OCCUPATIONAL HEALTH AND SAFETY COURSES

WE OFFER:

Short Learning Programmes
Occupational Certificates
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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 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: 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.

FEES
Please contact us for course fees or visit our website:

https://www.oxbridgeacademy.edu.za/courses/occupational-health-safety/

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.
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.

FEES
Please contact us for course fees or visit our website:

https://www.oxbridgeacademy.edu.za/courses/occupational-health-safety/

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.
OXBRIDGE 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.

FEES
Please contact us for course fees or visit our website:
https://www.oxbridgeacademy.edu.za/courses/occupational-health-safety/

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.
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
CER4040-09

DURATION
8 months

REQUIREMENTS
No matric

COURSE SUBJECTS
Management 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.

FEES
Please contact us for course fees or visit our website:
https://www.oxbridgeacademy.edu.za/courses/occupational-health-safety/

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.
OXBRIDGE ACADEMY SKILLS CERTIFICATE: HEALTH & SAFETY

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.

FEES
Please contact us for course fees or visit our website:
https://www.oxbridgeacademy.edu.za/courses/occupational-health-safety/

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.
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.

**FEES**
Please contact us for course fees or visit our website:

https://www.oxbridgeacademy.edu.za/courses/occupational-health-safety/

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.*
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.

**FEES**
Please contact us for course fees or visit our website:

https://www.oxbridgeacademy.edu.za/courses/occupational-health-safety/

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.*
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.

**COURSE CODE**
OHS301-01

**DURATION**
8 months

**REQUIREMENTS**
OHS201-01

**COURSE SUBJECTS**
Fundamental Business Skills 301
Management Practice 301
Office Data Processing 301
Safety 301

**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 – Advanced](https://www.oxbridgeacademy.edu.za/courses/occupational-health-safety/) from Oxbridge Academy.

**FEES**
Please contact us for course fees or visit our website:

https://www.oxbridgeacademy.edu.za/courses/occupational-health-safety/

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.
These formal qualifications are registered on the National Qualifications Framework (NQF), and are accredited by the Quality Council for Trades and Occupations (QCTO). Occupational qualifications are associated with a trade, occupation or profession resulting from work-based learning and consisting of knowledge unit standards, practical unit standards, and work experience unit standards.

When you register for one of our Occupational Certificates, you will be expected to complete one theoretical and two practical components. The theoretical component is assessed by means of assignments, whereas the practical components require you to submit evidence that you have met the practical and workplace requirements of the course. Should you not be employed at a registered business during the time that you complete your studies, Oxbridge Academy will assist you with placements if you meet our placement criteria.

How do I qualify and register for the external integrated summative assessment?

- This qualification requires you to write one external assessment (exam) that covers all the learning material in the course.
- You have to complete and pass all three components of the course (one theoretical and two practical) before you will become eligible to register for the external assessment.
- Once you qualify to register for the external assessment, Oxbridge Academy will notify the QCTO. The QCTO will then visit Oxbridge Academy to verify whether you qualify for the external assessment.
- Please note that although you may have passed the assessments and practical components, the final decision to allow you entry to the external assessment lies with the QCTO. Oxbridge Academy undertakes to give you feedback on the reasons why and provide you with another opportunity to redo your assessments.
- If the QCTO qualifies you to write the external assessment, they will notify you directly. The QCTO will also allocate a venue where you will write the final external assessment.
- Oxbridge Academy will assist you with the registration process for the external summative assessment. Please note that it can take up to three months before you can write your final external assessment.
OCCUPATIONAL CERTIFICATE: OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER

The purpose of this qualification is to prepare a learner to operate as an Occupational Health and Safety Practitioner. An Occupational Health and Safety Practitioner serves as a facilitator and advisor to employees and management regarding safety and health aspects in the workplace, including the monitoring and inspecting of the workplace and the recording and investigation of incidents and accidents.

COURSE CODE
OHSPRA-01

DURATION
25 months

REQUIREMENTS
Relevant NQF Level 4 qualification

COURSE SUBJECTS
5 Knowledge modules
9 Practical skills modules
6 Work experience modules
See website for details.

STATUS
Occupational certificate accredited by the QCTO (SAQA ID 99714)

ASSESSMENT AND AWARD
Students are required to complete the following:
• 5 theoretical assignments
• 9 practical assignments
• 6 workplace assignments

Upon completion of this course, students will be awarded a Occupational Certificate: Occupational Health and Safety Practitioner from the QCTO.

FEES
Please contact us for course fees or visit our website:
https://www.oxbridgeacademy.edu.za/courses/occupational-health-safety/

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.
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.
Occupational Health and Safety Specialist • Occupational Health and Safety Inspector • Junior Occupational Health and Safety Officer • Senior Occupational Health and Safety Officer • Health and Safety Practitioner • Occupational Health Practitioner/Nurse • Industrial Hygienist • Environmental Protection Officer • Environmental Health and Safety Advisor • Compliance Officer • Wellness Specialist • Chief Safety Officer • Mine Examiner • SHE Officer

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
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 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.)
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
BOOKKEEPING & ACCOUNTING
BUSINESS MANAGEMENT
CHILDHOOD DEVELOPMENT
COMPUTER STUDIES
CONTACT CENTRE OPERATIONS
ENGINEERING STUDIES
EVENTS MANAGEMENT
HEALTH AND WELLNESS

HUMAN RESOURCE MANAGEMENT
OCCUPATIONAL HEALTH & SAFETY (OHS)
PROJECT MANAGEMENT
PUBLIC RELATIONS
PUBLIC SECTOR MANAGEMENT
SECRETARIAL STUDIES
SUPPLY CHAIN & LOGISTICS
TECHNICAL MATRIC & BRIDGING
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.co.za

Website: www.oxbridgeacademy.edu.za