

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>5. Main Purposes and Distinctive Features of the Programme</p> <ol style="list-style-type: none"> 1. Understanding and application of core Occupational Health and Safety principles in the workplace. 2. Identification of work place hazards 3. Development of the concept of risk management 4. Appreciation of the legal and civil basis for OHS decision making within an organisation 			
<p>6. What a graduate should know and be able to do on completion of the programme (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"> 1. the nature of Occupational Health & Safety principles. 2. the legal and civil law systems as they apply to their own workplace. 3. general and specific hazards encountered in the workplace. 4. the causes of pollution in an organisation and how it can be reduced. 5. the basic principles, hazards and risks the Fire could bring in any organisation. <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 safety policies and make recommendations as to how they could be improved. 2. identify the various management systems and their application. 3. recognise some of the indicators of an organisation's safety culture and the factors that play an important role in developing such cultures. 4. analyse the scope and range of hazards and control measures associated with equipment use and their suitability for the work intended. 5. recognise and identify the main hazards and dangers associated with a wide range of construction activities. 6. recognise the possible dangers emanating from biological and chemical hazards and how they can affect the human body. <p><i>C: Professional and Vocational Skills:</i></p> <p>Be able to:-</p> <ol style="list-style-type: none"> 1. carry out basic risk assessments and record the same. 2. assess the roles of employees in relation to OHS. 3. carry out basic accident investigations, identifying causes and producing appropriate reports. 4. assess lifting operations 5. identify possible sources of noise and the necessary control measures needed. <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 in written work 3. Ability to manage resources and time 4. Social and political awareness 5. 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)

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 StrategyLearning 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 InformationDate 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.