

# IRCA SECUNDA

## Education and Training Department Public Course Schedule January - December 2012

IRCA Global, your preferred Safety, Health, Environment and Quality (SHEQ) Risk Management provider.

Our products and services are designed to Assess, Advise and Assist in all aspects of SHEQ Risk Management activities.

COURSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DESCRIPTION
CAP Auditor Training Course 5 Days		13-17				18-22		13-17			12-19		Training persons in applying CAP and effective auditor practices in order to evaluate and manage SHEQ risk management systems.
Modern SHEQ Risk Management 5 Days	16-20				7-11		30-	-3			24-28		Providing participants with a fundamental understanding of the activities that form part of effective SHEQ risk management systems.
Modern SHEQ Risk Management Distance Study 6 Months													Providing participants with a fundamental understanding of the activities that form part of effective SHEQ risk management systems.
Health and Safety Representative 3 Days	25-27		14-16		14-16		4-6		5-7		14-16		Providing participants with a fundamental understanding of the rights and responsibilities of a health and safety representative, and how these would be carried out.
Hazard Identification & Risk Assessment (HIRA) 2 Days		16-17	19-20		3-4		26-27		3-4		1-2		Providing participants with a fundamental understanding of the basic (HIRA) risk assessment process, including the application thereof.
Root Cause Analysis Technique (RCAT) 3 Days			28-30		28-30		30-	-1		10-12			Providing participants with a fundamental understanding of the issues pertinent to the management of incidents as well as the RCAT Technique, used for incident investigations.
Construction Safety Training (CST) (IRCON) 3 Days				4-6			11-13				28-30		Providing participants with a fundamental understanding of the activities that form part of effective SHEQ management systems for construction projects.
Legal Liability for Supervisors(Occupational Health and Safety Act, 85 of 1993) - 1 Day				10			2			30			Providing participants with a fundamental understanding of the legal requirements imposed by the OHS Act, and how these would be discharged.
Legal Liability - Executives (Occupational Health and Safety Act, 85 of 1993) - 1 Day			2					8					Providing Executives with a fundamental understanding of the legal requirements imposed by the OHS Act, and how these would be discharged.
Legal Liability Supervisors (Mine Health and Safety Act, 29 of 1996) - 1 Day						4							Providing participants with a fundamental understanding of the legal requirements imposed by the MHS Act, and how these would be discharged.
Incident Investigation 1 Day		3		19		8		2			23		Providing participants with a fundamental understanding of the sequence of events that leads to incidents, the causes thereof and he process of implementing remedial actions.
ISO 9001:2008 Facilitation 3 Days		29-	-2						12-14				Providing participants with an in depth level of knowledge regarding the quality management system development, implementation and maintenance of the ISO 9001:2008 standard requirements.
ISO 14001:2004 Facilitation 3 Days					16-18								Providing participants with an in depth level of knowledge regarding the environmental management system development, implementation and maintenance of the ISO 14001:2004 standard requirements.
OHSAS 18001:2007 Implementation 2 Days	19-20				21-22			6-7			19-20		Providing participants with a fundamental understanding of the OHSAS 18001 Occupational Health and Safety Management Standard, and the implementation thereof.



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OHSAS 18001:2007 Awareness <b>1 Day</b>				21			11				Providing participants with an overview understanding of the OHSAS 18001 Occupational Health and Safety Management Standard.
SHEQ Awareness <b>1 Day</b>	23				1				26		Provides Participants with the causes and consequences of incidents; accident/incident investigation; inspection; task observation and effective communication.
OHSAct Awareness <b>1 Day</b>		1			15				21		Providing participants with a fundamental understanding of Occupational Health and Safety Act 85 of 1993 (OHSA), and its requirements.
First Aid Level 1 <b>2 Days</b>			7-9		20-22			3-5			Providing employees, appointed as First Aiders, with the required skills and knowledge.
Working at Heights <b>1 Day</b>				18			10				Providing participants with an overview of management and employee's responsibilities and duties regarding working on heights, as well as safety behaviour requirements and safety principles, control mechanisms and scaffolding requirements.
Construction Regulation Overview <b>4 Hours</b>		6			5			16			Providing participants with a fundamental understanding of the various categories of requirements imposed by the Regulations.
Hazardous Chemical Substance (HCS) Awareness <b>1 Day</b>		10			8			29			Providing participants with the understanding and application to hazard identification and risk assessment, step-by-step process on task execution, control of task related hazards.
Introduction to Responsible Care <b>1 Day</b>	30			31			18				Aims at raising awareness about Responsible Care guiding principles and its fundamental requirements.
Implementing Responsible Care <b>2 Days</b>		27-28			11-12			29-30			Aims at raising awareness about Responsible Care requirements and the implementation thereof.
Responsible Care Auditor <b>1 Day</b>			5			9			16		Aims at equipping persons that verify the successful implementation of Responsible Care within chemical companies.
Basic Risk Management Process (BRMP) <b>1 Day</b>		8				16			27		Effect a practical and common risk assessment process which enables Employees to recognize, assess and control risks to people, property, materials and the environment
Intermediate Risk Management Process (IRMP) <b>3 Days</b>				11-13			27-29			3-5	To provide the knowledge and understanding required for facilitating a systematic, general examination of the workplace and its activities / tasks in order to identify the risks arising from or in connection with the work.
Advanced Risk Management Process (ARMP) <b>5 Days</b>						23-27		19-20			To provide the knowledge and understanding of risk assessment techniques to be applied in identifying, analysing, evaluating, treating, monitoring and communicating risks associated with any function or process in a way that will enable the organisation to minimise losses and maximise gains
Executive Risk Management Process (ERMP) <b>1 Day / 4 Hours</b>							3		30		To contribute to building a risk-smart workforce and environment that allows for innovation and responsible risk-taking while ensuring legitimate precautions are taken to protect the public interest, maintain public trust, and ensure due diligence



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### CAREER DEVELOPMENT PATH

COURSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DESCRIPTION
Risk Management Qualification Programme (RISKMAQ) Part 1 - <b>5 Days</b>	30-	-3			21-25			13-17			7-11		Providing participants with a fundamental understanding of various aspects and activities that form part of effective SHEQ management systems.
Risk Management Qualification Programme (RISKMAQ) Part 2 - <b>5 Days</b>			12-16			18-22				15-19			Providing participants with a fundamental understanding of various aspects and activities that form part of effective supervision and control of SHEQ management systems.
Risk Management Qualification Programme (RISKMAQ) Part 3 - <b>10 Days</b>					7-18			13-24					Providing participants with a fundamental understanding of various requirements to design, overall management efforts and establish effective risk control in an organisation.
Risk Management Qualification Programme (RISKMAQ) Part 1, 2 and 3 Distance Study													

### EDUCATION

COURSE	DESCRIPTION
Management of Technology and Innovation in the domain of Operational Risk Management Diploma	At the end of the MOTI Diploma, the learners will have developed practical knowledge on how to identify, monitor and apply techniques to design, develop and implement comprehensive risk control systems.
University of the Free State - BIUR Degree with endorsement to Occupational Risk Law Degree	The qualification looks at legal requirements and practical implementation of a system review process and awareness of provision for administrative enforcement of the legal requirements by means of inspectors, investigations and inquiries.

All cancellations must reach the above address, in writing, not later than 5 days prior to the commencement date of the course. An administration fee of 15% will be payable in respect of a cancellation received less than 5 days prior to the commencement date of the course, persons who do not show up for the course will be liable for the full cost. Companies enrolling 5 or more candidates will qualify for one additional candidate at no extra charge. For further information and bookings, please contact Marilien Rautenbach on +27-(0)-17-631-3065/ marilienr@ircavg.co.za

**Note: a minimum of 12 delegates are required to convene the course and participants will be informed 5 days prior to the commencement of the course if the course is postponed or cancelled.**