



Personal Learning Portfolio (PLP) Candidate Guide:

- **Occupational Hygiene Technologist (OHT)**
- **Occupational Hygienist (OH)**

SAIOH acknowledges that some content of the SAIOH PLP is taken from the Occupational Hygiene Training Authority Personal Learning Portfolio document.



The Personal Learning Portfolio Candidate Guide

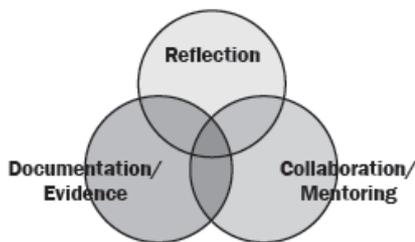
1. Introduction to Personal Learning Portfolio

On your path to becoming an Occupational Hygiene Technologist or / and Hygienist you are required, as part of the SAIOH certification process, to acquire skills that match the content of the SAIOH skill definitions. These competence levels are partly developed through the processes involved in completing a Personal Learning Portfolio.

The Personal Learning Portfolio is a structured record of your workplace learning, practical experience and skills development. This is based on three fundamental components:

- 1) Reflection
- 2) Documentation
- 3) Collaboration

Figure 1: The Learning Portfolio Model.



Any combination of two components ensures a deeper learning experience, but when mentees activate all three components in a portfolio project, the potential for enhanced learning is most stimulated. The result is a compact, strategically organized document that evolves qualitatively as a reflective process to represent the dynamic nature of engaged learning. The strategic organization and selectivity of a portfolio are important dimensions of the model.

Completing the PLP exercises under the supervision of a mentor is intended to enable the candidate to practically demonstrate the skills defined in the Skill Level Matrix. Combined with a theoretical understanding of the skill definitions, completion of the PLP places the candidate in a strong position to successfully complete the SAIOH assessment process.

Practically, the candidate needs to reflect on the work that is carried out as part of their normal employment as well as through means such as attendance of technical meeting and training sessions. All the different forms of learning experience must be systematically recorded to reflect the development of the required technical skills. The records are then included in the PLP, which reflect the attainment of the technical skill.

2. SAIOH requirement for PLP

When a candidate intends to embark on the progression journey from Occupational Hygiene Assistant to Occupational Hygiene Technologist or from Occupational Hygiene Technologist to Occupational Hygienist levels, an *Annexure 1: PLP Registration Form* must be submitted to the Professional Certification Committee(PCC). The full Personal Learning Portfolio (PLP) Should ideally be maintained under an established mentorship relationship, registered with SAIOH see *SAIOH Mentorship Guidance and Procedure*. Once the applicable PLP has been completed *Annexure 9: PLP Completion Form* must be

submitted to SAIOH as part of the application for assessment. Both of these annexures need to be included as part of the PLP.

3. Differences between SAIOH PLP and OHTA PLP

The Occupational Hygiene Training Authority (OHTA) specify as part of the attainment of the Intermediary OHTA Certificate in OH (ICertOH), that a PLP be completed. Candidates who complete the OHTA Certificate in OH (ICertOH) may use their completed OHTA PLP as **part** submission of the SAIOH PLP for Occupational Hygiene Technologist level to SAIOH PCC.

Note: there are two major differences between the OHTA PLP and the SAIOH PLP requirements:

- i. Whilst the 6 OHTA intermediate level courses are highly recommended, it is not compulsory for a candidate undertaking the SAIOH Occupational Hygiene Technologist level examination to complete the OHTA courses.
- ii. OHTA PLP requires the candidate to keep a diary in a specific format, whereas the SAIOH PLP requires the *Self-Assessment Evidence & Calculator spreadsheet* to be completed in the column "*Theoretical and Practical Evidence for Skill Level Selection*". Each of the 17 Skills, are reflected in the *Self-Assessment Evidence & Calculator*. The PLP folder holds the hard copies of the evidence listed in *Self-Assessment Evidence & Calculator* as well as the signed off copies of the various experience records shown in Annexures 4 to 8 or other accepted proof of experience. (See 4.1.3 paragraph 2).

4. PLP requirements

The PLP for an Occupational Hygiene Technologist (practice) and Occupational Hygienist (proficiency) have separate requirements, which stem from the differences in skill requirements which are specified in the Skills Definitions.

4.1 General requirements (those requirements which are common to technologists and hygienists)

4.1.1 Original work

It is a requirement that the information that goes into your portfolio is your own work. As part of the assessment process the assessor may refer to the contents of any evidence contained in the PLP. It is recommended that the candidate uses a suitable binder to keep all of their documentation together. Loose papers will not be accepted for submission as part of the PLP.

4.1.2 Roles of management and mentor

The mentor and supervisor / manager of the candidate play different roles:

- i. The role of the manager, supervisor or other responsible person is to, confirm that work, such as surveys, presentations, lectures, courses presented, meetings attended, were undertaken by the candidate;
- ii. To verify that the candidate has reported their own work, each page of the printed Self-Assessment Evidence & Calculator must be signed off by your line manager, supervisor or other responsible person;
- iii. The role of the mentor is check that the minimum requirements for the PLP have been met and sign off;
- iv. Where the mentor and the supervisor is the same person, the mentor may fulfil the roles of

both mentor and supervisor.

- v. Declarations which need to be completed by the candidate, management and mentor are provided in *Annexure 9: PLP Completion Form*.

4.1.3 Completing the PLP

Annexures 1-9 all form part of the PLP. These include the *Annexure 6: Additional Learning Record*, which is used to keep a history of your practical experience. This will cover things such as surveys, discussions with workers or colleagues regarding occupational hygiene matters, development of procedures, risk assessments, e-mails, investigations, quality (e.g. calibration experience) and control recommendations.

Where there is a SANS 17020 system in place, Annexures 4-8, which are OHTA documents may be aligned with the SANS 17020 system. This can be done by taking the information in Annexures 4-8 as minimum information. In practice, if the particular SANS 17020 system has requirements over and above the OHTA requirements of Annexures 4-8, new documents may be drafted and used in both the SANS 17020 system and the candidate's PLP.

Where such documentation is available in your present system that identifies the learning and development experiences of the candidate it is perfectly acceptable to substitute this documentation in the PLP rather than repeating the information in the suggested templates shown in Annexures 4 to 8.

In addition to details / records required in Annexures 1-9, the following must also be included in the PLP:

- i) An index listing the contents of your portfolio;
- ii) All documents in PLP must be given a unique reference identifier. This reference is used in the Theoretical and Practical Evidence for Skill Level Selection as part of the *Self-Assessment Evidence & Calculator* and for Continuous Professional Development (CPD) submissions;

The *Self-Assessment Evidence & Calculator* is a record of work and experiences which relates to the practical application of the 17 required skills contained in the Skills Definitions document. The candidate, guided by their mentor, should work through the criteria in the Skills Definitions document. This will require seeking both theoretical and practical experiences to enable the candidate to obtain the defined skills. The process of populating the *Self-Assessment Evidence & Calculator* is completed by independently applying the process to each of the 17 Skills Definitions.

The following versions of the completed *Self-Assessment Evidence & Calculator* must be kept:

- i) Baseline. This is the first time that detail is captured in the calculator by the candidate. This allows both the candidate and the mentor to establish the base level competency
- ii) Updated (with a date) printed versions kept of the calculator at 12 month intervals. E.g. if the mentoring relationship has been in place for 19 months there would be the baseline and one update of the calculator kept in the PLP, to make a total of 2 printed copies

4.1 Occupational Hygiene Technologist

The candidate assembles the PLP using this guide in conjunction with guidance from their mentor. Note the requirements for involvement of the mentor in the PLP process given in *SAIOH Mentorship Guidance and Procedure*

4.1.1 Completing the PLP

The *Self-Assessment Evidence & Calculator* needs to be populated at the Practice / Occupational Hygiene Technologist level. .

4.2 Occupational Hygienist

The candidate assembles the PLP using this guide in conjunction with guidance from their mentor. Note the requirements for involvement of the mentor in the PLP process given in *SAIOH Mentorship Guidance and Procedure*

4.2.1 Completing the PLP

The *Self-Assessment Evidence & Calculator* needs to be populated at the Proficiency / Occupational Hygienist Level. The main difference between the technologist level and the hygienist level is in the nature of the evidence to be included. The understanding of the big step change needed in terms of evidence is gained by examining the roles of the respective levels as defined in the *Chapter 5 of the SAIOH QMS - Criteria for registration*.

- i) Typically an OH Technologist is expected to be involved in the planning of OH monitoring surveys, as well as their evaluation and interpretation, advising on basic control procedures and the writing of occupational hygiene monitoring/survey reports.
- ii) An Occupational Hygienist is expected to be involved in designing, implementing, evaluating, controlling and managing comprehensive Occupational Hygiene programmes

4.2.2 Gathering evidence

The evidence which needs to be gathered as part of the PLP for the hygienist should be reflective of the move from a technician to a professional. The PLP for the OH should not be "more of the same", or a little more in-depth. For example, there are leadership aspects relating to the designing and implementing of OH programs which are not required at Technologist level. The Skills definitions in the *Self-Assessment Evidence & Calculator* documents provide all the detail on what is required at hygienist "proficiency" level. It follows that the technologist and hygienist PLP's must be separate, which contain distinctly different evidence. To achieve this:

- i) The hygienist level PLP must only contain evidence which is at hygienist level, unless the candidate is already a registered OHT and a PLP was not previously submitted, in this instance fully completing the PLP will aid the candidate in ensuring they are ready for assessment
- ii) If the candidate has already presented a PLP at OHT level, no evidence which meets the skill definition requirements at technologist level must appear in the hygienist PLP. For example Measurement and Control of Hazardous Substances "*be able to correctly calibrate the sample train*", must not appear in the hygienist level PLP;

However, it is understood that the nature of work that is carried out by an Occupational Hygiene assistant, whilst compiling their Occupational Hygiene Technologist PLP, may extend beyond the minimum requirements of the skill definitions for technologist level. For example, the assistant may be involved in some higher order work, such as development of air monitoring strategy, which is at the hygienist level (whilst working under the direct supervision of an Occupational Hygienist). In this case, where the evidence in the technologist PLP meets the skill definitions requirements for hygienist level, then:

- i) Copies of the applicable evidence may be taken across into the Occupational Hygienist level PLP;
- ii) The applicable evidence will appear in both the Technologist as well as Hygienist level PLP's;

Note: It is not expected that records and evidence is collated for every survey performed. The PLP should show a good representation of the types of survey and OH related work and learning performed, with evidence of a growth in competence and understanding across the 17 skill sets listed in the *Self-Assessment evidence and calculator*, 2 or 3 examples for each skill set over the two year period should be the minimum, with special focus on unusual occurrences and examples which provide additional learning experience.

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4.2.3 Record keeping

An Occupational Hygiene Technologist, who anticipates working towards registration as an Occupational Hygienist, must:

- i) Keep a full copy of their Occupational Hygiene Technologist PLP;
- ii) Start a full new Occupational Hygienist PLP in a separate folder / file;

4.2.4 Submission of PLP's

Once either the Occupational Hygiene Technologist PLP or the Occupational Hygienist PLP has been completed the *PLP completion form in Annexure 9* is completed and included in the application documentation sent to the SAIOH PCC Administrator along with a copy of your PLP documentation

When the assistant submits an application for assessment at technologist level, they will submit:

- i) A copy of the technologist level PLP;
- ii) Copies of three reports as described in Annexures 3 and 4

When the technologist submits an application for assessment at hygienist level, they will submit:

- iii) A copy of the technologist level PLP and;
- iv) A copy of the hygienist level PLP;
- v) Copies of three reports as described in Annexure3 and 4

Annexure 1: PLP Registration Form**PLP Registration Form****Mentee Plagiarism Statement:**

I understand that this Personal Learning Portfolio will need to be based on my own work, which includes personal study and/or research. I will also acknowledge all material and sources used in its preparation, whether they are books, articles, reports, lecture notes, and any other kind of document, electronic or personal communication. I also certify that in this assignment/ report I will not copy in part or whole or otherwise plagiarise the work of any other person / Occupational Hygiene professional / consultant / Approved Inspection Authority. The report will also not have any form of identification of the client or company to protect privacy and ensure confidentiality.

Candidate's name:

Candidate's signature:

*Date:

*The date that SAIOH gives written acknowledgement of PLP registration is taken as the start date of the PLP

Candidate's employer and work address:

Candidate's contact email address:

Candidates contact telephone number:

Note: The copying of the work of any Occupational Hygiene professional / consultant / Approved Inspection Authority is expressly prohibited and additionally carries high potential professional as well as civil liability risk for the person plagiarising such work.

Manager declaration:

As the candidate's line manager or other responsible person at work (Manager), I declare that:

1. The candidate is employed by _____ in the following capacity

2. Verification that the content of the proposed portfolio will need to be the work of the candidate (the onus lies on the candidate to demonstrate to the manager that the work is their own. It is reasonable of the manager to ask the candidate to produce evidence to substantiate that the work is their own);

Name of the manager:

Manager's job title:

Manager's work address:

Signature:

Manager's contact email address:

Manager's contact telephone number:

Date:

Annexure 2: Portfolio Front Cover

Personal Learning Portfolio	
Front Cover	
Candidate's name:	
Candidates address:	
Contact email address:	
Contact telephone number:	
Employer's name:	
Portfolio content, Table of Contents, listed as per requirements of Candidate Guide:	
1. 2. 3.	

Annexure 3: Report requirements

These reports must be of actual practical work that you have completed in your work environment. The reports must not be the work of other persons. The subjects of these reports are as follows:

Report 1 - The evaluation and control of exposure to hazardous substances in the workplace.

Report 2 – The evaluation and control of exposure to noise in the workplace.

Report 3 – The evaluation and control of any other occupational hygiene hazard covered by the Skill definitions. This includes ergonomic hazards and those relating to the thermal environment.

Each report must contain the following information:

- a) An executive summary

- b) A title page
- c) A brief introduction
- d) A description of the process / working environment
- e) Methods and measurements

- f) Results and discussion
- g) Conclusions and recommendations

Any confidential information contained within your reports should be blanked out before the report is submitted.

Reports prepared as part of a work project may be used, however these must be modified and all reference and identification of the company and people involved other than the candidate are removed, as well as any identification of the workplace evaluated to ensure full confidentiality remains in place.

The report is simply to allow the assessors to fully understand the practical and theoretical competence of the candidate.

Annexure 4: Report Experience Record

This is filled in for each of the three reports

Item	Description
<i>Current role/position</i>	
<i>Title of survey/project</i>	
<i>Date of survey/project</i>	
<i>Type of survey/project</i>	
<i>Scope of survey/project</i>	
<i>Personal involvement</i>	
<i>To which skills definitions does the survey/project relate</i>	
<i>Problems encountered/reflection on what you have learnt</i>	
<i>Verification that work performed as stated</i>	
<i>Manager Name</i>	
<i>Manager signature</i>	
<i>Date</i>	

Annexure 5: Report Additional PLP Cover Page

The following additional details will be included in a cover page for the report, including the following:

- a. Title of survey / project / task – briefly state the title of the survey/project/task was. This could be a monitoring survey, walk-through survey, talk to operators/management, and development of a sampling strategy or safe operating procedure.
- b. Date of survey / project / task – state the date(s) on which it was carried out.
- c. Type of survey / project / task – briefly describe the type of survey / project / task carried out
- d. Scope of Survey / project – briefly state what the aim of the survey / project / task was.
- e. Personal involvement – briefly state what your involvement was in the survey / project / task.
- f. Which skills definitions do the survey / project / task carried out relate to? The work may relate to more than one skill definition.
- g. Limitations of the survey / project / task – Clearly state what the limitations to the survey / project / task were. This might things such as be the equipment used, number of people surveyed, duration of the survey and any other factors that may have an effect on the results.
- h. Problems accounted / reflection on what you have learnt – State any problems that you may have encountered and what the possible effects these problems may have had. Also state what you have learnt from carrying out the survey / project / task.

Example 1: Report Additional PLP Cover Page

Item	Description
<i>Current role/position</i>	<i>Occupational Hygiene Technician</i>
<i>Title of survey/project</i>	<i>Heat stress survey in Copper Smelter</i>
<i>Date of survey/project</i>	<i>23rd January 2014</i>
<i>Type of survey/project</i>	<i>Walk-through survey</i>
<i>Scope of survey/project</i>	<i>Identify potential heat exposure areas for future monitoring program</i>
<i>Personal involvement</i>	<i>Assisted the site Hygienist during walk-through, prepared initial draft report</i>
<i>To which skills definitions does the survey/project relate</i>	<i>Thermal Stress Asbestos and other fibre forms</i>
<i>Limitations with the survey/project</i>	<i>Survey only conducted on one day. The ambient temperature was low for the time of year so may not have identified all critical areas. Senior foreman was on sick leave so we were not able to discuss the process with him.</i>
<i>Problems encountered/reflection on what you have learnt</i>	<i>Exposed asbestos lagging identified during walk-through. Immediate control action put in place. Site Hygienist made significant changes to my draft report and discussed these with me. It was a tough but useful experience</i>
<i>Verification that work performed as stated</i>	
<i>Manager Name</i>	
<i>Manager signature</i>	
<i>Date</i>	

Example 2: Report Additional PLP Cover Page

Item	Description
<i>Current role/position</i>	<i>Occupational Hygiene Technician</i>
<i>Title of survey/project*</i>	<i>Assessment of toluene exposure during a gluing task</i>
<i>Date of survey/project</i>	<i>3rd February 2014</i>
<i>Type of survey/project</i>	<i>Initial survey of personal exposure</i>
<i>Scope of survey/project</i>	<i>Assess toluene exposure to determine adequacy of LEV during a gluing task.</i>
<i>Personal involvement</i>	<i>Assisted the site Hygienist setting up and fitting personal exposure monitoring equipment to workers carrying out task. Prepared initial draft report</i>
<i>To which skills definitions does the survey/project relate</i>	<i>Measurement and control of Hazardous Chemical Substances Chemical Toxicology</i>
<i>Limitations with the survey/project</i>	<i>Survey only conducted on one day. Workers suggested that the solvent smell was not as bad as it normally was as they did not have many jobs to do on the day of the visit.</i>
<i>Problems encountered/learnings</i>	<i>One of the sampling pumps failed part-way through the day so sample was lost. No visual check was carried out on LEV in use. Site Hygienist made significant changes to my draft report and discussed these with me.</i>
<i>Verification that work performed as stated</i>	
<i>Manager Name</i>	
<i>Manager signature</i>	
<i>Date</i>	

Annexure 6: Additional Learning Record

This record is used to record additional learning. Examples of this could include attendance or participation in relevant meeting and seminars (including on-line seminars and courses) and reading of relevant articles, papers and books. This will show that you have extended the knowledge of the subject that you gained during your attendance at the specified course or module. The fields to be completed in this form are as follows:

- a) Details of meeting / course / seminar / article / book title – Enter the relevant information about the meeting / course / seminar attended or the title of the article or book read here. This can also include reading on-line sources of information such as government guidance or participation in on-line courses and seminars.
- b) Date – Enter the date(s) of attendance of the meeting, etc. or reading the book, etc.
- c) Location / Reference details – Enter the location of the meeting or seminar attended. If participating on-line enter the website address. For books and articles enter the author(s) and publisher. If read on-line enter the website address.
- d) Learning outcomes / technical content – Briefly summarise the technical content of the meeting / seminar or book / article. For meeting and seminars attach the programme. Briefly summarise what you found useful and how that added to your knowledge.
- e) Duration – For meetings and seminars state the duration.
- f) Key speakers – For meeting and seminars list the key speakers.
- g) Verification – Each page must be signed off by your line manager, supervisor or other responsible person who will verify that you have reported your own work.

Two examples of completed Additional Learning Record follow.

Example 1 : Additional Learning Record

Item	Description
<i>Details of meeting / course / seminar / article /book title</i>	<i>SAIOH regional meeting on Managing Asbestos in Premises</i>
<i>Date</i>	<i>19th May 2010</i>
<i>Location (for meetings and seminars) Reference details for books and articles</i>	<i>Durban</i>
<i>Learning outcomes/technical content</i>	<i>Covered the new HSE guidance – Managing Asbestos in Buildings that has replaced the existing MHDS100 Surveyor's Guide. Speakers provided an overview of the new guidance, issues relating to reports, and surveys, litigation and insurance, management issues, the role of the CDM co-ordinator and the role of both UKAS and ABICS. Programme attached.</i>
<i>Duration</i>	<i>09.30 – 17.00</i>
<i>Key speakers</i>	<i>Ken Hill, Collette Willoughby and Martin Stear</i>
<i>Verification of attendance</i>	
<i>Manager Name</i>	
<i>Manager signature</i>	
<i>Date</i>	

Example 2: Additional Learning Record

Item	Description
<i>Details of meeting / course / seminar / article /book title</i>	<i>Monitoring for Health Hazards at Work (4th edn)</i>
<i>Date</i>	<i>November 2010</i>
<i>Location (for meetings and seminars) Reference details for books and articles</i>	<i>Book by John Cherrie, Robin Howie and Sean Semple Published by Wiley Blackwell</i>
<i>Learning outcomes/technical content</i>	<i>.A very useful overview of practical occupational hygiene covering inhalation exposure, dermal and ingestion exposure, physical agents, assessing the effectiveness of control and risk assessment and risk communication. I found the chapter covering skin exposure particularly useful as I am currently dealing with a skin exposure problem in our metal plating plant.</i>
<i>Duration</i>	
<i>Key speakers</i>	
<i>Verification of attendance</i>	
<i>Manager Name</i>	
<i>Manager signature</i>	
<i>Date</i>	

Blank Template Additional Learning Record.

Item	Description
<i>Details of meeting / course / seminar / article /book title</i>	
<i>Date</i>	
<i>Location (for meetings and seminars) Reference details for books and articles</i>	
<i>Learning outcomes/technical content</i>	
<i>Duration</i>	
<i>Key speakers</i>	
<i>Verification of attendance</i>	
<i>Manager Name</i>	
<i>Manager signature</i>	
<i>Date</i>	

Annexure 7: Involvement in Committee Record

OH PLP – Involvement in Committee Record	
ITEM	DESCRIPTION
Mentee Name:	
Committee name:	
Date of meeting:	
Location of meeting:	
Overview of meeting content and your portfolio or involvement:	
Duration of meeting:	
Names of other members participating:	
Verification of Committee meeting involvement	
Committee Chair Name:	
Committee Chair Signature:	
Date of Meeting:	

Annexure 8: Presentations and Lectures Record

OH PLP – Presentations and Lectures Record	
ITEM	DESCRIPTION
Mentee Name:	
Presentation or lecture name:	
Date of presentation:	
Location of presentation:	
Overview of presentation content and audience:	
Duration of presentation:	
Specific outcomes of presentation or lecture (e.g. is this part of a qualification?)	
Verification of Presentation or lecture	
Main Organiser Name:	
Main Organiser Signature:	
Date of Presentation:	

Annexure 9: PLP Completion Form**PLP Completion Form****Mentee Plagiarism Statement:**

I certify that this assignment/report is my own work, based on my personal study and/or research and that I have acknowledged all material and sources used in its preparation, whether they be books, articles, reports, lecture notes, and any other kind of document, electronic or personal communication. I also certify that in this assignment/ report I have not copied in part or whole or otherwise plagiarised the work of any other person / Occupational Hygiene professional / consultant / Approved Inspection Authority.

Candidate's name:

Candidate's signature:

Candidate's employer and work address:

Candidate's contact email address:

Candidates contact telephone number:

Note: The copying of the work of any Occupational Hygiene professional / consultant / Approved Inspection Authority is expressly prohibited and additionally carries high potential professional as well as civil liability risk for the person plagiarising such work.

Mentor declaration:

As the mentor I declare that:

1. The entire* PLP was carried out under a SAIOH registered mentorship agreement, which included one or more hygienists who met the SAIOH mentor requirements;
2. The minimum requirements are met for a PLP as set out in the PLP Candidate guide.

*The start date of the PLP is the date that SAIOH gave written acknowledgement to the candidate of PLP registration.

Mentor's name:

Mentor's signature:

Mentor's SAIOH registration number:

Mentor's employer and work address:

Mentor's contact email address:

Mentor's contact telephone number:

Manager declaration:

As the candidate's line manager or other responsible person at work (Manager), I declare that:

3. The candidate worked in the following capacity _____ for the following time period _____.
4. Verification that the content of this portfolio is the work of the candidate (the onus lies on the candidate to demonstrate to the manager that the work is their own. It is reasonable of the manager to ask the candidate to produce evidence to substantiate that the work is their own);

Name of the manager:

Manager's job title:

Manager's work address:

Signature:

Manager's contact email address:

Manager's contact telephone number:

Date:

Annexure 10: Certification Process Flow

