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Course Title:	Train the trainer Training	Date: July 25, 2021
Duration:	5 Days	ITAC-TRG-504-TTT
		Revision No.00

COURSE OUTLINE

I. Course Objectives

This workshop will enable participants to learn and practise a range of interactive and engaging training delivery methods and develop a course outline for a piece of training they wish to deliver.

II. Learning Outcomes

After the training, the participant will be able to:

- Develop a simple course outline for a short training session
- Utilise a range of training methods to deliver a memorable training session
- Design and deliver training that will get key messages and learning points across while keeping participants interested and engaged throughout and achieving positive feedback.
- How to plan and design training that meets the needs of trainees and their employers
- How to recognise and meet the different learning styles of trainees
- The pros and cons of different training methods
- How to ensure training is interactive and participative - and not simply a presentation
- Delivering a micro training session to the rest of the group
- How to deal with challenging trainees and resistance to / concerns about training.

III. Course Content

Topics Covered Include:

- How to plan and design training that meets the needs of trainees and their employers
- How to recognise and meet the different learning styles of trainees
- The pros and cons of different training methods
- How to ensure training is interactive and participative - and not simply a presentation



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- Delivering a micro training session to the rest of the group
- How to deal with challenging trainees and resistance to / concerns about training.

V. Assessment

- Oral/Verbal/ Practical Examination

VI. Course Duration

- 5 days

VII. Certification

- Successful delegates will be issued a certificate valid for lifetime

VIII. Approval

- DM Dubai Municipality Approval

IX. Language of Teaching

- English
- Arabic
- Hindi
- Tagalog
- Malayalam
- Tamil

X. Mode of Training

- Face to Face
- On site
- Online
- Virtual

XI. Delegates

- 6-12 per batch

NEBOSH INTERNATIONAL DIPLOMA (IDip) in OCCUPATIONAL HEALTH and SAFETY MANAGEMENT PROFESSIONALS (NEW SYLLABUS)

DURATION: 24 Days

WHY GET NEBOSH IDIP?

The **NEBOSH International Diploma** is *the* qualification for aspiring health and safety professionals, building directly upon the foundation of knowledge provided by the NEBOSH International General Certificate. It is designed to provide you with the knowledge and understanding required for undertaking a career as a health and safety professional and it also provides a sound basis for progression to postgraduate study. The International Diploma is recognized and reliable and approximately 3,000 learners have achieved the qualification since its introduction. The qualification deliberately looks at general workplace issues so that it can be applied in many different sectors which health and safety professionals may work in. By applying the knowledge and skills gained from this qualification you will be able to contribute to maintaining a safe and healthy workplace and immediate benefit for your employer. You will also be able to recognize a range of workplace health and safety hazards and recommend control measures so that residual risk from these hazards is as low as possible. The qualification will also equip you with professional skills such as understanding how your leadership style can affect other workers and the culture of the organization, as well as being able to influence and negotiate with workers at all levels.

LEARNING OBJECTIVE

- ✓ To understand the role of health and safety legislation, the purpose, and principles of enforcement actions and the role of the United Nations' International Labor Organization and other non-governmental bodies.
- ✓ To use different types of health and safety leadership approaches and be able to influence health and safety issues at all levels.
- ✓ To Influence organization and health and safety workplace culture.
- ✓ To proactively manage health and safety, taking account of human failures and factors.
- ✓ To manage health and safety competence (both your own and that of the organization).
- ✓ To use a range of hazard identification, risk management and loss causation techniques.
- ✓ To monitor health and safety performance.
- ✓ To develop your role as a health and safety professional including understanding how it links with Corporate Social Responsibility.
- ✓ To effectively manage organizational change.
- ✓ To manage contractors and supply chains.
- ✓ To control a range of workplace health and wellbeing issues.
- ✓ To control a range of workplace safety issues.

SCOPE OF LEARNING

Unit ID1: Know – Workplace Health and Safety Principles

- | | |
|--|---|
| ✓ Socio-legal Models | ✓ Health and safety culture, Behavioral change programs |
| ✓ Enforcement | ✓ Traditional and proactive safety management |
| ✓ The International Labor Organization and its conventions and recommendations | ✓ Risk perception |
| ✓ Non-governmental bodies and health and safety standards | ✓ Human failures and factors, Improving human reliability |
| ✓ Third parties | ✓ Competence, training, information, and supervision |
| ✓ Insurers | ✓ High Reliability Organizations |
| ✓ Organizational structures | ✓ Hazard identification techniques |
| ✓ Leadership | ✓ Managing health and safety risks |
| ✓ Consultation | ✓ Risk management |

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- ✓ Loss causation, Quantitative analysis of data
- ✓ Measuring and monitoring
- ✓ Professional skills
- ✓ Societal factors
- ✓ Corporate Social Responsibility
- ✓ Organization change
- ✓ Contractors, Supply chains

Unit ID2: Do – Controlling Workplace Health Issues (International)

- ✓ Occupational health services, Equality in the workplace
- ✓ Mental ill-health, Wellbeing, Workplace violence, Lone working
- ✓ Health surveillance
- ✓ Hazardous substances
- ✓ Health risks from hazardous substances
- ✓ Epidemiology and toxicology
- ✓ Asbestos and lead
- ✓ Ventilation and PPE
- ✓ Hazardous substances monitoring
- ✓ Biological agents
- ✓ Noise
- ✓ Vibration
- ✓ Radiation
- ✓ Musculoskeletal issues, Manual handling
- ✓ Workplace temperature, Welfare arrangements

Unit ID3: Do – Controlling Workplace Safety Issues (International)

- ✓ Safe working environment
- ✓ Confined spaces
- ✓ Fire and explosion
- ✓ Fire
- ✓ Dangerous substances
- ✓ Work equipment and machinery maintenance
- ✓ Work equipment
- ✓ Machinery
- ✓ Mobile work equipment, Lifting Equipment
- ✓ Electricity
- ✓ Construction, Working at height, Demolition, Excavation
- ✓ Workplace transport, Work-related driving

TRAINER'S MATERIALS

- Comfortable classroom facility
- Whiteboard with marker and flip charts
- Projector/TV and related accessories for connection/set-up
- Audio Visual Presentation

MATERIALS PROVIDED

- One (1) book per Unit (3 Books)
- Training notebook and pen

ASSESSMENT PROCEDURE and OUTCOME

- *ITAC Safety* will register interested learners in taking the exam, the learner will need to register through online or ITAC Safety NEBOSH Form.
- Exam schedule will be based to the announced date of NEBOSH.
- *ITAC Safety* will register learners on NEBOSH system and once confirmed, the candidates will be receiving learner's hall ticket regarding the information of the exam.
- Learners must complete and pass the three (3) Units of assessment to achieve the qualification.
- Exam results will be issued by NEBOSH to learners within 12 weeks from the date of examination via learner's registered email address.

Unit	Assessment Formats
ID1	Assignment (in four parts - simulations, workplace based activities, reflective tasks, and a research project)
ID2	Case study (simulation only)
ID3	Case study (simulation only)

QUALIFICATION GRADES	
Distinction	226 or higher
Credit	196 - 225
Pass	150 - 195
Refer	0 - 149

- Re-sitting Unit(s) - If you do not achieve a 'Pass', you may re-sit the unit(s) in which you have been unsuccessful providing that this happens within the 5-year enrolment period. However, each re-sit will incur an additional fee.

CERTIFICATION

Learner should pass all three (3) units (ID1, ID2, and ID3) in order to be awarded the

NEBOSH International Diploma for Occupational Health and Safety Management Professionals qualification certificate.

APPROVAL

National Examination Board of Occupational Safety and Health (NEBOSH)

MODE OF TEACHING

- Blended Learning
- Face-to-Face
- eLearning

LANGUAGE

English

TARGET CLIENTS

- Everyone is welcome to take the course, especially those who are:
- Planning or starting in Occupational Health and Safety career.
- Holding Occupational Health and Safety role.
- Managers and supervisors who have Occupational Health and Safety responsibilities.

DELEGATES

Max 20 candidates per trainer only

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NEBOSH Process Safety Management (PSM)

Process Safety Management or **PSM** is a blend of engineering and management skills. It focuses on the prevention of catastrophic accidents and near misses associated with loss of containment of energy or dangerous substances such as chemicals and hydrocarbons.

Who should attend this course?

People from all around the world who work in process industries such as oil and gas, chemicals, plastics, and pharmaceuticals. Given the hazardous nature of these industries, this qualification has been designed to give process safety knowledge and understanding to managers, supervisors, and safety professionals to allow them to manage their process safety responsibilities.

What this course covers?

- ✓ Element 1: Process safety leadership
- ✓ Element 2: Management of process risk
- ✓ Element 3: Process safety hazard control
- ✓ Element 4: Fire and explosion protection

TRAINER'S MATERIALS

- Comfortable classroom facility
- Whiteboard with marker and flip charts
- Projector/TV and related accessories for connection/set-up
- Audio Visual Presentation

DURATION

This is a 4-Day course with additional 1 day for assessment.

ASSESSMENT PROCEDURE, OUTCOME, and CERTIFICATION

- ITAC Safety will arrange the schedule of the exam.
- Student must pass the Unit PSM1 (40 items *Multiple Choice Question*).
- The pass standard for this qualification is 60%.
- Exam result will be released within 30 days after completing the assessment.
- After successful completion of the course and passing the assessment, student will be awarded the accredited **NEBOSH PSM** certificate. Certificate will be available within 30 days after result.
- Certificate is valid for lifetime.

MODE OF TEACHING

- Blended Learning
- Face-to-Face
- Virtual

LANGUAGE

English

DELEGATES

Max 15 candidates per trainer only

NEBOSH International General Certificate (IGC) **in Occupational Health and Safety (NEW SYLLABUS)**

This qualification is designed for anyone (managers, supervisors, and workers) in any type of organization. It is ideal for anyone who needs a broad understanding of health and safety issues to be able to manage day-to-day risks effectively. Many people take this course as a first step in a career in health and safety. It gives a valuable overview and is a sound basis for further professional study. When you achieve the IGC, you will be a huge asset to your employer. You will make a real difference in the workplace. You will have the knowledge, understanding and skills to help protect the health and safety of all workers. You will also be able help your employer to comply with the law and good practice, as well as help them avoid the huge costs from incidents and ill-health.

LEARNING OBJECTIVE

- ✓ To understand the basics of safety and health and the hindrances to good standards.
- ✓ To understand the legal, moral, social, and economic responsibilities in ensuring good standards on occupational safety and health
- ✓ To understand the conceptual framework of Safety Management System (Plan-Do-Check-Act).
- ✓ To understand the parts and content of a Safety and Health Management Policy.
- ✓ To understand the roles and responsibilities of each members of the organization.
- ✓ To be able to identify hazards and recommend corrective, preventive, and mitigating controls measures.
- ✓ To be able to undertake proper risk assessment and accident investigations and recommend strategical recommendations and action plans.
- ✓ To understand the difference between safety inspection and audit.
- ✓ To be able to conduct safety and health audit.
- ✓ To be able to write and prepare safety inspection reports, recommendations and reports that are complying to international standards.
- ✓ To be able to influence behavior that will contribute to a positive, healthy, and safe organizational culture.

SCOPE OF LEARNING

Unit IG1 – Management International Safety and Health

- Element 1: Why We should manage workplace health and safety?
- Element 2: How health and safety management systems work and what they look like?
- Element 3: Managing risk – understanding people and processes.
- Element 4: Health and safety monitoring and measuring

Unit IG2 – Practical Risk Assessment

- Element 5: Physical and Psychological Health
- Element 6: Musculoskeletal health
- Element 7: Chemical and biological agents
- Element 8: General workplace issues
- Element 9: Work equipment
- Element 10: Fire
- Element 11: Electricity

ASSESSMENT PROCEDURE and OUTCOME

- The learner will need to do online registration or ITAC Safety NEBOSH Form, then *ITAC Safety* will register learners in taking the exam to NEBOSH system.
- Exam schedule will be based to the announced date of NEBOSH.
- After we register the learners on NEBOSH system and once confirmed, the candidates will be receiving learner's hall ticket regarding the information of the exam.

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- Learners will be taking two exams, first is Online Exam (IG1) which will be given and conducted by NEBOSH, second is Risk Assessment (IG2) which can be submitted within 7 days after the scheduled exam. All examinations are in ENGLISH language.

Unit	Assessment Format
IG1	An <u>Open Book Examination (OBE)</u> , this is scenario based and will include a closing interview, you will be asked questions about your submission.
IG2	Learners will complete a risk assessment and develop an action plan for their workplace – this is immediately useful and valuable.

QUALIFICATION GRADES	
Distinction	75 or higher
Credit	65 - 74
Pass	45 - 65
Refer	0 - 44

- Exam results will be issued by NEBOSH to learners within 10-12 weeks from the date of examination via learner's registered email address.

**If any or both of your exam result marked as 'Refer', you can retake the unit(s) in which you have been unsuccessful, providing that this happens within the 5-year enrolment period only. Otherwise, it will not count towards the qualification and you will need to retake this/these unit(s) from the start if you want to complete the qualification. Each re-take unit will incur an additional fee.

***If you have any dispute about your exam result, you can submit an *Enquiry About Result (EAR)* request; please see the EAR policy for further information:

<https://www.nebosh.org.uk/policies-and-procedures/enquiries-about-results-ears/>

CERTIFICATION

- After successfully completing the course and its assessments, the certificate will be available within 45 days from exam result date.
- Learner should pass all two (2) Units (IG1 and IG2) in order to be awarded the

NEBOSH International General Certificate in Occupational Health and Safety

- Certificate is valid for lifetime.

APPROVAL

National Examination Board of Occupational Safety and Health (NEBOSH)

TRAINER'S MATERIALS

- Comfortable classroom facility
- Whiteboard with marker and flip charts
- Projector/TV and related accessories for connection/set-up
- Audio Visual Presentation

MATERIALS PROVIDED

- One (1) book per Unit (2 books)
- Training notebook and pen

MODE OF TEACHING

- Blended Learning
- Face-to-Face
- eLearning

LANGUAGE

English

TARGET CLIENTS

Everyone is welcome to take the course, especially those who are:

- Planning or starting in Occupational Health and Safety career.
- Holding Occupational Health and Safety role.
- Managers and supervisors who have Occupational Health and Safety responsibilities.

DELEGATES

- Max 20 candidates per trainer only
- Learners and Trainer will be added in batch specific *WhatsApp Group* as an official channel of communication for training updates, and information dissemination.

Other Information

A break-down of the recommended taught, self-study, and assessment hours is stated in below table:

Unit	Taught Hours	Self-study Hours	Assessment Time	Total
IG1	29	20	2	51
IG2	39	20	3	62
Qualification	68	40	5	113

For more information and FAQ's, please visit:

<https://www.nebosh.org.uk/qualifications/international-general-certificate/>

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Course Title:	IOSH WORKING SAFELY	Date: July 25, 2021
Duration:	1 Day	ITAC-TRG-136-IOSH
		Revision No.00

COURSE OUTLINE

I. Course Objectives

By undertaking the IOSH Working Safely course you will learn the foundations for good working practices in the workplace – to ensure yourself and others are kept safe. This course sets the bar for those wanting to progress further in health and safety as a career.

II. Learning Outcomes

Outcomes include:

- Proper training for safe work
- Management of procedures ensuring safety.
- Better knowledge of the risks involved at your workplace

III. Course Content

Topics Covered Include:

- Introducing Working safely
- Assessing risks
- Controlling risks
- Understanding your responsibilities
- Identifying hazards
- Investigating accidents and incidents
- Measuring performance

V. Assessment

- Multiple choice exam
- Theoretical



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VI. Course Duration

- 1 day

VII. Certification

- Successful delegates will be issued a certificate valid for a lifetime

VIII. Approval

- DM Dubai Municipality Approval

IX. Language of Teaching

- English
- Arabic
- Hindi
- Tagalog
- Malayalam
- Tamil

X. Mode of Training

- Face to Face
- On site
- Online
- Virtual

XI. Delegates

- 6-12 per batch



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Course Title:	IOSH Managing Safely	Date: July 25, 2021
Duration:	3 Days	ITAC-ITRG-301-IOSH
		Revision No.00

COURSE OUTLINE

I. Course Objectives

This course provides an understanding of the requirements for health and safety approach. It will equip the participants with the knowledge to have a better in depth look with health and safety.

II. Learning Outcomes

It is designed to provide an overview on health & safety based on risk-based approach to prevent accidents in the workplace.

III. Course Content

Topics Covered Include:

- Introducing Managing safely
- Assessing risks
- Controlling risks
- Understanding your responsibilities
- Identifying hazards
- Investigating accidents and incidents
- Measuring performance
- Protecting the environment

V. Assessment

- Multiple Choice Exam
- Project Assignment



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VI. Course Duration

- 3 days

VII. Certification

- Successful delegates will be issued a valid certificate without expiration.

VIII. Approval

- DM Approved

IX. Language of Teaching

- English
- Arabic
- Hindi
- Tagalog
- Malayalam
- Tamil

X. Mode of Training

- Face to Face
- On site
- Online
- Virtual

XI. Delegates

- 6-12 per batch



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Course Title:	IMS Internal Auditor Training	Date: July 25, 2021
Duration:	2 Days	ITAC-TRG-201-IMS
		Revision No.00

COURSE TITLE: IMS Internal auditor Training

DURATION: 2 DAYS

COURSE OUTLINE

I. Course Objectives

The essential objective of this course is to refresh and/or review the structure & basic requirements of ISO 9001, ISO 14001 & OHSMS 45001 & enable the company employees to plan & conduct the internal audit to improve the effectiveness of IMS (QMS, EMS & OHSMS) & add value to the organization. It also helps people to get an opportunity to update & enhance their auditing skills.

II. Learning Outcomes

After the training, the participant will be able to be aware of the ff:

- Standards which will include ISO 9001, ISO 14001, & ISO 45001
- Be able to incorporate them into developing the management systems and have knowledge for auditing.

III. Course Content

Topics Covered Include:

- Course introduction
- Introduction to ISO 9001
- Quality management principles
- Overview of structure & requirements of ISO 9001:2015
- Overview of structure & requirements of ISO 14001:2015



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- Overview of structure & requirements of OHSMS 45001:2018
- Overview of applicable EOHS legislation in the UAE
- Introduction to auditing : definition, types of audits
- Phases of audit : audit planning, audit preparation, audit performance & review, audit reporting & audit follow-up
- Auditor attributes, competence & evaluation
- Individual / Syndicate exercises, role play
- Written Examination

V. Assessment

- Oral/Verbal Examination

VI. Course Duration

- 2 days

VII. Certification

- Successful delegates will be issued a certificate without expiration.

VIII. Approval

- International Approval
- KHDA Approval

IX. Language of Teaching

- English
- Arabic
- Hindi
- Tagalog
- Malayalam
- Tamil

X. Mode of Training

- Face to Face
- On site
- Online
- Virtual



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XI. Delegates

- 6-12 per batch