OCCUPATIONAL HEALTH AND SAFETY COURSES

WE OFFER:

Short Learning Programmes
Online Courses
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Accreditation and registration
WELCOME TO OXBRIDGE ACADEMY

WHY STUDY WITH US?
At Oxbridge Academy, we give you the opportunity to further your education while you acquire knowledge and skills that are relevant in the workplace.

Do you want the right skills to:
• Pursue a rewarding career?
• Earn a promotion in your current job?
• Earn a better income?
• Secure a job that improves your quality of life?
• Start your own business?

With Oxbridge Academy’s flexible home study options, you can study a course that will give you the skills you need to achieve these goals — without having to give up your full-time occupation.

WHY HOME STUDY?
Distance learning, or home study, is recognised worldwide as an effective manner in which to further your education. It is highly flexible, and is therefore the ideal option if you have a full-time job, live in a small town far away from a residential college or university, or have family responsibilities that prevent you from attending classes.

Some of the benefits of home study are that you:
• Study from home
• Study at your own pace
• Save money on travelling expenses
• Are able to work full-time while you study
ENTRY REQUIREMENTS

To study with Oxbridge Academy, you need to meet the following minimum entry requirements:

- You need to be at least 16 years old.
- You need to be able to read and write in English (as all the course material is in English).
- You need to be willing to study independently from home (with assistance from a tutor via email).

There are many courses that you can study even if you haven’t completed Matric. For some courses, though, additional entry requirements apply. Please have a look at the course information pages in this brochure to see the full entry requirements for each course.
Occupational Health and Safety (OHS) is an important consideration in any working environment. By studying an OHS course, you can:

- Learn about the importance of protecting the health and safety of those present in the workplace.
- Learn how to identify and contain risks in the work environment.
- Learn how to conduct investigations relating to OHS.
- Gain the skills you need to work in or oversee the OHS division of an organisation.

At Oxbridge Academy, you can choose from a variety of courses that have been developed to give you the knowledge and skills you need to work in the field of Occupational Health and Safety.

**Courses are available in these categories:**

- Short learning programmes (including Saiosh-accredited and ISO/BS OHSAS courses)
- Online courses
An Oxbridge Academy skills course in OHS will equip you with knowledge and skills relating to the particular topic that you choose to study. While the skills courses are non-credit-bearing, they will give you the background that you need to take up the role of safety representative within an organisation, and they will introduce you to the fundamental principles of health and safety in the workplace.

- You will be assessed through **written assignments**, which you can submit via post or email, or via the Online Student Portal.
- You will not be required to write any exams.

The courses are offered, assessed, and certified by Oxbridge Academy and are not registered on the NQF.

**Short learning programmes accredited by Saiosh**

These short learning programmes are accredited by the South African Institute of Occupational Safety and Health (Saiosh). Saiosh is a professional body recognised by the South African Qualifications Authority (SAQA).
OXBRIDGE ACADEMY SHORT COURSE: SHE AWARENESS

This short course will teach you how to implement health and safety principles in and around your workplace. It will also equip you with the knowledge and skills you need to maintain a safe workplace and to act in accordance with relevant legislation. Studying this course might be a good option if you quickly want to learn about the importance of health and safety in the working environment and what you can do to promote health and safety at work.

COURSE CODE
OHS101

DURATION
6 months

REQUIREMENTS
No matric

COURSE SUBJECT
SHE Awareness

STATUS
Non-accredited short learning programme

ASSESSMENT AND AWARD
- 1 assignment
- No examinations

Upon completion of this course, students will be awarded an Oxbridge Academy Short Course Certificate: SHE Awareness from Oxbridge Academy.

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OXBRIDGE ACADEMY SHORT COURSE: SHE REPRESENTATIVE

This short course teaches you about the rights, powers, functions, and duties of a health and safety representative in the workplace. It also equips you with the knowledge and skills you need to take on the role of safety representative. Studying this course might be a good option if you want to learn more about workplace health and safety, or if you have been given the role of safety representative at work.

COURSE CODE
OHS102

DURATION
6 months

REQUIREMENTS
No matric
SHE Awareness

COURSE SUBJECT
SHE Representative

STATUS
Non-accredited short learning programme

ASSESSMENT AND AWARD
- 1 assignment
- No examinations

Upon completion of this course, students will be awarded an Oxbridge Academy Short Course Certificate: SHE Representative from Oxbridge Academy.

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OXBRIDGE ACADEMY SHORT COURSE: SHE INVESTIGATION

This short course will help you to understand the legal requirements for health and safety investigations, as well as the impact of non-compliance with these requirements. It will also equip you with the knowledge and skills you need to gather information and conduct post-investigation activities. Studying this course might be a good option if you quickly want to learn how to conduct health and safety inspections in the workplace.

COURSE CODE
OHS103

DURATION
6 months

REQUIREMENTS
No matric
SHE Awareness
SHE Representative

COURSE SUBJECT
SHE Investigation

STATUS
Non-accredited short learning programme

ASSESSMENT AND AWARD
• 1 assignment
• No examinations

Upon completion of this course, students will be awarded an Oxbridge Academy Short Course Certificate: SHE Investigation from Oxbridge Academy.

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OXBRIDGE ACADEMY SHORT COURSE: HIRA (HAZARD IDENTIFICATION AND RISK ASSESSMENT)

This short course will help you to understand the legal requirements for conducting hazard identification and risk assessments in the workplace. It will also equip you with the skills you need to prepare and conduct continuous risk assessments and to initiate remedial actions. Studying this course may be a good option if you quickly want to learn the basic principles of how to identify hazards and minimise risks in the workplace.

**COURSE CODE**
OHS104

**DURATION**
6 months

**REQUIREMENTS**
No matric
SHE Awareness
SHE Representative

**COURSE SUBJECT**
HIRA (Hazard Identification and Risk Assessment)

**STATUS**
Non-accredited short learning programme

**ASSESSMENT AND AWARD**
- 1 assignment
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Short Course Certificate: HIRA (Hazard Identification and Risk Assessment)** from Oxbridge Academy.

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Occupational Health and Safety Courses Brochure
OXBRIDGE ACADEMY SHORT COURSE: SAFETY AUDIT INSPECTION

This short course will teach you how to conduct safety inspections, as well as how to follow up on inspections and initiate remedial action. It will also familiarise you with the legal requirements for safety inspections, as well as the consequences of non-compliance with these requirements. Studying this course may be a good option if you quickly want to learn the basic skills you need to conduct effective safety inspections in the workplace.

COURSE CODE
OHS105

DURATION
6 months

REQUIREMENTS
No matric
SHE Awareness
SHE Representative

COURSE SUBJECT
Safety Audit Inspection

STATUS
Non-accredited short learning programme

ASSESSMENT AND AWARD
• 1 assignment
• No examinations

Upon completion of this course, students will be awarded an Oxbridge Academy Short Course Certificate: Safety Audit Inspection from Oxbridge Academy.

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OXBRIDGE ACADEMY SHORT COURSE: SAFETY MANAGEMENT SKILLS

This short course is designed to introduce you to the legislative framework for safety management in South Africa. It will also equip you with the knowledge and skills you need to implement a safety management system in the workplace. Studying this course may be a good option if you quickly want to learn more about the steps you need to take to improve safety and ensure safety compliance in the workplace.

COURSE CODE
CER2039-08

DURATION
6 months

REQUIREMENTS
No matric

COURSE SUBJECTS
Safety Management 1
Safety Management 2

STATUS
Non-accredited short learning programme

ASSESSMENT AND AWARD

• 2 assignments per subject
• No examinations

Upon completion of this course, students will be awarded an Oxbridge Academy Short Course Certificate: Safety Management Skills from Oxbridge Academy.

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Occupational Health and Safety Courses Brochure
OXBRIDGE ACADEMY SHORT COURSE: SECURITY MANAGEMENT SKILLS

This short course is designed to introduce you to basic principles of law enforcement, and to teach you security management techniques. Studying this course might be a good option if you quickly want to learn the basics of proper security management in the workplace.

**COURSE CODE**
CER2040-08

**DURATION**
6 months

**REQUIREMENTS**
No matric

**COURSE SUBJECTS**
Security Management 1
Security Management 2

**STATUS**
Non-accredited short learning programme

**ASSESSMENT AND AWARD**
- 2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an Oxbridge Academy Short Course Certificate: Security Management Skills from Oxbridge Academy.

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<td>Monthly Instalments</td>
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OXBRIIDGE ACADEMY SKILLS CERTIFICATE: SAFETY MANAGEMENT

This safety management course teaches you about safety management systems, and equips you with relevant skills in hazard identification, risk assessment, fire safety, and loss prevention in the workplace. Studying this course is a good option if you want to learn about the health and safety regulations that apply in the workplace, and if you want to learn how to maintain a safe working environment for employees.

COURSE CODE
CER4039-08

DURATION
8 months

REQUIREMENTS
No matric

COURSE SUBJECTS
Legal Principles
Management Principles
Safety Management 1
Safety Management 2

STATUS
Non-accredited short learning programme

ASSESSMENT AND AWARD
• 2 assignments per subject
• No examinations

Upon completion of this course, students will be awarded an Oxbridge Academy Skills Certificate: Safety Management from Oxbridge Academy.

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<td>Monthly Instalments</td>
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OXBRIDGE ACADEMY SKILLS CERTIFICATE: SECURITY MANAGEMENT

This course equips you with knowledge and skills in security planning for the workplace. When you study this course, you will learn more about how to hire security personnel, how to handle HR issues surrounding security in the workplace, and how to adhere to relevant safety and security legislation in the workplace. Studying this course may be a good option if you run your own business, or if you are responsible for aspects of security at work, and you want to develop your security management skills.

**COURSE CODE**
CER4040-08

**DURATION**
8 months

**REQUIREMENTS**
No matric

**COURSE SUBJECTS**
Legal Principles
Human Resource Management 1
Security Management 1
Security Management 2

**STATUS**
Non-accredited short learning programme

**ASSESSMENT AND AWARD**
- 2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Security Management** from Oxbridge Academy.

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Occupational Health and Safety Courses Brochure
This Saiosh-accredited health and safety course covers a range of practical knowledge and skills that will enable you to identify and contain risk factors in the work environment. Studying this course is a good option if you want to develop the skills you need to be an effective safety representative in the work environment, or if you want to learn how to implement health and safety procedures in the workplace.

**COURSE CODE**
CEROHS-08

**DURATION**
8 months

**REQUIREMENTS**
No matric

**COURSE SUBJECTS**
- SHE Awareness
- SHE Representative
- SHE Investigation
- HIRA (Hazard Identification and Risk Assessment)
- Safety Audit Inspection

**STATUS**
Non-credit-bearing short learning programme, accredited by Saiosh

**ASSESSMENT AND AWARD**
- 1 assignment per subject
- No examinations

Upon completion of this course, students will be awarded an Oxbridge Academy Skills Certificate: Health & Safety from Oxbridge Academy.

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<td>Monthly Instalments</td>
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This Saiosh-accredited course will equip you with basic business and management skills, and will introduce you to the fundamental principles of OHS management. Studying this course is a good option if you want to learn basic management skills while learning more about health and safety management.

**COURSE CODE**
OHS100-01

**DURATION**
8 months

**REQUIREMENTS**
No matric

**COURSE SUBJECTS**
Fundamental Business Skills 101
Management Practice 101
Office Data Processing 101
Safety 101

**STATUS**
Non-credit-bearing short learning programme, accredited by Saiosh

**ASSESSMENT AND AWARD**
- 1-2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Health & Safety for Management** from Oxbridge Academy.

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OXBRIDGE ACADEMY SKILLS CERTIFICATE: HEALTH AND SAFETY FOR MANAGEMENT – INTERMEDIATE

This Saiosh-accredited course builds on your existing knowledge and skills in business and safety management. Studying this course is a good option if you have already completed the previous level, and you want to develop your health and safety management skills further.

COURSE CODE
OHS201-01

DURATION
8 months

REQUIREMENTS
OHS100-01

COURSE SUBJECTS
Fundamental Business Skills 201
Management Practice 201
Office Data Processing 201
Safety 201

STATUS
Non-credit-bearing short learning programme, accredited by Saiosh

ASSESSMENT AND AWARD
- 1 assignment per subject
- No examinations

Upon completion of this course, students will be awarded an Oxbridge Academy Skills Certificate: Health & Safety for Management – Intermediate from Oxbridge Academy.

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<td>Monthly Instalments</td>
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Occupational Health and Safety Courses Brochure
This Saiosh-accredited course will refine your existing skills in business and OHS management, and will prepare you for working in the occupational health and safety environment. Studying this course is a good option if you’ve already completed the previous levels, and you want to develop your knowledge and skills even further.

**OHS301-01**

Total Price: R12 300

Registration Fee: R450

Course Price: R11 850

Monthly Instalments: R900 x 16.9 months
BS OHSAS (British Standard Occupational Health and Safety Assessment Series)
These courses are based on the BS OHSAS 18001 standard, which is an internationally recognised standard for occupational health and safety management systems. The BS OHSAS standards are British occupational health and safety standards that are based on the relevant ISO standards, and are recognised internationally.

ISO (International Organization for Standardization)
The ISO, which is based in Switzerland, develops International Standards that aim to ensure the quality, safety, and efficiency of products, services, and systems globally. The ISO brings together industry experts to “share knowledge and develop voluntary, consensus-based, market relevant International Standards that support innovation and provide solutions to global challenges.”

According to the ISO’s website, the International Standards “give world-class specifications for products, services and systems, to ensure quality, safety and efficiency. They are instrumental in facilitating international trade.” The ISO courses offered at Oxbridge Academy are based on the relevant ISO standards.

Note: Oxbridge Academy offers ISO and BS OHSAS courses in conjunction with DQS Academy as quality partner. DQS Academy is an accredited training provider that offers training to suit a variety of needs in a range of ISO and other international standards.
BS OHSAS 18001:2007 OCCUPATIONAL HEALTH & SAFETY: AWARENESS

This course is designed to introduce you to the fundamental aspects of the BS OHSAS 18001:2007 standard, which deals with occupational health and safety management systems. Studying this course is a good option if you want to learn about international standards relating to health and safety management systems in the workplace.

COURSE CODE
OHSA5001-03

DURATION
6 Months

REQUIREMENTS
No matric

COURSE MODULE
Occupational Health & Safety Awareness Training

STATUS
Non-accredited short learning programme offered in conjunction with DQS and aligned with the relevant international standards.

ASSESSMENT AND AWARD
- 1 assignment
- No examinations

Upon completion of this course, students will be awarded a **BS OHSAS 18001:2007 Occupational Health & Safety: Awareness Certificate** from Oxbridge Academy in conjunction with DQS.

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BS OHSAS 18001:2007 OCCUPATIONAL HEALTH & SAFETY: FACILITATION

This course is designed to teach you how to implement the BS OHSAS 18001:2007 standard, which deals with occupational health and safety systems and procedures. Studying this course is a good option if you have already completed the awareness certificate, and you now want to learn more about health and safety management systems and how to implement them in the workplace.

**COURSE CODE**
OHSF5001-03

**DURATION**
6 Months

**REQUIREMENTS**
OHSA5001-03 (Awareness Certificate)

**COURSE MODULE**
Occupational Health & Safety Facilitation Training

**STATUS**
Non-accredited short learning programme offered in conjunction with DQS and aligned with the relevant international standards.

**ASSESSMENT AND AWARD**
- 1 assignment
- No examinations

Upon completion of this course, students will be awarded a **BS OHSAS 18001:2007 Occupational Health & Safety: Facilitation Certificate** in conjunction with DQS.

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Occupational Health and Safety Courses Brochure
BS OHSAS 18001:2007 OCCUPATIONAL HEALTH & SAFETY: INTERNAL AUDITOR

This course is designed to equip you with the knowledge and skills that you need to audit an occupational health and safety management system in line with the relevant international standards. Studying this course is a good option if you have already completed the awareness and facilitation certificates, and you want to develop the additional skills you need to conduct internal audits of health and safety management systems in the workplace.

**COURSE CODE**
OHSIA5001-03

**DURATION**
6 Months

**REQUIREMENTS**
OHSF5001-03 (Facilitation Certificate)

**COURSE MODULE**
Occupational Health & Safety Internal Auditor Training

**STATUS**
Non-accredited short learning programme offered in conjunction with DQS and aligned with the relevant international standards.

**ASSESSMENT AND AWARD**
- 1 assignment
- No examinations

Upon completion of this course, students will be awarded a **BS OHSAS 18001:2007 Occupational Health & Safety: Internal Auditor Certificate** from **Oxbridge Academy** in conjunction with **DQS**.

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Studying an online course is a great option if you want to market yourself as a multi-skilled professional. With Oxbridge Academy, you can study a range of online courses in various fields. These courses are workplace skills courses, meaning that they enable you to become a more efficient and effective employee, and they help you to make a more valuable contribution in the workplace.

To complete these courses, students require access to the internet, using either a smartphone, tablet, or PC.
ISO 45001:2018 OHSMS: AWARENESS AND FACILITATION CERTIFICATE

Occupational health and safety (OHS) is a global priority and, despite extensive regulation, standards and guidelines, work-related disease and workplace incidents still result in millions of fatalities each year. The burden of occupational injuries and diseases is significant, both for employers and the wider economy.

COURSE CODE
OHSAF5002-03

DURATION
24 hours (3 days)

REQUIREMENTS
No matric (16 years and older)
To complete this course, students require access to the internet

COURSE MODULE
Occupational Health & Safety Management Systems Awareness and Facilitation Training

STATUS
Non-accredited short learning programme offered in conjunction with DQS and aligned with the relevant international standards.

ASSESSMENT AND AWARD
Students are required to complete an online assessment per element of the standard before being able to continue to the next element.

Upon completion of this course, students will be awarded a ISO 45001:2018 Occupational Health & Safety Management Systems (OHSMS): Awareness and Facilitation Certificate from Oxbridge Academy in conjunction with DQS.

FEES

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<tr>
<td>Total Price</td>
<td>R5300</td>
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<tr>
<td>Registration Fee</td>
<td>R2100</td>
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<tr>
<td>Course Price</td>
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<td>Monthly Instalments</td>
<td>R1000 x 3.2 months</td>
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WHAT IS OCCUPATIONAL HEALTH AND SAFETY?

The purpose of occupational health and safety (OHS) is to make sure that all employees are provided with a workplace that is safe and unlikely to pose a risk to their health.

Proper health and safety measures in the workplace should be designed to reduce occupational injuries and diseases, and should protect all those who are present in the workplace (including employees, customers/clients, and external service providers).
In South Africa, the Occupational Health and Safety Act imposes a duty on employers to provide and maintain a safe working environment for their employees. Furthermore, the Occupational Health and Safety Act requires employers who employ more than 20 employees to designate health and safety representatives. These health and safety representatives are responsible for:

- Reviewing the effectiveness of health and safety measures in the workplace.
- Identifying potential hazards in the workplace.
- Examining causes of health- and safety-related incidents in the workplace.
- Investigating health- and safety-related complaints from employees.
- Inspecting the workplace and consulting with outside inspectors.
- Making representations to the employer about matters relating to workplace health and safety.

In terms of the Occupational Health and Safety Act, employees are also responsible for taking care of their own health and safety at work, as well as for the health and safety of anyone else in the workplace who may be affected by their actions or omissions.
WHAT SKILLS DO YOU NEED TO WORK IN OCCUPATIONAL HEALTH AND SAFETY?

The technical knowledge and skills you will need to work in the occupational health and safety field will depend on the nature of the position in which you are employed. However, some of the general skills and personal characteristics that you will need include:

- Communication skills
- Negotiation skills
- Analytical thinking skills
- Problem solving skills
- Willingness to take responsibility
- Good attention to detail
- Tactfulness
WHAT CAREER OPPORTUNITIES ARE AVAILABLE?

Occupational health and safety workers can work in various environments, and are needed by employers all over the world. They are generally responsible for making sure that health and safety standards are maintained in the workplace. As such, they often work under stressful conditions, and they may be required to travel to visit work premises. Depending on the nature of the work that they do, they may find themselves working in dangerous conditions at times.
Above, you will find some examples of the job roles that are available in the field of occupational health and safety.

Please note: These are examples of the types of careers that exist in the field of OHS. The requirements for the types of positions mentioned above will vary from one employer to another. If you want to work in some of these positions, you may need to undergo additional training once you have completed your OHS course at Oxbridge Academy.

Who else will benefit from OHS training?
Managers, employers, architects, construction project managers and building inspectors may also need to be familiar with various aspects of occupational health and safety, and may benefit from occupational health and safety training.
“I did the Security Management course, which gave me all the relevant information. Professional staff, which kept on assisting all the way, quality service and service delivery. I got my study material on time and [there was] quality communication when I called the student support. I got quality feedback.”

- Jabulani Mncube
WHAT IS THE REGISTRATION FEE?

The registration fee represents an initial deposit, and contributes towards the activation of your course. Payment of the registration fee secures your Welcome Pack, which includes:

- Your personalised student card
- Your registration letter and information pack
- An outline of your payment plan
- A study programme
- Distance Learning Survival Guide

**Note:**
*Your registration will only be complete once you have paid the registration fee and have undertaken to pay the balance of the course fees in monthly instalments. (You also have the option to pay your course fees in full up front.)*

HOW DO YOU REGISTER FOR A COURSE?

Choose one of the options below:

- **Download** and complete the registration form, and send us your registration form and proof of payment via post or email:

- **Post:** PO Box 12723, Die Boord, 7613
- **Email:** registrar@oxbridgeacademy.edu.za

  OR

- **Call** our Student Advisors on 021 1100 200 to register via telephone

  OR

[CLICK HERE TO REGISTER ONLINE]
WHAT MAKES US DIFFERENT?

• We are committed to ‘effortless excellence in education.’
• We provide you with a free ‘Distance Learning Survival Guide’ when you register for your course.
• Our courses are constantly updated, and are designed to equip you with workplace-relevant skills.
• Our study material is specifically designed to meet your needs as a distance learning student.
• Our study material is provided in a user-friendly format, is designed to meet international standards, and is included in the course fees.
• Our industry-expert tutors are highly qualified, and are available to provide you with academic support via email.
• Our fees are affordable, and can be paid in interest-free monthly instalments.

OUR VISION

To be recognised as a leader in the field of distance education and supported learning by clients, regulatory bodies and employees.
STUDY FIELDS AT OXBRIDGE ACADEMY

- Advertising & Marketing Management
- Assessor & Moderator
- Beauty Therapy
- Bookkeeping & Accounting
- Business Management
- Childhood Development
- Computer Studies
- Contact Centre Operations
- Engineering Studies
- Events Management
- Human Resource Management
- Matric & Bridging
- Occupational Health & Safety (OHS)
- Project Management
- Public Relations
- Public Sector Management
- Secretarial Studies
- Supply Chain & Logistics
- Tourism & Hospitality
CONTACT DETAILS

Telephone:
021 110 0200

Fax:
021 883 2378 | 021 883 2795

Postal address:
PO Box 12723, Die Boord, 7613

Physical address:
The Vineyard, cnr Devon Valley and Adam Tas Road, Stellenbosch, 7600

Email:
info@oxbridgeacademy.edu.za

Website:
www.oxbridgeacademy.edu.za