

Certificate of Competence – Control of the Working Environment

Qualification Guide

PQA-POL00X Version

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1. Qualification Overview

1.1 Qualification Introduction

The **Certificate of Competence (CoC) in Control of the Working Environment** is for candidates wanting to establish their competence in the specific field of Control of the Working Environment, and follows on from successful completion of the appropriate Proficiency Modules.

Having passed the Proficiency modules P601, P602, P603 and P604, candidates should accumulate three years of relevant experience in order to be eligible to apply for a Certificate of Competence in Control of the Working Environment. [Candidates with previous experience may apply to have this taken into account].

Candidates taking this pathway **need to submit a curriculum vitae** and **then** pass a **professional discussion**. Candidates will also need to **submit an LEV Commissioning report** if they were awarded their P604 before September 2018.

A combination of assessment methods aims to probe the candidate's knowledge and understanding of UK legislation as well as operational and practical skills in the subject area.

The Certificate of Competence in Control of the Working Environment is only awarded to those candidates who satisfy the examiners as to their knowledge in that subject and demonstrate by their education, training, skills and experience that they are competent to practice in the subject field.

Successful candidates are awarded the **Certificate of Competence in Control of the Working Environment** and are entitled to use '**CoC Control**' as post nominal letters after their names. Successful candidates who wish to proceed on to The Certificate of Operational Competence in Occupational Hygiene may also claim exemption from the relevant sections. These are more fully explained in the Qualification Guide for the Certificate of Operational Competence in Occupational Hygiene.

Candidates are advised only to apply for the CoC once they are comfortable they have all the relevant evidence in order to maximise the time they have available to complete the assessments required for the qualification.

1.2 Entry Requirements

Applicants for this qualification are expected to demonstrate that they have a minimum **3 years' professional experience** from the date that they were awarded their first P600 series Proficiency Module. This experience needs to include some management including preparation of quotations/tenders, discussions with workers /colleagues/clients regarding relevant subject matters, development of procedures and control recommendations.

The route to this qualification is for candidates who have taken the P601, P602, P603 and P604 modules.

Candidates will be required to complete an application form showing their previous qualifications and experience and submit this to BOHS. The team at BOHS will review the application and communicate to the candidate if they will be allowed to proceed.

Applicants should note that some of the components of this qualification are assessed online, and therefore access to a computer and the internet is essential.

1.3 Application Procedure

Applicants may request to complete this qualification by submitting a completed application form. The form is located on the BOHS website on the '[Certificate of Competence in Control of the Working Environment \(CoC Control\)](#)' page. Applicants should follow the instructions for completion carefully. Applications are considered on an academic and relevant professional experience basis to ensure that entry requirements have been met, using all information provided. Candidates will be sent an email to inform them of the outcome of their application.

There is no charge for the application. Candidates are liable to pay fees for each component as they progress through their qualification. A full list of current fees is available on the BOHS website.

1.4 Using the Online System

Candidates will create their own account for the www.bohs-hub.org website which will give them access in order to;

- Pay for each qualification component
- Submit the necessary assessment documents such as their CV and LEV Commissioning Report (subject to requirement)
- View feedback comments and assessment results
- Book the professional discussion appointment

Should you have any issues with accessing or working with the BOHS Hub please contact Head Office who will be able to assist you.

2. Curriculum Vitae

2.1 General Information

Candidates who have completed the advanced proficiency module P604 after September 2018 will have already successfully submitted a full commissioning or recommissioning report and are exempt from the report requirement but will still need to submit a CV. Provided that their experience profile as submitted in the CV is appropriate and more than meets the minimum experience requirements in section 1.2, they can then proceed to the professional discussion.

For candidates completing P604 prior to 2018, please contact BOHS for further guidance.

2.2 Submission of Curriculum Vitae

In addition to the report, candidates **must** also submit a full curriculum vitae. The curriculum vitae should demonstrate experience which meets the minimum experience requirements in section 1.2.

Having completed a curriculum vitae, candidates will be able to submit this for marking through the www.bohs-hub.org website. Instructions on how to create an online account and how to make a submission will be included in the qualification acceptance email.

2.3 Submission of Reports

For candidates completing P604 prior to 2018, please contact BOHS for further guidance on report submission.

2.4 Assessment and Results

The submission is allocated to a Principal Examiner who will review the submission.

The assessment will consider the quality of the individual items and evidence of the application of the core competencies at a required level for this qualification.

If they are assessed as acceptable, the candidate will be notified through email that they have passed this component. The email will contain information about the next stage of the qualification, which is the professional discussion.

If they are assessed as unacceptable in terms of content or quality, or if the assessor requires further information to evaluate the submission, the candidate will be contacted directly through the www.bohs-hub.org website and asked to upgrade the submission. The candidate has two further attempts to update the submission to meet the required standard. The total number of attempts is three, including the original submission. If the submissions are still unacceptable, after the third attempt, then the application will lapse and the fee will be forfeited.

2.5 The Next Step

Once a candidate has successfully completed or has been exempted from this or part of this component, they will move on to book an appointment for the professional discussion. Instructions on how to do this will be sent by BOHS through email.

3. Professional discussion

The final component required to achieve this qualification is the professional discussion. This section explains how to book your professional discussion, how to prepare for it and what to expect on the day.

3.1 Booking your professional discussion

Once a candidate has received a successful assessment of their report (if required) and written acceptance of their qualifications and experience, they will receive notification from BOHS advising them to proceed and book a professional discussion.

Candidates will book the professional discussion through www.bohs-hub.org, which they have used previously in this qualification to make assessment submissions. Full instructions on how to do this will be included in the notification email from BOHS. When you apply, it is an opportunity to discuss if you think you may need to have any reasonable adjustments arising from a disability or neurodiversity.

The professional discussion is conducted online, through a video conference facility. BOHS will provide candidates with the appropriate links to set this up on their computer. Candidates will need to have access to a computer with a microphone or headset (which is preferable) and a camera (either built in or as a peripheral device), a good internet connection and a private room or office in which to conduct the professional discussion. Once the appointment has been booked, the candidate will receive an automatic confirmation email.

3.2 Information about the Professional Discussion

3.2.1 General Information

In order to pass the professional discussion, candidates **must** be able to satisfy the examiners with regard to their knowledge including UK legislation, operational and practical skills in the full range of subject areas. The examiners will have access to the application form and assessment feedback and may refer to their contents during the examination.

Two or three examiners will conduct the professional discussion and will ask questions covering all aspects of the relevant syllabus. The questions will test knowledge and understanding of the information covered by the syllabus. A candidate should seek clarification from examiners if they are unsure of what is being asked.

The professional discussion normally lasts up to 60 minutes.

On some occasions it will be necessary, as part of the BOHS quality assurance scheme, for an observer to sit in on the professional discussion in assessment of examiner conduct and performance. They will have no impact upon the results of the professional discussion.

Candidates **must** be able to demonstrate to the examiners that they have sufficient knowledge to carry out relevant work and have knowledge in all areas of the syllabus.

It is advised that candidates should prepare themselves for this professional discussion by ensuring that they have appropriate knowledge of the areas highlighted in Appendix 1 of this document. Where a candidate struggles to demonstrate knowledge in a given area, examiners may ask alternate questions to give the candidate maximum opportunity to demonstrate their knowledge and experience.

Candidates will be marked against those areas identified in Appendix 1. Examiners will assess if the candidate demonstrates satisfactory knowledge and experience.

Where an examination panel do not agree on marks to be awarded to the candidate, this will be raised and reviewed by the Principal Examiner(s).

3.2.2 Specific Requirements

The professional discussion will test the candidate's knowledge and experience and will include the following areas:

- The hierarchy of control including substitution and/or replacement of materials.
- The legislation, including: Control of Hazardous Substances COSHH regulations and other statutory documents; Exposure limits and relevant guidance such as HSG258 etc.
- The ventilation systems and their component parts used to control hazardous substances; Hoods and their types and application; Ducting types and transport velocities; Treatment systems and discharges.
- The assessment techniques that can be used to assess performance of control systems; Visualisation and measurement techniques.
- Application of personal and/or area monitoring and the interpretation of results, in relation to control principles.
- The health hazards that can occur as a result of exposure to common hazardous substances.
- Controls, other than LEV (including the appropriate use of PPE and RPE) commonly used in workplace settings to protect the worker.
- Basis of design using case studies/Examples.

Examiners will typically ask the candidate how they would deal with a series of practical workplace scenarios, an outline of which may either be described verbally by the examiner, and/or may be shown in photographs. The candidate should request further details about any of the scenarios from the respective examiner as and when necessary to clarify the question that is being asked.

Additional information is available about professional discussions on the www.bohs-hub.org website.

3.3 Results

Results are issued to the candidates via email within two weeks of attending the professional discussion.

If the candidate has passed the professional discussion, they receive notification by email followed by the certificate of successful completion of the qualification by post.

If the candidate has not passed the professional discussion, they will receive information from BOHS by email detailing how to rebook the professional discussion. In this case, feedback is given in order to help the candidate prepare for a further attempt.

Appendix 1 Areas to be Assessed During the Professional Discussion

Hazardous substances: nature, occurrence and uses
Approaches to risk reduction: hierarchy of control
Control by process design
Control by ventilation: Local verses General
LEV systems: principles and design features
LEV systems: performance evaluation
LEV systems: on-going management
PPE: respiratory protective equipment
PPE: Other types
Administrative measures for exposure control