FACT SHEET

Occupational Certificate:

Occupational Health & Safety Assistant

(Distance Learning)

CTU training solutions | Private Tertiary Education

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Occupational Health & Safety Assistant

FACULTY OF SUSTAINABILITY			
Occupational Studies: 2027 Fact Sheet			
Programme Title	**SAQA ID**	**Credits**	**NQF**
Occupational Certificate: Occupational Health & Safety Assistant	121930	44	4

Programme description

The Occupational Certificate: Occupational Health and Safety Assistant is designed to prepare learners to perform administrative, coordination, and compliance-monitoring functions within an Occupational Health and Safety (OHS) environment. The programme equips learners with the knowledge, practical skills, and workplace experience required to support the effective implementation and administration of OHS systems and processes.

Throughout the programme, learners develop competencies in OHS administration, document and record management, meeting coordination, compliance monitoring, and the compilation of health and safety reports. Learners gain practical experience in maintaining OHS documentation, coordinating OHS activities and meetings, applying basic data analysis techniques, and supporting organisational compliance with health and safety requirements.

Upon completion, graduates will be able to coordinate OHS administrative processes, maintain legally required health and safety records, support the management of OHS meetings, and compile basic OHS reports to support decision-making and compliance. This qualification serves as an entry point into the occupational health and safety profession and provides a pathway towards further progression as an Occupational Health and Safety Officer

A qualified learner will be able to:

- Maintain Occupational Health and Safety documentation and record management systems.
- Coordinate and administer Occupational Health and Safety meetings and related activities.
- Compile and manage Occupational Health and Safety records, reports, and compliance documentation.
- Apply basic data analysis techniques to prepare Occupational Health and Safety reports for monitoring and compliance purposes.
- Support the administration and implementation of Occupational Health and Safety management systems within the workplace.

Admission requirements

The minimum entry requirement for this qualification is:

- NQF Level 3 qualification
- RPL Entry: Applicants with relevant workplace experience and current responsibilities in Occupational Health and Safety (OHS).

Mode of study | Duration

Distance learning is a mode of education that allows students to study remotely without needing to attend physical classes on a daily basis. It provides flexibility and accessibility, enabling learners to access course materials, complete assignments, and engage with instructors online or through blended methods. Distance learning is ideal for individuals who may be working, have personal commitments, or live far from an educational institution. With the support of digital tools, academic resources and periodic tutorials or consultations, students can progress through their studies at their own pace while still receiving structured guidance and support from qualified facilitators *(while adhering to assessment submission deadlines)*.

Distance Learning involves independent self-paced learning with access to digital resources, study guides, recordings, and a monthly scheduled virtual session with a facilitator.

This is a Distance Learning (self-study) programme offered over **3 Months, (1 Online Saturday session per month)**

2 intakes per year

Programme outline

Subjects:

- FOC311: Fundamentals of Communication
- OHSM511: Occupational Health & Safety Management

Teaching and Learning Methodology

Our teaching and learning methodology are designed to ensure that students receive quality education, engage in active learning, and achieve their academic and career goals while studying remotely.

Teaching & Learning Approach:

Self-Paced Learning:

Students are provided with structured course materials that allow them to study at their own pace. These materials include:

- Comprehensive study guides
- Prescribed textbooks and reference materials
- Class recordings for all modules

Interactive Learning:

To enhance understanding and engagement, students have access to:

- Online discussion forums to interact with peers and lecturers
- Case studies, practical activities, and self-assessment.

Tutor Support:

Distance learners are not alone in their journey. Academic support is available through:

- Specialized tutorial sessions once a month.
- Email and online chat with subject tutors
- Feedback on assignments and progress tracking.

Assessment and Evaluation:

To ensure mastery of the subject content, assessments include:

- Formative Assessments (Assignments,)
- Summative Assessments (EISA Final examination)

Practical Training (For Applicable Courses)

For programs that require practical experience, students must:

- Complete work-integrated learning (WIL) or internships
- Submit workplace logbooks and reports for assessment
- Participate in practical simulations (if available online)

Our distance learning methodology is structured to provide flexibility while maintaining academic rigor.

With the right discipline, resources, and support, students can successfully complete their studies and achieve their qualifications.

The adherence to a national academic standard is monitored by the Academic Management team at the Head Office. Therefore, all students will continue to receive the same quality of education.

Technology hardware, software and data requirements

A laptop is required to access the VLIT sessions, all study material, and complete assessments etc.

Technology Requirements

- Laptop (Intel i5 or higher, 8GB RAM, 64-bit OS)
- 20GB minimum data per month (Uncapped recommended)
- A webcam, microphone or headset, and an up-to-date web browser are required for virtual sessions and online activities.

A list of prescribed textbooks will be provided in your e-guides. Students will receive an electronic version of the academic guides (e-guides) for this programme on the Teaching and Learning platform. Access is available to an electronic library of textbooks on O'Reilly, and it is included in the fees. One of them will be:

For additional information please consult the CTU Bring your own device guide. **Device Specifications and Stationery List.**

Student Support

Student support sessions with the facilitator will also take place on a one-on-one basis virtually per appointment or per the academic schedule.

Career fields

Students can be employed in the following career fields:

- Occupational Health and Safety Assistant
- Health and Safety Administrator
- Safety Officer Assistant
- SHEQ Assistant
- Compliance Assistant
- Risk Assessment Assistant
- Safety Coordinator
- Safety Representative Coordinator

Internal Assessments

Students will be required to use The Invigilator app when completing online assessments. The app supports the integrity and secure administration of online assessments and is used alongside the institution's online assessment platform. Students will receive guidance and training on the installation and use of the app before it is required for an assessment.

External Assessments: What is EISA?

The External Integrated Summative Assessment (EISA) is an integral and critical component of the QCTO's quality assurance system. It is a single national assessment leading to the awarding of an Occupational Certificate. EISA ensures that the assessment of occupational qualifications, part qualifications and trades is standardised, consistent and credible.

For learners to qualify for entry to EISA, they must provide proof of completion of all required knowledge, practical and work experience modules as stipulated in the qualification. The statement of results obtained from the Skills Development Provider serves as proof that the candidate has satisfied all the requirements to be admitted to sit for EISA.

Upon completion of this course, students will be awarded an **Occupational Certificate: Occupational Health & Safety Assistant from QCTO.**

Articulation

A candidate who has completed an Occupational Certificate: Occupational Health & Safety Assistant Qualification may pursue:

- National Occupational Certificate: Occupational Health and Safety Officer, NQF Level 4.
- Occupational Certificate: Health Products Information Officer, NQF Level 5.

Pricing*

Programme	Registration Fees	Tuition fee
Occupational Health & Safety Assistant	R2 500	Contact a CTU campus/ consultant for the latest fee information and payment options.

***Excludes external fees and identified textbooks if applicable.**

Payment

Visit our website to view the payment method.
Payment Methods.

APPLY for Student Loan HERE!

Additional costs

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, etc.

Disclaimer

The content of this fact sheet is subject to change without notification due to market trends in the industry, legislation and/or programme version updates. Refer to website for the latest version of the prospectus. CTU Training Solutions (PTY) Ltd, reserves the right to change the programme content without prior notice. Additional international exams may be written but are not included in the programme fee. Minimum student (capacity) group sizes will fall into the Virtual Instructor-Led programme commencing in the months of February & July of each year.

I (Name of student):..... hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Student signature:.....

Signature of legal guardian:.....

Name of legal guardian:.....

Consultant signature:.....

Name of sales consultant:.....

Date:.....

*** Please note the original signed copy should be kept on the student record file.**

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