

FAQs

Safety, Health, and Welfare at
Work | Certificate

Many thanks for your interest in the Certificate in Safety, Health, and Welfare at Work (CSHWW) at Adult Continuing Education, UCC.

What is the course level, duration and timetable?

The Certificate is a 1 Year (Sept to May), level 7, fully online, part-time course. Lectures are on Wednesday evenings from 6.30-9.30 PM, and there are Saturday sessions approximately every 3 weeks from 10.00-16.00. The timetable may change for 2025/26 and will be finalised in August.

How is the course delivered? Will I have to attend in person?

This course is fully online. Attendance in person at UCC is not required or offered. You do have access to UCC services though – including the UCC Library (both in person and online), the Mardyke Arena, the Skills Centre, UCC Clubs and Societies, and UCC Career Services (who have excellent online resources well worth checking out).

How do I know if I will be accepted onto the course?

Please see Requirements on the website. If you meet the entry requirements and can demonstrate that in your application, you should be accepted. If you have any questions, email mhorajska@ucc.ie

Who is this course accredited by?

The programme is jointly accredited by UCC and the Institution of Occupational Safety and Health (IOSH) which is the largest health and safety membership organisation in the world and the only Chartered body for health and safety professionals. Students can apply for student membership from IOSH upon enrolment and meet the academic requirements for technical membership upon successful completion of the programme. Once you have started the programme, the course administrator will email you a letter which confirms you are a student on the course. This letter can be used to join IOSH. The letter will be emailed to your UCC email account (Umail).

It's been a while since I studied. Are there supports available to help me?

Yes, you will have access to a range of supports including UCC Skills Centre, who offer online workshops specifically for adult learners returning to education to help you develop new skills and refresh old ones. They have significant resources on their website, most of which you can access before being a registered UCC student, so you could start preparing for your studies over the summer before classes start.

The lecturers are very experienced and recognise that many people completing this course haven't studied recently and teach the class accordingly. Our main aim on the course is to support you to be successful in your studies!

Often the area that students struggle with most is not the academic material, but with computer skills. You'll be required to use the internet to attend classes online and to research assignments, you'll need to use Microsoft Word and PowerPoint to write your

assignments, and you will attend lectures on Microsoft Teams. You will also use UCC's online learning platform Canvas. Support is available with these, but basic knowledge is essential.

All UCC students will have access to Office 365 which includes software such as Microsoft Word/Excel/PowerPoint etc. once registered.

How do I apply?

The course has two options for entry – either funded via [Springboard Plus](#), or self-funded by applying directly to UCC via the website linked above.

Springboard+ is a government initiative offering free and heavily subsidised courses to qualifying applicants (see the Springboard website for details). If you are interested in applying for the CSHWW via Springboard+ please complete this [Expression of Interest](#) form and our Springboard+ coordinator will contact you about that process. Please note that Springboard+ funding for 2025/26 is subject to confirmation, which is expected in May 2025.

Places on the course are limited – we get about 200 applications for just 50 places via Springboard+. Some students who do not get accepted via Springboard+ chose to fund themselves by applying directly to UCC.

Applications to apply directly to UCC open in April/May. An “Apply Now” link will appear towards the bottom of the website linked at the top of this document. We accept about 40 self-funded students each year.

If you are applying directly, you pay 50% of the fees when you apply. Your application cannot be reviewed until you have paid this and until the required documentation has been uploaded (listed on the website). Please note that these fees will be refunded to you if you are not accepted onto the course. If you are accepted, the remaining 50% of the fees is due by January 31st.

Can I pay in instalments, and is there any funding available from UCC?

Unfortunately, ACE is not in a position to accept fees paid in instalments. If you have concerns around fees, please see [this website](#), and [also this](#). ACE also offers scholarships to refugees and asylum seekers. More information on that is [available here](#).

My employer is going to pay my fees, how does that work?

This is referred to as being a ‘sponsored student’. You will apply directly to UCC via the Apply Now button on the website in June/July. During the application, you will tick that you are a sponsored student, and you will then be able to enter details of your sponsor. An email is sent to your sponsor to confirm they are paying your fees. Once they fill in the required details, you'll be able to bypass the payment part of the

application, upload your documents and submit it. You sponsor will be invoiced for the fees after the course has started.

I am an employer/sponsor and want to pay the fees for a staff member.

Please see above paragraph. Your employee applies directly to UCC and fills in your details in the sponsor field on the application. You then complete the form that is emailed to you. Once the course starts you'll be invoiced for the fees (usually October/November). If you do not wish to pay 100% of the fees, you can state this on the form.

Any queries around invoices/receipts must be sent to acefinance@ucc.ie

Where can I learn more about the course?

It is very important that you know this is the right course for you before you apply. The best way to find out is to read the module outlines. You will complete 6 modules on the course. Each module outline is linked below.

- [AD1074](#) Introduction to Health and Safety Legislation (5 credits)
- [AD1075](#) Introduction to Human Factors in Health & Safety (5 credits)
- [AD1076](#) Introduction to Risk & Safety Management (5 credits)
- [AD1077](#) Introduction to Occupational Health (5 credits)
- [AD1078](#) Introduction to Chemical Safety, Toxicology & Occupational Hygiene (5 credits)
- [AD1079](#) Introduction to Environmental Issues within Health & Safety (5 credits)

Will I have to do exams?

The course is wholly assessed via continuous assessment. See details related to assessments on the module outlines above (subject to change for 2025/26). Current assessments include essay, presentation, MCQs, case studies. All are completed remotely.

What happens if I fail an assessment?

This doesn't happen often! We recognise that students on this programme are studying at level 7, and assess according to the level. If you have been accepted onto the course, you are well able to complete it! However, if you fail, you will be offered an attempt to repeat the assessment in the summer. The Coordinator will guide you through that if necessary.

Will I have a graduation?

Yes, and we'd love to see you here for it! (But it's not mandatory). Graduations are generally held in October/November and are organised by the UCC Events team.

I am an international student. Will enrolling on this course allow me to apply for a student visa to study in Ireland?

This is a part-time, wholly online course, and enrolment does not make the participant eligible for a student visa.

I don't know whether to do this course or the Higher Diploma in Safety, Health and Welfare at Work.

The Certificate in Safety, Health & Welfare at Work is one year, level 7, and is fully online. The Higher Diploma in Safety, Health & Welfare at Work is two years, level 8, and is a hybrid course (some Saturday sessions are in person on the UCC Campus).

Look at both websites and review the entry requirements to see which course matches your past education and experience.

Generally, the Certificate will meet criteria for an entry level HSS role. In some instances, students go in at this level and then get funding from their employer a bit further down the line to do the Higher Diploma. Some start with the Cert, and then go straight into the Higher Diploma. The Higher Diploma would be the level employers tend to look for when recruiting a HSS Officer. This is just general advice based on my experience of employers contacting me with job specifications to share with the classes, as all employers will have their own requirements. I am happy to discuss this on a call as it is important you apply for the correct course.

I have more questions – who can I ask?

Please email mhorajska@ucc.ie