



**Level 5 Award in Understanding Event and Incident
Response Management in the Water
and Environmental Industries**

Qualification Specification

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Introduction

The **Level 5 Award in Event and Incident Response Management in the Water and Environmental Industries** is aimed at candidates who wish to demonstrate their knowledge and understanding of Event and Incident Response Management within the Water and Environmental Industries.

The Regulated Qualifications Framework (RQF) is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual). This qualification is accredited onto the RQF.

Qualification Profile

Qualification title	ProQual Level 5 Award in Event and Incident Response Management of Risk in the Water and Environmental Industries
Ofqual qualification number	603/4173/7
Level	Level 5
Total qualification time	40 hours
Credits	4 credits
Guided learning hours	32
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	25/2/2019
Qualification end date	

Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Structure

To achieve the qualification candidates must complete ONE Mandatory unit.

Unit Reference Number	Unit Title	Credits	Unit Level	GLH
H/617/4768	Understanding Event and Incident Response Management in the Water and Environmental Industries	4	5	32

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or quality assurance verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

Candidates must demonstrate the level of knowledge and/or skills described in the units. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence could include:

- observation report by assessor
- assignments/projects/reports
- professional discussion
- witness testimony
- record of oral and written questioning
- Recognition of Prior Learning

Learning outcomes set out what a candidate is expected to know, understand or be able to do. **Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.

To achieve this qualification all candidates must produce evidence which demonstrates their achievement of all of the assessment criteria.

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Simulations are permitted where candidates, during the course of their qualification, are not able to provide evidence from naturally occurring events.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements. Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the requirements for qualifications will be awarded:

- A certificate listing the units achieved, and
- A certificate giving the full qualification title -

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Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

Unit certificates

If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Unit H/617/4768

Understanding Event and Incident Response Management in the Water and Environmental Industries

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the differences of local, national and international levels of major incidents and what is meant by these terms	1.1 Explain how levels of major incident differ, what constitutes each term – local, national and international major incident
2 Understand how data can be collated and evaluated in respect of current legislation in relation to events and incidents	2.1 Gather data from numerous sources and critically evaluate the data in light of current practice and legislation in relation to events and incidents
3 Understand when planning work on a live asset some of the risks and factors to consider	3.1 Demonstrate the importance of planning work on an operational asset, in terms of a live asset, an abandoned asset or a de-commissioned asset 3.2 Describe where responsibilities list in relation to: <ul style="list-style-type: none"> roles, responsibilities and effective management of different internal and external personnel involved in an event or incident t the essential factors to consider in terms of human resources
4 Understand the nature of events and incidents, how they can originate and what can trigger them	4.1 Explain the nature of events, how they originate, how they differ, and which ones are preventable 4.2 Explain the types of events and incidents in terms of sudden impact and rising tide 4.3 Discuss the types of events and incidents and how their impact can differ
5 Understand how events can be prevented and some of the processes that can help mitigate their impact	5.1 Discuss some of the processes that can be used in order to prevent events and incidents and their subsequent mitigation
6 Understand the management of major incidents	6.1 Explain how major incidents are managed at local, national and international levels
7 Understand the process of event recognition, the information necessary to determine the scale, scope and key timings of event management	7.1 Explain the processes necessary in the timely recognition of an event, the type of information needed and the key timings necessary to help manage the event and incident
8 Understand the methods used in the effective management of resources in relation to events and incidents	8.1 Describe the methods of effective management of finite resources in order to achieve set goals in relation to events and incidents

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
9 Understand the key factors to consider in event management	9.1 Discuss the factors to consider when managing an event and incident taking staff and customers into account
10 Understand the reasons for information gathering during an event, the types of information to record and retain in an event log and the information's uses	10.1 Discuss the reasons for information gathering during an event, the types of information to record in an event log and how this information can be used to improve an organisation
11 Understand how evidence-based methods of prioritisation are used in major incidents	11.1 Apply evidential based methods of prioritisation in relation to major incidents and the associated reporting requirements
12 Understand the importance that key factors play within limited timescales to assist in problem solving in relation to events and incidents	12.1 Demonstrate the importance that key roles, management resources and personnel play under limited timescales to assist problem solving of events and incidents
13 Understand how the critical analysis of information and data is used to synthesise a response to dynamic events and incidents	13.1 Critically analyse information and data from numerous sources and use this information to synthesis a response to highly dynamic events and incidents
14 Understand the importance that personal interaction plays, to gather accurate information in relation to events and incidents	14.1 Explain the importance of interaction with personnel in order to extract accurate information in relation to events and incidents
15 Understand the key factors in determining whether an event or incident can be declared over	15.1 Explain the factors and information to be considered before declaring an event or incident over
16 Understand the key factors in reviewing and learning from a major event or incident	16.1 Discuss the process of event or incident review and how this should be used to improve incident management and response 16.2 Discuss the questions that should be asked following an event, what form should a review take and how an organisation can apply the lessons learnt to its advantage

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



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