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# HEALTH, SAFETY AND ENVIRONMENT

*Training and Consultancy 2011*

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“EEF’s training programmes are second to none. They give our people the tools they need to take full ownership of how they work - ensuring our company’s HSE performance is excellent”

*Richard Morley, Director, Caparo Steel Products Ltd*

# Health, safety and environment

You can access EEF training through open courses, tailored programmes and one-on-one coaching – all delivered by some of the most experienced people in the business. And our consultancy can also help you deliver business competitiveness and growth. It's all part and parcel of our safety and sustainability service.

## **Training**

Our team delivers a complete suite of nationally accredited courses, from IOSH, NEBOSH, IEMA and Oxford Brookes University. It's a one-stop shop for your team's training needs. We also provide bespoke training programmes that can focus on specific site issues, company policies, control measures and management systems.

Our courses can be bought for a single employee or for your entire organisation. They are delivered at your convenience, either off-site in one of our training centres or at premises of your choice.

You'll know that when you work with us your training will be led by experienced professionals. The team will include NEBOSH Principal Examiners and members of the IOSH approval and review panel.

## **Consultancy**

We offer a bespoke consultancy service to help you with formulating and managing your health, safety and environmental strategy as appropriate. Whether we're working separately or alongside your people, you can treat us as your very own HSE department, just a phone call away. From single issues to management system implementation, we are able to offer assistance and guidance.

And if it is culture change you are after, we can diagnose the issues through gap analysis and surveys and develop tailored training solutions to ensure improvement.

## **Tailor-made solutions**

We know that every business is different, with its own unique set of HSE issues and challenges. That's why all our HSE training and consultancy services can be adapted and fine-tuned to meet your individual business needs.

You might be looking for a package that combines training and consultancy. For example, we can help you develop a management system for your business and then train your people to implement it.

If that's the case, we can offer closely integrated training and consultancy packages that combine the latest skills and best practice for your people with the peace of mind of frontline support.

For example, we can build your own documents, case studies and philosophies into the course, and everyone in a team can be trained together. We can also make the most of your location by carrying out practical training exercises – the completion of an inspection or risk assessment, for example – where your people actually work.

### **Wherever you are, we deliver**

We provide health, safety and environmental consultancy and accredited training to organisations world wide.

All our HSE training and consultancy services can be adapted and fine-tuned to your individual business needs wherever located. Our teams operate to global standards and are experienced at adapting to international requirements.

In addition to the HSE courses listed, in this guide and on our website, we're also looking to offer the IEMA International Certificate in Environmental Management and NEBOSH Technical Certificate – Oil & Gas Operational Safety in 2011 (accreditation pending).

If the course you need is not listed we can work with you to develop a course to meet your needs and specifications.

In 2010 we offered international training and consultancy in locations from Beijing to Dubai for clients ranging from ABB to Weetabix. If you would like to know more, call us on 0845 293 9850.

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Did you know that Woodland Grange Training is now part of EEF? We still offer our full range of training and consultancy services but are now supported by the nation wide infrastructure of EEF. To find out more call us on 0845 293 9850.

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We hope you find this brochure useful in finding the training or consultancy solution you're looking for. If you would like to know more visit [www.eef.org.uk/training](http://www.eef.org.uk/training) or [www.eef.org.uk/consultancy](http://www.eef.org.uk/consultancy)

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“EEF tutors bring training sessions alive with expert industry knowledge and practical examples. Together with dedicated study and the fantastic learning environment I got the results I wanted.”

*Lisa Pearson, Health and Safety Manager,  
Hallmark Cards*

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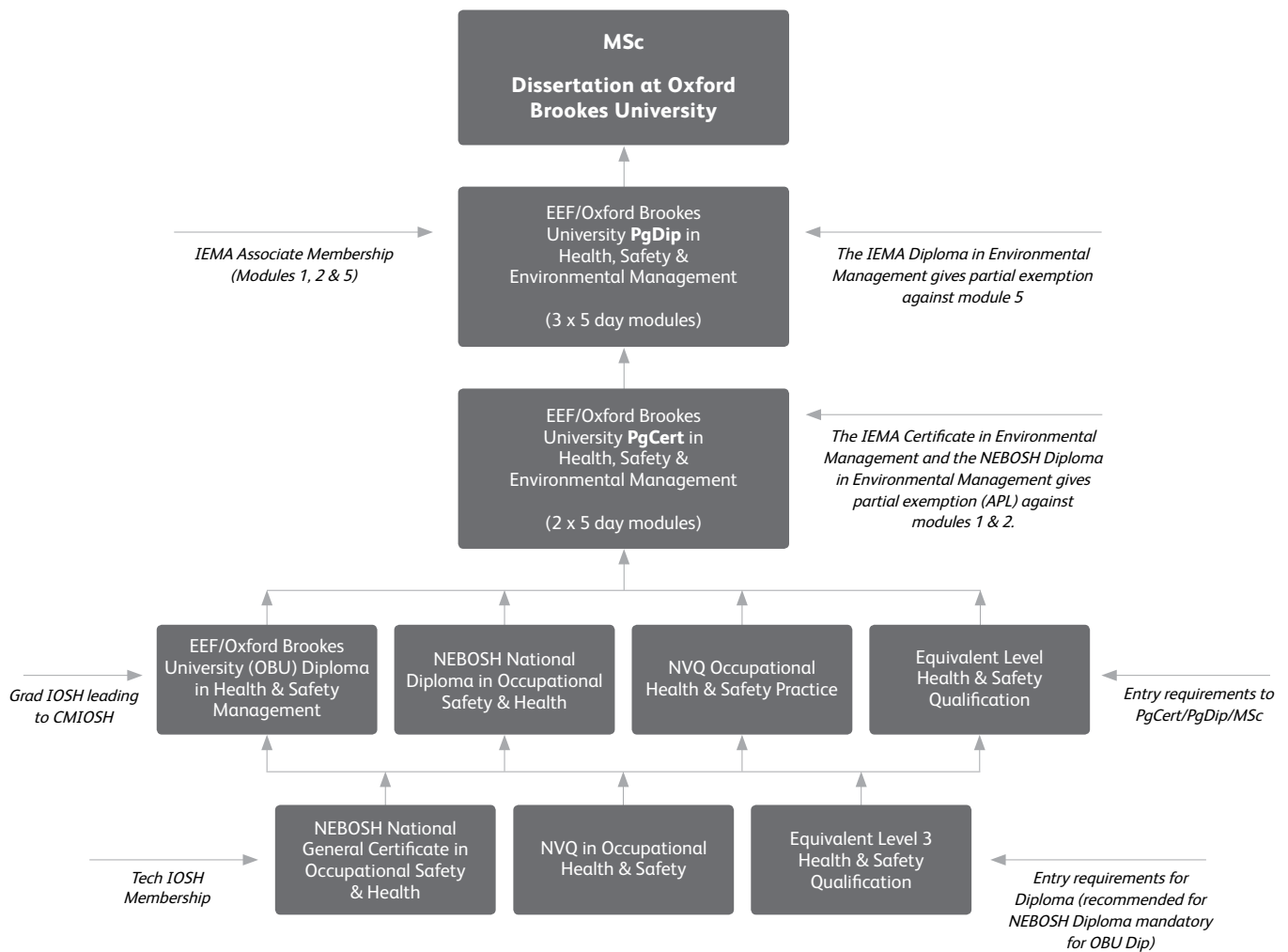
*Lisa achieved the highest mark globally for Unit C of her NEBOSH Diploma.*



# LET EEF TAKE YOU FURTHER AND HIGHER

## HSE qualifications from National General Certificate to MSc

We're one of the only organisations that can take you all the way through your professional development from an NGC qualification to a highly regarded MSc.



**Note:** The IEMA Certificate and NEBOSH Diploma in Environmental Management leads to Associate Membership of IEMA. With appropriate experience, evidence of professional development, full membership and CEnv can be applied for. Contact IEMA for details on full membership and CEnv requirements.

# NEBOSH NATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL SAFETY AND HEALTH

The NEBOSH National General Certificate in Occupational Safety and Health is a nationally recognised qualification covering the main legal requirements for health and safety in the UK. It also deals with a range of workplace hazards and methods of control.

## Who should attend?

This health and safety training will be beneficial to non-specialists who require sound initial training leading to a basic recognised qualification through examination and assessment. Such people would include managers and supervisors, safety representatives and representatives of employee safety.

## Benefits of attending

Many larger organisations choose the NEBOSH National General Certificate as a key part of their supervisors' or management development programme. By ensuring that line managers have a sound understanding of the principles of risk management they build an effective safety culture in the company. Smaller organisations, operating in lower risk environments, often choose the NEBOSH National General Certificate as the appropriate qualification for the manager taking the lead on health and safety issues.

## Course structure

The NEBOSH National General Certificate consists of three units, each separately assessed. Delegates may choose to undertake all of the units at the same time or at different times. A unit certificate will be issued on successful completion of each unit. However, to achieve the NEBOSH National General Certificate award, delegates need to pass all three units within a five-year period.

The three units are as follows:

- Unit NGC1\* – Management of health and safety\*
- Unit NGC2 – Controlling workplace hazards
- Unit NGC3 – Practical assessment

\* Unit NGC1 can be used as a pre-entry for the NEBOSH Fire Safety and Risk Management Certificate and the NEBOSH Construction Certificate.

## Key topics

*NGC1 – Management of health and safety*

- Foundations in health and safety
- Policy
- Organising for health and safety
- Promoting a positive health and safety culture
- Risk assessment
- Principles of control
- Monitoring, review and audit
- Incident and accident investigation and reporting

*NGC2 – Controlling workplace hazards*

- Movement of people and vehicles
- Manual and mechanical handling
- Work equipment
- Electrical safety
- Fire safety
- Chemical and biological health hazards
- Physical and psychological health hazards
- Construction activities

*NGC3 – Practical assessment*

To satisfy the requirement for the award, each delegate must pass the two written papers for NGC Unit 1 and NGC Unit 2 plus the practical assessment NGC Unit 3. The practical assessment is normally carried out at the delegate's place of work on completion of the course.

## Assessment

Each candidate is required to sit two exams of two hours each (NGC1 and NGC2) and to carry out a practical assessment in the workplace (NGC3) on completion of the course.

## Progression routes

Following successful completion of the course, delegates will be eligible for the NEBOSH National Diploma in Occupational Safety and Health, the EEF/Oxford Brookes Diploma in Health and Safety Management, the NEBOSH National Certificate in Construction Safety and Health or the NEBOSH Certificate in Fire Safety and Risk Management.

NEBOSH CERTIFICATE	NATIONAL PASS RATE	OUR PASS RATE
NGC1	72%	77%
NGC2	83%	91%
NGC3	94%	93%

## FORMAT – BLOCK, NON-RESIDENTIAL, RESIDENTIAL

DATES	LOCATIONS	DATES	LOCATIONS
10-14, 17-21 January	Woodland Grange	1-5, 8-12 August	Woodland Grange
14-18, 21-25 February	Woodland Grange	5-9, 12-16 September	Woodland Grange
14-18, 21-25 March	Woodland Grange	10-14, 17-21 October	Woodland Grange
9-13, 16-20 May	Woodland Grange	21-25, 28-30 November, 1-2 December	Woodland Grange
20-24, 27-30 June, 1 July	Woodland Grange		

## FORMAT – BLOCK, NON-RESIDENTIAL

DATES	LOCATIONS	DATES	LOCATIONS
31 January, 1-4, 7-11, 24-25 February	Gateshead	27-30 June, 1, 4-8, 11-12 July	Warrington
7-11, 14-18, 31 March, 1 April	Sheffield	11-15 July, 15-19 August, 8-9 September	Bristol
11-15 April, 16-20 May, 9-10 June	Bristol	12-16, 19-23 September, 6-7 October	Gateshead
6-10, 13-17, 30 June, 1 July	Sheffield	7-11, 14-18 November, 1-2 December	Sheffield

## FORMAT – PART-TIME, NON-RESIDENTIAL

DATES	LOCATIONS	DATES	LOCATIONS
19-20, 26-27 January, 2-3, 9-10, 16-17 February, 10-11 March	Bristol	5-6, 11-12, 18-19, 25-26 May, 2-3, 9-10 June	Sheffield
20-21, 27-28 January, 3-4, 10-11, 17-18, 24-25 February	Sheffield	2-3, 9-10, 16-17, 23-24, 30-31 August, 8-9 September	Hook
1, 7-8, 14-15, 21-22, 28 February, 1, 7-8, 11 March	Oakham	15-16, 22-23, 29-30 September, 6-7, 13-14, 20-21 October	Sheffield
2-3, 9-10, 16-17, 23-24 February, 2-3, 10-11 March	Cambridge	23, 30 September, 7, 14, 21, 28 October, 4, 11, 18, 25 November, 2, 9 December	Warrington
3-4, 10-11, 17-18, 24-25, 31 March, 1, 7-8 April	Gateshead	26 September, 3, 10, 17, 24, 31 October, 7, 14, 21, 28 November, 5, 9 December	Oakham
7, 14, 21, 28 March, 4, 11, 18 April, 9, 16, 23 May, 6, 10 June	Oakham	27 September, 4, 11, 18, 25 October, 1, 8, 15, 22, 29 November, 8-9 December	Bristol
23, 30 March, 6, 13, 20, 27 April, 4, 11, 18, 25 May, 1, 10 June	Warrington	31 October, 1, 7-8, 14-15, 21-22, 28-29 November, 8-9 December	Hook
3-4, 9-10, 16-17, 23-24, 31 May, 1, 9-10 June	Hook	2-3, 9-10, 16-17, 23-24, 30 November, 1, 8-9 December	Cambridge
5-6, 11-12, 18-19, 25-26 May, 2-3, 9-10 June	Cambridge	3-4, 10-11, 17-18, 24-25 November, 1-2, 8-9 December	Gateshead

EEF members: £1,755.00 (excl VAT) Non-members: £1,955.00 (excl VAT) Duration: 10-13 days

Residential options are available at Woodland Grange - call us for more details.

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT375](http://www.eef.org.uk/QT375)

# NEBOSH FIRE SAFETY AND RISK MANAGEMENT CERTIFICATE

The NEBOSH Fire Safety and Risk Management Certificate is designed for managers, supervisors, employee representatives and others with fire safety responsibility. The course aims to equip delegates to contribute to the conduct and review of fire risk assessments as well as fire preventative and protective measures.

## Who should attend?

Newly appointed and established safety officers, fire safety officers, managers responsible for fire safety and those who are responsible for fire risk assessments.

## Benefits of attending

A fire can have a devastating effect on an organisation; 77% of businesses experiencing a major fire never fully recover. The updated duties under the Regulatory Reform (Fire Safety) Order 2005 place the responsibility on employers and those in control of premises to ensure that they assess fire risks and take steps to minimise those risks and safeguard people in the event of a fire. The NEBOSH Fire Safety and Risk Management Certificate is designed to equip holders to help their organisations to meet these legal duties.

## Course structure

Unit NGC1 – Management of health and safety\*  
Unit FC1 – Fire safety and risk management  
Unit FC2 – Practical fire risk assessment

*\*Those who have obtained the NEBOSH National General Certificate, passed unit NGC1 of the NEBOSH National General Certificate or passed NEBOSH National Diploma Paper A1 within the last five years will only have to take and pass units FC1 and FC2. Candidates must successfully complete all three units to achieve the overall qualification.*

## Key topics

Development of a clear understanding of how to manage the risk of fire in the workplace:

- Fire legislation
- Components of fire
- Fire technology
- Building design
- Fire risk assessment
- Behaviour of people

## Assessment

Each candidate will be required to carry out a practical assessment in the workplace (FC2) and to sit two exams of two hours each (NGC1 and FC1) on completion of the course. Those who have already passed NGC1 as part of the NEBOSH National General Certificate will not be required to resit this exam. Please refer to the NEBOSH National General Certificate for dates of NGC1.

## You may also be interested in

NEBOSH National General Certificate in Occupational Safety and Health

DATES	LOCATIONS	DATES	LOCATIONS
14-18 February	Sheffield	5-9 September	Woodland Grange
23-27 May	Leeds	26-30 September	Gateshead
18-22 July	Bristol	21-25 November	Sheffield

EEF members: £990.00 (excl VAT)    Non-members: £1,155.00 (excl VAT)    Duration: 5 days

Residential options are available at Woodland Grange - call us for more details.

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT370](http://www.eef.org.uk/QT370)

# NEBOSH NATIONAL CERTIFICATE IN CONSTRUCTION HEALTH AND SAFETY

The NEBOSH National Certificate in Construction Health and Safety is a nationally recognised qualification. It is designed to provide a sound breadth of underpinning knowledge that enables people to discharge more effectively their duties or functions with respect to health and safety in construction activities.

## Who should attend?

Non-specialists in health and safety who require sound initial training leading to a basic recognised qualification through examination and assessment. These would include managers and supervisors, safety representatives and representatives of employee safety.

## Benefits of attending

Many larger construction organisations choose the NEBOSH National Construction Certificate as a key part of their supervisory or management development programme. By ensuring that line managers have a sound understanding of the principles of risk management, they build an effective safety culture in the company.

Owners or managers of smaller consultancy companies will find this qualification helps them to meet the requirements of clients and principal contractors when working on other people's premises or sites.

## Course structure

- Unit NGC1 – Management of health and safety\*
- Unit NCC1 – Management of construction hazards
- Unit NCC2 – Construction health and safety practical application

*\*Those who have obtained the NEBOSH National General Certificate, passed unit NGC1 of the NEBOSH National General Certificate or passed the NEBOSH National Diploma Paper A1 within the last five years will only have to take and pass units NCC1 and NCC2. Candidates must successfully complete all three units to achieve the overall qualification.*

## Key topics

- Construction law and management
- Construction site – hazards and control
- Movement of people and vehicles – hazards and control
- Manual and mechanical handling – hazards and control
- Work equipment – hazards and control
- Electrical – hazards and control
- Fire – hazards and control
- Chemical and biological health – hazards and control
- Physical and psychological health – hazards and control
- Working at height – hazards and control
- Excavation work and confined spaces – hazards and control
- Demolition – hazards and control

## Assessment

Each candidate will be required to carry out a practical assessment in the workplace (NCC2) and to sit two exams of two hours each (NGC1 and NCC1) on completion of the course. Those who have already passed NGC1 as part of the NEBOSH National General Certificate will not be required to resit this exam. Please refer to the NEBOSH National General Certificate for dates of NGC1.

## Progression routes

Following successful completion of the course, delegates will be eligible for the NEBOSH National Diploma in Occupational Safety and Health and the EEF/Oxford Brookes Diploma in Health and Safety Management.

## You may also be interested in

NEBOSH National General Certificate in Occupational Safety and Health

DATES	LOCATIONS	DATES	LOCATIONS
14-18, 21-25 March	Woodland Grange	11-15, 18-22 July	Sheffield
4-8 April, 9-13 May	Bristol	8-12, 15-19 August	Woodland Grange
6-10, 13-17 June	Woodland Grange	24-28, 31 October, 1-4 November	Warrington

EEF members: £1,755.00 (excl VAT) Non-members: £1,955.00 (excl VAT) Duration: 10 days

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT373](http://www.eef.org.uk/QT373)

# NEBOSH NATIONAL DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY

The NEBOSH National Diploma in Occupational Health and Safety provides the core health and safety knowledge which, combined with understanding and appropriate application, underpins the competent performance of an occupational health and safety practitioner.

The National Diploma in Occupational Health and Safety is accredited by NEBOSH.

## Who should attend?

The NEBOSH National Diploma is suitable for health and safety practitioners, and those aspiring to the profession, who wish to achieve graduate membership of IOSH.

This diploma is also appropriate for those requiring the deeper level of knowledge offered by a Level 3 NEBOSH course.

## Benefits of attending

Qualified health and safety professionals are an asset to their organisations, reducing costs by preventing accidents and the ill health of employees without incurring unnecessary expense by over reacting to trivial risks.

The unitised structure of the qualification recognises success as the student progresses. Its practical approach promotes the application of the knowledge acquired on the course to problem-solving in the student's own workplace.

## Course structure

The NEBOSH National Diploma in Occupational Safety and Health comprises four core units:

- Unit A: Managing health and safety
- Unit B: Hazardous agents in the workplace
- Unit C: Workplace and work equipment safety
- Unit D: Workplace-based assignment

## Key topics

### *Unit A: Managing health and safety*

- Principles of health and safety management
- Loss causation and evaluation
- Assessing and evaluating risk
- Systems approach for controlling risk
- Measuring health and safety performance
- Organisational factors
- Human factors
- Principles of health and safety law – criminal and civil

### *Unit B: Hazardous agents in the workplace*

- Occupational health and hygiene
- Toxicology and epidemiology
- Chemical agents, evaluating risk
- Hazardous substances
- Biological agents
- Psychosocial agents
- Ergonomic agents

### *Unit C: Workplace and work equipment safety*

- General workplace issues
- Hazards and controls associated with work equipment
- Machinery safety
- Mechanical handling
- Principles of fire and explosion
- Workplace fire precautions
- Environmental pollution and waste management

### *Unit D: Workplace-based assignment*

The focus of the Unit D assignment should be the application of the knowledge and understanding developed in Units A, B and C to a real workplace situation.

### Assessment

Each unit will be assessed by an examination. The pass mark for each examination is 45%.

Each candidate is also required to complete the 8,000-word assignment for Unit D. The overall mark will be an aggregate of the examination and assignment marks. Slightly more emphasis will be given to the examination marks.

This course will be held at the following locations: Bristol, Woodland Grange, Leeds, Sheffield and Warrington.

For dates, prices and more information call us on 0845 293 9850.

### Progression routes

Following successful completion of the course, delegates will be eligible for MSc/PgDip/PgCert in Health, Safety and Environmental Management.

With relevant vocational experience, this qualification also leads to chartered membership of the Institution of Occupational Safety and Health (IOSH) and the International Institute of Risk and Safety Management (IIRSM).

NEBOSH DIPLOMA	NATIONAL PASS RATE	OUR PASS RATE
Unit A	49%	70%
Unit B	52%	80%
Unit C	63%	80%

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*EEF members: £5,700.00 (excl VAT) Non-members: £6,650.00 (excl VAT) Duration: 35-36 days*

Residential options are available at Woodland Grange - call us for more details.

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*To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT374](http://www.eef.org.uk/QT374)*

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# EEF/OXFORD BROOKES UNIVERSITY DIPLOMA IN HEALTH AND SAFETY MANAGEMENT

The Diploma in Health and Safety Management course aims to develop the skills and knowledge necessary to function as a competent health and safety practitioner.

## Entry requirements

Admission of candidates to the Health & Safety Diploma Course will normally be considered on the basis of either completion of the NEBOSH National General Certificate (Level 3) or equivalent.

## Course structure

The 30-day course is divided into four modules which have a specific focus on integrated health and safety management. Candidates must undertake all four modules. Modules are taken in blocks with start and finish times approximately 9.00am - 5.30pm each day. Candidates must also undertake evening work, assessed assignments and an assessed work-based project.

## Key topics

*Module 1 – Legal and Core Module – 5 Days*

- Legal framework
- Health and safety criminal legislation
- Civil liability
- Employment and contract law

*Module 2 – Health and Safety Technology (5 days Part A : 5 days Part B)*

- Fire risk management
- Hazardous processes
- Structural and machinery safety
- Reliability and statistical techniques
- Construction safety

*Module 3 – Occupational Health and Safety – 5 Days*

- Chemical, biological and physical agents - effects
- Toxicology/epidemiology
- Risk assessment - COSHH
- Psycho-social issues
- Measurement, evaluation and control

*Module 4 – Integrated Health and Safety Management (5 days Part A : 5 days Part B)*

- Accident causation and prevention
- Risk management
- Behavioural analysis and reliability
- Safe systems at work
- Quantitative risk assessment
- Organisational culture
- Communication skills
- Integrated health and safety management

## Assessment

In order to obtain the Diploma, candidates must have passed the following assessments:

- 3 hours examination (4 questions from a choice of 5).
- 3 hours case study examination
- Work based project of 4,000-5,000 words based upon candidate's own (or chosen) organisation. To be completed within 6 weeks of the end of the final module
- Written assignment of approx 3,000 words based upon legal subject matter of module to be completed within 3 weeks of the end of module 1
- Written assignment of approximately 3,000 words based upon the technical subject matter of modules 2 and 3. To be completed within 3 weeks of the end of module 3
- Oral presentation assignment - 15 minutes formal presentation during Module 4B (day 2). The assignment will be set during Module 4A.

The written assignments and the oral presentation assignment are assessed by Woodland Grange. The final assessments (2 examinations and work-based project) are assessed by Woodland Grange and moderated by Oxford Brookes University. Candidates must achieve at least a 'C' grade in all the assessments specified above to achieve an overall pass.

## Progression routes

Following successful completion of the course, delegates will be eligible for MSc/PgDip/PgCert in Health, Safety and Environmental Management.

With relevant vocational experience, this qualification also leads to chartered membership of the Institution of Occupational Safety and Health (IOSH) and the International Institute of Risk and Safety Management (IIRSM).

SERIES 1	SERIES 2		LOCATIONS
14-18 February	16-20 May	1. Legal & Core Module	Woodland Grange
7-11 March	4-8 July	2a. Health & Safety Technology	Woodland Grange
28 March - 1 April	25-29 July	2b. Health & Safety Technology	Woodland Grange
9-13 May	26-30 September	3. Occupational Health & Hygiene	Woodland Grange
4-8 July	24-28 October	4a. Integrated Health & Safety Management	Woodland Grange
8-12 August	1-2 November	4b. Integrated Health & Safety Management	Woodland Grange
1-2 June	14-18 November	Revision	Woodland Grange
29-30 June	8-9 December	Exam dates	Woodland Grange

## NON-RESIDENTIAL

*EEF members: £5,122.00 (excl VAT) Non-members: £5,995.00 (excl VAT) Duration: 30 days*

*Registration and examination fees are included, revision and accommodation for exams are excluded.*

Residential options are available at Woodland Grange - call us for more details.

*To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT327](http://www.eef.org.uk/QT327)*

# EEF/OXFORD BROOKES UNIVERSITY MSC/PGDIP/PGCERT IN HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT

This flexible programme allows delegates to choose a qualification that is most appropriate for their needs, i.e. the PgCert, PgDip or MSc in HSE Management.

## PGCERT IN HSE MANAGEMENT

### Programme outline

The Post Graduate Certificate (PgCert) in HSE Management consists of two modules. Module 1 is 6 days, Module 2 is 5 days. The aim of the PgCert is to develop the knowledge and skills necessary to manage environmental issues within organisations.

The PgCert consists of two modules - Environmental Management and Environmental Technology.

#### Module 1 - Environmental Management (6 days)

- International, EU and UK environmental policy and legal framework
- Environmental legislation
- Civil liability
- Environmental management systems
- Environmental risk assessment
- Environmental auditing

- Environmental reporting
- Resource efficiency management
- Introduction to sustainable development

#### Module 2 - Environmental Technology (5 days)

- Hazardous waste management
- Environmental monitoring techniques
- Air abatement technology
- Water pollution prevention and control
- Effluent treatment technology
- Contaminated land management and remediation
- Environmental noise assessment and control
- Environmental radiation

Each module is assessed by the successful completion of set course work. Some aspects of the course include group presentations, some of which are assessed.

## PGDIP

### Programme outline

Delegates can then opt to take a further three 5-day modules on top of the Post Graduate Certificate (PgCert) in HSE Management to obtain a Post Graduate Diploma (PgDip) in Health, Safety & Environmental Management. The PgDip will meet the entry requirements into IEMA at Associate level (AIEMA).

The aim of the PgDip stage is to review and evaluate current techniques of health, safety and environmental management and to develop the necessary skills to enable relevant techniques to be applied at strategic and other levels within organisations.

Delegates must complete modules 1 and 2 as part of the 6 module PgDip programme.

#### Module 3 - Applied Behavioural Management

- Human error categories
- Psychology of behaviour
- Antecedents, behaviour and consequences (A, B, C) analysis
- Measurement of behavioural performance
- Behavioural modification
- Observation and methodologies
- Incident and behavioural analysis
- Styles and behaviour
- Influencing skills

#### Module 4 - Strategic Risk Management

- Strategic planning
- Corporate social responsibility
- Organisational structures and cultures
- Change management
- Systems failure analysis
- Financial management
- Strategic auditing

**Module 5 (½ module) - Organisational Sustainability and Due Diligence**

- Sustainability objectives/development
- Resource implications
- Supply chain management
- Ecosystems and biodiversity implications
- Producer responsibility
- Life cycle analysis (LCA)
- Design for the environment
- Due diligence

**MSC****Programme outline**

After successful completion of the PgDip, delegates can opt to undertake a dissertation on a HSE topic. This consists of an individual research study on a selected topic in Health Safety and Environmental Management.

An introduction to topic selection and the carrying out of work on the dissertation is provided in the Research Methods module. In addition, progress is monitored by the module leader.

The topic is chosen by the student and approved by the supervisor and the programme leader. Each student has an individual supervisor. Topics can be related to H,S&E issues or interdisciplinary. A dissertation will normally consist of 15,000 words.

**SERIES 1**

9-11, 14-16 March	1. Environmental Management	Woodland Grange
13-17 June	2. Environmental Technology	Woodland Grange
26-30 September	3. Applied Behavioural Management	Woodland Grange
12-16 December	4. Strategic Risk Management	Woodland Grange
TBA 2012	5/6	Woodland Grange

Residential options are available at Woodland Grange - call us for more details.

**Module 6 (½ module) - Research Methods**

- Formulation of research problems and methodology
- Data collection
- Statistical analysis

Each module is assessed by the successful completion of set course work. Some aspects of the course include group presentations, some of which are assessed.

The dissertation allows a student to deepen knowledge and understanding of a concept or problem in the area of health, safety and environmental management, producing an extended individual study. The student develops independence of critical analysis and synthesis.

**Entry requirements**

To enrol on the MSc course students must have a Health & Safety Diploma qualification or equivalent. Alternatively, students can enrol via the NVQ route, but must also complete the IOSH Open Assessment.

EEF now offer an Open Assessment Workshop to help you get through. Our staff will be more than happy to advise you on the best route to take.

*To find out more about this course call us today on 0845 293 9850 or visit [www.eef.org.uk/QT328](http://www.eef.org.uk/QT328)*

# NEBOSH NATIONAL CERTIFICATE IN THE MANAGEMENT OF HEALTH AND WELLBEING AT WORK

The NEBOSH Certificate in the Management of Health and Wellbeing at Work focuses on workplace health. This occupational health course from NEBOSH will benefit companies in all sectors who are seeking to improve the efficiency and morale of their workforce. It will equip managers to minimise sickness absence, encourage people back to work where possible and deal effectively with the health and well-being issues of their staff.

## Who should attend?

The NEBOSH Certificate in the Management of Health and Wellbeing at Work will be valuable for general managers, supervisors, HR professionals, safety professionals and anyone with day-to-day responsibility for the health and well-being of employees.

## Benefits of attending

Successful completion of this course will help you to:

- minimise sickness absence and other absence from work
- help employees return to work
- deal effectively with employee health issues

## Course structure

This course consists of two units. Unit HAW1 of the certificate is a taught unit of 35 hours and is assessed by a written examination. HAW2 is a practical work-based assessment which must be taken within 14 days of the end of the course.

## Key topics

- Effects of health on work
- Effects of work on health
- Management of attendance
- Management of mental health at work
- Management of people with musculoskeletal disorders
- Workplace health promotion
- Workplace health support

## Assessment

Unit HAW1 is a taught unit assessed by one two-hour written examination. Unit HAW2 is assessed by one three-hour practical assessment to be undertaken in the candidate's own workplace. This must be taken within 14 days of the date of the HAW1 written papers.

DATES	LOCATIONS	DATES	LOCATIONS
14-18, 25 February	Gateshead	1-2, 6-8, 9 September	Hook
28 February-4 March, 11 March	Hook	19-23, 30 September	Sheffield
28 February-4 March, 11 March	Bristol	26-30 September, 3 October	Woodland Grange
4-8, 15 April	Sheffield	31 October - 4 November, 9 December	Bristol
11-15 April, 20 April	Oakham	7-11, 18 November	Gateshead
16-20 May, 27 May	Warrington	14-18, 25 November	Warrington
23-27 May, 10 June	Cambridge	28 November - 2 December, 9 December	Hook
4-8, 15 July	Leeds		

EEF members: £990.00 (excl VAT)

Non-members: £1,155.00 (excl VAT)

Duration: 5 days + exam

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT371](http://www.eef.org.uk/QT371)

# NEBOSH HEALTH AND SAFETY AT WORK AWARD

This introductory qualification will help improve the safety culture in your organisation by equipping your workforce to identify and deal with hazards at work, helping to reduce accidents and achieving cost savings for the business.

## Who should attend?

Delegates who need to understand the principles of health and safety as part of their job. For example, team leaders and supervisors, HR professionals and facilities managers.

## Benefits of attending

This new qualification will benefit organisations who are seeking to implement a health and safety management system. It will ensure their workforce, and in particular supervisory staff, can apply the principles of risk assessment and control of common workplace hazards.

Upskilling your workforce in risk assessment can help reduce the number of accidents in the workplace, improve staff morale and results in cost savings for the business.

## Course structure

The qualification is divided into two units: HSW1, Workplace safety foundations and HSW2, Workplace risk assessment.

## Key topics

- Health and safety foundations
- Risk assessment and control
- Work equipment
- Manual handling
- Electrical safety
- Fire safety

## Assessment

Candidates are assessed by a multiple choice examination (HSW1) and a practical risk assessment (HSW2) which tests their ability to put into practice the knowledge gained during the course.

DATES	LOCATIONS	DATES	LOCATIONS
17-19 January	Woodland Grange	25-27 July	Gateshead
21-23 February	Sheffield	19-21 September	Woodland Grange
14-16 March	Gateshead	12-14 October	Leeds
11-13 April	Leeds	28-30 November	Sheffield
9-11 May	Woodland Grange	14-16 December	Gateshead
27-29 June	Sheffield		

EEF members: £562.00 (excl VAT)

Non-members: £650.00 (excl VAT)

Duration: 3 days

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT372](http://www.eef.org.uk/QT372)

## IOSH MANAGING SAFELY

Safety at work is fundamental to the success of any business. Managers and supervisors who have a sound knowledge of safety principles are essential to any business, and this safety training will give delegates the knowledge they need to ensure safety in the workplace and to help prevent accidents.

### Who should attend?

The IOSH Managing Safely course is primarily designed for managers with responsibility for people or processes. It is equally relevant for managers and supervisors at any level who require a basic broad view of current health and safety requirements and principles.

### Benefits of attending

By the end of the course delegates will have acquired capabilities to:

- apply basic management principles to safety and health issues
- recognise safety and health hazards in the workplace
- ensure that adequate health and safety training and supervision of staff is provided
- identify what actions should be taken when incidents involving injury or damage occur
- communicate effectively on safety and health issues

### Key topics

This assessed course will cover the application of recognised management principles in health and safety and will equip delegates to tackle issues in their own

workplaces. Key topics include:

- the law on health and safety at work
- the costs of accidents
- how losses occur
- safety management models and risk management
- the nature of commonly encountered hazards
- human factors affecting safety performance
- accident causation and investigation
- recognition and control of workplace hazards
- effective communication
- specialised hazards

### Assessment

Each delegate will be required to undertake a short multiple-choice paper and a workplace-based written assignment. On successful completion of the IOSH Managing Safely course and the assessed work, candidates will receive an IOSH accredited certificate.

### You may also be interested in

NEBOSH National General Certificate in Occupational Safety and Health  
IOSH Working Safely

#### FORMAT – BLOCK

DATES	LOCATIONS	DATES	LOCATIONS
25-28 January	Sheffield	11-14 July	Oakham
7-10 March	Woodland Grange	11-14 July	Woodland Grange
28-31 March	Warrington	19-22 September	Leeds
4-7 April	Cambridge	3-6 October	Cambridge
11-14 April	Gateshead	24-27 October	Gateshead
16-19 May	Sheffield	7-10 November	Woodland Grange
28 June – 1 July	Bristol	21-24 November	Sheffield
4-7 July	Hook		

#### FORMAT – PART-TIME

DATES	LOCATIONS	DATES	LOCATIONS
22 February, 1, 8, 15 March	Sheffield	21, 28 June, 5, 12 July	Warrington
7-8, 14-15 March	Bristol	14, 21, 28 September, 5 October	Sheffield
17, 24, 31 March, 7 April	Oakham	15, 22, 29 September, 6 October	Oakham
23, 30 March, 6, 13 April	Leeds	1, 8, 15, 22 November	Warrington
12, 19, 26 May, 9 June	Birmingham	9-10, 16-17 November	Bristol
9, 16, 23, 30 June	Gateshead	10, 17, 24 November, 1 December	Birmingham

EEF members: £825.00 (excl VAT)    Non-members: £965.00 (excl VAT)    Duration: 4 days

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT351](http://www.eef.org.uk/QT351)



# IOSH MANAGING SAFELY REFRESHER

Health and safety legislation and best practice both change from time to time and it is imperative that managers keep up to date with these changes. But rather than attending the complete IOSH Managing Safely course again, attending this one-day refresher course means you will cover all the new developments.

## Who should attend?

Anyone who has attended the IOSH Managing Safely course in the last three years.

## Benefits of attending

Review the changes in legislation and the impact on your organisation.

## Key topics

- Details where there have been changes in relevant good practice, guidance and legislation within the last three years
- Revision of key management responsibilities from the Managing Safely course

## You may also be interested in

NEBOSH National General Certificate in Occupational Safety and Health

DATES	LOCATIONS	DATES	LOCATIONS
19 January	Woodland Grange	13 July	Woodland Grange
8 February	Sheffield	15 September	Bristol
15 March	Bristol	28 September	Woodland Grange
23 March	Woodland Grange	18 October	Sheffield
18 April	Gateshead	16 November	Woodland Grange
25 May	Woodland Grange	7 December	Gateshead
22 June	Leeds		

EEF members: £225.00 (excl VAT)    Non-members: £265.00 (excl VAT)    Duration: 1 day

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT352](http://www.eef.org.uk/QT352)



# IOSH SAFETY FOR SENIOR EXECUTIVES

Safety at work is fundamental to a successful business. In order to avoid costly accidents and litigation, senior managers must be up-to-date with legal requirements and practices.

## Who should attend?

IOSH Safety for Senior Executives will be beneficial for directors and senior executives operating at policy and strategic levels within all business sectors who are looking for a health and safety management course focused on their needs.

## Benefits of attending

This short safety management course for senior managers and senior executives will provide:

- an overview and interpretation of legal responsibilities
- cost-effective strategies for accident prevention and loss control
- guidance on the application of these strategies in the workplace

## Key topics

This programme covers:

- Cost of accidents at work
- Framework of UK health and safety legislation
- Civil liability and common law duty of care
- Effects of recent civil cases upon organisations
- Corporate manslaughter and personal manslaughter
- Corporate governance
- Health and Safety at Work Act 1974

- Health and safety duties of employers, contractors, occupiers, suppliers, employees, managers and directors
- Implications of criminal law cases against companies and individual directors
- Criminal liability
- Relevance of other legislation and codes of practice
- Safety management systems – HSG65, OHSAS 18001
- Government safety strategy including Directors' Code of Practice

## Assessment

Each candidate will be required to sit a multiple choice test at the end of the IOSH Safety for Senior Executives course. Candidates who successfully complete the IOSH Safety for Senior Executives course will receive an IOSH accredited certificate.

## You may also be interested in

IEMA Environmental Management for Senior Executives

DATES	LOCATIONS	DATES	LOCATIONS
18 January	Oakham	12 July	Leeds
20 January	Woodland Grange	19 July	Oakham
27 January	Leeds	7 September	Woodland Grange
10 March	Woodland Grange	13 September	Hook
15 March	Hook	14 September	Cambridge
16 March	Cambridge	4 October	Gateshead
16 March	Gateshead	5 October	Warrington
11 April	Warrington	13 October	Birmingham
19 April	Birmingham	2 November	Woodland Grange
4 May	Bristol	8 November	Sheffield
17 May	Sheffield	1 December	Bristol
8 June	Woodland Grange	15 December	Oakham

EEF members: £225.00 (excl VAT)    Non-members: £265.00 (excl VAT)    Duration: 1 day

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT353](http://www.eef.org.uk/QT353)



## IOSH WORKING SAFELY

The IOSH Working Safely course is a basic introduction for all levels of personnel who are non-health and safety experts. The training will give staff the information they need to keep themselves safe at work.

### Who should attend?

This training will be very valuable for all staff who are not otherwise trained in health and safety.

### Benefits of attending

This workshop will enable delegates to:

- carry out work activities without risk to themselves or others and understand the consequences if they fail to work safely
- identify hazards, risks and risk controls and understand the importance of risk assessment with examples of everyday use of risk assessment
- take appropriate workplace precautions and understand their importance in the work environment
- identify lines of communication in their places of work
- identify safety signs and signals
- know how and to whom to report accidents, incidents and near misses in their places of work

### Key topics

- Machinery safety
- Chemical safety
- Legal responsibilities
- Fire precautions
- Accident prevention
- Manual handling
- Working with VDUs

### Assessment

There will be a multiple choice test at the end of the course. On successful completion of the IOSH Working Safely course candidates will receive an IOSH accredited certificate.

**You may also be interested in**  
IOSH Managing Safely

DATES	LOCATIONS	DATES	LOCATIONS
25 January	Hook	4 August	Leeds
26 January	Cambridge	9 September	Gateshead
2 February	Leeds	19 September	Birmingham
9 March	Gateshead	20 September	Warrington
12 April	Oakham	20 October	Hook
19 May	Warrington	21 October	Cambridge
6 June	Sheffield	1 November	Sheffield
19 July	Hook	6 December	Warrington
20 July	Cambridge		

EEF members: £225.00 (excl VAT)    Non-members: £265.00 (excl VAT)    Duration: 1 day

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT354](http://www.eef.org.uk/QT354)



## RISK ASSESSMENT

The purpose of risk assessment is to help employers determine what measures should be taken to comply with legislative requirements. This risk assessment training will give delegates indispensable insight and guidance into the application of these legal requirements in the workplace.

### Who should attend?

This risk assessment training is aimed at all who are required to conduct risk assessments as required by the Management of Health and Safety at Work Regulations 1999.

### You may also be interested in

IOSH Managing Safely  
NEBOSH National General Certificate in Occupational Safety and Health

### Key topics

- Legislative requirements
- The need to manage health and safety
- The principles and practice of risk assessment
- The hierarchy of controls

DATES	LOCATIONS	DATES	LOCATIONS
18 January	Hook	12 July	Hook
19 January	Cambridge	13 July	Cambridge
31 January	Oakham	8 September	Oakham
1 February	Bristol	30 September	Gateshead
28 February	Gateshead	11 October	Hook
3 March	Warrington	12 October	Bristol
5 April	Birmingham	12 October	Cambridge
18 April	Sheffield	26 October	Woodland Grange
16 May	Leeds	9 November	Sheffield
8 June	Bristol	15 November	Birmingham
22 June	Woodland Grange	6 December	Leeds
6 July	Warrington		

EEF members: £205.00 (excl VAT)    Non-members: £240.00 (excl VAT)    Duration: 1 day

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT383](http://www.eef.org.uk/QT383)

# MANAGING CONTRACTORS

Legislation and case law lays down specific duties requiring employers, clients or occupiers of premises to control contractors. Where the normal definition of construction work does not apply, the person in control is still legally required to implement systems and procedures such as those outlined in the recent HSE publication *Managing Contractors and Joint Responsibility*.

## Who should attend?

This training on managing contractors will provide valuable information and guidance for any manager, supervisor or other person responsible for devising policy or contractor procedures or for the day-to-day control of a contractor's activity.

## You may also be interested in

Construction Design and Management (CDM)

## Key topics

- English legal system
- Civil liability
- Statute law
- Safe systems and permits
- Contractor control policy
- A five-step approach following HSE guidance:
  - Planning
  - Selection and competency
  - Working activity
  - Monitoring contractors
  - Reviewing contractors

DATES	LOCATIONS	DATES	LOCATIONS
11 January	Oakham	3 October	Warrington
27 January	Warrington	17 October	Sheffield
12 April	Sheffield	18 October	Birmingham
24 May	Bristol	20 October	Bristol
26 May	Leeds	22 November	Leeds
22 June	Gateshead	13 December	Gateshead

EEF members: £205.00 (excl VAT)    Non-members: £240.00 (excl VAT)    Duration: 1 day

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT362](http://www.eef.org.uk/QT362)

# ACCIDENT INVESTIGATION

Thorough investigation into any workplace accident is necessary to help prevent recurrences and to demonstrate to enforcement authorities and others that appropriate remedial action has been or is being taken. This one-day accident investigation training workshop will enable delegates to identify the root causes of accidents and make quality recommendations in order to prevent recurrences. It also explores interviewing techniques and reporting requirements.

## Who should attend?

This course will be valuable for health and safety advisers/officers, safety representatives, managers, supervisors or anyone with responsibility for investigating accidents. The topics covered on this accident investigation training course can be applied to any sector.

## Key topics

- Legal requirements for accident investigation and control
- Accident reporting requirements and procedures
- Accident causation theory, identifying root causes of accidents
- Collecting and analysing information
- Interview techniques taking statements from witnesses
- Recommending and implementing preventative measures
- Disclosure of information
- Securing remedial action
- Monitoring and review
- Case studies

## You may also be interested in

IOSH Managing Safely  
NEBOSH National General Certificate in Occupational Safety and Health

DATES	LOCATIONS	DATES	LOCATIONS
19 January	Oakham	28 June	Leeds
27 January	Tyseley, Birmingham	7 September	Warrington
16 February	Sheffield	20 September	Bristol
2 March	Warrington	21 September	Birmingham
31 March	Bristol	25 October	Sheffield
18 April	Gateshead	25 October	Woodland Grange
21 June	Woodland Grange		

EEF members: £205.00 (excl VAT)    Non-members: £240.00 (excl VAT)    Duration: 1 day

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT312](http://www.eef.org.uk/QT312)

# CONSTRUCTION DESIGN AND MANAGEMENT (CDM)

The Construction (Design and Management) Regulations (CDM) 2007 lay down specific duties for clients, designers, CDM coordinators, principal contractors, contractors and self-employed persons. The Construction Design and Management course will give delegates a valuable insight into the legal requirements necessitated by their role.

## Who should attend?

This course is designed for anyone appointed as a key duty holder under CDM who conducts their understanding as client, designer, principal contractor, contractor or self-employed person. The course is designed to enhance a management approach with regard to specific duties and responsibilities as outlined in CDM and associated guidance.

## You may also be interested in

Managing Contractors

## Key topics

- English legal systems revisited
- Construction (Design and Management) Regulations 2007
- Notifications
- Management of site activities
- Duty holders' responsibilities
- Site surveys
- Construction activities
- Records and registers
- Amendments to CDM regulations and new ACOP
- Pre-construction information
- Designers' risk evaluation

DATES	LOCATIONS	DATES	LOCATIONS
19 January	Sheffield	20 September	Oakham
8 February	Bristol	6 October	Woodland Grange
10 February	Birmingham	13 October	Bristol
8 March	Woodland Grange	1 November	Leeds
20 May	Gateshead	2 December	Gateshead
12 July	Sheffield		

EEF members: £205.00 (excl VAT)    Non-members: £240.00 (excl VAT)    Duration: 1 day

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT325](http://www.eef.org.uk/QT325)

## COSHH MADE SIMPLE

The Control of Substances Hazardous to Health Regulations (COSHH) 2002 requires every employer to identify substances in use at the workplace and to assess whether they present a risk. Such assessments must be recorded and any risks must be prevented or controlled. The subject of COSHH often gives rise to concerns by those responsible for its implementation. Yet for most basic work activities, COSHH is not (and does not need to be) overly complicated. This COSHH training course covers the statutory requirements and identifies straightforward and practical ways to deal with COSHH assessments.

### Who should attend?

This COSHH training is aimed at personnel taking either direct responsibility for or an assisting role in COSHH arrangements for the first time. Equally, supervisors and line managers with operational responsibility for the safe use of hazardous substances in their area will benefit from attending.

### Key topics

- The requirements of the COSHH Regulations
- Basic terminology used in COSHH (including the 2005 WEL changes)
- Sources of information and their effective interpretation
- Straightforward risk assessment techniques for hazardous substances
- Types of control systems
- Personal protective equipment
- Monitoring and occupational health requirements

DATES	LOCATIONS	DATES	LOCATIONS
21 February	Sheffield	14 July	Gateshead
3 March	Oakham	17 August	Woodland Grange
9 March	Bristol	20 September	Hook
22 March	Hook	21 September	Cambridge
23 March	Cambridge	27 September	Birmingham
29 March	Woodland Grange	23 November	Bristol
16 June	Bristol	2 December	Leeds

EEF members: £205.00 (excl VAT)    Non-members: £240.00 (excl VAT)    Duration: 1 day

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT326](http://www.eef.org.uk/QT326)

# MANUAL HANDLING FOR INSTRUCTORS

This manual handling training will improve delegates' knowledge of the risks to health from incorrect manual handling. They will also receive valuable information and guidance concerning the requirements of the Manual Handling Operations Regulations 1992, including conducting assessments.

## Who should attend?

This manual handling training will be beneficial for training officers, safety advisers and any other persons responsible for giving instruction in manual handling techniques or risk assessment under the Manual Handling Operations Regulations 1992.

## Key topics

- Legislative requirements
- Practical manual handling assessment
- Manual handling techniques
- Designing and preparing a training event
- Training techniques and evaluation

DATES	LOCATIONS	DATES	LOCATIONS
24-26 January	Birmingham	22-24 June	Bristol
14-16 February	Warrington	12-14 September	Oakham
21-23 February	Tyseley, Birmingham	14-16 September	Warrington
28 February – 2 March	Gateshead	17-19 October	Cambridge
11-13 April	Hook	1-3 November	Gateshead
16-18 May	Sheffield	7-9 December	Sheffield

*EEF members: £580.00 (excl VAT)*

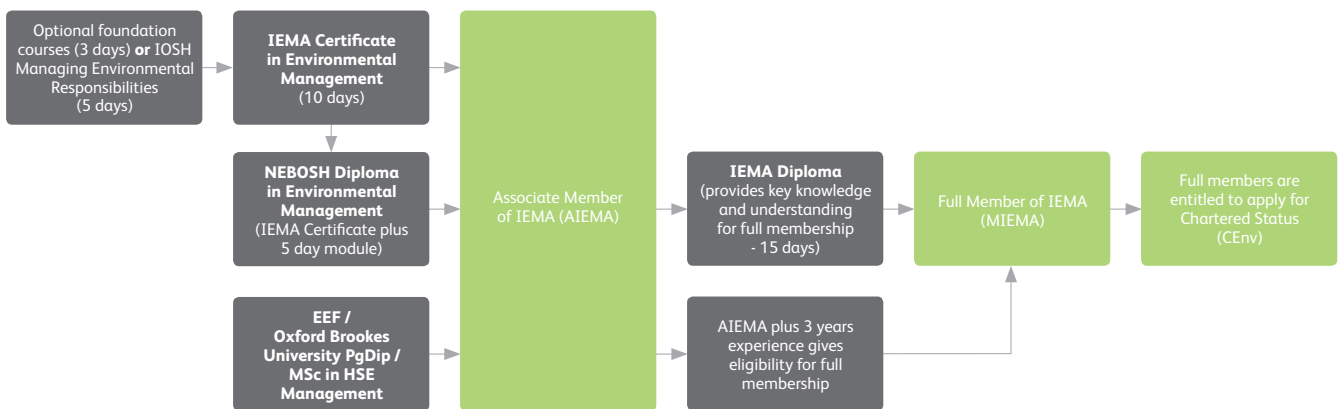
*Non-members: £680.00 (excl VAT)*

*Duration: 3 days*

*To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT366](http://www.eef.org.uk/QT366)*

# DEVELOP YOUR CAREER WITH US

Whether you want to achieve Associate Membership of IEMA, Full Membership or Chartered Status our courses can help you.



If you do not find the course you are looking for in this brochure visit [www.eef.org.uk/training](http://www.eef.org.uk/training) or call us on 0845 293 9850. Our advisers will be happy to help manage your training requirements.

# IEMA DIPLOMA IN ENVIRONMENTAL MANAGEMENT

This environmental management training course follows on from the two-week IEMA Certificate in Environmental Management. It aims to support delegates who require a higher level of qualification whilst at the same time providing key knowledge and understanding for those wishing to progress their level of AIEMA membership to 'full' status.

## Who should attend?

The Diploma in Environmental Management will be valuable for managers, advisers, consultants and others who have a specialist environmental role and require a working knowledge of the application of strategic environmental management.

## Course structure

Please note that it is a pre-requisite of this course that attendees have successfully completed the IEMA Certificate in Environmental Management or have AIEMA. This new programme is delivered in three one-week modules which will develop the knowledge and skills covered at IEMA Certificate level. It will address a wide range of environmental issues including technological options, effective strategies and change management.

## Key topics

*Module 1: Managing environmental aspects and impacts*  
This technology-oriented module explores some of the current risk-based approaches and tools. It includes a detailed examination of what constitutes the best available techniques for different environmental media and issues. This module is broken down into three units:

- Earth's systems
- Risk management
- Environmental media: measurements and controls

## *Module 2: Strategic environmental management*

This module looks at the challenge of sustainable development as the context in which successful businesses operate, and at environmental management as part of corporate risk management. It equips delegates with the necessary skills to prepare an effective business case and also for reporting as part of CR, embedding this into performance management at the strategic level. This module is broken down into three units:

- Sustainable development
- The business environment
- The role of environmental management in corporate governance

## *Module 3: Leading and managing change*

Module 3 begins with organisational behaviour, cultures and motivational theories and then goes on to consider effective communication. Delegates will develop their capacity to analyse and understand the nature of power, persuasion and influencing strategies. The module concludes with work on leadership and change; how the individual can become a change-maker for sustainable development. This module is broken down into three units.

- Organisational behaviour
- Communication and personal effectiveness
- Leadership and change

## Assessment

Assessment of each unit is based on assignments rather than exams, giving delegates the opportunity to combine work and study directly. Delegates are required to calculate their own carbon footprint. In this way, both delegates and their employer will see direct benefits.

**EEF is the only training provider licenced to provide this course (anywhere in the world!)**

DATES	LOCATIONS	DATES	LOCATIONS
10-14 January, 11-15 April, 1-5 August	Woodland Grange	25-29 July, 3-7 October, 12-16 December	Sheffield
18-22 July, 5-9 September, 7-11 November	Woodland Grange		

EEF members: £2,476.00 (excl VAT)    Non-members: £2,913.00 (excl VAT)

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT342](http://www.eef.org.uk/QT342)



# IEMA ASSOCIATE CERTIFICATE IN ENVIRONMENTAL MANAGEMENT

Environmental management is a must for all businesses. Employers have a legal and moral obligation to ensure that their company conforms to strict legislation and controls.

## Who should attend?

This environmental management course will provide valuable insight for managers, advisers, consultants and others who have a specialist environmental role and require a working knowledge of environmental management and how it applies to their organisation.

## Benefits of attending

On completion of this course a candidate will:

- outline practical ways in which an organisation can reduce its impacts, both strategically and operationally
- determine the key environmental legislation, agreements and initiatives relating to an organisation and their relevance to operations
- instigate management controls to ensure that operations do not pollute the environment and compliance is maintained
- design and implement processes for the assessment, interpretation and management of environmental performance

## Key topics

- Introduction to environmental issues
- Environments at risk: air, water, land and resources
- Environmental aspects and impacts
- Environmental risk assessment
- Policies and management systems – EMAS, ISO 14001 including policy, planning, implementation, audits and review
- Environmental law and enforcement
- Government policies and guidance
- Energy conservation and waste minimisation
- Water pollution prevention and control
- Environmental auditing
- Integrated pollution prevention and control (IPPC)
- Waste management

## Assessment

On completion of the course, each candidate will be required to undertake a practical assessment in the workplace and a 2½-hour exam.

## Progression routes

Following successful completion of the course, delegates will be eligible for the IEMA Diploma in Environmental Management. Delegates will also be eligible for Associate membership of IEMA (AIEMA).

## FORMAT – BLOCK

DATES	LOCATIONS	DATES	LOCATIONS
17-21, 24-28 January	Gateshead	4-8, 11-15 July	Cambridge
17-21, 24-28 January	Woodland Grange	4-8, 11-15 July	Woodland Grange
7-11, 14-18 February	Woodland Grange	8-12, 15-19 August	Woodland Grange
14-18 February, 14-18 March	Bristol	12-16 September, 10-14 October	Bristol
21-25, 28 February, 1-4 March	Leeds	19-23, 26-30 September	Leeds
7-11, 14-18 March	Hook	19-23, 26-30 September	Woodland Grange
14-18, 21-25 March	Warrington	3-7, 10-14 October	Hook
21-25, 28-31 March, 1 April	Cambridge	10-14, 17-21 October	Gateshead
4-8, 11-15 April	Woodland Grange	17-21, 24-28 October	Cambridge
6-10, 13-17 June	Woodland Grange	31 October, 1-4, 7-10 November	Woodland Grange
13-17, 20-24 June	Hook	28-30 November, 1-2, 5-9 December	Sheffield
27-30 June, 1, 4-8 July	Sheffield	5-9, 12-16 December	Woodland Grange

## FORMAT – PART-TIME

DATES	LOCATIONS	DATES	LOCATIONS
8, 15, 22 February, 1, 8, 15, 22, 29 March, 5, 12 April	Oakham	2-3, 9-10, 16-17, 23-24, 30 June, 1 July	Leeds
8, 15, 22, 29 March, 5, 12, 19, 26 April, 3, 10 May	Warrington	6, 13, 20, 27 September, 4, 11, 18, 25 October, 1, 8 November	Warrington
10-11, 17-18, 24-25, 31 March, 1, 7-8 April	Sheffield	13, 20, 27 September, 4, 11, 18, 25 October, 1, 8, 15 November	Oakham
10-11, 17-18, 24-25, 31 May, 1, 7-8 June	Gateshead	20-21, 27-28 September, 4-5, 11-12, 18-19 October	Sheffield

## NON-RESIDENTIAL

*EEF members: £1750.00 (excl VAT) Non-members: £1,955.00 (excl VAT) Duration: 10 days*

Residential options are available at Woodland Grange – call us for more details.

*To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT341](http://www.eef.org.uk/QT341)*



# IEMA ENVIRONMENTAL MANAGEMENT FOR SENIOR EXECUTIVES

This short environmental training programme provides an overview and interpretation of legal responsibilities as well as cost-effective strategies and controls for dealing with a range of environmental issues.

## Who should attend?

This environmental training will be beneficial for directors and senior executives operating at policy and strategic level within all business sectors.

## Key topics

- Key environmental issues and effects
- Civil liability and recent case law
- Criminal liability – individual and corporate
- Benefits of effective environmental management and links with sustainable development and corporate responsibility
- Corporate governance
- Strategies for managing environmental risks including an overview of BS EN ISO 14001 – Environmental Management Systems and EMAS
- Environmental monitoring and reporting

## Assessment

Those who successfully complete the optional assessment at the end of this environmental briefing will qualify for an IEMA award.

## You may also be interested in

IOSH Safety for Senior Executives

DATES	LOCATIONS	DATES	LOCATIONS
20 January	Sheffield	13 July	Leeds
3 February	Woodland Grange	27 July	Woodland Grange
11 February	Hook	6 September	Hook
17 February	Cambridge	7 September	Cambridge
1 March	Bristol	21 September	Bristol
19 April	Gateshead	26 October	Sheffield
7 June	Hook	27 October	Woodland Grange
9 June	Cambridge	15 November	Gateshead
22 June	Warrington	13 December	Leeds

EEF members: £225.00 (excl VAT)    Non-members: £270.00 (excl VAT)    Duration: 1 day

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT343](http://www.eef.org.uk/QT343)



# IEMA FOUNDATION CERTIFICATE IN ENVIRONMENTAL MANAGEMENT

This introductory environmental training will give delegates valuable insight into the legal environmental requirements facing companies today, and guidance as to how to apply them to the business.

## Who should attend?

This course will be beneficial for managers, safety practitioners and others with responsibility for environmental issues who require a basic level of understanding.

## Benefits of attending

On completion of this course a candidate will have:

- an appreciation of environmental issues
- an understanding of the ways in which an organisation impacts on the environment
- an appreciation of how environmental issues can be incorporated into the management of an organisation
- an understanding of environmental legislation
- an awareness of the means of assessing an organisation's environmental performance
- the ability to outline the ways in which an Environmental Management System operates

## Key topics

Using case studies and exercises, this course includes:

- introduction to UK legislative requirements
- the duty of care with respect to waste
- media at risk: air, water, land
- identification and evaluation of environmental aspects
- environmental management systems ISO 14001, EMAS
- environmental auditing
- waste minimisation
- pollution prevention and control

## Assessment

Those who successfully complete the assessment at the end of this environmental briefing will qualify for an IEMA award.

## Progression routes

Following successful completion of the course, delegates will be eligible for the IEMA Approved Associate Certificate in Environmental Management.

DATES	LOCATIONS	DATES	LOCATIONS
10-12 January	Woodland Grange	27-29 June	Woodland Grange
17-19 January	Hook	12-14 September	Woodland Grange
24-26 January	Cambridge	12-14 September	Sheffield
31 January – 2 February	Bristol	13-15 September	Hook
7-9 February	Sheffield	19-21 September	Cambridge
4-6 April	Gateshead	19-21 October	Bristol
18-20 April	Woodland Grange	26-28 October	Leeds
4-6 May	Warrington	21-23 November	Gateshead
9-11 May	Hook	22-24 November	Hook
10-12 May	Oakham	22-24 November	Oakham
16-18 May	Cambridge	28-30 November	Woodland Grange
13-15 June	Bristol	5-7 December	Warrington
22-24 June	Leeds	13-15 December	Cambridge

EEF members: £640.00 (excl VAT)    Non-members: £735.00 (excl VAT)    Duration: 3 days

Residential options are available at Woodland Grange - call us for more details.

To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT344](http://www.eef.org.uk/QT344)



# IEMA RESOURCE EFFICIENCY MANAGEMENT

This practical course will equip delegates with the skills and knowledge to carry out a full resource efficiency review. A systematic approach is used to identify waste streams, to estimate/calculate costs and savings, and identify options for improved resource efficiency.

## Who should attend?

Delegates with some basic environmental assessment experience and understanding of the environmental review process who wish to develop their competence in carrying out resource efficiency reviews.

## Benefits of attending

This course will enable delegates to:

- establish how a resource efficiency review should be conducted
- locate appropriate sources of existing information
- identify opportunities for resource efficiency activities
- communicate the business benefits of resource efficiency

- Presenting the business case for resource efficiency
- Waste mapping – identifying the inputs and outputs
- Estimating/calculating the true cost of waste
- Identifying the underlying causes of inefficiency – root causation
- Identifying options for improved resource efficiency
- Cost/benefit analysis
- Prioritising the options

This course is also accredited by The Chartered Institute of Wastes Management (CIWM).

## You may also be interested in

IEMA Associate Certificate in Environmental Management

IEMA Diploma in Environmental Management

## Key topics

DATES	LOCATIONS	DATES	LOCATIONS
24-25 February	Sheffield	26-27 October	Woodland Grange
16-17 March	Oakham	17-18 November	Bristol
4-5 April	Bristol	6-7 December	Oakham
18-19 April	Woodland Grange		

*EEF members: £400.00 (excl VAT)*

*Non-members: £470.00 (excl VAT)*

*Duration: 2 days*

*To find out more about this course call us today on 0845 293 9850  
or visit [www.eef.org.uk/QT345](http://www.eef.org.uk/QT345)*



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# Help your people be all they can be

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*In challenging times, it's more important than ever to be sure that you're maximising the potential of your employees.*

At EEF, we work in partnership with thousands of companies like yours all over the UK, helping them stay dynamic and future-focused.

Nobody has a greater depth of insight into the challenges you face as an employer, and the issues around them. And nobody knows better how to bring out the very best in your people across a range of disciplines.

From one-off training courses to get your people up to speed with the latest developments to full consultancy support, our services are backed up by hands-on, practical knowledge. And delivered by some of the most experienced, qualified practitioners in the business.

We can help get your people ready for the challenges ahead. The ones they know about – and the ones they don't.

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## *Benefits of membership*

If your business is a member of EEF, you can enjoy a discount on all our training.

To find out more about how we can benefit your business visit [www.eef.org.uk](http://www.eef.org.uk)

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# Understanding your business inside and out

Looking for a training and consultancy partner who can bring out the best in your business? It's a good idea to go for someone who understands your industry inside out.

## **Real-world knowledge and experience**

EEF is your gateway to a wealth of talent and expertise. Ours are some of the most highly qualified, knowledgeable people in their field in the UK. But it isn't just about academic qualifications. The training we provide comes grounded in real-world experience.

That's because our trainers don't just spend their time training – they're also the ones delivering practical consultancy to our clients and putting the latest procedures into practice. It means that when they go back into the classroom, what they teach is totally relevant and practical for your business.

## **Joined-up approach**

Because of the breadth of what we do, the way we work with you can range across different disciplines, combining HR support with health and safety training, for example, to address a particular issue. We understand that solutions to the issues our members face don't sit in silos, so we don't either. With EEF, each service we offer is strengthened and reinforced by our knowledge of the others.

## **Straight talking**

We pride ourselves on our pragmatism. We go to great lengths to make sure the benefits we offer are measurable over time, and aligned closely with commercial need. It's one of the reasons why we prefer to work in close partnership with our customers because the more we get to know you, the more we can tailor our approach to your advantage.

## **National presence**

EEF is a national organisation based in regions around the UK. For our customers, this has two distinct advantages. If your operations are focused in one part of the country, we can offer you services tailored specifically to the particular needs of that region. But if you're a larger organisation with operations across the UK, it means we can bring you joined-up, consistent support, wherever you're based around the country.

## **A seat at the table**

We're a strong voice in UK and EU policy making. Through our close links to government, the EU and the enforcing bodies, we're consulted regularly on issues that affect our members. It means that we can predict the issues that will become more important for your business in the long term, as well as what you need to start thinking about now to seize the advantage. It all gets built into the service you get from us, in the training room or on the shop floor.

# Membership can improve your business performance

## **Business services that improve performance**

We are the manufacturers' organisation, helping thousands of companies to evolve and compete in a fast-changing world.

EEF is dedicated to the future of manufacturing. Everything we do is designed to help manufacturing businesses evolve, innovate and compete in a fast-changing world. With our unique combination of business services, government representation and industry intelligence, no other organisation is better placed to provide the skills, knowledge and networks they need to thrive.

Everything we do is designed to improve productivity, increase efficiency and reduce risk, and we work with government to create supportive legislation. We create the most positive business environment possible and can then put you in the best position to take advantage of it.

The benefits of membership are focused on delivering commercial benefit to you – driving cost out of your operations and raising quality, productivity and innovation in. We can help you achieve both cost-effective compliance and competitive advantage, helping you to reduce your management costs, improve your skills base, leverage your workforce and boost your productivity.

## **...and exclusive member advantages that help you save money**

As a member you will be able to take advantage of our strength in numbers. EEF Advantages is a bespoke business and employee benefits package designed to reduce overheads and drive team loyalty.

### **Health care**

The EEF Cash Plan supports your company's sickness and absence strategy.

### **Insurance**

EEF Insurance has proven to save members between 25 and 40% off their existing commercial insurance.

### **HSE legal support**

Health, safety and the environment are serious responsibilities for any business. When something goes wrong, the legal consequences can be severe – we offer 24/7 emergency support in the event of a crisis.

### **Protective equipment supplies**

We provide an exclusive discount to all members on the cost of personal protective equipment (PPE).

### **Member value**

EEF members benefit from discounts on conference hire at our network of training and conference venues.

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# Our training centres

Our training courses are available at fully equipped centres around the country and are certified to ISO 9001 quality standard. To join us at one of the locations listed below or to discuss any aspect of training and consultancy, call us on our national booking number: 0845 293 9850. Our advisers will be happy to help manage your training requirements.

## Non-residential training centres

### Midlands

**Birmingham** - St James's House, Frederick Road, Edgbaston, Birmingham B15 1JJ

**Oakham** - Barleythorpe, Oakham, Rutland LE15 7ED

**Tyseley** - Apprentices and Skills Centre, Reddings Lane, Tyseley, Birmingham B11 3ET

### South West

**Bristol** - Engineers' House, The Promenade, Clifton Down, Bristol BS8 3NB

### South East

**Cambridge** - Iconix Park, London Road, Pampisford, Cambridge CB22 3EG

**Hook** - Station Road, Hook, Hampshire RG27 9TL

### North East

**Gateshead** - EEF House, Queensway North, Team Valley Trading Estate, Gateshead, Tyne and Wear NE11 0NX

**Leeds** - Fieldhead, Thorner, Leeds LS14 3DN

**Sheffield** - Broomgrove, 59 Clarkehouse Road, Sheffield S10 2LE

### North West

**Warrington** - Glazebrook Lane, Glazebrook, Warrington WA3 5BN

### Wales

**St Asaph** - The Glascoed Centre, St Asaph Business Park, St Asaph LL17 0LJ

**Bridgend** - Waterton Centre, Waterton, Bridgend CF31 3WT

## Residential and non-residential training centre

**Woodland Grange** - Leamington Spa Old Milverton Lane, Leamington Spa, Warwickshire CV32 6RN

Our Woodland Grange venue, set in 16 acres, offers rural character combined with modern purpose-built facilities:

- Awarded four stars by Visit Britain
- Located at the heart of the Midlands motorway network.
- 114 en-suite bedrooms: with every modern facility, they provide plenty of working space to prepare for the next day's activities
- First-class dining options offering quality, choice and nutritionally balanced menus produced by a team of skilled chefs.
- Fully equipped health and leisure centre available free of charge to residential delegates



Woodland Grange, Leamington Spa