

## LEVEL 3

Four modules must be completed to be awarded with the Diploma: Safety Management

### Fundamental Business Skills 301

This module will teach learners:

- How to obtain information in a business, present it in a report format and distribute it effectively
- The concepts of leadership and management
- To apply leadership techniques to individuals and teams within the work context

### Management Practice 301

After this module learners will know how to coordinate and plan skills development in an organisation.

This module:

- Describes the management activities involved in running a successful business and explains the basic activities involved in the management process
- Identifies and explains the main tasks required of managers
- Teaches how to implement an effective change management programme
- Includes the importance of motivating a team and applying theories of motivation

### Office Data Processing 301

During this module learners will learn:

- Internet - searching, sending electronic mails
- MS Excel - solving business related problems

### Safety 301

This module will:

- Help you to understand the legal requirements, for conducting hazard identifications and their associated risk assessments in a workplace
- Improve skills and knowledge required, to prepare and conduct continuous risk assessments and initiate remedial action

### OHS Skills Course Certificates

- SHE Awareness • SHE Representative
- SHE Incident Investigation • Safety and Audit Inspections
- HIRA Hazard Identification and Risk Assessment



## ADVANCE YOUR CAREER

With Oxbridge Academy that dream job or big promotion is a destination that can also be on YOUR flight plan! In addition to our SAFETY MANAGEMENT PROGRAMME, we offer more than a hundred programmes in a wide variety of industries – agriculture, entrepreneurship, communication, business studies, law and governance, computer studies, medical studies, hospitality, accounting, new venture creation, administration and project management and that's not even all of them. We undertake to assist and guide you every step of the way in successfully achieving your career goals.

It's YOUR EDUCATION... it's YOUR CHOICE!

Just take that first step and board the jet to propel you to a new destination... to a wide open world of opportunities!

Contact any of our Student Advisors to find out more or get on board.

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### Oxbridge Programmes

Certificates and diplomas that enhance your skills and create career opportunities. These programmes are offered, assessed and certificated by Oxbridge Academy.

These programmes are not credit bearing but are unit standard aligned and give learners the opportunity to articulate to other levels. This acknowledges that Oxbridge's vision is aligned with the NQF and that Oxbridge provides quality programmes offering good value, in relation to the service delivered and course fees paid.

### Admission Requirements:

A learner without a Grade 12 (Matric) certificate will start at the Certificate level of the program and progress through the Higher Certificate to the Diploma level. A learner with a Grade 12 (Matric) certificate may elect to start at the Higher Certificate and progress to the Diploma level. It is however advisable to start at the Certificate level if a learner is not familiar with the learning field.

Duration: Each level will take 10 months to complete.

Assessment Information: Formative assessments in the form of activities in the learner guide (we supply learners with model answers) and a summative assessment in the form of an assignment, which must be completed and handed in to be assessed by qualified assessors of Oxbridge Academy.

Awarding Body: Oxbridge Academy awards the certificates and diplomas.

# Oxbridge Academy



## SAFETY MANAGEMENT

## EDUCATION

The Best Investment In Your Future

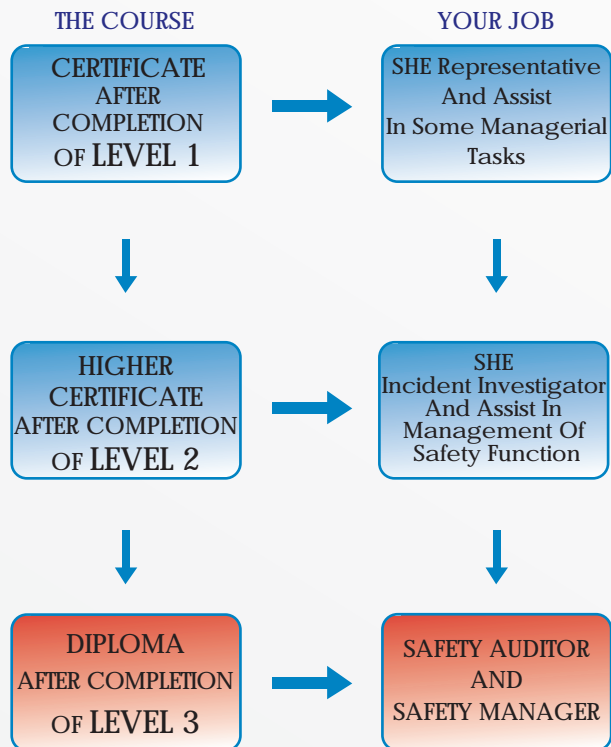
The purpose of this learning programme, is to develop the appropriate skills and knowledge, required to be in charge of the safety element in an organisation. This learning program will develop your managerial skills and teach you all safety aspects, regarding safety in the workplace.

This programme has three levels: Certificate, Higher Certificate and Diploma.

This programme guides a learner from a point of basic knowledge to advanced levels of competence.

It is structured to recognise learners for their progress, by issuing a certificate of completion after each level. After the successful completion of the advanced programme a diploma will be issued by Oxbridge Academy.

## YOUR CHOICES



### LEVEL 1 - CERTIFICATE

Four modules must be completed to be awarded with the Certificate: Safety Management

#### Fundamental Business Skills 101

This module will teach learners how to:

- Use mathematics to plan and control personal and/or household budgets and income and expenditure
- Use simple and compound interest to make sense of and define a variety of situations including investments, stokvels, inflation, appreciation and depreciation
- Investigate various aspects of financial transactions including costs, prices, revenue, cost price, selling price, loss and profit
- Express themselves clearly and precisely when writing, and will be able to explore new forms of writing in thoughtful and organised ways

#### Management Practice 101

This module introduces key terms, rules, concepts, principals and practices of management.

After this module learners will know how to:

- Apply the management functions of an organisation
- Behave ethically and promote ethical behaviour in a work situation
- Recognise areas in need of change, make recommendations and implement change

#### Office Data Processing 101

After completing this module learners will be able to operate a personal computer system. They will know how to install PC peripheral devices and manage files in a GUI environment.



#### Safety 101

This module will:

- Assist you in displaying safety and health principles in and around your workplace
- Improve skills and knowledge, required to maintain a safe workplace and act in accordance with relevant legislation
- Explain to you the rights, powers, functions and duties of a health and safety representative, in and around your workplace
- Improve skills and knowledge, required to be a legally compliant representative

### LEVEL 2

Four modules must be completed to be awarded with the Higher Certificate: Safety Management

#### Fundamental Business Skills 201

This module:

- Teaches learners how to behave appropriately in a business environment
- Teaches learners negotiation skills in a business environment, enabling them to negotiate successfully
- Includes meetings, agenda's and minutes

#### Management Practice 201

After this module learners will:

- Know how to maintain the image of the organisation and apply company ethics
- Have a good understanding of an organisational structure and all the legislation that regulates employment issues
- Be skilled to sort and retrieve information by using a storage system
- Understand the concept of strategic planning
- Be able to identify and rectify performance problems occurring in a business

#### Office Data Processing 201

During this module learners will learn how to use MS Word to produce business documents.

#### Safety 201

This module will:

- Help you to understand the legal requirements of health and safety investigations, as well as the impact of non-compliance
- Improve skills and knowledge, required to gather information and conduct post-investigation activities
- Help you to conduct inspections, initiate remedial action and follow up on pre-use, safety and/or audit inspections
- Assist you in explaining legal and specified requirements

