ✓ |
| Creative  | ✓ |
| Enterprising  | ✓ |
| Ethical  | ✓ |
| **KEY ATTITUDES** |
| Commitment  | ✓ |
| Curiosity  | ✓ |
| Resilient  | ✓ |
| Confidence  | ✓ |
| Adaptability  | ✓ |
| **PRACTICAL SKILLSETS** |
| Digital fluency | ✓ |
| Organisation  | ✓ |
| Leadership and team working  |  |
| Critical thinking  | ✓ |
| Emotional intelligence  | ✓ |
| Communication  | ✓ |

**ASSIGNMENT FEEDBACK**

**NB All marks are provisional until confirmation by the Awards/Progression Board**

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| **Feedback Against Learning Outcomes / Criteria:** | **Comments** |
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| **Areas of good practice:** |
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| **Areas for Improvement:** |
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| Student reflection |
| *Write here your reflections on this assessment feedback. Note any action points for issues you need to address in similar future assignments.* |