

Appendix 1

Diploma of Continuing Professional Development in Occupational Health & Safety Programme Specification Document July 2009

1. Qualification Diploma in OHS	2. Programme Title Diploma of Continuing Professional Development in OSH	3. UCAS Code	4. Programme Type Modular, Part Time
5. Main Purposes and Distinctive Features of the Programme			
<ol style="list-style-type: none"> 1. Understanding of organisational models and corporate responsibilities in relation to Occupational Health and Safety principles in the workplace. 2. Identification of roles and functions of management in controlling work place hazards 3. Development of a knowledge of UK OHS law and its relation to EU regulations 4. Recognition and classification of substances hazardous to health and control measures 5. Understanding of specific risks and hazards associated with fire, dangerous substances, machinery, electricity and manual handling. 6. Understanding of construction industry hazards and environmental waste and pollution. 			
6. What a graduate should know and be able to do on completion of the programme			
(objectives and learning outcomes)			
<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"> 1. information from various management models to identify organisational systems and their successes. 2. the process of accident investigation, the multi-causal theories and methods of analysis. 3. the principles and applications of various monitoring techniques. 4. the basis of UK law; the court system and procedures enacted and understand the basis for criminal proceedings and defence in OSH cases. 5. the basic principles of UK employment law and principles of liability in relation to goods, services and actions of employees. 6. the categories of ill health and the functions of the human body in relation to chemical and biological hazards and manual handling. 7. basic principles of workplace safety and first aid. 			
<p><i>B: Cognitive skills in the context of the subject(s)</i></p>			
<p>Ability to:-</p>			
<ol style="list-style-type: none"> 1. analyse the various factors that influence culture, identifying various conflict roles that exist. 2. examine the human factors that determine behaviour with reference to perception, errors and violation. 3. justify suitable risk control measures following a full risk assessment. 4. evaluate the role of EU and how it affects UK law and regulations. 5. examine the duties owed by employers to the employee. 6. appraise possible sources of fire and or explosion in the workplace. 			
<p><i>C: Professional and Vocational Skills:</i></p> <p>Be able to:-</p> <ol style="list-style-type: none"> 1. assess the workforce contribution to OHS. 2. analyse the possible emergency situations that might arise in an organisation and review the OSH arrangements. 3. utilise basic failure tracing models such as FEMA. 4. carry out risk assessments at all levels using both data and formulae. 5. assess occupational hazards and apply the hierarchy of control. 6. identify sources of biological agents and substances and identify the required control measures including environmental pollution. 7. conduct investigations into the effects on the human body of noise, vibration, radiation and temperature. 8. audit a workplace in relation to stress levels and ergonomic factors. 9. carry out workplace risk assessments with regard to machinery and operators. 			
<p><i>D: Other skills (e.g. key/transferable) developed in subject or other contexts</i></p> <ol style="list-style-type: none"> 1. Capacity to research, investigate, work with contradictory information and to learn 2. Communicate effectively, orally, through calculations in writing and through drawings 3. Numerical, manipulative and quantitative skills appropriate to engineering 4. Competent in the use of information technology tools 5. Ability to manage resources and time, to lead and to work within a team 6. Social and political awareness 7. Capacity to plan and monitor personal development (PDP) 			

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)

1.4 years part-time.

Year 1(part) - 20 credits at HE5

Year 2(full) - 40 credits at HE5 and 20 credits at HE6

Core Modules		Optional Modules	
Level 2	OSH2001 Research methods	10 credits HE5	None
	OSH2002 Law Applications	10 credits HE5	None
	OSH2003 Physical and Chemical Agents	20 credits HE5	None
	OSH2004 Control of Risk in the Workplace 2	20 credits HE5	None
	OSH3001 Management of Risk 2	10 credits HE6	None
	OSH3002 Organisational Behaviour	10 credits HE6	None

9. Learning, Teaching and Assessment StrategyLearning and Teaching Methods

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

Assessment Methods

Assessment tasks are linked to the learning outcomes of each module: Reports, Writing up of workplace evaluation 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 InformationDate programme first offered

2009

Admissions Criteria

Certificate of Continuing Professional Development in Occupational Health & Safety or equivalent qualification.

Non Standard Entry

Cases dealt with by admissions tutor on individual basis

Indicators of Quality and Standards

Validated by panel with external panel members.