

Certificate of Professional Development in Workplace Health



HEALTHY
WORKING LIVES



University of
Strathclyde
Centre for
Lifelong Learning

This professional development course in Workplace Health is offered by the Scottish Centre for Occupational Safety and Health (SCOSH, Centre for Lifelong Learning, University of Strathclyde) in collaboration with NHS Health Scotland and the Scottish Centre for Healthy Working Lives, as part of their commitment to continuing professional development.

The aim of the course is to increase participants' knowledge and critical understanding of workplace health matters. The course is unique in that it integrates health and safety, occupational health and health promotion and has a major objective of promoting collaboration between different disciplines.

Who should attend?

The course has been designed for people working in a range of jobs and will appeal particularly to those involved in occupational health, health promotion, health and safety, trade union representation and human resources. General Managers with responsibility for workplace health issues will find that this course brings together the key elements they need to cover. The course is also suitable for those wishing to broaden their occupational health, safety and wellbeing knowledge in relation to their workplace.

Mode of Study

This course has been designed to allow students to study by distance learning through the use of online course content with tutor support using the University of Strathclyde virtual learning environment, *LearnOnline*. The course will involve around 180 hours of study over a 29 week period, with appropriate holiday intervals.

Assessment

Academic progress will be assessed by a variety of mechanisms, both formal and informal. Much of the informal assessment is 'built in' to the text in the form of reflective questions and revision questions, while graded assessment of academic progress takes the form of two written Assignments.

Successful completion of the assessment elements and active participation in the online activities associated with the course will confirm that the student has achieved sufficient academic competence to satisfy professional standards set by the Health and Safety Executive and will merit the award of a Certificate of Professional Development in Workplace Health from the University of Strathclyde.

Syllabus

Introduction to workplace health: what is encompassed by 'workplace health'; the main players; participation, education, training, consultation, involvement; Trades Unions; risk; key issues.

Workplace health and health promotion: an introduction to health promotion; workplace health promotion; meaning and background to workplace health; personal experience of work and health; stakeholders and experts; role of government; alcohol and the workplace; smoking and the workplace; workplace stress; controlling stress; bullying and harassment; work-related violence; groups of workers particularly at risk; work/life balance; women at work.

Influence of work on health – occupational health: introduction; the multidisciplinary team; the occupational health journey including, for example, health surveillance, taking an occupational history, sickness absence, rehabilitation, return to work; specific occupational illness, for example, occupational respiratory disease, hand arm vibration, musculoskeletal disorders.

Influence of work on health - management of health and safety: Health and Safety at Work, etc. Act (1974); safety management systems; the 'four Cs' of safety management; safety policies; organizing for safety; planning and implementing; monitoring; audit and review; risk assessment; ergonomics; chemical safety; manual handling; display screen equipment; electricity; sick building syndrome; workplace health in small and medium sized enterprises.

Planning a workplace health initiative: introduction to needs assessment; purpose of needs assessment; theory of needs assessment; practice of needs assessment; data sources and methods of data collection; stakeholder analysis; planning a workplace health initiative.

Evaluating a workplace health initiative: value and purpose of evaluation; challenges faced in evaluation; definitions; different approaches to evaluation and design; participatory evaluation/action research; framework for workplace health evaluation; developing a plan for evaluation; conclusions.

Implementation of workplace health – organizations, systems and management: organization, systems and management; organizational theory; workplace health specialist as a consultant/change agent; organizational development; quality management; participation of the workforce.

Implementation of workplace health – social marketing: defining social marketing; social marketing problems; key concepts in social marketing; developing a social marketing plan; social marketing and workplace health; conclusions.

Dates

The course will run from **10 November 2008** to **29 May 2009**.

Course Fees

The full registration fee for this course is **£695**, including tuition, online course materials and assessment. The course fee is VAT exempt.

Financial assistance may be available to Trades Union representatives and Voluntary Sector employees. Self-sponsoring individuals earning less than £18,000 per annum may be eligible for an Individual Learning Account (ILA) and additional support. Further details can be provided on request.

Entry Criteria

The normally entry requirement for this course is a first degree or equivalent work experience. Access to a broadband internet connection and a basic working knowledge of computers are essential for participation.

Registration Deadline

Registration will be held open until **Friday 10 October 2008**.

Cancellation Policy

Cancellations notified by 10 October 2008 will not incur an administrative charge. Cancellations received after 10 October will be subject to a charge of £100. Participants will not be entitled to any refund of course fees in the event of withdrawal after the course has begun.

Contact

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APPLICATION FORM

Name _____

Address (for correspondence) _____

Daytime Telephone _____ Email _____

Fee payable: **£695.00** (Please tick box for chosen method of payment):

Cheque enclosed (payable to University of Strathclyde)

or

Invoice (enter Purchase Order number and invoicing address below)

or

Credit/Debit card (Access/Visa/MasterCard/Maestro/Delta/Solo/American Express)

Number _____ Security Code (last 3 digits on back of card) _____

Expiry Date _____ Start Date _____ Issue No (Switch) _____

Signature _____ Date _____

Invoice address/card billing address (if different from correspondence address):

ILA Membership Number (if applicable) _____

Do you have any special needs or disabilities which may affect your learning? Yes No

If yes please give brief details _____

Please tick this box if you work in the Voluntary Sector or if you are a Trade Union Representative

Please send completed application form together with fee to: **SCOSH, Centre for Lifelong Learning, University of Strathclyde, Graham Hills Building, 40 George Street, Glasgow G1 1QE**