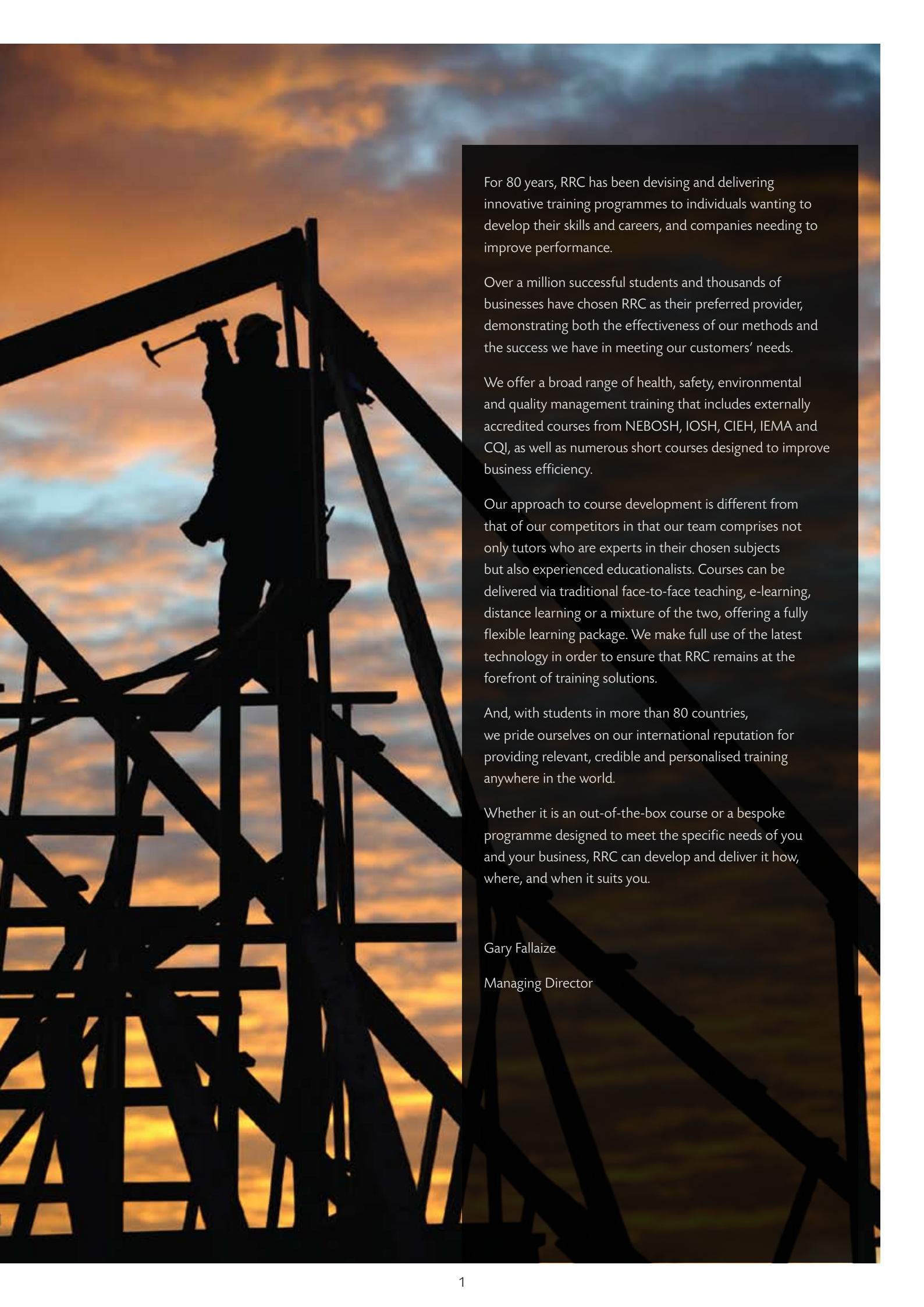




Health and Safety,
Environment and Quality
2010 COURSE GUIDE





For 80 years, RRC has been devising and delivering innovative training programmes to individuals wanting to develop their skills and careers, and companies needing to improve performance.

Over a million successful students and thousands of businesses have chosen RRC as their preferred provider, demonstrating both the effectiveness of our methods and the success we have in meeting our customers' needs.

We offer a broad range of health, safety, environmental and quality management training that includes externally accredited courses from NEBOSH, IOSH, CIEH, IEMA and CQI, as well as numerous short courses designed to improve business efficiency.

Our approach to course development is different from that of our competitors in that our team comprises not only tutors who are experts in their chosen subjects but also experienced educationalists. Courses can be delivered via traditional face-to-face teaching, e-learning, distance learning or a mixture of the two, offering a fully flexible learning package. We make full use of the latest technology in order to ensure that RRC remains at the forefront of training solutions.

And, with students in more than 80 countries, we pride ourselves on our international reputation for providing relevant, credible and personalised training anywhere in the world.

Whether it is an out-of-the-box course or a bespoke programme designed to meet the specific needs of you and your business, RRC can develop and deliver it how, where, and when it suits you.

Gary Fallaize

Managing Director

Why choose RRC?

Excellence

RRC Training works with you to create training solutions to suit your needs. Our Training Advisors are here to ensure you choose the best course for you from our comprehensive range of health, safety, environmental and quality courses. These include NEBOSH, IOSH, IEMA and CIEH programmes as well as shorter, more generic courses designed to meet the specific needs of businesses. You can spend from 30 minutes to five days on one of our courses. We cover all elements of health and safety, and our courses can be easily adapted to suit your specific requirements and incorporate the policies and procedures of your business.

As well as being ISO 9001 accredited, RRC is also accredited by the Open and Distance Learning Quality Council, and is a member of the European Association for Distance Learning and the British Institute for Learning and Development – further assurance of the quality of our courses.

Expert

RRC's qualified and experienced trainers are the best in the business; their knowledge and experience is key to the success we have in delivering training that is appreciated and enjoyed by students, and produces the results they need. RRC consistently achieves pass rates which are significantly above average, and our high numbers of distinctions and credits are rising all the time. All the best trainers want to work with us because we are the only training company in this field with eighty years' experience of developing courses which ensure the best pass rates for students.

Value

Study and revision are facilitated by our extensive and easy-to-use study materials, which have been written specifically for the syllabus by our excellent tutors who also act as consultant sources of information and reference. Only RRC develop courses like this, which means we give you value for money and value for your study hours. We take your study time seriously and ensure our courses are written to make the most of each hour.

We offer face-to-face revision workshops designed to help with last-minute exam preparation and ensure that candidates know exactly what they will face on the day. Our revolutionary 'Programmed-to-Pass' is an online revision tool that leads candidates through the entire revision process, explaining exactly what needs to be done to achieve success.

Innovation

Our website, www.rrc.co.uk, provides a wealth of useful resources, many of which are absolutely free:

- A tutor blog providing an expert view on the latest news, a must for students and practitioners alike
- Technical updates providing information on recent legislative changes
- The RRC podcast series offering a light-hearted approach to health and safety issues
- Free downloads and resources, aimed at all those involved in HSE

Learning with RRC



Face-to-face

Led by RRC's expert tutors, our block release courses always receive excellent feedback, and we are justifiably proud of the consistently high results achieved by our students. We monitor every aspect of our service from the tutor to the catering and continuously work to ensure the highest standards are maintained.

Our classroom environment provides an interactive and disciplined place for you to learn. The numbers on our courses are limited so you will receive personal attention, and will be encouraged to share professional experiences with fellow classmates, enabling you to gain practical knowledge of a wide range of industries.

Extensive support materials make revision easy, and you have the back-up of an expert tutorial panel on-hand to help with that last-minute revision before the exam. Our courses are available in London and, internationally, in Bahrain and Oman.

Flexible learning solutions

We take learning seriously at RRC and have thought long and hard about how people learn best and this has been translated into the flexible learning solutions we offer. Don't forget we also have dedicated Training Advisors based in London who will help you choose the right style of learning for you and your needs.

All our home study courses incorporate these key features:

- Flexibility – enrol at any time and work at your own pace to meet your chosen exam dates
- Unlimited tutor support – access to expert tutors who will answer queries and provide personalised feedback
- Bite-sized approach – course topics presented in manageable units
- Clear, easy to use course materials – designed specifically for self-managed study, closely following the structure of the syllabus
- Mock assessments – to test your progress, help you prepare for the final assessment and allow your tutor to provide feedback on how you are doing
- Exam venues available throughout the UK and worldwide



Face-to-Face
Flexible Learning Solutions
e-Learning
Distance Learning

E-LEARNING

RRC's unique e-Zone makes us the leading expert provider of NEBOSH e-learning. Our easy-to-use system provides an effective learning environment that gives you everything you need to successfully pass your chosen course. All you need is your computer and an internet connection and off you go.

In addition to the above, studying through the RRC e-Zone offers you:

- Global availability – 24/7 access from anywhere in the world via an internet connection, with no software to install
- A complete electronic set of RRC's highly respected course materials, downloadable direct from the e-Zone
- Full access to the e-Zone library which contains additional resources
- Enhanced assessment practice, including automated multiple-choice questions to test your learning as you go and a tracking system to monitor your progress and coursework results
- Learning community – benefit from the knowledge, experiences and encouragement of fellow students

DISTANCE LEARNING

RRC's distance learning programme gives students total control of their studies. You can study anywhere, at a pace that suits you, and at times that fit in with your work/home life.

In addition to the above, your distance learning course includes:

- A full printed set of RRC's highly-respected course materials
- Access to the core elements of the RRC e-Zone containing some additional resources

BLENDED LEARNING

A mixture of face-to-face and distance or e-learning, RRC's blended learning courses are highly-structured learning programmes that combine allocated private study time with intensive face-to-face teaching. You can start at any time and spread your private study over a period that suits you. Face-to-face workshops are led by RRC's expert tutors, who are also on hand to provide one-to-one support throughout your private study when needed.

You have access to our comprehensive, interactive materials designed specifically for self-managed study, and access to the RRC e-Zone for additional resources, study tools and RRC forums. Workshop venues are available in London, Coventry, Bahrain, and India, and exams can be taken at these venues or at any British Council office throughout the world.

Course availability at-a-glance



NEBOSH courses – pages 7–14

The National Examination Board in Occupational Safety and Health has a reputation that is second to none for the provision of academically rigorous training, which is why it is still the preferred awarding body for many sectors. NEBOSH offer a wide range of professional qualifications, all of which provide the perfect grounding for a career in health and safety.

- Award in Health and Safety at Work
- National / International General Certificate in Occupational Health and Safety
- National Certificate in Construction Health and Safety
- National Certificate in Fire Safety and Risk Management
- National / International Diploma in Occupational Health and Safety
- National Certificate in Environmental Management
- National Diploma in Environmental Management

UNDER DEVELOPMENT

- International Certificate in Construction Health and Safety
- International Technical Certificate in Oil and Gas Operational Safety
- National Certificate in the Management of Health and Well-being at Work

IOSH courses – pages 15–16

The Institution of Occupational Safety and Health has developed a series of certificated programmes designed to promote protection from workplace hazards at every level. IOSH programmes are founded on best practice as well as legislation, ensuring that courses are relevant both in the UK and internationally.

- Directing Safely
- Managing Safely
- Supervising Safely
- Working Safely
- Managing Environmental Responsibilities



NEBOSH Courses
IOSH Courses
CIEH Courses
IEMA Courses
IOA Courses
CQI Courses
RRC Rapid Results Courses

CIEH courses – pages 17–20

The Chartered Institute of Environmental Health is an awarding and campaigning body at the forefront of environmental and public health and safety, whose 10,500 members across the UK provide information, evidence, and policy advice for both local and national government and other stakeholders.

- Level 2 Award in Principles of Manual Handling
- Level 2 Award in Principles of COSHH
- Professional Trainer Certificate
- Level 2 Award in Principles of Risk Assessment
- Level 1 Award in Health and Safety in the Workplace
- Level 2 Award in Health and Safety in the Workplace
- Level 1 Award in Food Safety Awareness in Catering
- Level 2 Award in Food Safety in Catering

IEMA courses – pages 21–22

With a membership approaching 15,000 individual and corporate members based in 87 countries, the Institute of Environmental Management and Assessment (IEMA) is a not-for-profit membership organisation established to promote best practice standards in environmental management, auditing and assessment.

- Introduction to Environmental Management Systems
- Foundation Certificate in Environmental Management
- Associate Certificate in Environmental Management

IOA courses – page 23

The Institute of Acoustics is the UK's professional body for those working in acoustics, noise and vibration.

- IOA Certificate of Competence in Workplace Noise Assessment

CQI courses – page 24

As the professional body for all those involved in quality management, the Chartered Quality Institute provides training, education and information on a range of quality issues.

- Certificate in Quality
- Diploma in Quality

RRC Rapid Results courses – page 25

A range of short courses designed to meet your specific HSE training needs.

- Online
- In-company

RRC In-company short courses – page 26

NEBOSH Awards

NEBOSH AWARD IN HEALTH AND SAFETY AT WORK

The NEBOSH Award in Health & Safety at Work is a NEW course developed by NEBOSH to complement their existing range of qualifications. This standalone qualification, notionally set at level 2 on the UK national framework, is designed for workers in any sector who want a basic understanding of health and safety and acts as the perfect introduction to a NEBOSH level 3 Certificate in Occupational Health and Safety.

What you will study

UNIT HSW1 WORKPLACE SAFETY FOUNDATIONS

1. Foundations of Health and Safety
2. Responsibility for Health and Safety
3. Health and Safety Risk Assessment and Control
4. Work Equipment Health and Safety
5. Transport Safety
6. Electrical Safety
7. Fire Safety
8. Health and Safety during Manual Handling and Repetitive Activities
9. Hazardous Substances
10. Health and Safety in the Working Environment

UNIT HSW2 PRACTICAL APPLICATION

The completion of a short risk assessment activity.

Methods of study

- Face-to-face – 3 days plus exam
- Distance learning – 24 hours of study over 1 to 3 months
- e-Learning – 24 hours of study over 1 to 3 months
- In-company – face-to-face and e-learning programmes delivered worldwide

Assessment

The assessment consists of one multiple-choice examination and a short risk assessment activity

NEBOSH National Certificates

THE NEBOSH NATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY

This course provides an excellent foundation in health and safety for managers, supervisors, employee representatives and people starting out on a career in health and safety.

What you will study

UNIT NGC1: THE MANAGEMENT OF HEALTH & SAFETY

1. Foundations in Health and Safety
2. Health and Safety Management Systems 1 – Policy
3. Health and Safety Management Systems 2 – Organising
4. Health and Safety Management Systems 3 – Planning
5. Health and Safety Management Systems 4 – Measuring, Audit and Review

UNIT NGC2: CONTROLLING WORKPLACE RISKS

1. Workplace Hazards and Risk Control
2. Transport Hazards and Risk Control
3. Musculo-skeletal Hazards and Risk Control
4. Work Equipment Hazards and Risk Control
5. Electrical Safety
6. Fire Safety
7. Chemical and Biological Health Hazards & Risk Control
8. Physical and Psychological Health Hazards & Risk Control

UNIT NGC3: HEALTH & SAFETY PRACTICAL APPLICATION

The completion of a health and safety assessment of a workplace and report to management

Methods of study

- Face-to-face – 10 days plus exam
- Distance learning – 130 hours of study over 3 to 12 months
- e-Learning – 130 hours of study over 3 to 12 months
- In-company – face-to-face and e-learning programmes delivered worldwide
- Revision – workshops, Programmed-to-Pass revision programme, publications

Assessment

The assessment consists of two examinations (one for each unit) and a practical health and safety assessment of a workplace

- Exam dates – March, June, September and December each year
- Exam venues – UK, Bahrain and British Council offices worldwide

THE NEBOSH NATIONAL CERTIFICATE IN FIRE SAFETY AND RISK MANAGEMENT

This course provides a basic knowledge and understanding of occupational fire safety.

What you will study

UNIT NGC1: THE MANAGEMENT OF HEALTH & SAFETY (AS OPPOSITE)

UNIT FC1: FIRE SAFETY & RISK MANAGEMENT

1. Managing Fire Safety
2. Principles of Fire and Explosion
3. Causes and Prevention of Fire
4. Fire Protection in Buildings
5. Safety of People in the Event of a Fire
6. Fire Safety Risk Assessment

UNIT FC2: FIRE SAFETY PRACTICAL APPLICATION

The completion of a fire risk assessment of a workplace.

Methods of study

- Face-to-face – 9 days plus exam
- Distance learning – 125 hours over 3 to 12 months
- e-Learning – 125 hours over 3 to 12 months
- In-company – face-to-face and e-learning programmes delivered worldwide
- Revision – workshops, Programmed-to-Pass revision programme, publications

Assessment

The assessment consists of two examinations (one for each unit) and a practical fire risk assessment of a workplace

- Exam dates – March, June, September and December each year
- Exam venues – UK, Bahrain and British Council offices worldwide

NEBOSH National Certificates

THE NEBOSH NATIONAL CERTIFICATE IN CONSTRUCTION HEALTH AND SAFETY

This course has been designed to provide those making day-to-day decisions in construction work with the knowledge they need to ensure that the health and safety implications of their decisions are properly taken into account.

What you will study

UNIT NGC1: THE MANAGEMENT OF HEALTH & SAFETY
(AS OVER PAGE)

UNIT NCC1: MANAGING AND CONTROLLING HAZARDS IN CONSTRUCTION ACTIVITIES

1. Construction Law and Management
2. Construction Site – Hazards and Control
3. Movement of People and Vehicles – Hazards and Control
4. Manual and Mechanical Handling – Hazards and Control
5. Work Equipment – Hazards and Control
6. Electrical – Hazards and Control
7. Fire – Hazards and Control
8. Chemical and Biological Health – Hazards and Control
9. Physical and Psychological Health – Hazards and Control
10. Working at Height – Hazards and Control
11. Excavation Work and Confined Spaces – Hazards and Control
12. Demolition – Hazards and Control

UNIT NCC2: CONSTRUCTION HEALTH & SAFETY PRACTICAL APPLICATION

The completion of a health and safety assessment of a construction site and report to management.

Methods of study

- Face-to-face – 13 days plus exam
- Distance learning – 160 hours of study over 3 to 12 months
- e-Learning – 160 hours of study over 3 to 12 months
- In-company – face-to-face and e-learning programmes delivered worldwide
- Revision – workshops, Programmed-to-Pass revision programme, publications

Assessment

The assessment consists of two examinations (one for each unit) and a practical health and safety assessment of a construction site

- Exam dates – March, June, September and December each year
- Exam venues – UK, Bahrain and British Council offices worldwide

NEBOSH International Certificates

NEBOSH INTERNATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY

The NEBOSH International General Certificate provides an excellent foundation in health and safety for managers, supervisors, employee representatives and people starting out on a career in health and safety. The International Certificate is designed for those based outside of the UK, or working in an international arena. The course is based on international, technical and other standards and best practice.



What you will study

UNIT IGC1: THE MANAGEMENT OF INTERNATIONAL HEALTH & SAFETY

1. Foundations in Health and Safety
2. Policy
3. Organising for Health and Safety
4. Promoting a Positive Health and Safety Culture
5. Risk Assessment
6. Principles of Control
7. Monitoring, Review and Audit
8. Occupational Incident and Accident Investigation, Recording and Reporting

UNIT IGC2: CONTROL OF INTERNATIONAL WORKPLACE HAZARDS

1. Movement of People and Vehicles – Hazards and Control
2. Manual and Mechanical Handling – Hazards and Control
3. Work Equipment – Hazards and Control
4. Electrical – Hazards and Control
5. Fire – Hazards and Control
6. Chemical and Biological Health – Hazards and Control
7. Physical and Psychological Health – Hazards and Control
8. Construction Activities – Hazards and Control

UNIT IGC3: INTERNATIONAL HEALTH & SAFETY PRACTICAL APPLICATION

The completion of a health and safety assessment of a workplace and report to management.

Methods of study

- Face-to-face – 10 days plus exam
- Distance learning – 130 hours of study over 3 to 12 months
- e-Learning – 130 hours of study over 3 to 12 months
- In-company – face-to-face and e-learning programmes delivered worldwide
- Revision – workshops, Programmed-to-Pass revision programme, publications

Assessment

The assessment consists of two examinations (one for each unit) and a practical health and safety assessment of a workplace

- Exam dates – March, June, September and December each year
- Exam venues – UK, Bahrain and British Council offices worldwide

NEBOSH Diplomas

NEBOSH NATIONAL / INTERNATIONAL DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY

The NEBOSH Diploma is a prestigious and demanding professional qualification for those wanting to advance their career in occupational health and safety. The NEBOSH International Diploma is also becoming recognised around the world as the global standard for health and safety professionals.



Entry requirements

The NEBOSH Diploma assumes a broad basic knowledge of health and safety (such as provided by a NEBOSH Certificate qualification) and is assessed at the same standard as a UK Degree programme. NEBOSH Certificate holders gain automatic entry to the course. RRC will review all other applications to ensure suitability.

What you will study

PREPARATORY CONTENT (CORE SKILLS) (19 HOURS)

UNIT A: MANAGING HEALTH AND SAFETY (170 HOURS)

Includes: Principles of Health and Safety Management, Loss Causation and Incident Investigation, Identifying Hazards, Assessing and Evaluating Risks, Risk Control and Emergency Planning, Organisational and Human Factors, Principles of Health and Safety Law, Criminal Law, Civil Law, Measuring Health and Safety Performance

UNIT B: HAZARDOUS AGENTS IN THE WORKPLACE (115 HOURS)

Includes: General Aspects of Occupational Health and Hygiene, Principles of Toxicology and Epidemiology, Hazardous Substances – Evaluating Risk, Preventive and Protective Measures and Monitoring and Maintenance of Control Measures, Biological Agents, Physical Agents – Noise and Vibration and Radiation and Thermal Environment, Psycho-Social Agents, Ergonomic Factors

UNIT C: WORKPLACE AND WORK EQUIPMENT SAFETY (115 HOURS)

Includes: General Workplace Issues, Principles of Fire and Explosion, Workplace Fire Risk Assessment, Storage, Handling and Processing of Dangerous Substances, Work Equipment, Machinery Safety, Mechanical Handling, Electrical Safety, Safety in Construction and Demolition, Environmental Pollution and Waste Management

UNIT D: APPLICATION OF HEALTH AND SAFETY THEORY AND PRACTICE (56 HOURS).

This unit comprises an 8,000-word assignment for submission after completion of units A, B and C.

Methods of study

- Face-to-face – 31 days attendance plus exam over 12 or 18-months – London and Bahrain
- Blended learning – 475 hours of study, including 15 days attendance over 12 or 18 months; London and Coventry
- Distance learning – 475 hours of study over 9 to 24 months
- e-Learning – 475 hours over 9 to 24 months
- In-company – face-to-face and e-learning programmes delivered worldwide
- Revision – workshops, Programmed-to-Pass revision programme, publications

Assessment

Units A, B and C are examined via written examination and Unit D via assignment. Candidates must successfully complete all four units to be awarded the NEBOSH National/International Diploma.

- Exam dates – January and July
- Exam venues – UK, Bahrain and British Council offices worldwide



NEBOSH Environmental Courses

NEBOSH NATIONAL DIPLOMA IN ENVIRONMENTAL MANAGEMENT

The NEBOSH National Diploma in Environmental Management has been designed for those responsible for the management of environmental risk, or those aiming to develop and implement effective environmental management systems.

Entry requirements

There are no specific entry requirements for this Diploma but some knowledge of the English legal system is recommended (such as might be covered in the NEBOSH National General Certificate/Diploma, etc.). Working in a position with health, safety or environmental responsibilities would also be a distinct advantage. In addition, the workplace-based project involves an environmental audit of the activities of an organisation, so candidates must have access to a suitable workplace.

What you will study

UNIT ED1: MANAGEMENT OF ENVIRONMENTAL RISK

1. Principles of Environmental Risk Management
2. Environmental Risk Evaluation
3. Control Strategies for Environmental Risks
4. Monitoring, Review and Audit
5. Developments in Environmental Legislation
6. Environmental Legislative Framework and Methods of Enforcement
7. Public Access to Environmental Information
8. Civil Liability in Relation to Environmental Pollution
9. Solid and Liquid Wastes
10. Gaseous and Particulate Releases to Atmosphere
11. Water Resources Management
12. Control of Environmental Nuisance
13. Hazardous Substances
14. Environmental Implications of Development & Land Use
15. Energy Use and Efficiency

UNIT ED2: APPLICATION OF ENVIRONMENTAL RISK THEORY AND PRACTICE

The completion of an environmental audit of a workplace and report to management

Methods of study

- Face-to-face – 15 days plus exam – London
- Distance learning – 190 hours of study over 6 to 18 months
- e-Learning – 190 hours of study over 6 to 18 months
- In-company – face-to-face and e-learning programmes delivered worldwide
- Revision – workshops and publications

Assessment

The assessment consists of a three-hour examination and an environmental audit project.

- Exam dates – June and December
- Exam venues – UK and British Council offices worldwide



NEBOSH NATIONAL CERTIFICATE IN ENVIRONMENTAL MANAGEMENT

NEW

This is a NEW course developed by NEBOSH to complement their existing range of qualifications. This standalone qualification is aimed at managers, supervisors and staff from all types of organisations who need a broad understanding of environmental management issues.

What you will study

UNIT NEC1: MANAGEMENT AND CONTROL OF ENVIRONMENTAL HAZARDS

1. Foundations in Environmental Management
2. Environmental Management Systems
3. Environmental Impact Assessments
4. Control of Emissions to Air
5. Control of Contamination of Water Sources
6. Control of Waste and Land Use
7. Sources of Use of Energy and Energy Efficiency
8. Control of Environmental Noise
9. Planning for and Dealing with Environmental Emergencies

UNIT NEC2: PRACTICAL APPLICATION

The completion of an environmental review of a workplace and report to management

Methods of study

- Face-to-face – 5 days plus exam
- Distance learning – 70 hours of study over 3 to 6 months
- e-Learning – 70 hours of study over 3 to 6 months
- In-company – face-to-face and e-learning programmes delivered worldwide
- Revision – Programmed-to-Pass revision programme, publications

Assessment

- Exam dates – March, June, September and December each year
- Exam venues – UK, Bahrain and British Council offices worldwide

IOSH Courses

IOSH COURSES

The Institution of Occupational Safety and Health (IOSH) has developed a series of certificated programmes designed to promote protection from workplace hazards at every level. IOSH programmes are founded on best practice as well as legislation, ensuring that courses are relevant both in the UK and internationally.

Assessment

The assessments for IOSH certificate courses comprise multiple-choice and short-answer questions as well as short projects. Assessment is undertaken either during the course (face-to-face) or at your workplace (distance learning).

DIRECTING SAFELY

This very popular, one-day course aims to provide directors/owners of small and medium-sized enterprises with an understanding of the moral, legal and business cases for proactive health and safety management, and to give guidance on effective risk management. Courses are delivered by face-to-face (London and Bahrain) and in-company worldwide.

What you will study

- The importance of strategic health and safety management and its interaction with other business systems
- Directors' and employers' statutory duties
- Accident causes and their prevention
- Consequences of failing to manage health and safety effectively
- The effect of human factors on health and safety
- Importance of consultation and communication with employees on health and safety issues
- Performance monitoring and continual improvement

Methods of study

- Face-to-face – 1 day
- In-company – face-to-face programmes delivered worldwide

MANAGING SAFELY

This course aims to introduce managers at all levels to the different aspects of managing safety and health in the workplace.

What you will study

- Safety management principles
- Assessing and controlling risks
- Understanding management responsibility for health and safety
- Identifying hazards
- Investigating accidents and incidents
- Measuring performance
- Protecting our environment

Methods of study

- Face-to-face – 4 days, including assessment
- Distance learning – 40 hours of study
- In-company – face-to-face and distance learning programmes delivered worldwide

SUPERVISING SAFELY

This course is designed for anyone with a supervisory function who needs the knowledge to comply with health and safety responsibilities associated with their role.

What you will study

- The importance of training and supervision in good health and safety
- Working with managers and directors to create a safe working environment
- Safety policy and risk assessment
- Workplace safety inspection
- Monitoring safety standards
- Accidents, incidents and near misses
- Co-ordinating contractors, and how to identify levels of competency
- Awareness of environmental issues

Methods of study

- Face-to-face – 3 days
- In-company – 2-3 day face-to-face programmes delivered worldwide

WORKING SAFELY

This course is aimed at all employees and is designed to improve the safety culture within an organisation. It focuses on how individual actions contribute to health and safety in the workplace.

What you will study

- Introducing working safely
- Defining hazard and risk
- Identifying common hazards
- Improving safety performance
- Protecting our environment

Methods of study

- Face-to-face – 1 day
- Distance learning – 8 hours of study
- In-company – face-to-face and e-learning programmes delivered worldwide

MANAGING ENVIRONMENTAL RESPONSIBILITIES

This course aims to ensure that people in positions of responsibility appreciate the environmental issues relating to their working processes and develop an understanding of how to manage them.

What you will study

- An introduction to the management of environmental issues
- The legal requirements of environmental management
- Regulatory controls relating to water, including pollution, purification and sewage treatment
- Air pollution, including industrial pollution and transport management
- The principles of waste management on land, and life-cycle analysis
- The relationship between environmental, health and safety, quality systems management and integrating environmental management into the overall management structure
- Environmental issues relating to specific industries, including construction, agriculture, and power industries

Methods of study

- Distance learning – 40 hours of study
- In-company – face-to-face and distance learning programmes delivered worldwide

CIEH Courses

CIEH COURSES

The Chartered Institute of Environmental Health is a leading awarding body for vocational qualifications in accredited food safety, health and safety, and environmental protection qualifications.

LEVEL 2 AWARD IN THE PRINCIPLES OF MANUAL HANDLING

This qualification is aimed at those who carry out manual handling activities at work and provides an introduction to the hazards of manual handling, the risks involved, and controls available, as well as what to expect from a manual handling assessment.

What you will study

- The process of manual handling in the workplace
- The nature of manual handling injuries and the activities that cause them
- The need for manual handling assessment and control options
- The responsibilities imposed by the Manual Handling Operations Regulations

Methods of study

- In-company – half-day face-to-face programmes delivered worldwide

Assessment

- The assessment consists of multiple-choice questions

LEVEL 2 AWARD IN THE PRINCIPLES OF COSHH

This qualification is aimed at those who use substances hazardous to health at work, and provides an introduction to the hazards associated with those substances, the risks and controls available, and what to expect from a COSHH assessment.

What you will study

- The types of substances hazardous to health in the workplace
- The health effects of hazardous substances and their causes
- COSHH assessments and control options
- The responsibilities imposed by COSHH Regulations (as amended)

Methods of study

- In-company – half-day face-to-face programmes delivered worldwide

Assessment

- The assessment consists of multiple-choice questions



PROFESSIONAL TRAINER CERTIFICATE

This course will be beneficial for both experienced trainers and those who are new to delivering training sessions to groups of individuals. It is not specific to any particular subject matter – it is about teaching training skills, which the trainer can then adapt to different subjects.

What you will study

- Training needs and objectives – matching training sessions to the ability and needs of the group, setting SMART training objectives and securing commitment to them
- Learning styles and preferences
- Training skills
- Training structure and design
- Training styles and communication – making training more accessible and interesting and increasing personal confidence
- Training assessment – assessing the effectiveness of training and measuring results; the process of continual improvement

Methods of study

- Face-to-face – 3-days including examination
- In-company – face-to-face delivered worldwide

Assessment

Candidates are assessed on their design and delivery of a short training session, which they are required to deliver to other members of the group

LEVEL 2 AWARD IN THE PRINCIPLES OF RISK ASSESSMENT

This course is designed to help improve the workplace culture for occupational health and safety by raising awareness of the concept of risk assessment and the basic principles involved. It is aimed at anyone in a work environment, especially those likely to be involved in conducting risk assessments as part of a team or who want an understanding of the principles involved.

What you will study

- The main causes of accidents and ill health and the implications for people in the workplace
- The legal requirements for risk assessment
- The principles of risk assessment

Methods of study

- e-Learning – 6 hours of study
- In-company – face-to-face (one day) and e-learning programmes delivered worldwide

Assessment

- The assessment consists of multiple-choice questions



CIEH Courses

LEVEL 1 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE

NEW

This course provides an awareness of key health and safety issues and the part they should play in keeping people free from harm at work. It is aimed at anyone who wants a basic induction into health and safety, including those who are entering the workplace for the first time.

What you will study

- An introduction to health and safety
- The scope of hazards and risks in the workplace
- Workplace conditions that can affect health and safety
- Workplace procedures, including requirements for reporting, first aid and personal protection

Methods of study

- e-Learning – 3 hours of study
- In-company – face-to-face (half-day) and e-learning programmes delivered worldwide

Assessment

- The assessment consists of multiple-choice questions

LEVEL 2 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE

This course provides an understanding of health and safety that will enable participants to contribute to any risk assessment based health and safety management system. It is aimed at anyone in a work environment.

What you will study

- An introduction to health and safety at work
- Health and safety law and enforcement
- Preventing work-related ill health
- The principles of accident prevention
- Risk assessment techniques
- The risks associated with poor welfare, the workplace and work equipment, manual handling, hazardous substances, working at height, working with vehicles and exposure to noise and vibration

Methods of study

- e-Learning – 6 hours of study
- In-company – face-to-face (one-day) and e-learning programmes delivered worldwide

Assessment

- The assessment consists of multiple-choice questions

LEVEL 1 AWARD IN FOOD SAFETY AWARENESS IN CATERING



This course provides an understanding of the importance of keeping individuals and work areas clean and hygienic and the role individuals play in reducing contamination. It is aimed at anyone working in a situation where there is food.

What you will study

- An introduction to the risks associated with handling food
- The importance of personal hygiene
- The importance of cleaning in catering premises
- How to keep product safe and reduce potential contamination

Methods of study

- e-Learning – 3 hours of study
- In-company – face-to-face (half-day) and e-learning programmes delivered worldwide

Assessment

- The assessment consists of multiple-choice questions

LEVEL 2 AWARD IN FOOD SAFETY IN CATERING

This course provides an understanding of the importance of the special responsibilities of those working with food for safeguarding the health of consumers and ensuring that the food they serve or sell is safe to eat. It is aimed at anyone working in catering where food is prepared, cooked and handled.

What you will study

- An introduction to the terminology used in food safety
- The laws that apply to food businesses and food handlers
- The concept of food hazards and how the risk of food poisoning can be contained
- Monitoring product and equipment temperatures
- Minimising bacterial multiplication by reducing temperature
- The importance of high temperatures in the supply of safe food
- The ability of food handlers to impose a risk to food safety
- The importance of utilising appropriate storage conditions for different types of food
- The importance of cleaning in food premises
- The need for high standards for structure and equipment to promote good hygiene in food premises

Methods of study

- e-Learning – 6 hours of study
- In-company – face-to-face (one-day) and e-learning programmes delivered worldwide

Assessment

- The assessment consists of multiple-choice questions



IEMA Courses

With a membership approaching 15,000 individual and corporate members based in 87 countries, the Institute of Environmental Management and Assessment (IEMA) is a not-for-profit membership organisation established to promote best practice standards in environmental management, auditing and assessment.

INTRODUCTION TO ENVIRONMENTAL MANAGEMENT SYSTEMS

COMING SOON*

This qualification is aimed at those who wish to gain a general understanding of EMS, particularly ISO 14001 and the European Eco-Management and Audit Scheme (EMAS). Its purpose is to provide middle management, line managers, as well as individuals from a quality and health and safety background with information on why an EMS should be implemented, a summary on the EMS standards available and the main elements that comprise these.

What you will study

- An overview of the background to EMAS and the ISO 14000 Series
- The key components of ISO 14001
- The key components of EMAS
- The interface between EMAS, ISO 14000 and other management systems
- Sources of further information or advice

Methods of study

- e-Learning – 16 hours of study
- Distance Learning – 16 hours of study
- In-company – distance and e-learning programmes delivered worldwide

Assessment

- The assessment consists of multiple-choice questions

*Subject to accreditation

FOUNDATION CERTIFICATE IN ENVIRONMENTAL MANAGEMENT

COMING
SOON*

This qualification is designed to raise the professional competence of environmental practitioners by providing training aimed at those who have only recently become involved in environmental management or for whom environmental management is an integral part of a wide range of responsibilities.

What you will study

- The background behind environmental issues
- The ways in which an organisation impacts on the environment
- The evolution of environmental legislative issues
- How legislation relates to an organisation's operations
- The means of assessing environmental performance
- The key components of an environmental management system

Methods of study

- e-Learning – 24 hours of study
- Distance Learning – 24 hours of study
- In-company – distance and e-learning programmes delivered worldwide

Assessment

- The assessment consists of multiple-choice questions

ASSOCIATE CERTIFICATE IN ENVIRONMENTAL MANAGEMENT

COMING
SOON*

This qualification is designed to raise the professional competence of environmental practitioners by assessing their knowledge and understanding of environmental management and its application.

What you will study

- Environmental Sustainability, including: Earth's Natural Systems, Business and the Environment, Effects of Releases and Working Towards Sustainability
- Environmental Legislation, including: Instruments for Change, Controls on Emissions to the Atmosphere, Management of Contained Waste and Discharges to the Water Environment, Issues Relating to Contaminated Land, Nuisance, Producer Responsibility and Other Relevant Legislation
- Assessment, Interpretation and Management of Environmental Performance, including: Identification and Assessment of Environmental Impacts, Environmental Management Systems, Monitoring, Environmental Audits, Lifecycle Analysis, Environmental Impact Assessments, Strategic Environmental Assessments, Environmental Risk Assessment, Pollution Prevention and Control and Environmental Communication

Methods of study

- e-Learning – 80 hours of study
- Distance Learning – 80 hours of study
- In-company – distance and e-learning programmes delivered worldwide

Assessment

- The assessment consists of multiple-choice questions

IOA Courses

The Institute of Acoustics is the UK's professional body for those working in acoustics, noise and vibration.

IOA CERTIFICATE OF COMPETENCE IN WORKPLACE NOISE ASSESSMENT

This IOA Certificate has been designed to enable you to assess the noise hazards in a workplace, identify means of reducing exposure and to advise and assist employers to meet the requirements of the Noise at Work Regulations 2005.

This course is intended for all those concerned with the prevention of hearing damage at work and satisfies the Institute of Acoustics' requirements for competence in workplace noise assessment, including safety professionals, managers, consultants and environmental health officers.

What you will study

- The current regulations relating to noise at work.
- How to carry out and report measurements of noise levels in workplaces.
- Assessment of daily noise exposure levels of employees from information about measured noise levels and work patterns.
- Selection of suitable and effective hearing protectors.
- Basic noise control techniques and identification of areas where noise reduction is required.
- Assessment of the effectiveness of any noise control measures.

Methods of study

- In-company – 5 day face-to-face programmes delivered worldwide

Assessment

Candidates are assessed by an examination and a practical assessment

- Exam dates – April and November
- Exam venues – arranged through RRC

CQI Courses

As the professional body for quality practitioners, the Chartered Quality Institute provides training, education and information on a range of issues related to quality management. These CQI programmes have been designed to help quality practitioners acquire the relevant skills needed in their employment.

CERTIFICATE IN QUALITY

The CQI Certificate in Quality is suitable for those who are new to quality, or are seeking to embark on the Diploma course (see below) but do not have the basic skills and knowledge needed. The Certificate is set at NVQ Level 3 and consists of 3 units. Each unit is designed to be a standalone programme. However, to attain the Certificate in Quality you must complete all 3 units.

What you will study

- C1 – Quality: Customers, Clients and Markets
- C2 – Quality: Principles of Data Analysis
- C3 – Quality: Models, Standards and Laws

Methods of study

- Distance learning – 100 hours of study per module
- In-company – face-to-face and distance learning programmes delivered worldwide

Assessment

C1 and C2 are assessed by one piece of coursework each and C3 by one 2 ½ hour examination

- Exam dates – January and June
- Exam venues – arranged through CQI

DIPLOMA IN QUALITY

The CQI Diploma in Quality is the qualification necessary to raise the knowledge and enhance the academic profile of quality professionals. The Diploma is set at NVQ Level 5 and consists of 6 modules.

What you will study

- D1 – Principles of Quality and Data Analysis
- D2 – Quality Management
- D3 – Tools and Techniques
- D4 – Communication and Project Management
- D5 – Quality Project
- D6 – Quality and Environmental Management

Methods of study

- Distance learning – 200 hours per module for D1, D2, D3, D4 and D6, 240 hours for D5
- In-company – face-to-face and distance learning programmes delivered worldwide

Assessment

All Modules (except D5) are assessed via one piece of coursework and a 2 ½ hour examination. D5 is assessed via a project.

- Exam dates – January and June
- Exam venues -arranged through CQI

RRC Rapid Results Courses

Here at RRC we understand that sometimes what is required is something short and focussed on specific subjects; to answer this need we have developed the Rapid Results Courses. Each online course will take between 30 minutes and 6 hours to complete and will give you an overview of key topics and ensure you have a working knowledge of your chosen subject area. Once you have completed the course, you'll have the chance to take a short multiple-choice assessment and will receive an RRC Certificate if successful.

Our first course in this new series of 'common sense courses' was Work at Height, our most successful new course launch ever, and following on from this we have the following courses planned for 2010 and beyond. These will allow you to learn about the specific topics of relevance to you in your working life, and because you study online, you get the most from every hour of study. With our Rapid Results Courses there is no need for anyone to make ill-informed decisions about health and safety ever again.

ONLINE RAPID RESULTS COURSES

NEW

- Working at Height
- Risk Assessment
- Electrical Safety
- Health and Safety Induction for Workers
- Health and Safety Essentials for Supervisors

COMING SOON*

- Risk Management
- Developing a Positive Safety Culture
- Accident Investigation
- Transport Safety
- Display Screen Equipment
- Manual Handling
- Work Equipment Safety
- Chemical Safety
- Noise Awareness
- Construction Safety
- Radiation
- Stress, Violence and Substance Misuse at Work
- Health and Safety Roles and Responsibilities
- Fire Safety
- Vibration Awareness



In-Company Short Courses

RRC helps you create training solutions to suit you and/or your organisations' needs. In addition to the accredited courses, we offer a wide range of more generic health and safety programmes, designed to impart basic skills. These short courses are delivered in-company and are adapted to meet your specific needs. The duration and content can be tailored to suit your organisation, and your specific policies and procedures can be incorporated to ensure precision learning. Delivered either via face-to-face workshops or by e-learning, self-study workbooks, distance learning, on-the-job mentoring or CD-ROM, it is up to you to decide the best delivery methods, or mix of methods, for your business.

We have the expertise to work with you from the first identified need to the end result of well trained and expert individuals working for your organisation.



COURSES INCLUDE

- Health and Safety Management
- Emergency Planning
- Worker Health and Safety Consultation
- Developing a Positive Health and Safety Culture
- Human Factors in Industrial Safety
- Principles of Health and Safety Law
- Aspects of Civil and Criminal Law
- Measuring Health and Safety Performance
- Workplace Health, Safety and Welfare Issues
- Managing External Contractors
- Business Contingency Planning
- Workplace Risk Assessment
- Safe Systems of Work and Permits-to-Work
- Failure Tracing Methods
- Incident and Accident Investigation
- Fire Safety for Fire Marshals/Fire Wardens
- Fire Safety Awareness
- Fire Risk Assessment
- Principles of Fire and Explosion (DSEAR)
- Stress, Substance Misuse and Violence in the Workplace
- Management of Confined Spaces
- Safe Storage, Handling and Transport of Dangerous Substances
- Work Equipment – Introduction to Selection, Use, Maintenance and Testing
- Machinery Safety
- Electrical Safety
- Mechanical Handling
- Construction Health and Safety
- Environmental Pollution and Waste Management
- The Construction (Design and Management) Regulations 2007
- Carriage of Dangerous Goods
- DSE Training for Assessors
- Manual Handling Operations
- Introduction to Asbestos
- Managing Occupational Road Risk
- Achieving Behavioural Change
- Working at Height
- Essentials of HSE for Office Managers
- Basic Control of Ergonomic Factors
- Identification, Assessment & Control of Noise Health Risks
- Introduction to OHSAS 18001
- Identification, Assessment & Control of Vibration Health Risks

These are just some of the short courses available. If you are interested in a course that is not listed here, please contact us and we will be happy to discuss your requirements.



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