

# GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION – GIMPA

(Excellence in Leadership, Management and  
Administration)



In partnership with



## BLISS INNOVATIONS



The GIMPA Consultancy Innovation and Training Directorate (GCITD) in collaboration with Bliss Innovations with NEBOSH centre No. 1188 invites prospective applicants for admission into its; **NEBOSH INTERNATIONAL GENERAL CERTIFICATE (NEBOSH - IGC) & DIPLOMA PROGRAMME IN OCCUPATIONAL SAFETY AND HEALTH** for weekends.

**Scheduled:** The weekend course for *IGC* is scheduled to commence from *13<sup>th</sup> January, 2018* and the *Diploma* programme is scheduled to commence on *28<sup>th</sup> April 2018*

<b>Time:</b> 9am -4pm	<b>Cost per person for IGC:</b> GH¢ 7,000  <b>Cost per person for DIPLOMA:</b> GH¢ 15,000	<b>Days for IGC:</b> 10 Saturdays  <b>Days for DIPLOMA:</b> 30 Saturdays
<b>Why NEBOSH</b>	The <b>NEBOSH International General Certificate in Occupational Health and Safety</b> is a globally recognised health and safety qualification that is held by more than 180,000 people in the UK and world-wide.	
<b>Aims and Objectives</b>	<p>The aim of the course is to provide delegates with sufficient knowledge to be able to complete the practical and written assessments at the end of the course, and also to enable delegates to manage practical health and safety issues in the workplace.</p> <p>On completion of the course delegates should be able to:</p> <ul style="list-style-type: none"> <li>• Identify key requirements for health and safety management systems</li> <li>• Identify typical workplace hazards and suitable control measures</li> <li>• Prepare management reports on health and safety improvements.</li> </ul>	
<b>Who is the Course Intended for?</b>	The course is designed for Managers, Supervisors, and Employee representatives based outside the UK, or for those working for UK based multi-national companies OHS oriented companies.	

	<p>The NEBOSH International General Certificate is also suitable for those embarking on a career in health and safety, providing a valuable foundation for further professional study (such as the NEBOSH International Diploma).</p>
<b>Prior Knowledge</b>	<p>An awareness of health and safety issues would be an advantage, but is not essential. Candidates will be expected to be able to study at L3 standard and will need to be able to speak and write English at a reasonable standard.</p>
<b>Pre-course Preparation</b>	<p>A pre-course preparation pack will be sent to delegates prior to the course, which will introduce delegates to international standards, management systems and International Labour Organisation (ILO) codes of practice.</p>
<b>Course Content</b>	<p><b>Unit IGC1: Management of international health and safety</b>  Element 1: Foundations in health and safety  Element 2: Health and safety management systems - Plan  Element 3: Health and safety management systems - Do  Element 4: Health and safety management systems -Check  Element 5: Health and safety management systems 4 - Act</p> <p><b>Unit GC2: Controlling workplace hazards</b>  Element 1: Workplace hazards and risk control  Element 2: Transport hazards and risk control  Element 3: Musculoskeletal hazards and risk control  Element 4: Work equipment hazards and risk control  Element 5: Electrical safety  Element 6: Fire safety  Element 7: Chemical and biological health hazards and risk control  Element 8: Physical and psychological health hazards and risk control</p> <p><b>IGC3 – Practical Assessment - carried out in the workplace</b></p> <p><b>Minimum tuition time 80hrs. Recommended private study time 53hrs.</b></p>
<b>Assessments</b>	<p><b>IGC1</b> - 2hr written examination “The management of safety and health”</p> <p><b>IGC2</b> - 2hr written examination “Controlling workplace hazards”</p> <p><b>IGC3</b> - 2hr practical assessment – carried out in the candidates own workplace within 10 days of completing the written examinations. Requires candidates to spot hazards, prioritise risks and right a report on suggested actions.</p> <p>If a delegate does not pass any of the above three unit, only that/those unit(s) need to be re-sat – there is no need to re-sit all three units.</p>

<b>Qualification and Certification</b>	<p>On successful completion of the qualification, a Certificate holder with five years' experience in a Health and Safety role may apply for Technician membership (Tech IOSH) of the Institution of Occupational Safety and Health (IOSH). The Certificate also satisfies the academic requirements for Associate membership (AIIRSM) of the International Institute of Risk and Safety Management.</p> <p>Delegates who attend and successfully complete both written examinations (IGC1 and GC2) and the practical assessment (IGC3) will be awarded a certificate from the National Examination Board for Occupational Safety and Health (NEBOSH).</p>
<b>Learner Support and Teaching Methodology</b>	<p>Learner support will be provided via e-mail, with support materials being available in either soft or hard copy.</p> <p>Teaching methodology is a mix of direct lectures, role plays, film show, tutorials, syndicated discussions and presentations.</p>
<b>What your fee covers</b>	<p>Tuition by NEBOSH approved senior tutor.  NEBOSH registration and examination fees  Course books/literature  Lunch and Snacks breaks  Invigilation fee  Latest version of NEBOSH syllabus  Exams fees</p>
<b>Why Choose GIMPA &amp; Bliss Innovations</b>	<ul style="list-style-type: none"> <li>• World class facilitation</li> <li>• Combination of International and Local Knowledge</li> <li>• Online support</li> <li>• Ample time to study and understand what is been taught</li> <li>• Opportunity to network with industry players</li> <li>• High potential to pass on the first attempt</li> <li>• Affordable course fee</li> <li>• Flexible payment terms (70% down payment and balance to be paid by 5<sup>th</sup> meeting)</li> </ul>
<b>Corporate / In House Training</b>	<p>Organizations with 10 or more candidates who wish to have the training on their site may also apply for our corporate or in house training sessions which comes at a special discount.</p>
<b>How to Register and participate in the programme</b>	<p>Application forms can be obtained online on the GIMPA website (<a href="http://www.gimpa.edu.gh">www.gimpa.edu.gh</a>) or from the cash office for GHC100.00. Submission of completed forms and payment can be made at the same place.</p> <p><b>Lectures;</b> will be held on GIMPA main campus.  <b>Closing Date;</b> for registration is 22 May, 2017.  <b>For enquiry</b> please call <b>0302 402771/ Sam 024 2154511/ Abed 024 6431148</b>  <b>Email:</b> <a href="mailto:gimpaconsultancy@gimpa.edu.gh">gimpaconsultancy@gimpa.edu.gh</a>  <b>Further NEBOSH info at</b> <a href="http://www.nebosh.org.uk">http://www.nebosh.org.uk</a></p>
<b>Special Discount</b>	<p style="text-align: center;"><b><i>Discount of GH¢ 500 awaits first 20 applicants</i></b></p>