

## Appendix 1

### Certificate of Continuing Professional Development Occupational Health & Safety Programme Specification Document July 2009

1. Qualification Certificate in OHS	2. Programme Title Certificate of Continuing Professional Development in OHS	3. UCAS Code	4. Programme Type Modular, Part Time
<p><b>5. Main Purposes and Distinctive Features of the Programme</b></p> <ol style="list-style-type: none"> <li>1. Understanding and application of core Occupational Health and Safety principles in the workplace.</li> <li>2. Identification of work place hazards</li> <li>3. Development of the concept of risk management</li> <li>4. Appreciation of the legal and civil basis for OHS decision making within an organisation</li> </ol>			
<p><b>6. What a graduate should know and be able to do on completion of the programme</b> (objectives and learning outcomes)</p> <p>To gain the qualification the learner will have demonstrated: i) subject knowledge and understanding ii) cognitive skills iii) discipline-related practical and professional skills and iv) other general skills and capabilities (e.g. key/transferable/common) as specified in the learning objectives/outcomes for approved modules in the programme. Further details of module outcomes can be found in the programme document.</p> <p><i>A: Knowledge and understanding in the context of the subject(s)</i></p> <p>Knowledge and understanding of:-</p> <ol style="list-style-type: none"> <li>1. the nature of Occupational Health &amp; Safety principles.</li> <li>2. the legal and civil law systems as they apply to their own workplace.</li> <li>3. general and specific hazards encountered in the workplace.</li> <li>4. the causes of pollution in an organisation and how it can be reduced.</li> <li>5. the basic principles, hazards and risks the Fire could bring in any organisation.</li> </ol> <p><i>B: Cognitive skills in the context of the subject(s)</i></p> <p>Ability to:-</p> <ol style="list-style-type: none"> <li>1. analyse safety policies and make recommendations as to how they could be improved.</li> <li>2. identify the various management systems and their application.</li> <li>3. recognise some of the indicators of an organisation's safety culture and the factors that play an important role in developing such cultures.</li> <li>4. analyse the scope and range of hazards and control measures associated with equipment use and their suitability for the work intended.</li> <li>5. recognise and identify the main hazards and dangers associated with a wide range of construction activities.</li> <li>6. recognise the possible dangers emanating from biological and chemical hazards and how they can affect the human body.</li> </ol> <p><i>C: Professional and Vocational Skills:</i></p> <p>Be able to:-</p> <ol style="list-style-type: none"> <li>1. carry out basic risk assessments and record the same.</li> <li>2. assess the roles of employees in relation to OHS.</li> <li>3. carry out basic accident investigations, identifying causes and producing appropriate reports.</li> <li>4. assess lifting operations</li> <li>5. identify possible sources of noise and the necessary control measures needed.</li> </ol> <p><i>D: Other skills (e.g. key/transferable) developed in subject or other contexts</i></p> <ol style="list-style-type: none"> <li>1. Capacity to research, investigate, work with contradictory information and to learn</li> <li>2. Communicate effectively in written work</li> <li>3. Ability to manage resources and time</li> <li>4. Social and political awareness</li> <li>5. Capacity to plan and monitor personal development (PDP)</li> </ol>			

**7. Qualities, Skills & Capabilities Profile**

The educational and training goals of the programme seek to develop and demonstrate the following qualities, skills, capabilities and values in its graduates

A Cognitive	B Practical	C Personal & Social	D Other
Power of quantitative and qualitative analysis	Writing skills	Self-motivation, PDP	
Flexibility of approach	Information processing	Organisation & time management	
Critical reasoning	Ability to get the job done	Teamwork	
Application of management theories		Recognition of environmental and H&S issues	

**8. Subjects Studied, Levels, Credits & Qualifications**

Duration and structure of programme/modes of study/credit volume of study units)

0.6 years part-time.

Year 1; - 2 No 20 credit modules.

**Core Modules****Optional Modules**

	Core Modules	Credits	Optional Modules
Level 1	OSH 1001 Management of Risk 1 OSH 1002 Control of Risk in the Workplace 1	20 credits HE4 20 credits HE4	None

**9. Learning, Teaching and Assessment Strategy**Learning and Teaching Methods

Active learning is promoted through lectures, seminars, tutorials, workplace experience, and guided study

Assessment Methods

Assessment tasks are linked to the learning outcomes of each module: Reports, Writing up of workplace evaluation, open and the preparation of portfolio work.

Assessment Classification System

The pass mark for a module is 40% with at least 35% in each components of assessment.

The university assessment grading system will be utilised. 40-50% grade D; 50-60% grade C; 60-70% grade B and over 70% grade A

**10. Other Information**Date programme first offered

2009

Admissions Criteria

Knowledge of Health & Safety in organisation

Non Standard Entry

Cases dealt with by admissions tutor on individual basis

Indicators of Quality and Standards

Validated by panel with external panel members.