



General Information

International Safety Training Centre (ISTC) in conjunction with City & Guilds will be offering an International Vocational Qualification (IVQ) in Skills Certificate in Health and Safety.

The IVQ in Skill Certificate in Health and Safety has been designed for those employed in any area of work and those seeking to develop a career in Health and Safety. The program aims to develop internationally recognized foundations and professional Skills and Knowledge in Health and Safety.

This certification course is the first of 3 level award systems. The participants will receive a Skills Certificate in Health and Safety. This will then allow them to move to the next level and gain a Diploma in Health and Safety and then an Advance diploma in Health and safety.

Objective

ISTC would like to facilitate the knowledge and skills required for dealing effectively with Safety and Health management in Kenya.

Specific Objectives

At the end of the training program, Participants will be able to:

- Understand health and safety within their own area of work and the recognition of risks and hazards
- Use safe working practices
- Evaluate and/or developing health and safety procedures
- Understand employer and employee's responsibility for keeping health and safety procedures under review and the role of external organizations in health and safety.
- Support the efforts of an organization to improve its OHS



Course Structure

To cater for working people and those seeking to develop a career in Health and Safety, the certification classes will be offered three (3) times in 2009.

The student will have 60 hrs of class time, where lectures will be given on various topics for a period of two hour a day. The assessor will provide written exams and practical assessments. The student should expect assignments, and a major term paper.

Duration: Fifteen (15) Weeks

Evening: Tuesday, Wednesday & Thursday

Campus: ISTC Nairobi

Classes for 2010 will be offered in the following Start Dates:

Respectively the registration deadlines for each session are:

Cost:

Ksh **52,800** plus 16% VAT. The cost includes registration, tuition and certification.

Entry Requirement: Applicants must have completed a high school and/or be employed; or have qualifications or experience that the faculty considers to be equivalent to, or a satisfactory substitute for the above



Content and Methodology

The IVQ Certificate consists of 3 units:

- 01 Understanding health and safety
- 02 Using safe working practices
- 03 Developing health and safety procedures

Unit 01 aims to introduce candidates to safe working within their own area of work and the recognition of risks and hazards.

Unit 02 aims to expound on safe working and tacking action to prevent and report risks and/or hazards.

Unit 03 aims to introduce candidates to employer and employee's responsibility for keeping health and safety procedures under review and the role of external organizations in health and safety.

The following are the Subject to be covered:

- Accident reporting and Investigation and procedures
- Auditing
- Causes and prevention of accidents
- Emergency evacuation
- Fire Safety
- First Aid Techniques
- Good housekeeping principles and techniques
- Health and Safety equipments
- Introduction to OHS Management in Kenya and in Corporate
- Introduction to OHS-related statutes, reports and records
- Intro to Risk Assessment Processes
- Job Safety Analysis
- Noise
- Occupational Health
- Personal Protective Equipments
- Research and development on OHS
- Safe Work Procedures
- Safety Inspection Procedure

Participants will receive learning material specifically designed for activity and personal support from instructors

The Centre will provide a library with various materials/ resources for participants to expand their knowledge and gain more information



Assessment of Participants

The evaluation strategy uses 2 major types of assessment.

Practical Assessment (what a candidate must do)

Participants will be required to take practical evaluations based on what has been taught. They will be assessed by their instructor, Internal Verifier and an external verifier from City and Guilds.

Assessors may be required to use different methods such as:

- Observation of performance
 - Real work
 - Realistic working environments
 - Simulated work experience
- Appraisal of Product
- Practical assignments

Knowledge Assessment (what a candidate must know)

Each participant will sit for written examinations at the end of the 11week sessions. These written exams will be developed by the various instructors. Participants will also be required to write a term paper and 2 reports.

- Written tests- Multiple Choice
- Written test – short, structured questions
- Computer based test
- Projects: A project is a single completed piece of work that provides evidence of a candidate's ability it may be
 - A written assignment with additional materials
 - A structured assignment provided by city and Guilds or ISTC where we specify what must be produced



REGISTRATION FORM

IVQ in Skills Certificate in Health and Safety

(Please Print)					
Today's date:			ID No.		
APPLICANT'S INFORMATION					
Applicant's last name:		First:	Middle:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss
				<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.
Birth date:	Age:	Sex:	Marital status (circle one)		
/ /		<input type="checkbox"/> M <input type="checkbox"/> F	Single / Mar / Div / Sep / Wid		
P.O. box and code:	City:				
Email:		Home phone no.:	Cell phone no.:		
		()	()		
How did you hear about the Certification Course?					
<input type="checkbox"/> Family or Friend	<input type="checkbox"/> ISTC Employee	<input type="checkbox"/> Newspaper Ad	<input type="checkbox"/> Radio	<input type="checkbox"/> Internet	<input type="checkbox"/> Other
EMPLOYMENT INFORMATION					
(Leave blank if not currently employed)					
Name of organization:			Postal Address:		
Title of current post:		Date of appointment to this post	Employer phone no.:		
		/ /	()		
Department/Section					
Main Responsibilities					
IN CASE OF EMERGENCY					
Name of local friend or relative		Relationship to Applicant:	Home phone no.:	Work phone no.:	
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PAYMENT AUTHORIZATION					
(Should be completed by, or with the authority of the Training officer or appropriate budget holder. If self – sponsored, state so)					
I confirm that the Course fee of Ksh 52,800 will be paid on or before the course/seminar start date by					
<input type="checkbox"/> myself		<input type="checkbox"/> Employer/Organization		<input type="checkbox"/> Other	
Name:		Title			
Address (if different)		Cell phone No.	Home Phone no.		
		()	()		
Signature:			Date		