

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

<b>7. Qualities, Skills &amp; Capabilities Profile</b>			
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	

<b>8. Subjects Studied, Levels, Credits &amp; Qualifications</b>			
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

<b>9. Learning, Teaching and Assessment Strategy</b>	<b>10. Other Information</b>
<p><u>Learning and Teaching Methods</u> Active learning is promoted through lectures, seminars, tutorials, and workplace experience, and guided study</p> <p><u>Assessment Methods</u> Assessment tasks are linked to the learning outcomes of each module: Reports, Writing up of workplace evaluation and the preparation of portfolio work.</p> <p><u>Assessment Classification System</u> 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</p>	<p><u>Date programme first offered</u> 2009</p> <p><u>Admissions Criteria</u> Certificate of Continuing Professional Development in Occupational Health &amp; Safety or equivalent qualification.</p> <p><u>Non Standard Entry</u> Cases dealt with by admissions tutor on individual basis</p> <p><u>Indicators of Quality and Standards</u> Validated by panel with external panel members.</p>