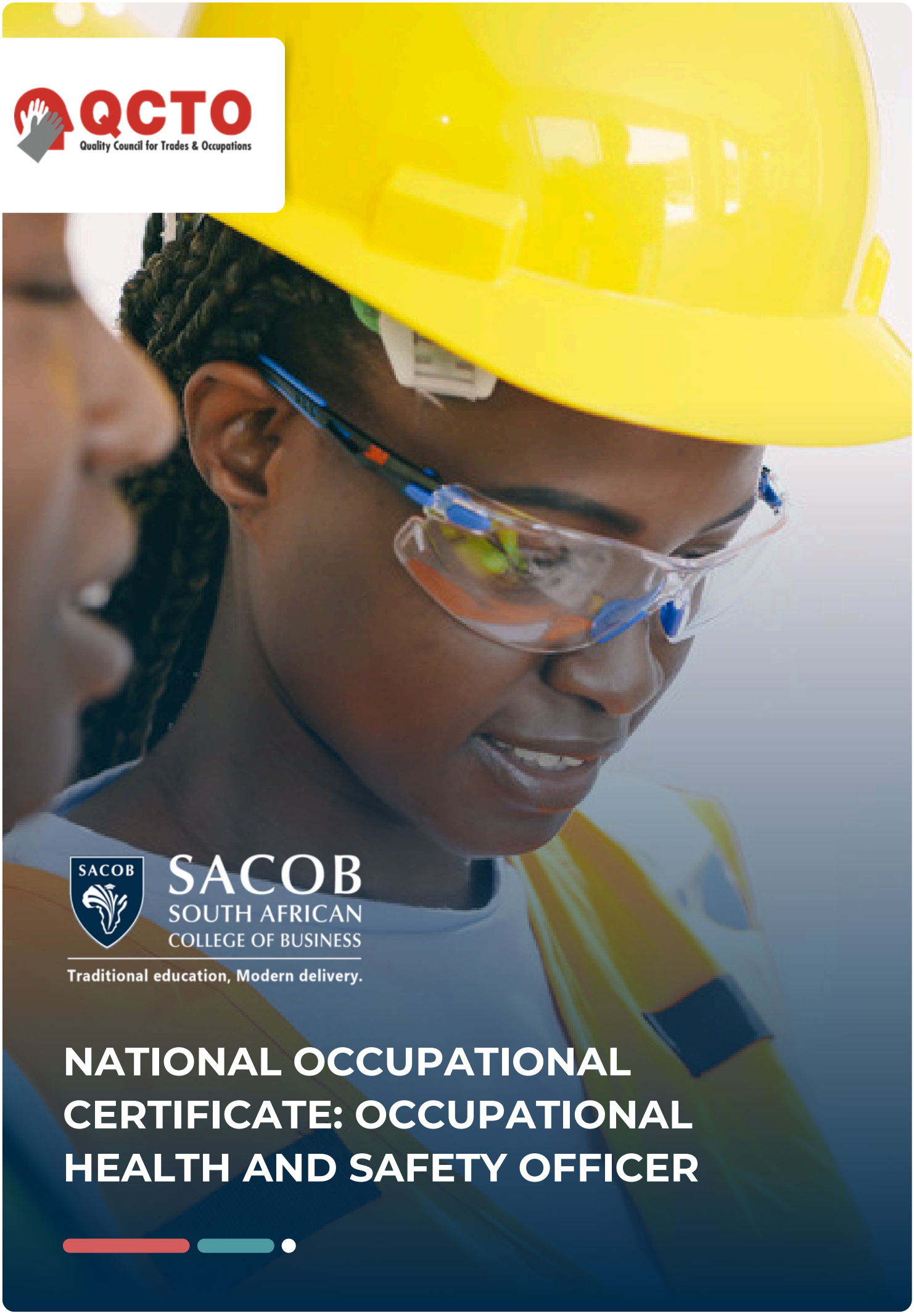
QCTO
Quality Council for Trades & Occupations



SACOB
SOUTH AFRICAN
COLLEGE OF BUSINESS
Traditional education, Modern delivery.

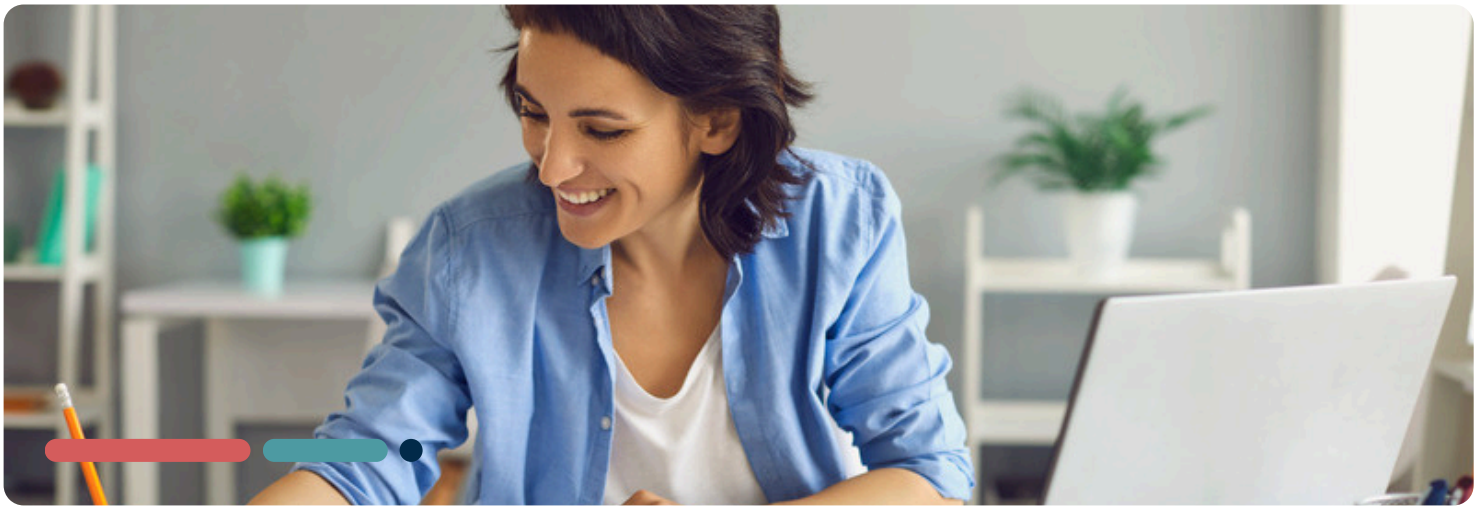
NATIONAL OCCUPATIONAL CERTIFICATE: OCCUPATIONAL HEALTH AND SAFETY OFFICER

About Us

SACOB is a higher education institute that also specialises in providing professional qualifications designed to launch or elevate your career.Our range of study areas includes Administration, Bookkeeping, Accounting, Business Management, Corporate Governance, Entrepreneurship, Occupational Health and Safety, skills-based short courses, and more.

We integrate traditional educational methods with modern delivery techniques to offer a tailored educational journey.

Our goal is to support you from the moment you enrol through to the successful completion of your course(s), offering a learning experience that combines the strengths of distance learning with the personal touch of face-to-face education.



Our Mission

SACOB's mission is to offer enrolled students a meaningful and collaborative experience that supports our students in overcoming the traditional barriers of distance learning.

Our Vision

SACOB's vision is to produce sought-after graduates with the skills and competences for optimal employment and wealth creation.

Our Values

- Integrity
- Commitment
- Upliftment/empowerment
- Quality

What sets us apart ?

The SACOB Difference
With over 15 years of experience, SACOB has built a trusted reputation in the education sector. We've used this expertise to create a Higher Education Programme that not only delivers academic knowledge but also equips you for professional success in your chosen field.

At the core of our programme are experienced lecturers and an excellent online learning management system, ensuring you have all the tools you need to reach your academic goals and achieve outstanding results.

Our mission goes beyond academics. We strive to build a community of professionals armed with the skills and confidence to thrive in the workplace. To do this, we promote self-directed learning, encouraging you to develop critical thinking and embrace lifelong growth.

Plus, with dedicated academic support and personalised guidance available whenever you need it, we'll be there to support you every step of the way.

At SACOB, you gain more than just an education — you experience a transformative journey that sets you up for a bigger, brighter, and more successful future.



WHY CHOOSE SACOB

Priority Response

Personal Course Advisor

Not just another number

24 Hour Response Time

All study Material included

Free delivery throughout South Africa

Registration Open all year round

Online Support

NATIONAL OCCUPATIONAL CERTIFICATE: OCCUPATIONAL HEALTH AND SAFETY OFFICER

SAQA ID: 121929

NQF Level: 4

Credits: 120

Duration: 14 Months

Assessment Quality Partner:
HWSETA

Quality Assuring Body:
QCTO



About the Programme

The National Occupational Certificate is aimed at preparing learners to function as an Occupational Health and Safety Officer. An Occupational Health and Safety Officer monitors compliance with health and safety systems and processes in an organisation. They are responsible for identifying hazards and risks to health and safety, as well as the implementation of appropriate health and safety policies and procedures.



What You'll Learn

Graduates will be equipped with the skills and knowledge to:

Evaluate and recommend appropriate OHS risk management controls
Graduates will be able to assess workplace risks and suggest suitable control measures to manage and minimise Occupational Health and Safety (OHS) risks effectively.
Conduct investigations into OHS incidents and accidents
Gruaduates will gain the ability to investigate workplace incidents and accidents to determine causes and recommend preventative measures.
Co-ordinate the control of overall administration
This includes managing documentation, records, and reporting processes to ensure compliance with OHS policies and procedures.
Execute basic administrative duties required for management of OHS
Graduates will apply basic data analysis techniques to compile OHS reports using standardised formats, supporting decision-making and compliance.
Contribute to production planning
Graduates will ensure that OHS risks are appropriately managed during planning processes and will report on OHS compliance for a designated area of the organisation.

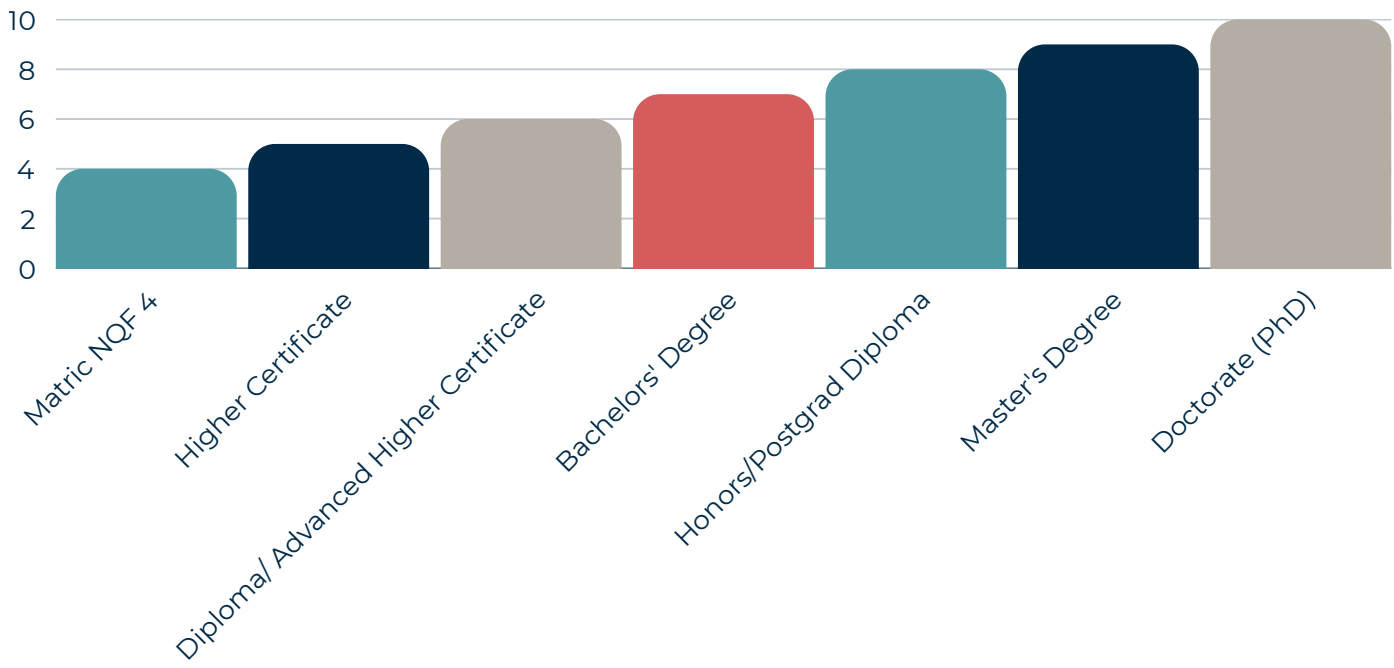


ARTICULATION AND NQF LEVEL

What is Articulation?
This is the “pathway” between different qualifications. It shows how one qualification can lead to another i.e., how you can move across or up without starting from scratch. This qualification has horizontal, diagonal and vertical articulation.

What is NQF Level?
The National Qualifications Framework is a scale that tells you how advanced a qualification is. The higher the number, the more complex and in-depth the learning. This qualification is at NQF Level 5.

ARTICULATION AND NQF LEVEL





ARTICULATION OPPORTUNITIES

Articulation Opportunities This qualification provides opportunities for horizontal, vertical and diagonal articulation options.

Horizontal articulation
National Certificate: Vocational, NQF Level 4.

Vertical articulation
Occupational Certificate: Health Products Information Officer, NQF Level 5

Diagonal articulation
Higher Certificate in Health Care Services Management, NQF Level 5.

CAREER OPPORTUNITIES

This qualification opens doors to a wide range of careers:

- Occupational Health and Safety (OHS)
- Specialist Occupational Health and Safety (OHS)
- Inspector Health and Safety Practitioner
- Occupational Health Practitioner/Nurse Industrial Hygienist
- Environmental Protection Officer
- Environmental Health and Safety Advisor
- Compliance Officer

Minimum Entry Requirements

NQF Level 3 (approximately Grade 11) with basic English proficiency.

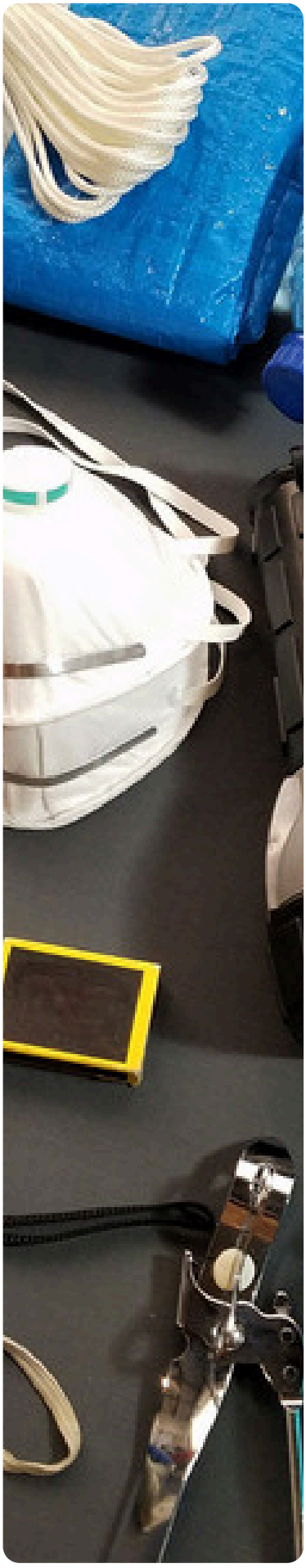
Membership Opportunities

After completing this occupational qualification, you may be eligible to apply for membership with professional bodies such as: South African Institute of Occupational Safety and Health (SAIOSH) Membership enhances credibility, provides networking opportunities, and gives access to continuous professional development (CPD).



What You'll Learn

Compulsory modules: Knowledge, Practical Skill and Work Experience:



Knowledge Modules:

- KM1: Fundamentals of Occupational Health and Safety (OHS)
- KM2: Fundamentals of representing employees regarding OHS issues
- KM3: Fundamentals of communication within the OHS discipline
- KM4: OHS Administration and Record Management
- KM5: Occupational Health and Safety applications

Practical Skill Modules:

- PM1: Represent the needs of employees with regard to OHS matters
- PM2: Inspect work places, identify hazards and risks and take immediate action to ensure health and safety in the workplace
- PM3: Conduct workplace inspections, check the application of fundamental workplace standards & report on compliance variations
- PM4: Administer the key activities of an OHS Function
- PM5: Participate and contribute towards the development of hazard and risk assessments
- PM6: Supervise the smooth execution of the activities of an OHS function
- PM7: Coordinate the work activities of OHS representatives

Work Experience Modules:

- WM1: Processes of representing employees regarding their workplace OHS needs
- WM2: Processes of executing OHS administration and document management
- WM3: Processes of managing workplace accidents, incidents and other emergencies
- WM4: Incident Investigation processes

Assessment Structure and External Examination



This qualification consists of Integrated Formative Assessments, Integrated Summative Assessments, and an External Integrated Summative Assessment.

The assessment structure includes:

- Internal formative assessments
- Internal summative assessments
- A proctored online examination
- Workplace experience modules

Internal Examinations (SACOB Managed)

Formative Assessment
Completed at the end of every module, this is an open-book assessment with up to 7 days allocated for completion. The assessment is marked and moderated and forms part of the learner's Portfolio of Evidence (PoE).

Summative Assessment
Also completed at the end of each module, this assessment is conducted under exam conditions. It is closed-book, invigilated, and has a duration of 3 and a half hours, including 30 minutes of reading time. The assessment is marked and moderated.

Workplace Modules
The qualification includes a mandatory workplace experience component (approximately 45 days) that must be completed in a relevant workplace in order to be eligible for the final assessment.

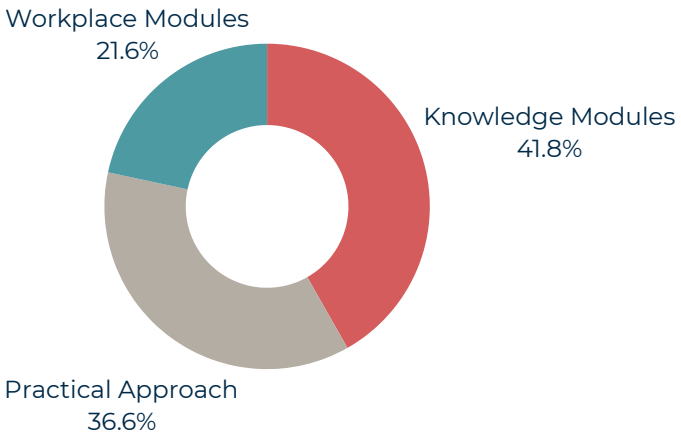
External Integrated Summative Assessment (EISA)

Upon completing your modules and achieving competence in all the modules, you will be required to write an External Integrated Summative Assessment (EISA). The External Integrated Summative Assessment (EISA) is conducted through the relevant QCTO Assessment Quality Partner – Services SETA. The EISA focuses on the Exit Level Outcomes and associated assessment criteria. EISA is a critical part of the qualification process. It evaluates your overall competence and ensures that you meet national occupational standards. Only once you have successfully passed this external assessment will the QCTO issue your official occupational certificate.

Teaching and Delivery

At SACOB, our teaching and delivery approach combines both theoretical knowledge and practical application through an integrated, hands-on learning experience.

We are committed to playing an active and supportive role in every student's learning journey. Our Student Support Team and dedicated lecturers provide consistent guidance through regular check-ins, performance monitoring, and personalised support plans - all designed to help students achieve their full potential





Online Classroom

Our Online Classroom is designed to be your central learning hub, offering a user-friendly platform that supports you throughout your academic journey.

The platform includes:

Structured Content: Each module is organised with a clear structure, making it easy to navigate and access your course materials.

Virtual Library Access: Direct links connect you to prescribed and recommended texts, so you have everything you need at your fingertips.

Collaborative Tools: Engage with fellow students through interactive tools like Databases, Wikis, and Forums for a more collaborative learning experience. Multimedia Resources: Access a variety of multimedia content, including videos, podcasts, and audio files, to support different learning styles.

Plagiarism Detection: Each student has access to a plagiarism checker, helping you uphold academic integrity and refine your research skills.

The Online Classroom is designed to bring students together, even in a distance learning environment. SACOB understands that learning needs may differ from student to student, that's why we ensure a seamless and supportive learning journey, so you'll have all the resources and guidance you need to succeed.

Why Choose This Qualification?

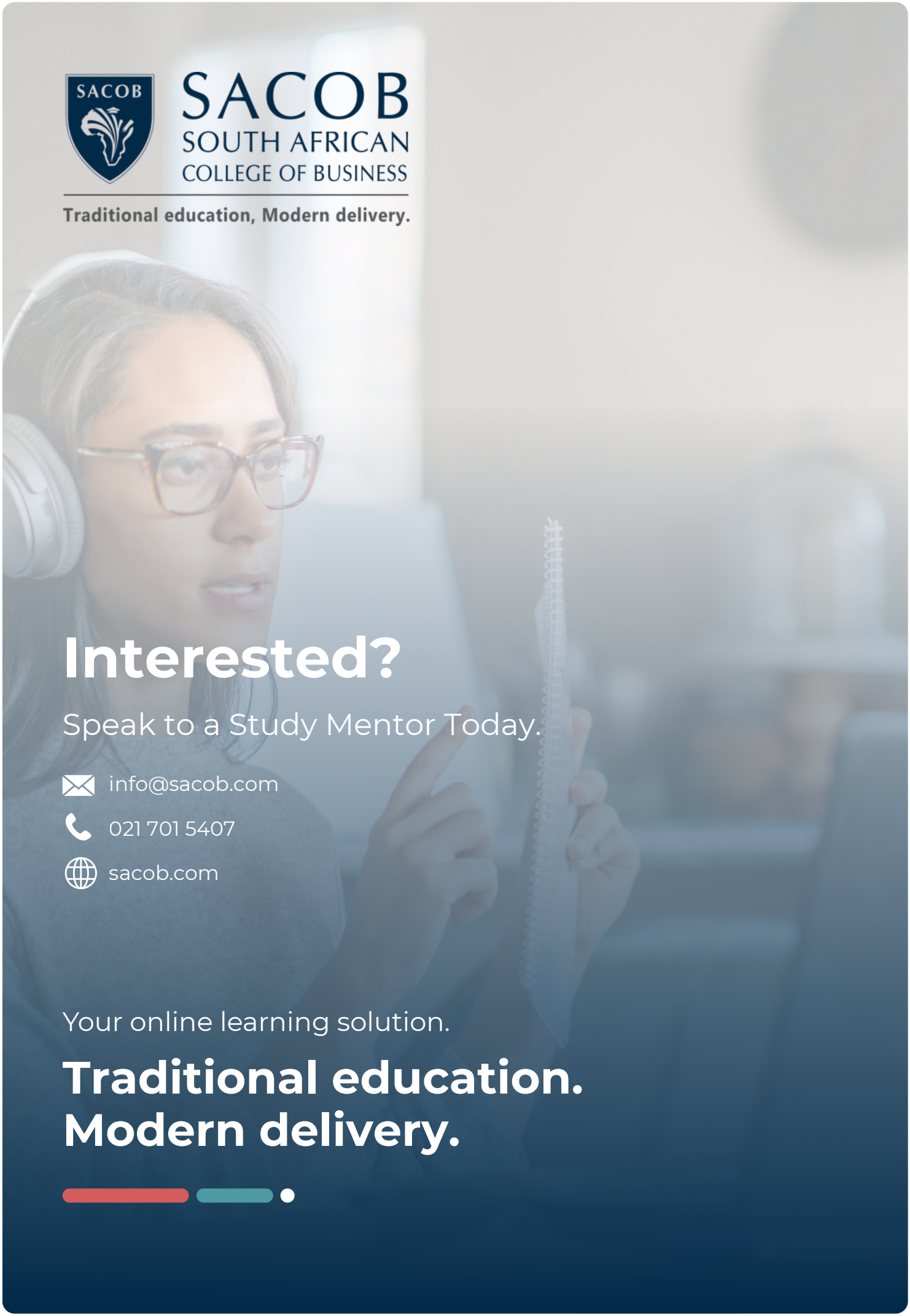
Don’t just be the one who spots the risks, be the one who prevents them with SACOB’s Occupational Health and Safety qualification.

Apply now to gain the skills to create safer workplaces, ensure compliance, manage hazards, and promote a strong safety culture. Build your foundation, boost your confidence, and step into one of the most essential roles in every industry.



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Interested?

Speak to a Study Mentor Today.

info@sacob.com

021 701 5407

sacob.com

Your online learning solution.

Traditional education.
Modern delivery.